



Sault Ste. Marie
POLICE

Request for Proposal

Document Number: 2021-03A **Total number of pages, including Cover Sheet:** 16

Document Title: **Policy and Procedure Audit**

Date Issued: **Monday, June 7, 2021**

Submissions must be made in accordance with this document and will be received at the Police Services Building at 580 Second Line East, Sault Ste. Marie, ON P6B 4K1 on or before:

3:00 p.m. EST
Monday, July 5, 2021

It is the vendor's sole responsibility to ensure:

- **The submission is received by the date and time specified above**
- **The submission is accompanied by all required documentation**

Contact Name: Lincoln Louttit, Manager – Corporate Communications, Planning and Research
Phone Number: (705) 949-6300 ext. 259

Vendors shall submit the price for which they are prepared to supply the goods and/or services described therein, in accordance with all stated terms and conditions in this document.

No pricing on this page.
Please submit the pricing sheet in a separate pricing envelope.

Company Name and Address:

PLEASE RETURN THIS COVER SHEET WITH YOUR SUBMISSION

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

Document 2021-03A

Policy and Procedure Audit for Sault Ste. Marie Police Service

The Sault Ste. Marie Police Service, on behalf of the Sault Ste. Marie Police Services Board is seeking qualified vendors to submit proposals to conduct a review of policies and procedures related to training, hiring practices, promotional process, public complaints, use of force and any other policies and procedures deemed relevant to the audit.

**3:00 p.m. EST
Monday, July 5, 2021**

This document is available to vendors electronically through the Sault Ste. Marie Police Service website at www.saultpolice.ca as well as www.merx.com.

Only the successful proponent will be contacted. Proposals will not be opened publicly.

It is the vendor's sole responsibility to ensure their submission is received by the time and date specified within the document.

The Sault Ste. Marie Police Service relies on this advertisement to notify you of this business opportunity and is not obligated to notify past or present vendors, contractors or service providers in any other manner.

The Sault Ste. Marie Police Service is aware of websites where Sault Police purchasing documents are being relayed either free or for a fee. The relaying of Sault Police documents is being done without the Sault Ste. Marie Police Service's permission or collaboration and any fees being charged are unrelated to Sault Ste. Marie Police Service processes and are not required in order to access the purchasing documents on the Sault Ste. Marie Police Service website.

It is the vendor's sole responsibility to ensure their submission is received by the time and date specified in the document.

Proposals will not be opened publicly.

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

TABLE OF CONTENTS

1	DEFINITIONS.....	4
2	INSTRUCTIONS TO PROPONENTS	5
3	BACKGROUND	6
4	SCOPE OF WORK and SCHEDULE/WORK PLAN	6
5	TECHNICAL PROPOSAL CONTENT	7
6	DESIGNATED AUTHORITY.....	10
7	PROPOSAL GENERAL TERMS AND CONDITIONS.....	10
8	GENERAL CONDITIONS OF THE CONTRACT.....	14
	PROPOSAL SUBMISSION FORM.....	16

CONFIDENTIAL

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

1 DEFINITIONS

Agreement: means the written contract between the Sault Ste. Marie Police Service (hereinafter "SSMPS") and a Successful Proponent with respect to the Services contemplated by the Request for Proposal (hereinafter "RFP"), and shall be deemed to include the terms and conditions for the provision of the Services as set out in this RFP.

Closing Date: means the date and time as set out in section 2.1 Proposal Submission and Closing Date.

may/should: used in this RFP denote permissive (not mandatory).

MFIPPA: means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56.

must/shall/will: used in the RFP denote imperative (mandatory). Proposals not satisfying imperative (mandatory) requirements will be deemed to be non-compliant and will not be considered for contract award.

Preferred Proponent: means the Proponent who's Proposal, as determined through evaluation analysis described in the RFP, provides the best overall value in meeting SSMPS's requirements, and may be recommended for award.

Proposal: means an offer submitted by a Proponent in response to this formal RFP which includes all documents necessary to satisfy the submission requirements of the RFP.

Proponent/Vendor: means a legal entity, being a person, partnership, firm or corporation that submits a proposal in response to a formal RFP.

RFP: means this Request for Proposal package in its entirety, which includes all sections, appendices, schedules, and attachments as listed in the Table of Contents and any addenda that may be issued by SSMPS.

Selection Committee: means relevant representation of the SSMPS and such other persons as may be selected by SSMPS to evaluate the Proposals.

