

Policy and Procedure

Title:	Selection of Consultant Services
Policy Number:	01.020
Effective Date:	December 12, 2016
Revised Date:	
Approving Body:	President and CEO
Authority:	CancerCare Manitoba Act
Responsible Officer:	President and CEO
Delegate:	
Contact:	
Applicable to:	

1.0 **BACKGROUND:**

CancerCare Manitoba is committed to aligning itself with Manitoba Health policy and procedure related to Capital Projects.

2.0 **PURPOSE:**

This policy is intended to inform CCMB on policy and procedures that govern the selection and procurement of consultant services for all health care capital projects funded by Manitoba Health Capital Finance.

3.0 **DEFINITIONS:**

- 3.1 **Consultant:** any individual or firm qualified within their related industry discipline to offer Services to an Owner in the execution of a health care capital project.
- 3.2 **Contract:** a written agreement between the Owner and the Consultant for the provision of Services. The Contract must define the work, services offered, fee arrangements, timeframes, responsibilities and liabilities as necessary.
- 3.3 **Capital Project:** any proposed construction or major equipment replacement at a CancerCare Manitoba or other health care facility that is undertaken by the Owner and funded by Manitoba Health Capital Finance.
- 3.4 **Curriculum Vitae (CV):** provides an overview of a person's experience and other qualifications.
- 3.5 **Owner:** in the context of this policy, the Owner is CancerCare Manitoba.
- 3.6 **Services:** any work related to a proposed health care capital project at a CancerCare Manitoba facility that is provided by a qualified Consultant for a fee. This includes initial needs assessment, functional programming, equipment planning and selection, feasibility studies and investigations, design development, construction administration, construction management, building systems commissioning, measurement and verification/performance evaluation, building modeling, Green Building consulting and administration and cost estimating.

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4.0 **POLICY:**

4.1 **Selection Process**

Public Notification – Expression of Interest (EOI), Request for Qualifications (RFQ), Request for Proposal (RFP), Proponent Submission, Evaluation and Award are the components of the Selection Process, regardless of the consultant services required or the scale of the project. The amount of information requested will vary depending upon the size and complexity of the project, and required services.

4.2 **Notification of Request**

The Public Notification for all Consultant Services will be by Public Advertisement including, but not limited to, the electronic bidding systems (MERX, Bid Navigator), newspapers and CCMB web site.

Notification information should include the following:

- a summary description of the project or investigation/study;
- location and context of the project (if applicable);
- size of the project, including area, number of program components, estimated construction budget, and/or specialist investigations required;
- a summary description of “deliverables”;
- type of contract and/or fee arrangement anticipated;
- anticipated timeframe and project completion date;
- any mandatory site visit dates and time;
- submission format and deadline and;
- Owner’s contact number and address for submission.

4.3 **Submission**

The Consultant’s submission should include the following information:

Company Qualifications

- registrations and/or certifications for the work;
- completed Conflict of Interest form;
- professional Errors & Omissions (E&O) insurance coverage;
- registered name and address of Company;
- name of Principals;
- name and address of local representatives, if different;
- size of Company, annual fee volume, number of staff;
- associated companies applicable to the project;
- financial information.

Company Experience

- similar Health project types completed within the last five (5) years;
- similar size (\$ value) projects completed within the last five (5) years;

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- related References (for above) and contacts;
- last completed Manitoba Health funded project;
- any current active Manitoba Health funded projects;
- completed or active projects for CCMB or any RHA;
- related Sub-consultant experience.

Staff Experience

- principal responsible for project and Curriculum Vitae (CV) experience;
- assigned staff by discipline/expertise and CV(s);
- sub-consultants/specialists and experience;
- professional designations.

Methodology

- scope of services described by discipline;
- program software examples – Integrated Design Process (IDP), Briefing Information Management (BIM), Computer Aided Design (CAD) etc.;
- work plan – GANTT Chart, Milestones;
- schedule and duration of work;
- specialist resources.

Fee

- as per Standard Form of Agreement Between Owner and Prime Consultant for projects funded by Manitoba Health, December 1991, revised October 2004.

Contact Information

- address, email, phone, fax, name and title.

4.4 Evaluation

- Evaluation should be carried out by Owner and/or a Selection Committee reporting to the Owner.
- Committee membership should include representatives from MH Capital Planning Branch, major program stakeholders and representatives of related funding agencies.
- Evaluation scoring should be by weighted criteria as outlined in Chart C1 – Evaluation Criteria.
- Evaluation scoring can be compared using Chart E1 – Evaluation Summary.

4.5 Approval

- All consultant selections and related consultant contracts must be reviewed for conformance to this policy by the assigned Project Manager, Capital Planning Branch and approved through the issuance of a letter by the Executive Director prior to making a commitment for the tendered services.

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4.6 Award Letter of Intent

- Initial notification to the successful proponent signed by the Owner, referencing the contractual commitments outlined in the Proposal, counter-signed by the Consultant and notification should be sent to all proponents.
- Issue a formal signed Agreement/Contract.

4.7 Audit File

- Copies of the Notification Advertisements, EOI/RFQ/RFP, Proponent Submissions, Evaluation Summary, Letters of Intent and final Agreements/Contracts will be retained by Manitoba Health.

4.8 Consultant Performance Evaluation

- Consultant evaluations should be recorded at the completion of the Consultant's Contract, using Form F1 – Performance Evaluation Form.
- Evaluation on major contracts should be by the original Evaluation Committee of the Owner if possible.
- Commentary from the Construction Contractor and major subtrades should be included in the final evaluation documentation.

5.0 PROCEDURE:
As per policy statements.

6.0 REFERENCES:

- 6.1 Appendix 1 – Evaluation Criteria – Chart C1
- 6.2 Appendix 2 - Evaluation Summary – Chart E1
- 6.3 Appendix 3 - Performance Evaluation Form – Form F1
- 6.4 Manitoba Health Policy HCS 200.21, Selection of Consultant Services, February 6, 2013.
- 6.5 Capital Project Planning Manual, Manitoba Health, Capital Planning Branch, 1st Edition 1992.

Policy Contact:

All enquiries relating to this policy should be directed to:

Name: Dr. S. Navaratnam

Title/Position: President and CEO

Phone: Office of the President and CEO - 204-787-2186

E-mail:

Address:
(if required): ON4025, Executive Offices, CancerCare Manitoba

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DOCUMENTATION

Location:

This policy is located (hard and e-copy formats):

1. The original signed and approved policy is on file in the Executive Office, CCMB
2. The e-copy is on file in the CCMB Governing Documents Library, SharePoint
- 3.

Revision History:

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
12/12/2016	1	Initial	MB Health	New policy for CCMB; adopted from MH policy. Approved by the CCMB Board Nov 17, 2016.
26/03/2018	1	Minor revision	S.Friedenberger	Reformatted to new template

Approvals Record:

This Policy requires approval by:

Approval	Date	Name / Title	Signature
		Not required.	

FINAL APPROVAL:

Date	Name / Title	Signature
Jan 4, 2017	Dr. S. Navaratnam President and CEO, CCMB	Original signed by Dr. S. Navaratnam