



Ministry of Municipal Affairs

Call for Responses (CFR) Name: Refugee Claimant Housing Fund

CFR Number: CFR22-RCH02

Schedule of Events:

Event	Anticipated Time (Pacific Time)
Notice to Vendors	December 17, 2020
Enquires Deadline for NTV	February 26, 2021
Issue Call for Responses (CFR)	April 7, 2021
Enquiries Deadline for CFR	May 31, 2:00 pm
Response Deadline	July 12, 2021, 8:30 am
Contract Commences	October 18, 2021 (tentative)
Renovations to Start	No sooner than October 18, 2021 (tentative)
Renovations to Complete	September 30, 2022
Reporting to Complete	5 years post renovations

Submit Enquiries in writing to the Authorized Contact Person: PROCECON@gov.bc.ca

Response Submission Location: Responses will be accepted by submission of an electronic response through either of the options listed below:

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to PROCECON@gov.bc.ca

Respondents should note that eBidding is a subscription service (\$150 per year) that allows subscribers to electronically respond to eBid opportunities through BC Bid. The registration process involves submitting a form in addition to registering online, and normally takes at least two business days to complete. Only one electronic submission (either BC Bid or E-mail) should be submitted.

A registration guide is available under Downloadable Guides on the BC Bid homepage (<http://www.bcbid.gov.bc.ca/custom/BCBidRegistrationGuide20100708.pdf>). For assistance, contact the BC Bid Help Desk at 250-387-7301 or bcbid@gov.bc.ca.

Non-binding CFR Process: This CFR is not a tender, Request for Proposals (RFP) or Contract and does not obligate the Province to proceed with an RFP or any procurement process or any Contract. No inference to the contrary can be drawn from the Province's use of the BC Bid eBidding service for the receipt of Responses for this CFR. The Province reserves the right to modify the terms of this CFR at any time in its sole discretion. This includes the right to postpone or cancel this CFR at any time and the right not to enter into a Contract for the funding of a project with any Respondent. For greater certainty and without limitation: (a) this CFR process shall not give rise to any "Contract A" based tendering law duties, or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the Respondent nor the Province shall have the right to make any claims against the other with respect to any decision to fund a project under a Contract or failure to approve a project for funding.

A Respondent is not bound by its Response and may withdraw it at any time before entering into a Contract. However, if a Respondent is selected to negotiate a Contract with the Province, any statements or representations in the Response may be incorporated into the Contract and relied upon by the Province.

The Province reserves the right to accept or reject any or all Responses. Even if the Province determines that the Respondent meets the eligibility requirements, this will not create any rights on the Respondent's part including, without limitation, the right to be selected for project funding, the right to enter into a Contract or any rights of enforcement, equity or reimbursement.

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1. Introduction and Overview

The purpose of this Call for Responses (CFR) is to invite Responses from Respondents interested in receiving funding for renovations to convert existing properties into net new rental housing units. The housing units are to be used for a minimum period of five years to temporarily house refugee claimants for up to 6 months per claimant. The funding will help ensure that Refugee Claimants in B.C. have access to safe and inclusive temporary housing options that meet their needs.

Prior to the global pandemic, B.C. received 3,850 claimants in 2019, representing a 62% increase in the number of claims since 2018. This number declined to 2,170 in 2020 due to international travel restrictions. As of September 2020, refugee protection hearings resumed in Canada, with the Immigration and Refugee Board of Canada providing online options to claimants. It is unknown what the volume of refugee claims in B.C. will be once travel restrictions are lifted, given that future asylum flows are dynamic and difficult to predict. However, Canada has experienced an upward trend in refugee claims since 2016, and this trend is likely to resume in the future.

While COVID-19 has slowed the number of Refugee Claimants entering B.C., the need for health protocols such as social distancing has put limitations on available housing. With vacancy rates for rental housing as of Oct 2019 in the lower mainland of B.C. at between 0.5 and 3.1%, this will create challenges for temporary housing options.

While not all Refugee Claimants require housing assistance, many are challenged with low or no income while waiting for their claim to be processed which can take up to 3 years. The B.C. housing market presents real challenges for anyone on a lower income but in addition, Refugee Claimants are often lacking housing references, have low English proficiency, have experienced trauma or persecution, have a lack of knowledge of Canadian culture or have other unique barriers.

Currently in B.C., fewer than 200 Refugee Claimants a year (or approximately 5% of all Refugee Claimants) are provided short-term dedicated Refugee Claimant housing through a small number of organizations. This CFR is intended to significantly increase the number of dedicated housing units for Refugee Claimants.

Multiple successful respondents will receive funding for renovation projects to create new dedicated Refugee Claimant housing units that can clearly demonstrate:

- secured ownership or a long-term lease of a property or properties for a minimum of five years after renovations are complete that meet the key elements and eligible project components outlined in this CFR for new conversions to housing units. (See Section 1.3 Key Elements of the Refugee Claimant Housing Projects and 2.2 Eligible Project Components)
- a renovation plan with construction timelines for completion (and occupancy) no later than September 30, 2022 and a budget that includes the cost of necessary permits, plans and permissions.
- innovative solutions that are a creative use of existing buildings

- the human resource and financial capacity to fund the purchase or long-term lease of the property and ongoing operational costs to maintain the housing units for a minimum of five years. Rent can be charged to Refugee Claimants at no greater than the provincial income assistances rates to help offset costs.
- the necessary experience to renovate and then place, manage and aid newly arrived Refugee Claimants who require housing, including providing a safe, inclusive and responsive approach to diversity and appropriate housing for the needs of Refugee Claimants.
- there is a high need based on numbers of Refugee Claimants where the new housing units will be located and access to services is not impeded by the location.
- collaborative partnerships have been formed to strengthen and extend the network of services available to Refugee Claimants and their families.
- the necessary data will be provided to the database referral system to ensure coordinated referrals to the new housing units.
- the project will produce the desired outcomes (See 1.4 Outcomes).

The Province may enter into Contracts for a total of up to \$4.8M with Respondents managing renovation projects that meet the criteria and principles for funding under this CFR. It is anticipated that multiple contract awards may be approved for approximately up to \$1.5M however the Province reserves the right to redistribute the funds should insufficient responses be received. Respondents may submit proposals for more than \$1.5 million with the understanding that budgets may need to be reduced through negotiations. Contracts and renovations are anticipated to commence in October 2021. The term of the Contracts is anticipated to be:

- A renovation period from October 2021 to September 30, 2022 with one (1) option to extend timelines only for up to one year.
- A housing period of five years from completion of the renovation period.

The general scope of work and responsibilities as well as how the Province is to be invoiced are defined in this CFR.

1.1. Ministry Overview

The Ministry of Municipal Affairs (the “Ministry”) is guided by a vision for vibrant, sustainable and responsive communities in B.C. The Ministry provides leadership in supporting local governments, not-for-profit organizations and residents to build communities that are livable, safe, connected, economically resilient, socially and environmentally responsible.

Like the diverse communities that the Ministry supports, the Ministry provides a wide range of services – from strategic advice, to legislative policy development, operations and direct service delivery – across many different areas. The Ministry supports local governments, Indigenous communities, professional and not-for-profit organizations, business and property owners, as well as individual residents including recent immigrants to B.C.

The Immigration Services and Strategic Planning Division is responsible for both policy development and program delivery in several areas, including: the B.C. Provincial Nominee Program; WelcomeBC; the Community Gaming Grants; the Integrated Transportation and Development Strategy.