Service Provider: means the Successful Proponent with whom SSMPS enters into an Agreement.

Services: means all services and deliverables to be provided by a Service Provider as described in this RFP.

Site Authority: means the SSMPS designate specified with authority pertaining to the provision of Services.

SSMPS: means Sault Ste. Marie Police Service.

SSMPS Board: means the Sault Ste. Marie Police Services Board.

SSMPS Audit Committee: means the Sault Ste. Marie Police Services Audit Committee.

Successful Proponent: means the Proponent whose Proposal is recommended for award to SSMPS Board or Board designate.

The Service: means Sault Ste. Marie Police Service.

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

2 INSTRUCTION TO PROPONENTS

Proposal Submission and Closing Date

The Proposal submission must be delivered **no later than 3:00 p.m. EST on Monday, July 5, 2021.**

The Proponent must assume full responsibility for delivery and deposit of the completed Proposal. SSMPs accepts no responsibility for any loss or delay with respect to Proposals that are delivered to any location other than that specified.

Digital and/or Hard copy submissions must be clearly marked "RFP TBD Proposal for Policy & Procedure Audit - Sault Ste. Marie Police Service", and include the Proponent's name and return address.

Technical Proposal – Digital/Hard Copy – Separate Email/Sealed Envelope

Financial Proposal – Digital/Hard Copy – Separate Email/Sealed Envelope

*Office of the Chief of Police
Sault Ste. Marie Police Service
580 Second Line East,
Sault Ste. Marie, ON P6B 4K1*

Proposals with this Subject Line ("Proposal for Policy & Procedure Audit - Sault Ste. Marie Police Service"), will be received by the Inspector of Support Services Brent Duguay at the following email address only, b.duguay@ssmps.org.

Any proposal submitted via email must be formatted in such a way that it can be printed to provide copies to all committee members.

Enquiries/Addenda

Any information regarding this RFP must be addressed in writing to the attention of **Lincoln Louttit, Manager, Corporate Communications, Planning & Research** via email l.louttit@ssmps.org. It will be the Proponent's responsibility to clarify any questions before submitting a Proposal. Deadline for clarification or questions will be 3:00 P.M. EST on Monday, June 28, 2021.

SSMPs shall determine, at its sole discretion, whether the query requires a response, and such responses will be made available to all Proponents by issue of addenda that will be incorporated into and form part of the RFP.

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

3 BACKGROUND

The Service is requesting proposals for an audit of the policies and procedures of the Service, and the Police Services Board in order to identify any inherent and/or systemic bias contained within.

The Service is committed to being an inclusive and diverse workplace and wants to ensure there is nothing contained within the policies and procedures that could exclude others from gaining employment with the Service and/or excludes members from advancing their career.

In addition, the Service wants to ensure all encounters with the public are done so without bias and with integrity.

The Board members have agreed a neutral third-party facilitator should be retained to conduct the review and/or audit and to provide options and recommendations to this review/audit.

4 SCOPE of WORK and SCHEDULE/WORK PLAN

Your proposal will be comprised of a Technical Proposal and Financial Proposal, in separate sealed envelopes, submitted at the same time and in accordance with this RFP. The Technical Proposal will be evaluated based on a scoring evaluation maximum number of *points of 75*.

The Proponent shall provide the following services and deliverables:

Conduct a comprehensive review and/or audit of Sault Ste. Marie Police Service's:

- Hiring Practices
- Recruiting Practices
- Promotional Practices
- Training Practices
- Public Complaint Practices
- Use of Force Practices
- Any related Practices

As part of the review/audit process, the Proponent shall engage in public consultation to ensure the views and perceptions of Sault Ste. Marie and Prince Township residents are considered when analyzing information and data received during the process outlined above. The Proponent shall outline the method of public consultation, as well as the timing of the public consultation in the process of the review/audit.

The completed Project will identify:

- Any inherent and/or systemic bias or potential bias contained within Service and/or Police Services Board policy and procedures;

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

- Explanation as to why certain elements are deemed to contain bias or potential bias;
- Recommendations on how to address bias identified;
- Recommended process, including timeline benchmarks on how to address identified bias; and

Additional Components (optional at The Service's discretion – Proponent shall provide pricing):

Schedule/Work Plan

The proponent shall submit a project work plan that includes anticipated dates for the completion of major milestones. The work plan and scheduled shall be done in the form of the applicant's choice, but should reflect the fastest possible turnaround time for a comprehensive review/audit. The scheduled shall be updated regularly, in the estimation of the proponent, to reflect project progress and be submitted for review and approval.

