



EXPRESSION OF INTEREST

Municipality of the District of Clare

Internet Service: Improving Coverage, Increasing Bandwidth

June 7, 2018

Expression of Interest

Municipality of the District of Clare Internet Service: Improving Coverage, Increasing Bandwidth

1. MUNICIPAL PROFILE

Settled in 1768 and incorporated in 1879, the Municipality of the District of Clare (“the Municipality”) remains Nova Scotia’s only municipal unit to conduct its business and offer its services in both official languages. With a land area of roughly 852.55 km² and boasting a population of approximately 8,018 residents, the Municipality is governed by an eight-member council, with Ronnie LeBlanc as its Warden and Stéphane Cyr as its Chief Administrative Officer.

Historically, the Municipality’s economy has been driven by both the fisheries and forestry sectors. While still solidly anchored in the fishery (lobster, scallops, ground fish), the region’s economy has grown to include other resource-based industries (i.e. agriculture), manufacturing, retail trade, healthcare and social services, and education.

The Municipality is home to some 150 small and medium-sized business, with its largest employers being Riverside Lobster International Inc., Comeau’s Sea Foods Ltd., A.F. Thériault & Son Ltd., Université Sainte-Anne and La Villa Acadienne. Key economic attributes include a bilingual labour pool, competitive labour costs, local access to specialized training, proximity to deep-sea ports and the US marketplace, and low-cost housing.

In terms of its financial position, the Municipality’s audited financial statements for the year ending March 31, 2017 show a liquid and financially stable organization with \$7,232,887 in revenue, an annual surplus of \$625,842 and net financial assets of \$1,865,146.

2. BACKGROUND

The Municipality of the District of Clare is dedicated to the prosperity of its residents, businesses and stakeholders. The Municipal Government Act (Nova Scotia) does not define a municipality's role in the provision of Internet services. This notwithstanding, municipalities regularly play a lead role in their community's development and mitigating associated risks. In this context, adequate Internet service coverage and bandwidth (or lack thereof) has become a significant issue in rural Nova Scotia. The Municipality of the District of Clare is committed to improving this service and this call for expressions of interest represents an important first step in that process.

3. PROPOSAL SUBMISSIONS

Expressions of interest are invited for the provision of high-speed Internet services for the express purpose of both improving coverage and increasing bandwidth within the Municipality of the District of Clare.

All proposals must contain the following:

- No more than five (5) pages total;
- A description of the project;
- Background on the respondent(s) and related organizations (if applicable);
- A proposed timeline for the completion of the project;
- Short-term and long-term goals of the project;
- A brief description of any barriers / issues related to the project;
- What is unique about the project;
- Why this project will be successful (i.e. capacity of the organization)
- Respondent expectations regarding municipal involvement.

Proposals must be easy to read and void of irrelevant information, complicated language, abbreviations, and uncommon terms.

Please note, the term “project” refers to any project, initiative, effort, task, or action that works towards the objectives previously outlined.

4. EVALUATION PROCESS

The Municipality of the District of Clare is undertaking an expression of interest to determine the ability of new Internet technology and/or infrastructure to greatly improve its present situation. More specifically, the Municipality is interested in efforts with the greatest coverage and the greatest bandwidth and which demonstrate long term sustainability.

Each proposal will be evaluated on its own merit. Only respondents to the expression of interest will be eligible to respond to a Request for Proposal if called.

The Municipality of the District of Clare reserves the right to:

- Seek clarity on information provided during this process; and
- Conduct a further selection process (i.e. Request for Proposal)

With the permission of the respondent, the Municipality may have discussions with the Provincial or Federal government in confidence regarding funding opportunities.

5. CONFIDENTIALITY

The Municipality of the District of Clare is governed by the Municipal Government Act. All information submitted through this expression of interest will be kept confidential. Part XX of the Act, Freedom of Information and Protection of Privacy, defines these requirements as per section 481:

- 1) The responsible officer shall, unless the third party consents, refuse to disclose to an applicant information:
 - (a) that would reveal (i) trade secrets of a third party, or (ii) commercial, financial, labour relations, scientific or technical information of a third party;
 - (b) that is supplied, implicitly or explicitly, in confidence; and
 - (c) the disclosure of which could reasonably be expected to (i) harm significantly the competitive position, or interfere significantly with the negotiating position, of the third party, (ii) result in similar information no longer being supplied to the municipality when it is the public interest that similar information continue to be supplied, (iii) result in undue financial loss or gain to any person or organization, or (iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour relations dispute.

6. INQUIRIES and ADDENDA

Clarification of terms and conditions regarding the EOI document, the EOI process and all other inquiries shall be directed by email to:

Stéphane Cyr
Chief Administrative Officer
Municipality of the District of Clare
E-mail: cao@munclare.ca

It is the sole responsibility of potential proponents to check the following website to ensure that all available information, including any addenda issued, has been received prior to submitting a proposal: <http://novascotia.ca/tenders/home.aspx>

The decision to issue or not issue an addendum is entirely at the sole discretion of the Municipality. Any addendum will be incorporated into and become part of the EOI document. No amendment of any kind to the EOI is effective unless it is contained in a written addendum issued by the Municipality.

The deadline for inquiries concerning this EOI is 12:00pm (AST) on June 29, 2018. The Municipality reserves the right not to respond to inquiries received after this deadline.

7. SUBMISSION DETAILS

Proposals must be received by June 29, 2018 at 3:00 pm.

Proposals can be sent electronically to the attention of:

Stéphane Cyr
Chief Administrative Officer
Municipality of the District of Clare
E-mail: cao@munclare.ca

The Municipality reserves the right, at its sole discretion, to accept or reject any or all proposals. Please note, only PDF and JPEG attachments will be considered. Links to external content will not be evaluated.

A confirmation email of receipt must be obtained from the Municipality by the respondent otherwise, the proposal has not been received.

All costs associated with the preparation and submission of the proposal, including any costs incurred by the proponent after closing time, will be borne solely by the proponent.