The division also delivers, through contracted service providers, settlement and integration programs that complement federal services and build community capacity to attract and retain immigrants across B.C. As well, the division pursues B.C.'s strategic objectives for immigration through the Forum of Ministers Responsible for Immigration (FMRI), a multilateral forum for collaboration and consultation of immigration policy and program matters across Canada.

1.2. Refugee Claimant Housing Fund Purpose and Principles

In May 2019, the Government of Canada allocated a one-time \$6 million financial contribution from the federal Interim Housing Assistance Program (IHAP) to B.C. The funds are intended to compensate for housing-related costs associated with the increased number of Refugee Claimants who have arrived in B.C. since 2017. B.C. has allocated \$1.2 M towards enhancing housing referral and community coordination systems and \$4.8 M for the Refugee Claimant Housing Fund to increase temporary housing units in the Province.

1.2.1. Refugee Claimant Housing Fund Purpose

To provide capital funding to create the greatest number of dedicated short-term (up to 6 months) housing units primarily for lower income Refugee Claimants in British Columbia.

1.2.2. Refugee Claimant Housing Fund Principles

- ***Gender Based Analysis + Focus:*** The Fund will support housing that is safe, inclusive, responsive to diversity, and appropriate for meeting individual Refugee Claimants' needs.
- ***Open and collaborative partnerships:*** Funding recipients will work to strengthen and extend the network of services available to Refugee Claimants and their families.
- ***Accountable and transparent reporting:*** The Fund will be procured through a transparent process that is accountable to all stakeholders and the public; funding recipients will maintain the confidentiality of the Refugee Claimants they house and fulfill all reporting obligations to the Province; The Ministry of Municipal Affairs will report annually to the federal government on expenditures and outcomes.
- ***Financial Viability:*** The Fund will not cover any ongoing operating and maintenance costs; funding recipients must have a financial viability plan to explain how operating and maintenance costs will be funded for the long term (minimum 5 years).

1.3. Key Elements of the Refugee Claimant Housing Projects

Projects should demonstrate an ability to increase housing supply for Refugee Claimants that:

1. allows family units to stay together.
2. provides a safe and Inclusive Space for people with disabilities; people of all genders and sexual orientations; people who have experienced trauma; and those with Intersectional Needs.
3. facilitates access to Refugee Claimant services (i.e. access from the housing location to the Immigration and Refugee Board, immigration offices, Legal Aid providers, medical providers and settlement service providers).
4. promotes welcoming community connections including but not limited to recreational centres, faith groups, libraries, settlement providers, etc.

1.4. Outcomes

Overall, the Ministry expects that project deliverables provided under this CFR will achieve the following outcomes.

1. The maximum number of Refugee Claimants can be housed with the available funding.
2. The housing units are flexible and can accommodate individuals, couples and families including families that are larger in size.
3. The new rental units provide safe, clean, affordable, inclusive housing that meets the unique needs of Refugee Claimants including a Trauma Informed Design
4. The new rental units will be available for a minimum of 5 years post completion of the renovations as temporary housing (6 months or less) for Refugee Claimants

2. Project Requirements

2.1. Eligible Respondents

In order to apply for funding under this CFR, Respondents must be a Legal Entity that is entitled to operate in British Columbia by the time of contract signing.

Responses are encouraged from refugee claimant serving organizations and entities with construction experience, including the following:

- Settlement organizations
- Refugee Claimant organizations
- Community organizations
- Faith based organizations
- Housing organizations
- Construction/renovation companies

- Consortia or partnerships between the above listed organization types to ensure the necessary combination of experience and expertise.

Preference will be given to lead Respondents with experience working with Refugee Claimants. The Ministry encourages partnerships between organizations experienced with serving Refugee Claimants and housing organizations or construction/renovation companies that are experienced with renovation projects.

2.1.1. Responses

Responses should clearly show how the project is sustainable after the renovations are complete. Ongoing funding for operational or maintenance costs will not be funded. Responses should also show a plan for how the rental units will be financially and physically maintained and operated and how rents and other funders will contribute to ongoing costs.

Responses should clearly outline all permits, permissions and plans that are required for the project. Responses that include copies of permits, permissions and plans that have been obtained will be preferred. For outstanding permits, permissions and plans that are not in place at the time of the response, responses should provide assurances that it is possible to obtain them within the contracted timelines. Costs incurred for plans, permits and permissions can be included in response budgets but will only be reimbursed to successful respondents.

Please note that funding may not flow until permits are issued by the relevant authority as outlined in the Response, and if those permits are not issued, or the project ceases, then the funds may be required to be reimbursed to the Province.

The Ministry encourages Responses that demonstrate innovation and creativity in renovations of properties that are underutilized and could be repurposed as suites.

2.2. Eligible Project Components

Funds can be used to support the following in scope project components:

In-scope:

- Renovations or redevelopment of existing properties completed on or before September 30, 2022 that results in increased new rental units dedicated primarily for low-income Refugee Claimants for a minimum of 5 years.

Funds may not be used to support the following out of scope items:

Out of scope:

- New building construction
- Major extensions or renovations to properties that require complicated permissions, plans or permits that would likely not be attained within the timelines

- Meanwhile Spaces which are slated for demolition unless they can be leased for a minimum of 5 years and saved from demolition without complicated permissions, plans or permits that would likely not be attained within the timelines
- Operational and building maintenance including onsite services or programming
- Emergency outreach subsidies and vouchers
- Improvements to existing rental housing units, including cosmetic or tenant improvements
- Property acquisition costs including purchase price or lease costs

2.3. Project Location

The chosen location should demonstrate community receptivity for the project and a commitment to promote welcoming community connections including but not limited to recreational centres, faith groups, libraries, settlement providers, etc.

Proposals for projects located outside of metro Vancouver are eligible provided they are able to demonstrate evidence of need (such as data on the number of Refugee Claimants living in the community) and have a clear plan for facilitating access from the housing location to Refugee Claimant services such as the Immigration and Refugee Board (IRB), immigration offices, Legal Aid providers, medical providers and settlement service providers. For example, a realistic plan for transportation to IRB hearings and Immigration Refugees and Citizenship Canada (IRCC) check-ins should be included in the response.

For more information on how location may affect ranking, please see Appendix B: Review and Selection Process

2.4. Eligible Refugee Claimants

Principal Applicant Refugee Claimants and their dependents are eligible to rent the housing units for up to six months if they:

1. have been found eligible to make a refugee claim by the Canadian Border Services Agency (CBSA) or Immigration, Refugees & Citizenship Canada (IRCC) and have submitted (or in the process of submitting) their Basis of Claim form to IRCC or the Immigration and Refugee Board of Canada (IRB) or,
2. have received a Refugee Protection Claimant document from the IRB and are awaiting their refugee protection hearing.

