



**Expression of Interest**

**For Non-Profit Service Providers**

**to Operate Projects Within British Columbia for:**

**Building BC: Women's Transition Housing Fund**

**Expression of Interest No.: 1070-1819/15**

**Issued: 25 May 2018**

**Submission Date: 13 July 2018 @ 2 pm Pacific Standard Time**

## **EXPRESSION OF INTEREST**

### **1. Introduction**

This Expression of Interest (EOI) is issued by BC Housing Management Commission (BC Housing) for the purposes of identifying non-profit housing providers that are interested in providing housing options throughout the Province of British Columbia for women and women with children who have experienced, or are at risk of experiencing, violence (the “Program”).

### **2. Program Guiding Principles**

The Program provides women and their children who are at risk of violence and/or who have experienced violence with access to safe, secure and confidential services which include information and support for decision-making, short term shelter or housing, referrals to other services and links to safe, affordable housing.

The Program is guided by the following principles:

- A women-centred approach to service delivery that includes respect for and support of women’s decisions/choices.
- The safety and security of women and children is paramount.
- The role of power imbalances is acknowledged and responded to and addressed throughout the service delivery process.
- An open and collaborative sector environment.
- Transparent and accountable service delivery.

All women and their dependent children, who are at risk of violence or have experienced violence and who require services related to their risk or experience of violence are eligible for program services regardless of ethno-cultural background, religious beliefs, physical ability, health including mental health and substance use issues, social context, sexual orientation and/or gender identity.

### **3. Background and Requirements**

Through the Program, in partnership with non-profit service providers, government authorities and community groups, BC Housing will lead the creation of new projects under the Building BC: Women’s Transition Housing Fund, for women and women with children who have experienced, or are at risk of experiencing violence. Buildings and land will be owned by the Provincial Rental Housing Corporation (PRHC), the land holding corporation for provincially owned social housing. BC Housing administers on behalf of PRHC, which buys, holds and disposes of properties, and leases residential properties to non-profit societies and co-operatives.

BC Housing is authorized to act on its own behalf and also to act on behalf of PRHC. All terms and conditions of an agreement resulting from a procurement for the Program naming both entities are for the benefit of both the BC Housing and the PRHC and may be enforced against the other party(ies) to an agreement in the name of the BC Housing or the PRHC or both.

#### 4. Locations within the Province

Through this EOI, BC Housing is seeking to identify potential Service Providers and the respective communities or regions they wish to provide services within.

BC Housing will use the EOI responses and available program data, including a review of the Women's Transition Housing & Supports Program currently in progress, to identify targeted communities.

Service providers will be selected based upon the requirements of each specific community and the level of provider interest. BC Housing will lead the development process and work with the selected service provider on planning the commencement of services.

#### 5. Program and Housing Models

There are four typical models along the housing continuum for the target client group:



Continuum of Housing

- a. **Safe Home** – Support services and access to safe, short-term shelter. Facilities may include suites in apartment buildings, a townhouse unit or house. Length of stay is typically 10 days.
- b. **Transition House** – Support services and safe shelter. Generally composed of dwellings with a number of bedrooms, with common areas for food preparation, eating and living and service provision; alternative models may be considered. Length of stay is typically 30 days.
- c. **Second Stage Housing** – Safe, affordable short-term housing with support services. Provide independent housing typically in apartments or townhouses. Length of stay is typically no longer than 18 months.
- d. **Permanent Housing** – Safe, affordable long-term housing with possible supports. Provide independent permanent housing typically in apartments or townhouses.

Respondents can provide their interest in operating any or all of these options.

## **5.1 Resident Eligibility**

All women and their dependent children, who have experienced violence or are at risk of experiencing violence, and who require services related to their risk or experience of violence are eligible for Program services. Services are provided to women (over the age of 19) and their dependent male and female children under the age of 19. Services are also provided to women and their dependent children with disabilities, regardless of age. Where feasible services may be provided to other family members who are dependant upon the woman. Service providers are encouraged to accommodate young women under the age of 19, who live independently and are at risk of violence.

## **5.2 Service Provider Staffing Requirements**

The Service Provider will have written policies on eligibility, selection, remuneration, training, safety and security for all staff working with the residents, whether part-time or full-time, paid or voluntary, the proponent will have written policies on eligibility, selection, remuneration, training, safety and security. The safety and security policies and procedures must be in accordance with current Occupational Health and Safety Regulations contained within the Workers Compensation Act of BC. The Service Provider shall ensure that all staff possesses the appropriate skills, training and qualifications for the tasks that they perform.