- (A) Release of RFP: June 7, 2021
- (B) Submission of Proposal: July 5, 2021
- (C) Award: TBD
- (D) Commencement of Services: TBD
- (E) Project Completion: TBD

The Service reserves the right to alter the scheduling of items "B" to "E".

5 TECHNICAL PROPOSAL CONTENT

The purpose of this section is to obtain information from firms that have experience in providing the services listed in the Scope of Work. The evaluation committee will review and evaluate the information received in the Vendor Submission in response to the items listed in this section.

Failure to respond to any requested information will be deemed unresponsive and subsequently no points will be assigned during the evaluation process.

Provide the information under the same order and headings as listed below:

VENDOR PROFILE AND EXPERIENCE

Include the following information:

Your proposal will be comprised of a Technical Proposal and Financial Proposal, in separate sealed envelopes, submitted at the same time and in accordance with this RFP. The Technical Proposal will be evaluated based on a scoring evaluation maximum number of *points of 75*.

The following are to be included within the Technical Proposal as submitted. The relative order should be maintained

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

- Include a Letter of Introduction stating the Signee is authorized to bind the Proponent to the contents of the Proposal including pricing. Proponents should designate a Contact Person in the Letter of Introduction of the Proposal – include full contact details including email address.
- List key personnel with brief Curriculum Vitae and Roles to be utilized for the Project. Include estimated time commitments.
- List relevant past experience on similar (policy and procedure audit) projects. Include details and provide relevant references (minimum of 3) including contact names, phone numbers, email addresses and type of business.
- Include a detailed schedule recognizing critical deliverables, progress meetings and timelines – demonstrating commitment to a comprehensive completion of the entire project.
- Include any other information or content relevant to completion of the Project and ensure the Minimum Qualifications described below are included.
- Include a list of shareholders of any corporate entity directly submitting a proposal or submitting as a partner in a partnership structure.

The Financial Proposal, in a separate sealed envelope will describe your fee structure as described at the Fee Structure section at page 8 of this RFP.

Audit Project Phases (Preliminary)

Note: Proponents may propose an alternative to the phased approach listed below. In any case, a phased approach to the project is to be maintained. Proponents shall list anticipated timelines, anticipated time (in hours or days) required for each phase and costs (per hour or day) anticipated for each phase.

The following audit project phase outline is provided to demonstrate what phases The Service anticipates the project will involve; and who will be responsible for the different phases. As defined above, the “The Service’s Audit Committee” (SSMPS Audit Committee) will be made up of Sault Ste. Marie Police Service representatives. The successful Proponent will not be responsible for items listed below that list the “SSMPS’s Audit Committee” in parenthesis; The Service only anticipates the successful Proponent being responsible for assisting with the items that list the “Proponent.” This outline will be discussed and further outlined with the successful Proponent.

A. Review & Procedure Development (SSMPS’s Audit Committee & Proponent)

The SSMPS’s Audit Committee will review current Service and Police Services Board policies and procedures to be analyzed as part of the audit. The policies and procedures will relate to training, hiring practices, promotional process, public complaints, use of force and any other policies and procedures deemed relevant to the audit. The Proponent will collaborate with the Service on the method to be used for the audit. The successful Proponent may recommend further policies and procedures to be included in the audit.

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

B. Initial Policy & Procedure Review (Proponent)

The successful Proponent will determine and conduct an initial review of the polices and procedures to be included in the audit. The initial review will likely include a survey of Service members to determine a comprehensive analysis of current member's to determine gender and racial identification and experiences related to inherent and/or systemic bias.

C. Comprehensive Review of Policies and Procedures (Proponent)

The successful Proponent will audit all relevant Service and Police Services Board policies using proven comprehensive analysis methodology; utilizing the results of phase B.

D. Presentation of Results & Recommendations (Proponent)

The successful Proponent will present its findings and recommendations to the SSMPS Audit Committee and Senior Command. The successful Proponent will also present timeline deadlines and strategies for the SSMPS to implement recommendations to address any and all inherent and/or systemic bias found within Service and Police Services Board policies and procedures

E. Implementation of Results & Recommendations (SSMPS Audit Committee & Proponent)

The SSMPS Audit Committee and Senior Command will initiate implementation of recommendations brought forward by the Proponent. The Proponent will contact the SSMPS Audit Committee at designated times in order to maintain transparency and ensure recommendations are being implemented.