Priority should be given to Refugee Claimants that meet 1 or 2 above and:

- provide evidence of qualifying for B.C. income assistance
- or, where income is not a barrier, but provide evidence that other barriers are preventing them from accessing market housing can be considered as a second priority

2.5. Rental Guidelines

Rents can be charged to offset operational costs as follows:

Category of Refugee Claimants	Rental Rates	Prioritization
Refugee Claimants on Income Assistance (IA)	At or below IA shelter maximums ¹	First priority
Refugee Claimants not on IA but with non-financial barriers	At or below market rates	Second priority
Refugee Claimants not on IA and without non-financial barriers	At or below market rates	Third priority

¹ <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/bcea-policy-and-procedure-manual/bc-employment-and-assistance-rate-tables/income-assistance-rate-table>

2.6. Building Conversions

The proposed projects funded by the Refugee Claimant Housing Fund should endeavour to maximize the use of buildings or sections of buildings that may be sitting dormant or are underutilized due to a variety of reasons. These buildings, which are not currently being used as rental housing, with some renovations could be converted to rentable housing units. Some examples of buildings that could be converted include, but are not limited to:

- Schools/educational facilities
- Hospitals, clinics and other medical facilities
- Hotels, motels and hostels
- Office buildings
- Manufacturing facilities/factories/warehouses
- Churches and other faith-based buildings
- Retail stores and malls
- Banks and credit unions
- Theatres, performance halls and entertainment facilities
- Military buildings

2.7. Gender Based Assessment Plus (GBA+) Principles in Project Design

GBA+ is an analytical process for examining how various identity factors and their intersections (see. Figure 1) are impacted by proposed projects. It involves examining data and research, and considering social, economic, and cultural conditions and norms to promote greater diversity and inclusiveness. Using GBA+ means taking a gender- and diversity-sensitive approach to project design.



Figure 1

To promote a GBA+ approach within your response, here are some general questions to consider:

- What may you be assuming about women, men and non-binary people and about other factors (e.g. geography, culture, age, etc.)?
- Who did you consult? Who else could you/should you consult?
- Is there diversity in the perspectives represented?
- Are you checking your assumptions to reduce potential bias?
- Are you breaking down barriers that reflect diverse Refugee Claimant experiences?
- How have you incorporated these experiences into the development of options and recommendations?
- For more information, see this [factsheet](#).

Projects should demonstrate that a GBA+ lens has been applied specifically to the project design; examples of GBA+ analysis may include Respondents demonstrating how they have considered how their projects:

- keep families together as much as possible
- have not over-generalized the Refugee Claimant population as a whole
- have considered the complexity of Identity, Socio-economic Factors and gender differences and dynamics between household members
- have policies and procedures that prevent discrimination, promote safety and access to supports and services, and create a welcoming environment
- have considered the needs of individual women, men and Gender-diverse Refugee Claimants as well as the differences between the needs of these individuals and needs as a member of a family or community
- have consulted with gender-diverse Refugee Claimants with lived experience and/or suppliers that specialize in a subpopulation

- have considered barriers to housing that Refugee Claimants face and how the design of the project can address these barriers, including but not limited to ensuring the rental units can accommodate Refugee Claimants with physical disabilities
- demonstrate innovative solutions to ensure proximity and access to services and supports such as daycare, employment, social connections or healthcare

2.8. Social Impact of Project Design

Responses should demonstrate where possible that partnerships exist with diverse suppliers such as Indigenous peoples and businesses, newcomers and employment equity seeking groups which could include people with disabilities and other traditionally underrepresented groups. Partnerships that provide workforce development opportunities such as offering apprenticeships, skills training and other developmental support to employees will also be favoured.

For more information on Indigenous owned businesses in B.C. and Canada, please refer to the following links:

- [Indigenous Business and Investment Council](#)
- [BC Métis Business Directory](#)
- [Canadian Council for Aboriginal Business Members](#)

2.9. Environmentally Sustainable Project Design

Responses should demonstrate consciousness of environmental sustainability. Environmental sustainability may include selecting green alternatives when making purchases for eligible expenses (please see Appendix D for more information on eligible expenses) for the following:

- Building materials for the renovation projects
- Transportation costs for renovation project related expenses
- Travel costs for renovation project related expenses

2.9.1. Building Materials

Supplies used to perform the work described in this CFR should be selected, designed and used with environmental stewardship in mind, including, where applicable in material or substance type. The project should consider landfill diversion and recycling/reusing materials where possible. Preferred building materials:

- are products that are re-usable, repairable and/or energy efficient
- use of post consumer (PCR) or post industrial (PIR) recycled content

- are designed for end of life management (certified compostable materials, use of readily recyclable materials)
- have longevity (e.g. manufacturer’s expected lifespan, length of warranty)
- demonstrate a deletion or reduction of hazardous materials (e.g. biodegradable cleaning products, formaldehyde free adhesives, low VOC coatings, etc.)
- are Energy Star, WaterSense, EcoLogo, Green Guard, Green Seal or SCS Indoor Air Advantage certified, or equivalent, where certification exists in the product type.

2.9.2. Transportation Costs

Transportation for the purposes of completing the work described in this CFR should be undertaken in the most environmentally preferable way possible. This includes, but is not limited to:

- choice of lowest emission vehicles in the vehicle type; and/or
- route optimization.

2.9.3. Travel

Travel on behalf of the Province and for the purposes of completing the work described in this CFR should be minimized, and should be undertaken in the most environmentally preferable way, including, but not limited to the following:

- Remote meeting technologies, such as teleconference, videoconference and/or online conferencing services, should be used wherever possible
- Travel should create the least amount of emissions possible, including, but not limited to, use of public transit, cycling or walking when feasible, use of fuel-efficient vehicles and/or alternative fuels.

3. Funding

The Province has set a budget for this CFR of approximately \$4.8M total. The amount per contract will be negotiated based on the number of potential housing units produced and an in-depth review of the budget. Funding awarded by the Province is expected to be a maximum of approximately \$1.5M per contract but higher awards may be considered.

The Province reserves the right to adjust the above funding based on the number and characteristics of acceptable responses received.

Each housing project location must be submitted as a separate proposal. Respondents can submit up to three (3) separate proposals to be evaluated independently.

For more on the scoring process see Appendix B: Review and Selection Process.

4. Recipient Responsibilities

4.1. Reporting and Monitoring

4.1.1. Progress Reports

Respondents will be required to submit progress reports and budget spending every three months until the renovations are complete. Payments of invoices will be tied to the successful review of the progress reports and budget spending by the contract manager.

A report template will be provided to the successful Respondents after contract signing.

4.1.2. Annual Reports

Successful respondents will be required to deliver an annual report, for five years, on the status of the project and the demographic statistics on Refugee Claimants housed after the renovation period ends and the renovations are complete. Site visit inspections will be conducted by the Province if necessary, as part of monitoring. If the annual report and a site visit inspection clearly indicate that the conditions of the successful respondent's contract have not been maintained, including use of the units for Refugee Claimant temporary housing (except with the consent of the Province), then a repayment of all or a pro-rated portion of the funds may be required.

4.2. Contract Deliverables and Payment

Contracts will be negotiated and finalized with:

- An agreed fixed cost for the renovation project that includes all costs including administrative costs for the renovation project.
- An overall budget that breaks down the fixed cost for the renovation project with all expenses to September 30, 2022. Payment will be made upon receipt and approval of deliverables identified and the timeline as per Schedule B of the contract.
- Overpayments or unspent funding will be returned to the Province as part of the final reconciliation process that will take place prior to the final payment.

Payments will be issued after the receipt and approval of quarterly progress reports and a budget analysis. The Recipient will submit a progress report, budget with spend to date and an invoice as per the payment schedule within Schedule B of the Contract and as outlined below.