The Service Provider must also ensure that the staff undergoes a criminal record check in accordance with the Criminal Records Review Act and keep evidence on file that the criminal record check was completed. The service provider is required to have a written policy on the frequency of subsequent criminal record checks.

## **6. Information Requested**

Respondents are requested to demonstrate they meet the following minimum requirements in section 6.1 and 6.2, submit the requisite Appendices listed at 6.3 and provide summary level responses to sections 6.4 and 6.5 in their submissions:

### **6.1 Service providers:**

Service Providers must be able to:

- a. Operate as a non-profit entity;
- b. Be in good standing with the appropriate registry;
- c. Have constating documents that meet BC Housing's current requirements, or be willing to make modifications accordingly; (<https://www.bchousing.org/partner-services/non-profit-training-resources/non-profit-governance>)
- d. Have a stated purpose to provide affordable housing for low (or low and moderate) income households, or another similar purpose consistent with the type of services being provided;
- e. Have a provision regarding non-remuneration of directors in any capacity; bylaws must not permit directors to serve as employees;
- f. Have a provision regarding the disposition of assets upon dissolution or wind up to an organization(s) with a similar charitable purpose;

- g. Items d, e and f above must be unalterable or otherwise restricted in accordance with the applicable legislation or regulation, or require the prior written consent of BC Housing to alter; and,
  - h. Have rules of conduct in accordance with the provider's purposes and applicable legislation.
- 6.2** Demonstrate previous experience providing similar services by populating and submitting Appendix B with their responses.
- 6.3** As required by each, populate and/or sign and submit Appendix A, B, C and D.
- 6.4** Provide a summary, limited to one page, of your highest- prioritized project: type of housing model as identified at section 4 and specific community and include the following:
  - a. Why is there a need for the Program in the regions/communities the Respondent identifies at Appendix D.
  - b. What support services the Respondent envisions providing (eg. staffing complement).
- 6.5** Provide a summary, limited to one page, indicating the following:
  - a. Respondents current capacity to support the Project.

## **7. Submission Instructions**

Respondents are asked to submit their responses by 13 July 2018 @ 2:00 pm PST to the following email address: [purchasing@bchousing.org](mailto:purchasing@bchousing.org)

Respondents should direct any questions by e-mail to the above BC Housing email address.

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this EOI and any Respondent submissions shall not create a legal relationship or obligation regarding the procurement of any good or service.

## **8. EOI Process**

BC Housing will review all submissions to this EOI to identify potential Service Providers for new projects to be developed under the Program. BC Housing may issue a subsequent solicitation to further describe the Program requirements and be used for future selection of Service Providers.

Please note that there are four distinct geographic regions defined by BC Housing.

Respondents are invited to respond to any or all regions as defined in Appendix C.

## **APPENDIX A – RESPONDENT SUBMISSION FORM**

### **1. Respondent's Information**

- (a) Respondent's registered legal business name and any other name under which it carries out business:

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- (b) Respondent's address, telephone and email address.

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- (c) Name, address, telephone and e-mail address of the contact person(s) for the Respondent:

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- (d) Name of the person who is primarily responsible for the submission:

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- (e) Whether the Respondent is an individual, a sole proprietorship, a corporation, a partnership, a joint venture, an incorporated consortium or a consortium that is a partnership or other legally recognized entity:

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### **2. Terms of Reference**

In responding to this EOI, each Respondent should submit a completed and signed Respondent Submission Form that, among other things, acknowledges its acceptance of the EOI Terms of Reference as contained hereunder:

#### **2.1 Expression of Interest Not a Formal Competitive Bidding Process**

This EOI is issued for information-gathering purposes and is not intended to be a formal legally binding "Contract A" bidding process. Without limiting the generality of the foregoing, this EOI may result in subsequent negotiations, invitational tendering process or open tendering process. Any pricing figures submitted by Respondents shall be for general information purposes and will not be binding on the Respondents.

No legal relationship or obligation regarding the procurement of any good or service shall be created between the Respondent and BC Housing by the EOI process until the successful negotiation and execution of an Agreement.

#### **2.2 EOI Shall Not Limit BC Housing's Pre-existing Rights**

This EOI shall not limit any of BC Housing's pre-existing rights. Without limiting the generality of the foregoing, BC Housing expressly reserves the right, at its discretion

- (a) to seek subsequent information or initiate discussions with any firm, including

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- Respondents that did not respond to this EOI;
- (b) to initiate direct negotiations for the procurement of any good or service with any Respondent or Respondents, regardless of whether the firm or Respondents responded to this EOI;
- (c) to contact a limited number of Respondents, which may be limited to those that responded to this EOI, or may include Respondents that did not respond to this EOI, for the purpose of a competitive procurement for the procurement of any good or service;
- (d) to elect to proceed by way of open tender call where all potential Respondents, including those that did not respond to this EOI, are eligible to compete for the award of a contract for the supply of any good or service; and
- (e) to elect not to procure the good or service that is the subject of this EOI.