Staff Availability and Documentation

The Service shall make available any Staff and existing documentation in its possession to facilitate a comprehensive audit.

Fee Structure

The Service values quality of work, timely delivery and value for money. Competitive pricing will be evaluated after the Technical Proposal scoring has been completed.

A comprehensive fee schedule detailing all costs associated with the project must be included within the Financial Proposal submitted. Disbursements and expenses must be listed excluding HST. Include a fee schedule for the required scope of services as outlined in Scope of Work, of the RFP. Hours of Effort and Responsibility should be detailed.

A total fee, exclusive of disbursements, expenses and HST must be clearly stated. The following formula will be used to calculate the Financial Proposal component of the total evaluation score:

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 25$$

The Financial Proposal and the Technical Proposal Submissions **MUST BE COMPLETELY SEPARATE** and each of them must be submitted individually and clearly marked as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each digital or hard copy envelope **MUST** clearly indicate the name of the Proponent.

Performance of additional work identified during progress of the Project that may incur invoicing in excess of the fee schedule presented must be approved in advance by The Service.

Your Financial Proposal shall include hourly and daily fee rates for all key personnel.

6 DESIGNATED AUTHORITY

The designated authority for this project is:

Inspector Brent Duguay
(705) 949 6300 ext. 350
b.duguay@ssmps.org

7 PROPOSAL GENERAL TERMS AND CONDITIONS

Proposal Withdrawal and Acceptance Period

A Proposal may be withdrawn at the office of the Chief of Police at any time by a request in writing signed by the Proponent. A Proponent who has withdrawn a Proposal may submit a new Proposal, but only in accordance with the terms of this RFP.

SSMPS requests the Proposal remain open for acceptance until sixty (60) days after the Proposal Closing Date, or until such time as mutually agreed upon in writing.

Services

The Proponent shall skillfully and competently perform the Services, with the standard of care, skill and diligence to be expected by reasonable, prudent professional consultants in the performance of services similar to those called for under this Agreement, in accordance with sound business practices. The Proponent shall employ only skilled and competent staff who will be under the supervision of a senior member of the Proponent's staff.

The Proponent shall provide, at the sole cost and expense of the Proponent, save as otherwise provided in this Agreement, all necessary equipment, analysis, transportation, accommodation, staff and technical assistance required in performing the Services.

The Proponent shall use the key personnel as are referenced in the Proponent's Proposal. SSMPS reserves the right to require any of the Proponent's personnel or other persons employed by the Proponent in the performance of the Services be replaced. The Proponent

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

shall replace such person immediately upon receipt from SSMPS of notice in writing requiring it to do so.

The Proponent shall complete any portion or portions of the Services in such order as SSMPS may require, and SSMPS shall have the right to take possession of and use any completed or partially completed portions of the work completed by the Proponent as a result of the completion or partial completion of the Services, notwithstanding any provisions expressed or implied to the contrary.

Alternate Proposals

Proponents may submit an alternate Proposal provided it complies with the essential requirements set forth in the RFP and contains adequate justification, including costs. Alternate Proposals should be marked as such, and included in a single package with any other Proposal being submitted. It will be at the sole discretion of the Selection Committee to determine if an alternate Proposal is acceptable and to be further considered for evaluation. Alternate Proposals will be individually evaluated. Proposals that do not comply with the essential requirements are not encouraged and will be rejected.

Solicitation of SSMPS Staff and Board Members

With the exception of the Manager – Corporate Communications, Planning and Research, and except as otherwise specified by SSMPS, Proponents shall not, directly or indirectly, contact or communicate with any individuals working for or associated with SSMPS in relation to this RFP. Any Proponent which SSMPS determines to be circumventing or subverting this process may, in SSMPS's absolute discretion, be disqualified.

Influence

No person, partnership, firm, company, corporation, or organization shall attempt in any way, directly or indirectly either in private or in public, to influence the outcome of any SSMPS evaluation or Proposal acceptance.

The Proposal of any person, partnership, firm, company, corporation or organization that does attempt to influence the outcome of any SSMPS purchasing process will be disqualified.

No Collusion

No Proponent may discuss or communicate about, directly or indirectly, the preparation or content of its Proposal with any other Proponent, or potential Proponent or the agent or representative of any other Proponent or potential Proponent. If SSMPS discovers there has been a breach of this restriction at any time, SSMPS reserves the right to disqualify the offending Proponent or terminate any ensuing Agreement with an offending Proponent.