Table 1: Payment and Reporting Schedule (2021-22)

Payment Amount	Documents Due	Due Date
Payment 1 - upon contract signing – 25% of budget	Invoice	Contract Start – Oct 18, 2021 (tentative)
Payment 2 – 25% of budget	Progress Report, budget spend to date from contract start to Dec 31, 2021 and invoice	Jan 15, 2022
Payment 3 – 25% of budget	Progress Report, budget spend to date from January 1 to Mar 31, 2022 and invoice	Apr 15, 2022
Payment 4 – 20% of budget	Progress Report, budget spend to date from Apr 1 2022 to Jun 30, 2022 and invoice	Jul 15, 2022
Payment 5 – 5% of budget	Final 2021/22 Report, final budget reconciliation and invoice from Jul 1, 2022 to Sep 30, 2022.	Oct 15, 2022
	Annual Report 1	Oct 15, 2023
	Annual Report 2	Oct 15, 2024
	Annual Report 3	Oct 15, 2025
	Annual Report 4	Oct 15, 2026
	Annual Report 5	Oct 15, 2027

5. CFR Terms and Conditions

5.1 Call Process

This process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the CFR shall not give rise to any “Contract A” based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither you nor the Province shall have the right to make any claims against the other with respect to the award of an agreement, failure to award an agreement or failure to honour a Response or any other claims based on a breach of “Contract A” or other tendering law duties or obligations, or with respect to any decision to fund a project under a Contract or failure to approve a project for funding.

The CFR process is intended to identify prospective suppliers for the purposes of negotiating a potential agreement. No legal relationship or obligation regarding the provision of any good or service shall be created between you and the Province by the CFR process until the successful negotiation and execution of a written agreement for the acquisition of such goods or services.

The Province reserves the right to accept or reject any or all Responses. Even if the Province determines that the Respondent meets the eligibility requirements, this will not create any rights on the Respondent's part including, without limitation, the right to be selected for project funding, the right to enter into a Contract or any rights of enforcement, equity or reimbursement.

While the information provided in Responses will be non-binding prior to the execution of an agreement, such information will be assessed during the evaluation of the Response and your ranking. Any inaccurate, misleading or incomplete information could adversely impact any such evaluation, ranking or contract award.

The Province may change portions of the CFR at any time prior to the Response Deadline. Further, the Province may cancel the CFR, in whole or in part, at any time in its sole discretion and without liability, without negotiating or entering into any agreement under this CFR process, and may subsequently obtain goods or services in relation those subject to this CFR by any other means or do nothing.

5.2 Submission Process

This CFR will be open for the submission of Responses, in accordance with the details set out on the Cover Page, until the Response Deadline. The Province is under no obligation to consider a Response received after the Response Deadline.

Responses will be accepted by submission of an electronic response through either of the options listed below:

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system

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Respondents should note that eBidding is a subscription service (\$150 per year) that allows subscribers to electronically respond to eBid opportunities through BC Bid. The registration process involves submitting a form in addition to registering online, and normally takes at least two business days to complete. Only one electronic submission (either BC Bid or E-mail) should be submitted.

The Respondent bears all risk associated with delivering its Response by electronic submission, including but not limited to delays in transmission between the Respondent's computer and BC

Bid or the Province's email system. The Response will be considered to have been delivered at the time shown as received by BC Bid or by the receipt information associated with the Response in the PROCECON@gov.bc.ca inbox.

5.3 Enquiries/Contact

All enquiries related to this CFR, including any requests for information and clarification, are to be directed, in writing, to the email address identified on the Cover Page where all enquiries will be responded to. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and distributed to all Respondents at the Province's option. The deadline for enquiries is noted on the Cover Page. Any updates to the CFR will be posted to BC Bid at www.bcbid.gov.bc.ca.

While the Province has used reasonable efforts to ensure the accurate representation of information in this CFR or otherwise, such information is supplied solely as a guideline. The Province does not warrant or guarantee the accuracy of such information, nor is such information necessarily comprehensive or exhaustive. Nothing in this CFR is intended to relieve you from the obligation to conduct your own due diligence, form your own opinions, and reach your own conclusions at all stages of the CFR process.

5.4 CFR Eligibility Assessment

Assessment of Responses submitted pursuant to this CFR will be by a committee formed by the Province. In approving any proposed project for funding, the Province reserves the right to consider and make funding decisions based on overall considerations of service coverage and/or funds available.

The Province may, in its sole discretion, verify the information provided in your Response. If in its sole discretion, the Province determines that your Response contains misrepresentations or any other inaccurate, misleading or incomplete information the Province may disqualify you from the CFR process. The Province may disqualify you or rescind an agreement subsequently entered into if your Response contains misrepresentations or any other inaccurate, misleading or incomplete information.

The Province may consider your past performance on previous contracts with the Province and such other reference checks as the Province deems appropriate.

You may be precluded from participating in the CFR if your current or past corporate or other interests or activities, or those of a proposed subcontractor, may, in the Province's opinion, give rise to an actual, potential or perceived conflict of interest in connection with the services described in the CFR. This includes, but is not limited to, your involvement in the preparation of the CFR or your relationship with any employee, contractor or representative of the Province involved in preparation of the CFR, participating on the evaluation committee or in the administration of an agreement and those involved in the development of this procurement. If you are in doubt as to whether you might be in a conflict of interest, you should consult with the Authorized Contact Person prior to submitting a Response. By submitting a Response, you represent that you are not aware of any circumstances that would give rise to a conflict of interest that is actual, potential or perceived, with respect to the CFR. You may also be

precluded from participating in the CFR if you attempt to influence the outcome of the CFR process by engaging in lobbying activities directly or indirectly with any employee, contractor or representative of the Province, including members of the evaluation committee and any elected officials of the Province, or with the media.

5.5 Changes to Responses; Non-compliant Responses

A Respondent may amend its Response up until the Response Deadline. Respondents are not bound by their Responses and may withdraw a submitted Response at any time up to Contract signing. To better understand a proposed project, the Province may request clarifications or rectifications to a Response, or additional information from a Respondent, at any time during this CFR process.

The Province will be under no obligation to disqualify or reject a Response or Respondent that fails to comply with a non-material rule or requirement. This is the case even where the terms “must”, “shall”, “mandatory” or “required” are used in the CFR.

5.6 Respondent’s Expenses

Respondents are solely responsible for their own expenses in preparing a Response and for discussions or meetings with municipal governments, the Province or Federal government, if any, to finalize a Contract. The Province will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, or any other matter whatsoever.

5.7 Ownership of Responses

All Responses are non-returnable and become the property of the Province and are subject to the provisions of the *Freedom of Information and Protection of Privacy Act (BC)*. Respondents agree that the Province may disclose their Responses to the Federal Government for the purposes of Federal Government funding related to this CFR.

5.8 Collection and Use of Personal Information

Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. Respondents are to ensure that they have obtained written consent from employees before forwarding any employee personal information to the Province. Such written consents are to specify that the personal information may be forwarded to the Province for the purposes of responding to this CFR and used by the Province for the purposes set out in the CFR. The Province may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made Respondents are to immediately supply such originals or copies to the Province.

5.9 Notification

The Province will notify Respondents in writing as to the status of their Response once funding decisions have been made.

5.10 Form of Contract

Any Contract with a successful Respondent will be on substantially the same terms and conditions as found in the attached Shared Cost Arrangement template (Appendix C1 to this CFR) and any other terms and conditions satisfactory to the Province.

5.11 COVID 19 Exposure

The Contract will provide for successful Respondents to bear Prime Contractor's responsibilities as defined by WorkSafe BC.