These expressly reserved rights are in addition to any and all other rights of BC Housing that existed prior to the issuance of this EOI.

### **2.3 Pricing Information for General Information Purposes Only**

Any pricing information provided by Respondents is for general information purposes and is not intended to be binding on Respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

### **2.4 Information in EOI Only an Estimate**

BC Housing and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the EOI or issued by way of addenda. Any quantities shown or data contained in this EOI, or provided by way of addenda, are estimates provided only as general background information.

### **2.5 Parties Shall Bear Their Own Costs**

BC Housing shall not be liable for any expenses incurred, including the expenses associated with the cost of preparing responses to this EOI. The parties shall bear their own costs associated with or incurred through this EOI process, including any costs arising out of, or incurred in, (a) the preparation and issuance of this EOI; (b) the preparation and making of a submission; or (c) any other activities related to this EOI process.

### **2.6 Accuracy of Responses**

The Respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

### **2.7 Submissions Are the Property of BC Housing**

Except where expressly set out to the contrary in this EOI or in the Respondent's submission, the submission and any accompanying documentation provided by a Respondent shall not be returned.

## **2.8 Confidential Information of BC Housing**

All information provided by or obtained from BC Housing in any form in connection with this EOI either before or after the issuance of this EOI (a) is the sole property of BC Housing and must be treated as confidential; (b) is not to be used for any purpose other than replying to this EOI; (c) must not be disclosed without prior written authorization from BC Housing; and (d) shall be returned by the Respondents to BC Housing immediately upon the request of BC Housing.

A Respondent may not at any time directly or indirectly communicate with the media in relation to this EOI without first obtaining the written permission of BC Housing.

## **2.9 Respondent Confidential or Proprietary Information**

The Respondent consents to BC Housing's collection of information as contemplated under the EOI for the uses contemplated under the EOI.

A Respondent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by BC Housing. The confidentiality of such information will be maintained by BC Housing, except where an order by a court or tribunal requires BC Housing to do otherwise. The Respondent consents to the disclosure, on a confidential basis, of this submission by BC Housing to advisers retained by BC Housing for the purpose of evaluating or participating in the evaluation of this submission.

The Respondent acknowledges that BC Housing may make public the name of any and all Respondents.

## **2.10 Governing Law**

This EOI process shall be governed by and construed in accordance with the laws of the province or territory within which BC Housing is located and the federal laws of Canada applicable therein.

The Respondent hereby agrees to the terms set out in the Terms of Reference and in the EOI.

Signature of Witness:

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Name of Witness:

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Signature of Respondent representative:

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Name and Title:

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Date of Signature:

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I have authority to bind the Respondent.

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## APPENDIX B – RESPONDENT EXPERIENCE

EOI: **1070-1819/15**

Respondent: \_\_\_\_\_

Please provide a list of projects operated by your organization that are targeted for women and women with children who have experienced, or are at risk of experiencing, violence.

Please specify the type of housing or service provided: safe homes, transition houses, second stage housing, and/or permanent housing:

Project Name	Type of project	Date Established	Street Address (optional)	Community	Number of Units/spaces

Please provide details regarding any project management/development experience leading construction of new housing projects:

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## APPENDIX C – GEOGRAPHIC REGIONS

### Map of BC Housing Regions:



Please advise which BC Housing Regions(s) you are interested in. Please check all applicable regions:

- ☐ Northern Region
- ☐ Interior Region
- ☐ Vancouver Island Region
- ☐ Lower Mainland Region

## APPENDIX D – HOUSING OPTIONS

EOI: **1070-1819/15**

Within the selected BC Housing Region(s) please indicate the specific community(ies) and the type(s) of housing you are interested in providing. Please check all applicable:

<b>Regions</b>	<b>Specific Communities</b>	<b>Safe Homes</b>	<b>Transition Houses</b>	<b>Second Stage Housing</b>	<b>Permanent Housing</b>
<input type="checkbox"/> <b>NORTH</b>					
<input type="checkbox"/> <b>INTERIOR</b>					
<input type="checkbox"/> <b>VAN. ISLAND</b>					
<input type="checkbox"/> <b>LOWER MAINLAND</b>					