Conflict of Interest

In its Proposal, the Proponent must disclose to SSMPS any potential conflict of interest that might compromise the performance of the Services. If such conflict of interest does exist, the SSMPS may, at its discretion, refuse to consider the Proposal, or use an evaluation system/process that addresses the conflict.

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

For the purposes of this RFP and any submitted Proposals, a conflict of interest will be interpreted in the broadest sense and shall include, but not be limited to, the ownership of any interest in a Proponent by a direct family member (being parent, spouse, common law partner, child, grandchild) or such direct family member being an officer, director, senior manager or Key Personnel of the Proponent.

The Proponent must also disclose whether it is aware of any SSMPS employee, Board member or member having a financial interest of any kind including, but not limited to, an ownership interest by way of shares, debt, debenture, or guarantee provision in the Proponent and the nature of that interest. If such an interest exists or arises, the SSMPS may, at its discretion, refuse to consider the Proposal or withhold the awarding to the Successful Proponent until the matter is resolved to SSMPS's sole satisfaction.

Ownership and Disclosure of Proposal Documentation

The documentation comprising any Proposal submitted in response to the RFP, along with all correspondence, documentation and information provided to SSMPS by any Proponent in connection with or arising out of this RFP, once received by SSMPS:

- Shall become the property of the SSMPS; and
- Shall become subject to the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA"), and may be released, pursuant to that Act.

Because of *MFIPPA*, prospective Proponents are advised to identify in their Proposal any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. At a minimum, each Proponent's name along with the Proposal total cost and total evaluated score shall be made public. Proposals will be made available to members of the SSMPS Board provided that their requests have been made in accordance with SSMPS's procedure and may be released to members of the public pursuant to *MFIPPA*.

Omission

SSMPS reserves the right, in its sole discretion, to accept or reject any Proposal which is non-compliant with the requirements of this RFP.

Funding

The award of any contract shall be conditional upon funding availability as dictated by SSMPS budget and approval by SSMPS Board or designate.

Cost of Proposal

Preparation and submission of a Proposal in response to this RFP is voluntary and any costs associated with Proposal preparation, submission, meetings, negotiations or discussions with SSMPS are solely that of the Proponent submitting the Proposal.

No Claim

SSMPS will not be liable to any Proponent or related third parties for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

RFP. Except as expressly and specifically permitted in this RFP, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

No Binding Contract

The SSMPS may, after reviewing the Proposal received, enter into discussions with one or more of the Proponents, without such discussion in any way creating a binding contract. This RFP, or submission of a Proposal, shall not create a legal binding contract.

Clarifications

As part of the evaluation process, SSMPS may make requests for further information with respect to the content of any Proposal in order to clarify the understanding of the Proponent's response. SSMPS may request this further information from one or more Proponents and not from others.

Selection Committee

All Proposals will be evaluated by the Selection Committee through a review and analysis process defined by the Selection Committee. The Selection Committee will select the Proposal which in its opinion meets SSMPS's requirements under this RFP and provides the best overall value to SSMPS. The Proposal selected, if any, will not necessarily be the one offering the lowest cost. Pricing is one of the components in determining the successful Proponent. The Selection Committee will evaluate the Technical Proposals by using the criteria set out in Section 4, Technical Proposal Content and a scoring matrix that has been developed by the Selection Committee. The Technical Proposal Content will have a total score of 75. The Selection Committee will score on the following elements:

- Education
- Previous Work on Related Projects
- Training and Support
- Time Lines and Schedule for Completion of Review
- Time Lines and Schedule for Implementation of Recommendations
- Additional Components

By responding to this RFP, Proponents will be deemed to have agreed the decision of the Selection Committee will be final and binding.

Interviews

Proponent(s) may be invited to do an interview with the Selection Committee, the results of which will be used by the Selection Committee as a mechanism to revisit, revise, confirm and finalize the scores and select the Successful Proponent.

A representative(s) of a Proponent who is invited to an interview is expected to be thoroughly versed and knowledgeable with respect to the requirements of the RFP and the contents of its Proposal, and must have the authority to make decisions and commitments with respect to matters discussed at the interview, which may be included in the Agreement.

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

The Selection Committee may interview any Proponent(s) without interviewing others and SSMPS will be under no obligation to advise those not receiving an invitation until completion of the evaluation and selection process.