Prime contractors have specific responsibilities for health and safety and must ensure that the activities of employers, workers, sub-contractors and other parties at the workplace are coordinated. The prime contractor is also required to do everything that is reasonably practicable to establish and maintain a system or process that will ensure the compliance with the Occupational Health and Safety Regulation and the Workers Compensation Act.

Construction employers and sub-contractors are responsible for ensuring the health and safety of workers by putting policies and procedures in place to keep workers healthy and safe, and providing workers with up-to-date instructions, training, and supervision on those policies and procedures.

Prime contractors, employers, and sub-contractors must have a mechanism in place for workers to raise issues and concerns about COVID-19 exposure so that additional precautions and controls can be put in place where required.

Appendix A: Response Form

NOTES FOR SUBMITTING A RESPONSE:

- a) The Response should be submitted in accordance with the instructions and guidelines set out in this CFR.
- b) Mandatory criteria must be met.

Mandatory Criteria
The response must be received at the Response Submission Location before the Response Deadline.
The response must be in English.
The response must be submitted using one of the submission methods set out on the cover page of the CFR and in accordance with Section 5.
The response must either (1) include a copy of the cover page that is signed by an authorized representative of the Respondent or (2) otherwise identify the CFR, identify the Respondent and include the signature of an authorized representative of the Respondent that confirms the Respondent's agreement to the terms and conditions, or (3) be submitted by using the e-bidding key on BC Bid (if applicable) in accordance with the requirements set out in Section 5.
The respondent must submit a separate response for each renovation project proposed (i.e. each unique location).
Respondents must be a Legal Entity that is entitled to operate in British Columbia by the time of contract signing. Respondents must provide a financial viability plan to explain how operating and maintenance costs will be funded for the long term (minimum 5 years).

- c) The Respondent is encouraged to use the Response Form and associated templates set out in Appendix A1 of this CFR, or substantially similar documents, in submitting their Responses. The Response cells may be expanded when responding.
- d) Information provided outside of this Response Form, unless requested by the Province, may not be assessed.
- e) Respondents who wish to submit projects for more than one (1) location must submit separate responses for each project location.
- f) Responses should not propose a price that exceeds the maximum stipulated in Section 3 of this CFR. Responses that include costs that are ineligible or exceed the maximum stipulated may be rejected.
- g) Response Submission Location: Please see CFR cover page for full details.

- h) Page Limitations on Response: Please note that page limits should be followed and are stated maximums. The Province reserves the right to reject Responses that exceed the page limits. Text should be in 12-point font and have normal margins. Complete Responses with cover page and any non-required appendices should be no more than 32 pages in length.

Section	Page Limit
Respondent's Declaration Letter	1
1 Respondent Information	1
2 Executive Summary	1
3 Respondent's Eligibility	
3.1 Legal Entity	1
Required Appendix 1: Article of Association or Certificate of Incorporation	*
4 Respondent's Financial Management and Capacity	
4.1 Financial Management	1
5 Number of Units	
5.1 Maximum Occupancy	1
6 Years of Housing Availability	
6.1 Property Ownership	1
Required Appendix 2: Proof of Ownership or Lease Documentation	*
7 GBA+ Application in Project Design	
7.1 GBA+ Lens	1
8 Organizational Experience	
8.1 Demonstrated Experience with Working with Refugee Claimants	4
8.1 Demonstrated Experience with Renovation Projects	4
9 Financial Viability	
9.1 Sustainability	2
10 Project Plan	
10.1 Plan and Timeline	8
Required Appendix 3: Approved Permits, Permissions and/or Plans	*
10.2 Location	1
10.3 Social Impact	1
10.4 Environmental Sustainability Initiatives	2
11 Proposed Price	

11.1 Reasonableness of Price: Appendix D1, Proposed Budget	2
TOTAL	32

**Required Appendices 1, 2 and 3 should be as few pages as possible to provide the necessary proof.*

1. Respondent's Declaration Letter

Subject: Refugee Claimant Housing Fund – CFR22-RCH02

The enclosed Response is submitted in relation to the above-referenced Call for Responses, including all Addenda. We have carefully read and examined the Call for Responses and have conducted such other investigations as were prudent and reasonable in preparing the Response.

By submission of our Response, we agree to all of the terms and conditions of the Call for Responses.

Sincerely,

Signature

Note to Respondents: As per the BC Bid Terms and Conditions for electronic bidding, the use of the electronic key ("eBidding Key") is the legal equivalent to a Respondent's authorized signature.

1. Respondent Information

Signatory's name:	
Title:	
Signatory's phone number:	
Signatory's e-mail address:	
Legal name of Respondent/Lead Contractor:	
Doing business as name (if applicable):	
Street address (and mailing address, if different):	
Respondent's main contact (e.g. Project Manager or Coordinator, if different from the signatory):	
Contact's phone number:	
Contact's e-mail address:	
Lead Organization Type (please mark an "X" beside the appropriate organization listed below):	
Settlement Organization	Community Organization
Refugee Claimant Organization	Faith-based Organization
Construction/Renovation Companies	Housing Organizations
Consortium/Partnership	Other legal entity (please specify)
If Consortium/Partnership, please indicate: Lead Organization: Partners/Members:	
Registration Number (please enter incorporation/registration number in B.C.):	

2. Executive Summary

a) Proposed Renovation Project Start and End Dates	
Proposed Start Date (day/month/year)	
Proposed End Date (day/month/year)	
b) Is the property owned or leased by respondent? Indicate with an "X"	
Owned	Leased
c) Total Funding Request (total from budget)	
d) Estimated maximum Refugee Claimant occupancy per year for all units (total from 5.1)	
e) Location of Project – Street Address and City	

RESPONSE

3. Respondent's Eligibility

3.1 Legal Entity
Requirement The Recipient must be a Legal Entity that is entitled to operate in British Columbia by the time of contract signing.
Response guidelines The Respondent should demonstrate in <u>no more than one (1) page, 12-point font, normal margins</u> how it would meet the requirement of being a Legal Entity entitled to operate in British Columbia by the time of contract signing. <i>IMPORTANT: A society may submit an Article of Association and a Corporation may submit a Certificate of Incorporation as Required Appendix 1</i>

4. Respondent’s Financial Management Capacity

4.1 Financial management
<p>Requirement</p> <p>Under the Contract, the Recipient will provide accountability of funds.</p>
<p>Response guidelines</p> <p>Describe your organization’s internal or contracted financial management expertise, including key staff and accounting processes relevant to the proposed services <u>in no more than one (1) page, 12-point font, normal margins</u>.</p> <p>In the event the financial management expertise is contracted, the Respondent should provide information on the company/individual accountable for this operation.</p>

5. Number of Units

5.1 Maximum Occupancy			
<p>Requirement</p> <p>Under the Contract, the Recipient will maximize the occupancy of the units.</p>			
<p>Response guidelines</p> <p>Describe <u>in no more than one (1) page, 12-point font, normal margins</u> the units that will be produced from the renovation by completing the table below.</p>			
Type of Unit (suite, house etc.).	Number of Bedrooms	Number of units included in project	Estimated maximum Refugee Claimant occupancy per year
Based on how many months stay, on average:			

TOTALS			

6. Years of Housing Availability

6.1 Property Ownership

Requirement

Under the Contract, the Recipient will either own the property to be renovated or have secured a lease of a property for a minimum of 5 years.

