

REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF AN OPEN MUNICIPAL GOVERNMENT TOOLKIT

BACKGROUND

Governments in Canada and around the world are embracing open government practices, including many municipalities. Although it can be defined and implemented in different ways, open government generally refers to a government taking deliberate steps to become more transparent, accountable and responsive to the public. Municipalities and other governments are choosing to inform and engage the public more often and in more meaningful ways.

OPEN GOVERNMENT TOOLKIT

The Federation of PEI Municipalities (FPEIM) intends to facilitate and encourage open government practices and policies through the development of an Open Municipal Government Toolkit. The purpose of the toolkit is to provide tools and resources, including a model or sample policy framework, that facilitate and encourage municipal accountability and transparency.

Proactive disclosure of information will be a significant focus of this initiative. Proactively disclosing information on a municipality's website improves accountability, transparency and decision-making, while building public trust. Making information easily accessible will also reduce access to information requests and the associated administrative cost.

FPEIM is requesting proposals for the development of an Open Municipal Government Toolkit, which will be made available to municipalities on the FPEIM website. The toolkit will include, but is not limited to, the following:

- A brief overview of open government (as defined above).
- Information, advice and tools to support the development and implementation of a policy framework that supports transparency and accountability, which will include template or sample documents such as the following:
 - Access to information and protection of privacy bylaw*
 - [Transparency and accountability policy](#)*
 - Proactive disclosure policy/guidelines
 - Code of conduct bylaw for members of council*
 - Code of conduct policy for employees*
 - Conflict of interest bylaw*
 - Any additional policies, bylaws or other documents needed to support the policy framework

* FPEIM will provide a sample or template bylaw or policy for each document listed above that is followed by an asterisk, which the contractor may use in the development of the toolkit.

- Information to support the effective use of open government practices, including public engagement (i.e. advice; examples, best practices)
- A recommended approach and implementation plan for proactively disclosing municipal information to the public through individual municipal websites.

To the extent possible, FPEIM is seeking a consistent approach to making information available through existing municipal websites. The intent is to facilitate public access to information, while minimizing the financial and administrative burden on municipalities. This could be achieved by designing a similar layout that could be used as access to information web pages on the individual municipal sites and by using the same or similar wording for the points of access to information. (See Appendix A for sample categories of information for proactive disclosure and a sample web page layout.) Some municipalities do not have a website, and some will not have information to include in certain categories or sub-categories. Ideally, participating municipalities would have an access point on their home page. This could be supplemented by a page on the FPEIM site with direct links to the information page of participating municipalities.

The tools and resources that are provided within the toolkit must be suited to PEI municipalities, recognizing that the size and capacity of municipalities in Prince Edward Island varies greatly. In some cases, it might be necessary to provide separate tools and resources for different size municipalities.

The Toolkit will be an online resource. It is to be provided in a format that facilitates future editing by FPEIM.

Following the release of the toolkit, the contractor will provide one information session on the toolkit for municipalities.

CONTENT OF PROPOSAL

Interested companies/individuals are asked to submit the following for review:

- Company history/profile;
- Fields of expertise;
- Relevant sample work;
- Client references and contact information;

- Qualifications of the individual or team assigned to the project and the approximate percentage of work to be undertaken by each;
- Hourly rates of team members;
- A description of the approach to be taken to develop the toolkit;
- A schedule for completion of the work;
- The price (including fees and taxes) to complete the toolkit
- Contact Information; and
- Any additional information that may be relevant

Respondents are solely responsible for costs incurred in the preparation and submission of a proposal, and any related costs, in response to this RFP, including any subsequent negotiations with FPEIM, if any. FPEIM will not be liable to any respondent for any claims, whether for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

ASSESSMENT OF PROPOSALS

Proposals will be evaluated based on the response to all relevant criteria stated in this RFP. FPEIM's evaluation of proposals will include consideration of:

- the consultant's understanding of the project;
- the consultant's approach;
- work plan and schedule;
- the experience of assigned personnel and the work assigned to each;
- price; and
- client references.

FPEIM may seek clarification on any submission received or request additional information.

TERMS AND CONDITIONS

- No obligation is expressed or implied by this request for proposals.
- The client shall not pay invoices submitted by the consultant until each component is completed to the satisfaction of the client.
- FPEIM reserves the right to cancel the consulting contract at any time with appropriate compensation for authorized work completed up to the date of notice.
- Any documentation, files or material (electronic or hard copy) supplied to the Contractor in the course of this contract will remain the property of the FPEIM and will be returned upon completion of the contract. The work produced under this contract shall be the property of FPEIM and may not be used for any other purpose.
- The lowest priced, the highest scored, or any proposal not necessarily accepted.

DEADLINE FOR SUBMISSION OF RESPONSES

To be considered, responses must be received at info@fpeim.ca or at the FPEIM office, 1 Kirkdale Road, Charlottetown, C1E 1R3, by **3:00 pm**, Tuesday, **July 11, 2017**.

INQUIRIES

Questions may be directed to John Dewey, Executive Director, at (902) 566-1493 or jdewey@fpeim.ca.

Appendix A

Categories of information for proactive disclosure could include:

- Council, committees, and administration (meet your mayor and councillors; wards; list of committees, committee members, appointment process and TOR; municipal departments and organizational chart; expense reports; codes of conduct; election information)
- Meetings (council and committee meeting times and locations; agendas; and minutes)
- Bylaws and policies
- Plans and strategies
- Finance (taxes and fees; operating and capital budgets; capital plan; audited financial statements; financial updates; grants/donations awarded; expense reports)
- Procurement
- Permits and licences
- Reports
- Elections (Date of next election; historical election results; election expense reports)
- Memberships and affiliations (municipally controlled corporations; representation on external committees; membership in organizations)
- Facilities and services
- Open Data

Municipal Government Information

Council,
Committees and
Administration

Financial
Information

Taxes and Fees

Facilities and
Services

Meetings

Bylaws and
Policies

Permits and
Approvals

Procurement
and Contracts

Plans and
Strategies

Reports

Grants/
Assistance
Awarded

Memberships
and Affiliations

Elections
(wards, hist.
results, election
expenses)

Submit an
Access to Information Request

Open Data