



ASSOCIATION OF CANADIAN PORT AUTHORITIES
ASSOCIATION DES ADMINISTRATIONS PORTUAIRES CANADIENNES

**ASSOCIATION OF CANADIAN PORT
AUTHORITIES
(ACPA)**

REQUEST FOR PROPOSAL:

GOVERNMENT ISSUES ADVISORY SERVICES

1.0 NOTICE TO PROPONENTS

THIS IS AN INVITATION FOR PROPOSALS AND NOT A TENDER CALL.

- (A.) Submit your proposal via email, addressed to the undersigned and clearly identifying the Proponent's name, and the RFP title. **PROPOSALS SUBMITTED BY FAX WILL NOT BE ACCEPTED.** The deadline for receipt of proposals is 3:00 p.m. EST on March 13, 2014.

The deadline for Questions relating to this RFP is by 5:00 pm EST on **March 10, 2014** (the "Deadline"). The Deadline will apply to any addendum issued prior to the Deadline, unless a new Deadline is specified. Any addendum issued after the Deadline will specify the deadline for questions resulting from that addendum.

PROPOSALS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.

- (B.) All enquiries are to be addressed to the attention of:

Wendy Zatylny
President
Ph: 613-232-2036
Email: wzatylny@acpa-ports.net

Although ACPA reserves the right to refuse to answer questions it, in its opinion, considers irrelevant to the project, answers that provide a clarification or revision to this RFP will be given in writing to all proponents by way of addenda. Please note that pursuant to section 5, questions involving proprietary information given by a proponent will be considered confidential. ACPA will not be bound by any interpretation or information given to any proponent orally.

ACPA shall not be liable to any proponent for any compensation of any kind whatsoever arising from or related to this request for proposal process. By submitting a proposal a proponent shall be deemed to have agreed that it has no claim against ACPA arising from or related to this request for proposal process and that it shall not make any claim or demand nor bring any action against ACPA for any damages whatsoever arising from or related to this request for proposal process.

The ACPA does not bind itself to accept any proposal, and reserves the right to withdraw from, or cancel, the proposal process at any time.

Wendy Zatylny
Ottawa, Canada

2.0 INTRODUCTION

The Association of Canadian Port Authorities (ACPA) seeks proposals from qualified applicants to undertake government issues advisory consulting services; specifically, strategic advice to enhance awareness of port and shipping issues and areas of concern with key audiences at the federal and selected provincial levels.

3.0 BACKGROUND

The Association of Canadian Port Authorities was founded in 1958 and groups together ports and related marine interests into one national association. ACPA represents all Canadian Port Authorities, various government entities and companies doing business in the marine sector, and is the leading Association for the advocacy and advancement of the Canadian Port Industry. ACPA members contribute significantly to the local, regional and national economy of Canada, responsible for over 250,000 direct and indirect jobs and handling over \$162 billion worth of goods annually.

The Association requires assistance in developing an outreach plan to enhance knowledge and appreciation, among decision-makers, of issues related to ports, shipping, implications of international trade, resource exports and the environment. This plan is to be developed and executed over the coming six to eight months.

4.0 OUTLINE OF RESPONSIBILITIES, SCOPE OF WORK AND DURATION

(A) RESPONSIBILITIES AND SCOPE

The consultant will deliver to the acceptance and satisfaction of the Association all elements outlined below:

- Project orientation and kick-off meeting;
- Development of a detailed strategic plan to enhance the understanding of port authority issues among decision-makers;
- Ongoing profiles and contact information for key decision-makers and their staff in the Government of Canada, and on an as needed basis for governments of Canada's provinces and territories.
- Assistance with the development of preparatory materials in advance of scheduled meetings;
- Identification of related opportunities within the Parliamentary calendar to enhance the Association's exposure.

The ACPA prefers to approach decision-makers directly, however where necessary the consultant may be asked to facilitate the introduction of ACPA personnel to key contacts in provincial and territorial governments. In the case of the Government of Canada, ACPA does not use intermediaries and will arrange all meetings directly.

(B) DURATION

The duration of the contract will be six months from the date of the award.