Response guidelines

Describe in no more than one (1) page, 12-point font, normal margins the ownership of the property to be renovated:

- Please state the legal name of the owner of property and provide contact information. Include a recent (within 30 days) title search as proof of ownership as **Required Appendix 2** if the respondent owns the property.
- If the Respondent plans to enter into a long-term lease, please indicated the start and end date of the lease. Include evidence of lease term, noting duration of lease, any options for extension and the landlord’s permission to renovate as **Required Appendix 2**.

Note: The costs to purchase or lease a property are to be funded through other sources than the Refugee Claimant Housing Fund. See Appendix D for more information on eligible expenses.

7. GBA+ Application in Project Design

7.1 GBA+ Lens

Requirement

The Recipient should ensure a GBA+ lens has been applied to the project design.

Response guidelines

Describe in no more than one (1) page, 12-point font, normal margins how a GBA+ lens has been applied to the project design.

Describe how the project is:

- Inclusive, welcoming and safe
- Reflective of consultations with Refugee Claimants with lived experience to understand their unique and diverse GBA+ needs
- Designed to keep families together
- Design reflects the needs for persons with disabilities

8. Organizational Experience

8.1 Demonstrated experience with Working with Refugee Claimants

Requirement

The Recipient should have experience working with Refugee Claimants, specifically helping them find housing and understanding the unique challenges they face. Or, the recipient intends to subcontract with a project partner who has experience working with Refugee Claimants.

Response Guidelines

Please provide the following information in a [maximum of four \(4\) pages, normal margins and 12-point font](#):

Two (2) examples of the Respondent's (or a subcontractor's) experience within the last five (5) years (from the date of issue of this CFR) in:

1. Providing services or housing to Refugee Claimants
2. Choose at least one (1) example that clearly shows experience placing Refugee Claimants in housing.
3. If the respondent is a current BCSIS service provider, one (1) example should describe experience gained delivering BCSIS services and refer to performance levels and achievements that can be verified through the BCSIS reporting. Your Program Advisor will be contacted as a reference for this example.

The Respondent should include for each example:

4. Name and description of the program/project.
5. Subcontractor with Refugee Claimant serving experience on the project if not the Respondent.
Note that proposals with Respondents/Leads with experience with Refugee Claimants will be favoured.
6. Start and end dates of the program/project.
7. Description of subcontractors or other delivery partners and their respective roles.
8. Describe the eligibility criteria used to accept Refugee Claimants into the program/project.
9. A description of how refugee claimant clients were assisted to find housing and if applicable, other wrap around supports provided.
10. State client targets (number of clients served) and any other quantitative or qualitative targets of the project.
11. State outcome client numbers by year and any other quantitative and qualitative results/outcomes.
12. State how the example illustrates serving the refugee claimant population. Include details on how the needs of this population were recognized and met.
13. Include any other information relevant to assessing the Respondent's experience in meeting the above requirement; and
14. Contact information of a reference for each example, preferably a funder who will validate the information presented (e.g. name, email, phone number).

Example 1:

Example 2:

Reference for Example 1:

Reference for Example 2:

8.2 Demonstrated Experience with Renovation Projects

Requirement

The Recipient should have experience renovating properties for rental accommodation or intend to subcontract with a project partner who has experience renovating buildings into rental properties.

Response Guidelines

Please provide the following information in a maximum of four (4) pages, normal margins and 12-point font:

Two examples of the Respondent's (or subcontractor's) experience or the Delivery Partner's experience within the last five (5) years (from the date of issue of this CFR) in:

- Renovating rental properties
- Converting non-rental properties into rental accommodation
- Working with or being a non-profit housing group(s) that addresses the needs of low-income renters
- Other relevant projects that demonstrates experience that could be leveraged for the proposed project

The Respondent should include for each example:

1. Name and location for the project.
2. Subcontractor Lead on the project if not the Respondent.
3. Detailed description (with photographs and/or plans if available) of the renovation project explaining the condition of the property prior to renovations and post renovations.
4. Description of subcontractors and their respective roles.
5. Number of rental units produced and number of bedrooms/estimated maximum occupancy for each unit.
6. Initial start and end dates of the renovation project and the final completion date. Explain any time overages.
7. Initial budget for the project and the final cost. Explain any overages.
8. A description of the considerations made in the project design to address the needs of low-income renters.
9. Any other information relevant to assessing the Respondent's experience in meeting the above requirement; and
10. Contact information of a reference for each example who will validate the information presented (e.g. name, email, phone number).

Example 1:
Example 2:
Reference for Example 1:
Reference for Example 2:

9. Financial Viability

9.1 Sustainability

Requirements
 Respondents should demonstrate financial viability of the project to cover costs outside of the renovations during the project and ongoing operational costs once the renovations are complete.

Responses should describe the plan for how rents will be used to offset costs and how other sources of funding will cover the ongoing operational costs.

Response guidelines
 Please provide the following information in no more than two (2) pages, 12-point font, normal margins:

- Describe the plan for ensuring the financial viability of the project beyond the cost of the renovations. Include a description of other sources of funding that will offset ongoing costs to operate the suites.
- Include a description of the proposed rent structure for the units.

10. Project Plan

10.1 Plan and Timeline

Requirements
 Under the Contract, the Recipient will complete the renovations to convert a property into flexible rental units by Sep 30, 2022 and secure, where possible, the necessary plans, permits and permissions prior to submitting this response.

The Respondent should describe their how their project plan is:

- Creative, innovative and responsive to a variety of Refugee Claimant family sizes.
- Is in scope and feasible within the timelines as described in Section 2.2 of this CFR.

Response Guidelines

Please provide the following information in no more than eight (8) pages, 12-point font, normal margins:

A detailed description of the project design including:

1. A summary of the proposed project including:
 - a) Description of renovations including:
 - i. Scope of work
 - ii. Contractors and subcontractors required to ensure renovations are to building codes
 - iii. Staff required to manage the project
 - iv. Demolition and waste disposal plan
 - v. Equipment needed
 - vi. Materials and Supplies required (high level, detailed descriptions and costs should be included in the budget)
 - b) How this project is innovative and creative in its design and/or use of underutilized spaces.
 - c) How the units can adapt to families of varying sizes and persons with disabilities.
2. A timeline with major project milestone dates and dependencies to meet these dates , including time to meet any regulatory or authoritative requirements in order to complete renovations by Sep 30, 2022.
3. A description of the plans, permissions and permits that are required.

Include proof of approval of required permits, permission letters and plans) as **Required Appendix 3** and/or status of each of the required approvals. Do not use Required Appendix 3 to describe your plan; provide proof the plan has been approved only.

10.2 Location

Requirements

The Respondents should demonstrate how the location of the project will be accessible to a large population of Refugee Claimants, be in proximity to services and supports and is situated in a welcoming community.

Response Guidelines

Please provide the following information no more than one (1) page, 12-point font, normal margins:

- Data evidence of Refugee Claimant population in the region or city where the renovation will be located
- A description of how the location allows Refugee Claimants to access services and supports such as settlement services, health care, childcare, Immigration and Refugee Board, immigration offices, Legal Aid providers. For example, a realistic plan for transportation to IRB hearings and IRCC check-ins should be included in the response.
- A description of the specific supports from the community for this project.

10.3 Social Impact

Requirements

The project plan should demonstrate a diversity of suppliers and workforce development in no more than one (1) page, 12-point font, normal margins.

Response Guidelines:

Responses should describe efforts to partner with diverse suppliers such as Indigenous and/or newcomer run businesses. In addition, projects should demonstrate workforce development through partnerships with equity seeking groups to provide employment, apprenticeships, skills training, or other developmental supports to people with disabilities and other traditionally underrepresented groups.

