



ONTARIO ASSOCIATION OF CHIEFS OF POLICE

Corporate Website Design, Development, and Implementation REQUEST FOR INFORMATION (RFI)

November 2018

ONTARIO ASSOCIATION OF CHIEFS OF POLICE (OACP)
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PURPOSE

The purpose of this Request For Information (RFI) is solely for gathering information and feedback from a broad range of third party service providers. This RFI is intended to determine whether there is interest on the part of third party service providers in working with the OACP Executive Director and staff to design, develop, and implement a new corporate website for the OACP.

INTENT

This RFI document does not form a competitive bid process or legal offer. The intent of this RFI is solely to gather information from qualified and experienced suppliers concerning the services described herein and possible solutions relevant to the design, development, and implementation of the corporate website.

In the event the OACP is satisfied that there is sufficient interest, availability, and feasibility of fulfilling the services identified, the OACP may (but is not obligated to) initiate a competitive bidding opportunity. It is important that respondents understand that this RFI document and their participation by responding is not interpreted or construed as a solicitation for tenders or proposals.

PARTICIPATION

The OACP encourages participation from potential service providers in this RFI process, as the results of this interest will be reported back to the Executive Board of Directors of the OACP. In turn, the Executive Board of Directors will consider submitted responses when determining whether or not to initiate a competitive process to design, develop, and implement the corporate website for the OACP.

OBJECTIVE

The objective of this RFI is to gather information regarding the ability and availability of third party service providers to fulfill the needs of this project.

BUSINESS AIM

This RFI will not be used to pre-qualify or screen respondents in connection with a future competitive bidding process, if any is to be initiated by the OACP. If the responses to this RFI indicate that there is sufficient interest and ability to fulfill the needs of this project on behalf of the OACP, the association may commence possible subsequent bidding opportunities, which will be open to the public whether or not a response to this RFI is made.

INCURRED COSTS

All costs incurred by a respondent in connection with the preparation and submission of a response to this RFI shall be borne by the respondent. No payment will be made by the OACP.

1. OACP BACKGROUND INFORMATION:

During the 1930s, Ontario's Chiefs of Police determined that the existing standards in policing were inadequate to meet the demands of a modern society. The challenges of emerging technology to law enforcement brought policing standards of the day into sharper focus. Chiefs of Police had played an active role in the Chief Constables' Association of Canada since its inception in 1905. However, that national association was not meeting the specific needs of provincial Chiefs.

The Police Association of Ontario (PAO), formed in 1933, complemented the Chief Constables' Association of Canada in presenting public demands to the Government of Ontario. In 1944, the PAO's perspective started to change. There was more emphasis placed on police rights and working conditions, as opposed to emphasizing the structure of the police service. By 1951, Ontario Chiefs of Police identified a need to re-establish themselves as a recognized police interest group on a provincial level and founded the Chief Constables' Association of Ontario (CCAO).

This association gradually evolved, opening membership to senior officers and police managers. The CCAO's influence was a significant factor in the establishment of the Ontario Police College in 1963, an initiative that enhanced the organization's prestige and growth. A formal name change to the Ontario Association of Chiefs of Police (OACP) was adopted in 1965.

In 1992, the OACP hired its first Executive Director and established a corporate headquarters. Also in 1992, the association's constitution was revised to give the Ontario Provincial Police and the Toronto Police Service their own representation on the Board of Directors. In subsequent years, the Royal Canadian Mounted Police and First Nations Police services also obtained dedicated places on the OACP Board of Directors.

In 1993-94, the OACP was licensed to deliver the Constable Selection System (CSS) in partnership with the Ministry of Solicitor General, a selection tool now widely used to improve the quality of candidates for the position of constable in Ontario's police services. Recognizing the need for Executive Training, the OACP cooperated with the Ontario Police College to conduct a police executive "Training Needs Assessment" in 2000. This was followed by the launch of a competency-based executive development "Police Leadership Program" (PLP) with the Joseph L. Rotman School of Management (University of Toronto) in April 2001. The PLP continues to be offered to leaders within police services.