Negotiations

If the substantive deliverables (Scope of Work) are not materially changed, SSMPS shall have the right to negotiate on such matters as it chooses with any short-listed Proponent, as selected by the Selection Committee, without obligation to necessarily communicate, negotiate or review similar modifications with other Proponents. SSMPS shall incur no liability to any other Proponent as a result of such negotiation of alternative arrangements.

During negotiations, the results of which may be used by the Selection Committee as a mechanism to revisit, revise, and finalize the scores and select the Successful Proponent, the Services may be revised and any identified issues and concerns may be resolved.

Ownership and Confidentiality of SSMPS Provided Data

All correspondence, documentation and information provided by SSMPS staff to any Proponent or prospective Proponent in connection with, or arising out of this RFP, the Services or the acceptance of any Proposal:

- is and shall remain the property of SSMPS;
- must be treated by Proponents and prospective Proponents as confidential; and
- must not be used for any purpose other than for replying to this RFP, and for fulfillment of any related subsequent Agreement.

Publicity

The Proponent and its affiliates, associates, third-party service providers and sub-contractors shall not release for publication any information in connection with this RFP or any Agreement without prior written permission of the SSMPS.

7 GENERAL CONDITIONS OF THE CONTRACT

Termination

SSMPS may terminate any issuing Agreement at any time subject to thirty (30) days written notice to the Service Provider. SSMPS shall provide appropriate compensation to the Service Provider proportionate to the Services satisfactorily performed by the Service Provider prior to the termination date, but no further payment or penalty amount shall be payable.

Compliance with Laws and Licensing

The Service Provider will be responsible for a strict adherence to all Federal, Provincial, and Municipal statutes, regulations, by-laws, codes, and codes of professional conduct, and where applicable must obtain all permits and licenses.

Health and Safety

The Service Provider shall perform all work in compliance with the Occupational Health and Safety Act of Ontario.

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

The Service Provider acknowledges its duty as an employer and a supervisor under the Occupational Health and Safety Act and under the applicable regulations and in particular, that the Service Provider shall take every precaution reasonable under the circumstances for the protection of a worker.

The Service Provider acknowledges possession of a copy of the Occupational Health and Safety Act and applicable regulations for these Services.

The Service Provider shall provide all required safety and personal protective equipment as required under the Occupational Health and Safety Act or the Safety Policies of the Proponent. SSMPS has the right to stop the work if improper performance of any kind is being carried out.

The Service Provider releases and discharges SSMPS from any claim or demand for any action taken by SSMPS to exercise its duties of due diligence under the Occupational Health and Safety Act.

Insurance

The Service Provider shall be required to purchase and maintain in force, at its own expense (including the payment of all deductibles) and for the duration of Services, the following policies of insurance, which policies shall be in a form and with an insurer acceptable to SSMPS. A certificate of these policies originally signed by the insurer or an authorized agent of the insurer must be provided to SSMPS prior to the commencement of the Service Provider's Services:

- Comprehensive General Liability provided the policy is in the amount of not less than Five Million Dollars (\$5,000,000) per occurrence

Indemnification

The Service Provider shall indemnify and hold harmless SSMPS and their respective officers, directors, agents and employees, and each of them, from and against claims, demands, losses, costs, damages, actions, suits or proceedings by third parties that arise out of, or are attributable to, the Service Provider's performance of the Services.

Confidentiality

The Service Provider shall treat all information of any kind which comes to the attention of the Service Provider in the course of carrying out the Services as confidential and shall not disseminate such information for any reason without the express written permission of SSMPS.

Method of Payment

Payment shall be made within thirty (30) days of receipt of an invoice, provided the Services as identified on the invoice have been performed and accepted by the Inspector in charge of Support Services.

**SAULT STE. MARIE POLICE SERVICE
POLICY AND PROCEDURE AUDIT
RFP 2021-03A**

PROPOSAL SUBMISSION FORM

We have carefully examined all documents issued as part of this RFP and have a clear and comprehensive knowledge of the requirements, terms and conditions of this RFP.

We acknowledge receipt of _____ addendums.

Proposal Submitted by:

Proponent: (Full Legal Name) _____

Proponent: (Company Name) _____

Address:

Contact Person: _____

Telephone: _____

Email: _____

Signature of Authorized Officer: _____

Name: _____
(I have authority to bind the Corporation, Company, or Partnership)

Signature of Witness: _____
(A witness signature is required only when the Proponent is not a Corporation.)

Name of Witness: _____