10.4 Environmental Sustainability Initiatives

Requirements

The project plan should demonstrate environmental sustainability initiatives no more than two (2) pages, 12-point font, normal margins

Responses should describe environmental sustainability initiatives that aim to renovate and operationalize in an environmentally friendly way as described in Section 2.9 when purchasing/preparing:

- Building materials
- Transportation Costs
- Travel Costs

Response Guidelines:

Building Materials

- Describe how renovation supplies will be sourced that are re-usable, repairable and/or energy efficient.

- Describe how the project will utilize post consumer (PCR) or post industrial (PIR) recycled content.
- Describe how the project will use products designed for end of life management (e.g. the use of certified compostable or readily recyclable materials).
- Describe how the building materials/supplies/appliances will have longevity (e.g. manufacturers expected lifespan or length of warranty)
- Describe how the project will reduce or not use hazardous materials (e.g. biodegradable cleaning supplies, formaldehyde free adhesives, low VOC coatings/paints)
- Describe how the project will consider landfill diversion
- Where applicable, demonstrate how the building material choices are [Energy Star](#), [WaterSense](#), [EcoLogo](#), [Green Guard](#), [Green Seal](#) or [SCS Indoor Air Advantage](#) certified, or equivalent, where certification exists in the product type.

Transportation

- Describe how transportation to complete this project will, where possible, be done with low emission vehicles and use route optimization.

Travel

- Describe how travel to complete this project will be minimized and where necessary, be undertaken in the most environmentally preferable way such as:
 - Remote meetings
 - Travel creating the lowest emissions possible including, but not limited to the use of public transit, cycling or walking when feasible, the use of fuel-efficient vehicles and/or alternative fuels

11. Proposed Price

11.1 Reasonableness of Price – Appendix D1 Proposed Budget

Requirements

The Recipient should deliver reasonably priced renovations to the property in consideration of the type and scope of services described in Section 2.2 of this CFR.

Response guidelines

The Respondent should complete the Proposed Budget Template as provided in Appendix D1 to this CFR and attach it to the Response Form.

The completed Proposed Budget Template will be used in the pricing formula calculation, no more than two (2) pages, 12-point font, normal margins

(See Appendix B, B3 for information on how pricing will be scored and Appendix D for more information on eligible expenses)

In addition, respondents may include the following appendixes to their response ideally as 1-2 pages attachments of critical information for each Required Appendix:

- Required Appendix 1: Legal Entity Document
- Required Appendix 2: Proof of Ownership or Lease
- Required Appendix 3: Plans, Permissions and Permits

Appendix B: Review and Selection Process

This Appendix outlines the assessment process for determining Refugee Claimant Housing Fund funding.

Pre-Assessment Phase:

The Province reserves the right, in its sole discretion, to allow clarifications and rectifications to be made to the Response and to ask for additional information from Respondents at any time after the Response Deadline.

The Province will review each Response for completeness. In the event the Province determines a Response is incomplete, the Province may:

- Make a list of deficiencies noted;
- Return the Response Submission Form with the list of deficiencies to the Respondent for correction; and
- Set aside the Respondent's Response until the Respondent has rectified the deficiencies to the satisfaction of the Province within the time prescribed for such correction.

Respondents will have up to two (2) calendar days, commencing from the date the Respondent receives the list of deficiencies, within which to provide the corrected deficiencies to the Province. The Province will review the corrected deficiencies. If the Province is satisfied that the deficiencies have been rectified, the Response will be evaluated and scored.

If a Respondent fails to submit a rectified Response within the prescribed timeframe, then the Respondent's Response may be set aside and not further evaluated.

For clarity this process is intended to provide for rectification of common procedural errors, such as:

- Failed to attach sections of the Response;
- Provided the wrong attachment; or
- The Response is missing a signature.

This process is not intended to address substantive issues with a Response.

B1. Assessment Process

The assessment process will consist of the following stages:

B1.1 Stage 1 – Eligibility and Assessment against Desirable Criteria

The Province will review each Respondent against the mandatory and eligibility requirements set out in Section 2 of the CFR. Refer to the "Notes for Submitting a Response" section and Section 3 within the Response Form.

Those Respondents that satisfy the Province as to meeting the eligibility requirement in Section 2 of the CFR will then be further assessed by considering the desirable criteria below. The Response Form (Appendix A) contains further detail on what the Province will be looking for and assessing for each criterion.

Desirable Criteria for Responses	Scores	Minimum Score
Respondent's Eligibility	Pass/Fail	Pass
Financial Management Capacity	5	3
Number of units <ul style="list-style-type: none"> Maximum occupancy 	10	6
Years of housing availability <ul style="list-style-type: none"> Secured property by ownership or lease for a minimum of 5 years post renovation completion. Points for exceeding a 5-year commitment. 	5	3
GBA+ Application in Project Design <ul style="list-style-type: none"> Inclusive, welcoming and safe Consultation with Refugee Claimants Family unity Accessibility of design 	5	3
Organizational Experience <ul style="list-style-type: none"> Experience working with Refugee Claimants and specifically for housing referrals Lead respondent with experience working with Refugee Claimants Experience with renovation projects of a similar scope 	15	9
Financial Viability <ul style="list-style-type: none"> Other sources of funding for ongoing operations and maintenance 	15	9
Plan and Timeline <ul style="list-style-type: none"> Completion by September 30, 2022 Necessary approvals, permissions, plans and permits in place Creative, innovative, flexible Feasible within timelines 	25	15
Location <ul style="list-style-type: none"> Data of Refugee Claimant population Location – access to immigration and settlement services and welcomed by community 	5	3
Social Impact <ul style="list-style-type: none"> Diversity of suppliers Workforce development 	5	
Environmental Sustainability <ul style="list-style-type: none"> Building materials Transportation Travel 	5	
Price	5	
Total	100	51

Respondents should provide a complete response for each desirable criterion listed in the Appendix A (Response Form).

Responses will be individually reviewed by assessing to what extent the Respondent clearly and completely addressed each of the desirable criterion identified above, by answering the specific questions and requests for information that are detailed in the Response Form (see Appendix A of this CFR). The weightings set out above represent an estimate of the Province's intended approach to Response evaluation; however, the Province reserves the right to evaluate Responses based on different weightings or factors in its sole discretion.

B1.2 Stage 2 – Investment prioritization

It is the intention of the Province to award contracts to the top-ranking Responses, subject to redistribution to achieve the following additional criteria for the overall profile of all selected Responses:

1. Housing Location - locations with evidence of a high number of Refugee Claimants
2. Diversity of Respondents
3. Maximum Occupancy

To encourage a diversity of Respondents, only the top scoring response from any one Respondent with multiple submissions will be selected, and then other submissions from that Respondent will be considered after reviewing the factors above. Should there be a need to break a tie in ranking, preference will be given first to the Response with the highest maximum occupancy and second, at the lowest cost per occupancy.

Funding awards will be allocated between Recipients based on total available funding, Recipients' submissions to this CFR, or other considerations at the discretion of the Province.

If the total funding requests exceeds the budget, or otherwise in its sole discretion, the Province may finalize the Contract(s) with a reduction of cost and/or service.

B1.3 Stage 3: Reference Checks

References may be contacted to verify statements made in the Respondent's response submission. The Province reserves the right to contact any clients of the referenced projects or work provided throughout the Response to verify statements made. The Province will not enter into a Contract with any Respondent whose references, in the Province's sole opinion, are found to be unsatisfactory. The Province also reserves the right to check additional references beyond the references provided by the Respondent.

