

REQUEST FOR PROPOSALS
Comprehensive Legal Services

Closing Date: March 15, 2024

Response Submission Contact:

ALEXIS HRANCHUK, EXECUTIVE ASSISTANT

The Calgary Drop-In Centre
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STATEMENT OF PURPOSE

The Calgary Drop-In Centre (the DI) is looking to engage an external law firm to perform comprehensive legal services for the organization, including employment law, real estate law, contract law, and general legal advice. The purpose of this project is to consolidate the Calgary Drop-In Centre's legal services within one firm and to ensure that the DI's legal needs are met adequately.

KEY DATES SUMMARY

Final proposals to be submitted no later than March 15, 2024.

Contract will be awarded in April 2024.

Contract length to be determined with selected firm.

KEY CONTACT

Questions and proposals should be submitted via email to:

Alexis Hbranchuk
Executive Assistant and Privacy Officer
<AlexisH@thedi.ca>

DISCLAIMER

This Request for Proposal does not constitute a guarantee on the part of the DI that a contract will be awarded. All costs incurred in the preparation and submission of a Proposal in response to this Request for Proposal will be assumed by the service provider.

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1.0 BACKGROUND

At the Calgary Drop-In Centre (the DI), we welcome adults at risk of or experiencing homelessness. Working collaboratively with community partners, we offer a broad spectrum of care including emergency shelter, health programs, and housing options – all geared to help people find their way home.

Every person's story is as unique as the situation that brings them to our doors. For many, homelessness is the only option when affordable housing is out of reach, or income has been lost due to illness or having to flee an unsafe situation. Often, experiences of trauma, especially in early childhood, leave a lasting impact on a person's mental and physical health. Regardless of what led a person to the DI, our goal is to make their time with us as brief as possible.

Experiencing homelessness and lacking the basic necessities of life leads to disproportionately high rates of health issues, like substance use. As the drug crisis continues to escalate, we have added additional supports including a drug response program and detox and recovery transition programs, which together, provide new pathways to treatment, recovery, and ultimately housing.

Organizational Values

We are a values-driven agency, and we believe in the work that we do.

Kindness: We accept each person's uniqueness with compassion and empathy.

Respect: Our actions honour the rights, differences, and dignity of others.

Wellness: We promote, provide and support holistic wellbeing.

Accountability: We operate with transparency and integrity in both our relationships and our commitments.

Community: Through collaborative partnerships, we work together as a team, building inclusive communities.

2.0 PURPOSE OVERVIEW

The purpose of consolidating the DI's legal services is to create efficiencies and to build a solid and reliable partnership that will add value to both partners and result in community building and engagement opportunities.

4.0 REQUEST

The DI is seeking a law firm that has experience with:

- Employment Law
- Real Estate & Planning Law
- Contract Law
- Non-profit & Charity Law
- Providing general legal advice, including advising on such topics as, but not limited to,
 - Privacy and information security concerns
 - Public lawsuits
- Community service mindset including volunteerism and sponsorship activities.

5.0 CONTRACT AWARD

The contract will be awarded to the service provider whose offer will be the most advantageous to the DI in terms of cost, suitability, readiness, availability, support, and flexibility. The DI is also looking to partner with an organization with similar or aligned values and other material factors as may be identified.

The DI reserves the right to:

- reject any or all offers and discontinue this RFP process without obligation or liability to any potential service provider;
- accept any proposal other than the lowest priced offer; and
- award a contract based on initial offers received, without discussions or requests for best and final offers.

5.0 PROPOSAL SUBMISSION

To simplify the proposal process, the DI asks that you submit your proposal in the format below:

I. Cover Letter

II. Proposal

a. Executive Summary

- i. Describe your understanding of the work to be performed and your ability to perform the work within the time frame provided.
- ii. How does the culture of the firm align with the values of the DI?
- iii. In what other ways would the firm support the work of the DI?

b. Professional Experience

- i. Describe your company's philosophy, size, structure, and qualifications to serve for large-scale non-profit organizations. Provide examples of your previous work for similar non-profit organizations.
- c. **Team Qualifications**
 - i. Identify specific individuals who will be assigned to this engagement if you are successful in your bid. Provide their biographies specifying relevant experience to the type of services requested.
- d. **Fees**
 - i. Please provide an estimate of fees for the services to be provided.
- e. **Client References**
 - i. Include a list of relevant clients you have served within the last three years and provide the names and telephone numbers of any references whom we may want to contact.
- f. **Additional Information**
 - i. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

Proposals will be considered binding for a 6-month period from the date received.

6.0 ALTERATIONS AND/OR MISREPRESENTATIONS

Except as otherwise provided herein, proposals which are incomplete, contain alterations or items not called for in this RFP, or which are not in conformity with the law, will be rejected as non-responsive. Additionally, a service provider shall not misrepresent its ability to provide the services as indicated herein or its proposal prices. Misrepresentation may be cause for rejection of the proposal.

7.0 WITHDRAWALS OR REVISION OF PROPOSALS

After submitting a proposal to the DI, the service provider may withdraw or revise it if:

- a. the service provider submits a written request signed by an authorized person; and
- b. the DI receives the request before the Proposal Due Date.

The original proposal may be revised and resubmitted as the official proposal if the DI receives it before the proposal due date.

8.0 CONFIDENTIALITY

All information relating to the DI, which is made known to the service provider in the process of bidding, its agents, or employees in the course of providing service to the DI, shall remain confidential to all parties. The RFP process in its entirety shall also remain confidential to all parties. The bidding service

provider, its agents and employees shall abide by all applicable Provincial and Federal laws and regulations concerning the handling and disclosure of private and confidential information.

9.0 CONFLICT OF INTEREST

The bidding service provider must not engage in any activity where such activity creates a conflict of interest that compromises, or could be seen to compromise, the integrity or competitiveness of this RFP process. Further to this, any contract awarded to a service provider will be done in good faith that the service provider is not acting within any conflict of interests, unless otherwise disclosed.

10.0 OWNERSHIP

All data, documentation, information, notes, completed questionnaires, reports, analyses, intellectual property or other material produced for or in conjunction with, created because of, or otherwise associated with the DI and the services to be provided under this RFP and the contract made hereafter, shall remain the property of the DI.