

Continuing Care Strategy



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Awarding the New Long-term Care Beds — The RFP Process

Nova Scotia's Procurement Request for Proposals (RFP) process will be used to award contracts to build over 800 new long-term care beds included in Nova Scotia's Continuing Care Strategy¹. This process outlines the evaluation criteria, the format to follow when responding, and how successful vendors will be assessed and selected.

The RFP will be released in phases:

- 1:** Includes the contracting process, the location of beds, details of the selection process, and vendor evaluation criteria and response requirements.
- 2:** Includes the design, space, and program requirements, as well as information on the required financial proposal in draft.
- 3:** Includes the design, space, and program requirements, as well as information on the required financial proposal in final format.

Time Line

February 22, 2007	Information sessions on the RFP procurement process are held with vendors and the long-term care sector
April 5, 2007	Request for Proposal
April 18, 2007	Release of Space & Design – Draft #1
April 19, 2007	Vendor Briefing & Response Preparation Workshop
April 27, 2007	Release of Facility Development Approval Process Notice of Intent to Respond due
May 23, 2007	Release of Program Requirements – Draft #1
June 13, 2007	Release of Space & Design Requirements – Draft #2 Program Requirements – Draft #2

¹ 40 beds at Bayside and 6 beds at Peter's Place will not be included in the RFP process.

	Financial Requirements - Draft Forms of Contract -Draft
June 14, 2007	Vendor Briefing
June 22, 2007	Design Lead Profiles due
June 29, 2007	List of Design Teams Submitting released
July 25, 2007	Release of final: Space & Design Requirements Program Requirements Financial Requirements Forms of Contract
July 26, 2007	Vendor Briefing
RFP Closing Date	See RFP Cover Sheet

Details of the RFP Process

1. Information Sessions

Information sessions to discuss the details of the RFP process with those who wish to respond will be held. At these sessions, stakeholders and vendors will have the opportunity to review and comment on the RFP process. All comments will be evaluated and may be incorporated into the RFP documents. Stakeholders and vendors in Nova Scotia will be informed of the dates and times of the information sessions through an email invitation. An announcement will also be posted on the Nova Scotia procurement website at <http://www.gov.ns.ca/tenders>.

2. RFP Release

The RFP will be released in phases on the Nova Scotia tenders website located at: <http://www.gov.ns.ca/tenders>.

There are three major dates for releases:

- April 5, 2007 - Request for Proposal (RFP)
- June 13, 2007 – The following documents will be released in Draft format
 - Space and Design Requirements – Draft
 - Program Requirements – Draft
 - Financial Requirements – Draft
 - Forms of Contract – Draft
- July 25, 2007 – The following documents will be released in Final format.
 - Space and Design Requirements
 - Program Requirements
 - Financial Requirements
 - Forms of Contract

Consultation sessions will be held following the release of the major components and feedback may be incorporated through the use of addendums or updates to draft deliverables.

3. RFP Conclusion

Responses to the RFP are expected to be received in August 2007. See Nova Scotia Procurement web site for exact date.

4. Evaluation

An evaluation committee, made up of representatives from the Department of Health, will review the RFP submissions. The evaluation process will be overseen and facilitated by an external procurement consultant. Submissions will be evaluated according to criteria and weighting outlined in the RFP. The evaluation criteria will include:

- The ability of the vendor to deliver the proposed facilities and services
- The specifics of the proposed facilities and services
- The proposed net costs to the province

As a result of the number of applicants expected to respond to the call for RFPs, proposal evaluation and negotiations with those selected will take place in phases throughout the summer and fall of 2007.