B2. Notification of Funding Approval

At the conclusion of Stage 3, all Respondents will be notified of the status of their Responses. All successful Responses identified for funding award are subject to successful contract finalization.

B3. Proposed Price

Respondents are encouraged to propose pricing that is reasonable based on costing for other B.C. managed projects.

Respondents should submit in substantially similar format a completed Appendix D1 (Pricing Template). The pricing template will be scored for accuracy and reasonableness and weighted at 5% of total available points.

Competitive pricing will be calculated and weighted at 5% of total available points. The Province reserves the right to reject any Response that exceeds the maximum funding available or the maximum per project budget of \$1.5M. Total costs proposed are to be inclusive of all expenses and costs, **including administrative costs and taxes.** The score for price will be calculated for competitiveness using the formulas:

Cost Per Occupancy (including administration costs):

Total Funding Request / The proposed maximum occupancy number = Cost Per Occupancy

Points Awarded:

(Lowest Cost per Occupancy Proposed Overall / Respondent's Cost per Occupancy) *
Maximum Points Available = Points Awarded

Appendix C: B.C. Shared Cost Arrangement Template

Any Contract entered into between the Respondent and with the Province will be in similar form and substance as the accompanying **Appendix C1** document on BC Bid.

Appendix D: Pricing Template

Respondents are advised that a more detailed breakdown of costs may be requested by the Province from the successful Respondent(s) during Contract finalization. Eligibility of costs will be determined through review of the detailed costs during Contract finalization.

Part 1: Budget

Prices proposed are to be inclusive of all expenses and costs, including travel expenses and all applicable taxes.

Please complete the pricing template using the lists below as guidelines for line items to include. All expenses incurred should be within reason and exemplify financial prudence.

The funding will be on top of other assistance, including a rebate, incentive, grant, forgivable loan, or tax credit, from the federal or a provincial/territorial or municipal government.

Eligible Costs

PROJECT MANAGEMENT COSTS

- Project staff wages and Mandatory Employment Related Costs (MERCs)

RENOVATION COSTS

Soft Costs

- Project Management and/or administration costs
- Municipal fees, permits or charges*
- Design and/or engineering consultant fees
- Travel – reimbursement for mileage for project staff
- General Liability Insurance
- Course of Construction Insurance
- Wrap-up Commercial General Liability Insurance
- WorkSafeBC Coverage
- Additional expenses with Ministry approval during the negotiation process

Hard Costs, being physical construction related costs including, but not limited to:

- Utility connection fees
- Renovation construction costs including:
 - Building materials or fixtures
 - Appliances

- Equipment rentals
- Subcontracted labour – supply and installation
- Tools
- Subcontracted cleaning service
- Security fencing, if required – during renovation only
- Security monitoring – during renovation only
- Landscaping –modest and only if required due to disturbances by renovations
- Additional expenses with Ministry approval during the negotiation process

Furnishings

- Home furnishings – modest, essential only
- One (1) television, modest
- Additional expenses with Ministry approval during the negotiation process

**reimbursement of the cost of plans, permits and permissions is an eligible cost and will be reimbursed for successful Respondents only.*

PROJECT OVERHEAD

- Project overhead administration costs should not exceed 15% of the budget and should include a percentage in line with the scope of the project of:
 - wages and Mandatory Employment Related Costs (MERCs) for shared staffing resources, shared services and supplies, shared infrastructure within an organization such as financial staff, office space, office utilities, office maintenance and professional fees.

Not Eligible Costs

- amounts paid to purchase a property
- the cost of annual, recurring, or routine repair or maintenance post renovations
- amount paid to buy electronic home-entertainment devices in addition to one television
- the cost of housekeeping, security monitoring, gardening, outdoor maintenance, or similar services post renovations
- strata, mortgage, and lease payments during or after the renovation
- financing costs
- the cost of renovation incurred mainly to increase or maintain the value of the dwelling
- the cost of services to Refugee Claimants

All eligible expenses are to be supported by acceptable documentation such as agreements, invoices and receipts and be available for audit by Ministry staff on request. Acceptable documentation means:

- The vendor/contractor is to be clearly identified and if applicable their GST/HST registration number
- A description of the goods and date they were purchased
- The date when the goods were delivered or when the work/services were performed
- A description of the work done including the address where it was done
- The amount of the invoice
- Proof of payment. Receipts or invoices are to show that bills were paid in full or be accompanied by proof of payment (credit card receipt, cancelled cheque etc.)
- A statement from a co-operative housing corporation or condominium corporation (or, for civil law, a syndicate of co-owners) signed by an authorized individual identifying:
 - the amounts incurred for the renovation or the alteration work
 - the unit(s) share of expenses if the work is done for common areas
 - information that clearly identifies the vendor/contractor, their business address and, if applicable, their GST/HST registration number
 - a description of the work done, or services performed and the dates when the work was done, or the services were performed

Please refer to BC Bid for the MS Excel template, Appendix D1 for the Pricing Template (Budget). Below is the template with examples.

Appendix E: Glossary of Terms

Term	Definition (within the context of this CFR)
Authorized Contact Person	The person or contact address set out as the Authorized Contact Person on page 1 of this CFR.
BC Housing	A Crown corporation that develops, manages, and administers a range of subsidized housing options and programs across British Columbia.
CFR	This Call for Responses.
Contract or Shared Cost Arrangement	An agreement between a Recipient and the Province for the Services set out in this CFR, a sample form of which is provided in Appendix C1.
Cover Page	Page 1 of this CFR.
Federal Government	Her Majesty the Queen in right of Canada
Gender-diverse	Umbrella term that may be used when one's gender identity, expression, or perception does not conform to binary norms.
Inclusive Space	An environment that is designed with the goal of being accessible to and inclusive of people from different intersectional backgrounds, i.e. a wide diversity of people can make easy use of it, while meeting the specific needs of individuals/groups.
Identity	The characteristics, feelings or beliefs that make people different from others
Intersectional Needs	Needs that consider everything and anything that can marginalise people – gender, race, class, sexual orientation, physical ability, etc.
IRB	Immigration and Refugee Board
IRCC	Immigration, Refugees, and Citizenship Canada, a Federal government department
Legal Entity	A public institution, corporation, society, or private company.
Meanwhile Spaces	Use of temporarily empty or vacant buildings or spaces within buildings, that is slated for redevelopment in the future.
Ministry	Ministry of Municipal Affairs

Province	Her Majesty the Queen, in the right of the Province of British Columbia.
Recipient	A Respondent who signed a Shared Cost Arrangement with the Ministry to manage a renovation project procured for under this CFR.
Refugee Claimant or Asylum Seeker	A person who has fled their country and is applying for refugee protection status while in Canada. The person may be waiting for a decision on his/her claim from the Immigration and Refugee Board of Canada.
Respondent	A person or an entity that submits a Response to this CFR.
Response	A submission made in response to this CFR.
Response Deadline	The Response Deadline set out on Page 1 of this CFR
Response Submission Location	The Response Submission Location set out on Page 1 of this CFR
Shared Cost Arrangement	See Contract
Socio-economic Factors	Society-related economic factors that relate to and influence one another; e.g. occupation, education, income, wealth, and geography.
Trauma Informed Design	Design process for services and build environments that promote a sense of safety, respect, connection, community, control, and dignity.