The OACP has more than 1,200 members and represents the RCMP, the OPP, First Nations, and municipal police services. Members are presently divided into six categories: Active, Honourary, Life, Associate, Associate Retired, and Affiliate. The association's members maintain a global perspective by going beyond provincial issues to address national and international concerns.

2. OACP MISSION STATEMENT

Mission
Our distinctive identity and core purpose

“We are professional police leaders who advocate to influence decision makers, anticipate and manage issues, and provide and develop leadership to enhance community safety in Ontario.” Additional information about the OACP can be found at <http://www.oacp.ca>.

3. BLACKOUT PERIOD

The OACP prohibits communication with respect to this RFI initiated by a respondent to any OACP or Board official, member, or employee. Any communication between respondents and the OACP during the Blackout Period must only be undertaken through the Executive Director of the OACP for the purpose of obtaining information or clarification necessary under this RFI. Any communication initiated by a respondent during the Blackout Period, other than with the designated official, may be grounds for removing the respondent from any future opportunities related to this initiative.

4. RFI SUBMISSION

Suppliers interested in responding to this RFI are invited to submit the following information:

- a. A brief statement of the nature of your firm’s interest in providing some or all of the identified services.
- b. An overview of your organization’s structure that includes size, years in business, number of employees, and services provided.
- c. Basic information about your firm’s business model and availability of a business plan.
- d. Management’s focus, motivation, ambition, and commitment.
- e. Examples of recent relevant or comparable services already being delivered.
- f. The expertise your organization possesses in the field of website design, development, and implementation for any non-profit associations or organizations similar to the OACP.
- g. Quality assurance processes employed by your firm.
- h. Any constraints or concerns your firm believes are relevant.
- i. Any additional information about services your firm offers that would be relevant to website design, development, implementation, and maintenance.
- j. Any additional information that your firm believes would assist the OACP in assessing interest, qualifications, and capabilities.
- k. Any other information your firm would find useful in preparing a response to an RFP, should one be published by the OACP in the future.

Budget/Pricing

While the OACP does not expect monetary quotes to accompany RFI responses, information is being requested on the pricing model and approach your firm recommends in connection with any future RFP, if one were to be published. Pricing is only to include approximations and high-level estimates while keeping in mind that the OACP is a non-profit association.

Factors in Analysis

The team reviewing responses to this RFI will assess the ability of suppliers to deliver services related to the design, develop, and implement a new corporate website for the OACP, including the capacity to provide continuity of service during unforeseen circumstances.

In order to conclude the viability of outsourcing services in a cost-effective manner, the team will assess several factors including, but not limited to the following: functionality, qualifications, experience, business quality standards achieved, security, and finances to operate services (initial and ongoing costs).

Respondents may be requested to discuss and/or provide additional information regarding the products and/or solutions offered.

Proprietary Information/Public Disclosure

Information submitted in response to this RFI shall become the property of the OACP. Any information in the response that the respondent desires to claim as proprietary and exempt from disclosure under the provisions of Canadian law shall be clearly described and identified by the word "Confidential" printed on it.

Marking the entire response exempt from disclosure will not be honored. Suppliers must be aware that any findings and recommendations, including those concerning the ability of your firm to provide all or some of the desired services as well as overall proposed costs, will be presented to the OACP Board of Directors.

Inquiries

All requests for additional information or clarification in connection with this RFI must be made in writing no later than seven (7) business days prior to the closing date in order that the OACP has sufficient time to respond. Inquiries regarding the RFI shall be direct to: JeffMcGuire@oacp.ca and copied to Sharon.Seepersad@oacp.ca.

Deadline for Response

Response to this RFI should quote RFI 2018-01 and be delivered “in confidence” by hand, regular mail, or email (.pdf format) by **5:00 pm on November 21, 2018** to the following location:

**JEFF McGUIRE
EXECUTIVE DIRECTOR
ONTARIO ASSOCIATION OF CHIEFS OF POLICE
40 COLLEGE STREET, SUITE #605
TORONTO, ONTARIO M5G 2J3 CANADA
JeffMcGuire@oacp.ca**