5.0 PROPOSAL GUIDELINES

Proposals should address the following elements that will be considered in ACPA's assessment of each proposal:

- 1) A description of the proposed approach for the required work (proposals must demonstrate a very clear understanding of the project scope and challenges to be addressed);
- 2) Details of the proposed project team including description of the relevant qualifications and experience of the individuals (including a demonstration of knowledge and experience with target audiences);
- 3) Company background, including the legal name of the proponent and brief company history (in the case of a joint venture or partnership, a description of each partner),
- 4) Names of directors and senior management and a brief background statement about each of them,
- 5) Detailed budget including clear outline of fees (hourly rates for all personnel and/or retainer/flat fee) and expenses to carry out the evaluation (Appendix A);
- 6) Completed and signed Conflict of Interest declaration (Appendix A)

Proposals which fail to include the above information will be eliminated from the review process.

6.0 ASSESSMENT OF PROPOSALS

ACPA will assess each proposal by taking into account the criteria outlined in section 5, ("Proposal Guidelines") and ACPA's strategic objectives. Prior to making a decision, ACPA may request individual interviews with a short list of proponents. ACPA reserves the right to utilize additional criteria and considerations by which it will assess the proposals to ensure that ACPA's business objectives are met.

7.0 PROPOSAL CONDITIONS

In addition to section 1.0 ("Notice to Proponents"), the following terms and conditions shall govern the proposal process:

- (A) ACPA does not bind itself to accept or reject any proposal, for any reason whatsoever and the lowest proposal will not necessarily be accepted. ACPA reserves the right to withdraw from, or cancel, the proposal process at any time.
- (B) Due to the commercial nature of the information requested, proposals will be kept confidential and shall not be divulged by ACPA except to its respective legal, financial and other professional and technical advisors.
- (D) A proponent may be a joint venture or partnership. A proponent may also utilize a subcontractor for a portion or portions of the services. A joint venture, partnership or subcontractor will only be considered if each party to the proposal provides appropriate background information as detailed in section 5(B) and is an active participant in the provision of services.

- (E) ACPA reserves the right to reject a proposal if the proponent or its subsidiary, parent corporation, affiliate, associate, partner or subcontractor intends to or does provide services to another organization in competition with ACPA. ACPA reserves the right to determine whether a conflict of interest exists or may exist and ACPA's decision in this regard shall be final.
- (F) ACPA reserves the right to reject any proposal which in ACPA's opinion:
 - (i) does not evidence or reflect sufficient knowledge of the type or work involved,
 - (ii) does not evidence the proponent's ability to perform the work or services to the satisfaction of ACPA, and is not, thereby, in ACPA's best interest.
- (G) In its assessment of proposals, ACPA may also consider public information about the proponent that is available to ACPA.
- (H) In its assessment, ACPA reserves the right to obtain clarification of a submitted proposal from a proponent and to request changes in a proponent's team.
- (I) An agreement must be negotiated and executed by ACPA and the successful proponent before the services or work is awarded. Prior to negotiating the terms of the agreement and executing it there is no agreement capable of acceptance.
- (J) ACPA reserves the right in its sole discretion to award all or part of the services or work to one or more proponents.
- (K) ACPA reserves the right to terminate any contract awarded, at its discretion and with due notice and payment for services rendered up until the time of notice.

APPENDIX A

Conflict of Interest Declaration

To be signed submitted with your application. This declaration applies to applicants and their proposed team.

We have carefully reviewed our situation in light of these illustrations (check appropriate box):

- To the best of our knowledge and belief, we are involved in no situation or action that might be regarded as a potential conflict of interest with our duties as a consultant.

- It appears that we are involved in some situations or actions that might be regarded as a potential conflict of interest with our expected duties as a consultant. Details of each of these situations and/or actions are as follows:
 - 1.
 - 2.
 - 3.

We agree to immediately notify the Association of Canadian Port Authorities if any new situations or actions develop that might be regarded as a potential conflict of interest with our duties as a consultant.

Applicant(s):

Name (please print) _____

Signature _____ Date _____