RFP Proposal Response Form

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| Deadline for Proposal Submission: is March 3, 2025 @ 11:59 PM MST  Please submit proposals and any questions to [funding@calgaryhomeless.com](mailto:funding@calgaryhomeless.com) |
| Please complete this form in its entirety and submit with subject line: RFP 26101 Response  Do not include unnecessary attachments or documents with your submission unless otherwise indicated |

1.0 Applicant Information

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| Applicant/Agency/Organization Name (as formally registered) | Click here to enter text. |
| Applicant Address | Click here to enter text. |
| Primary Contact Name & Position | Click here to enter text. |
| Phone # | Click here to enter text. |
| Email Address | Click here to enter text. |
| Secondary Contact Name & Position  (if different from Primary Contact) | Click here to enter text. |
| Email Address | Click here to enter text. |

2.0 Project Outline

1. If submitting a collaborative proposal, please list all collaborative partners and their roles in day space implementation and operation. Please identify the legal lead organization and confirm that all partners are aware and supportive of this application. If the application is not a collaboration, then please answer not applicable.

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| Click here to enter text. |

2. How would you create a dignified place for unhoused Calgarians to connect with services and community?

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| Click here to enter text. |

3. Please outline project details in regard to how you would operationalize the project?

* 1. Describe your considerations for the physical space, location and the overall capacity.
  2. Feedback from community is that weekday, evenings and weekends are all important. Given the budget might not cover all hours, what would you focus on?
  3. To ensure a safe space for participants, staff and the immediate community, what would be your staffing model?

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| Click here to enter text. |

4. If you are submitting a collaborative proposal, please describe your previous/existing relationships with each of your collaborators. If you are not submitting a collaborative proposal, answer not applicable.

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| Click here to enter text. |

5. How will you meet the key deliverables/scope of work as set forth in this RFP? For example, services and programming that are offered.

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6. How would you manage behavioural expectations, including substance use, in the space and in the community around the space?

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7. Please outline why your organization is best suited to provide the services as outlined in this RFP.

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8. Please refer to the Day Space evaluation [deck](http://www.calgaryhomeless.com/wp-content/uploads/2025/01/Day-Space-Evaluation-Visuals-002.pdf) and share your experience and ability to capture and report on this project.

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9. Please provide a brief summary of your proposed work plan (including suggested timelines).

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| Click here to enter text. |

* Use this table below to provide a high-level detail of your project plan or copy and paste your timeline in the above text box.

**Timeline:**

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| **Date** | **Activity** | **Notes** |
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1. Please provide a list of references that can speak to the experience, quality, and reliability of your organizations’ work related to the scope of this RFP.

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1. Other Comments – As CHF is relying on the expertise of the applicants to support the work outlined in this RFP, please outline any other information that may be relevant to CHF in support of your proposal.

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| Click here to enter text. |

3.0 Budget Outline

Please complete this proposed budget below, including how much you propose spending on: travel, community consultation, data collection, analysis and writing. The annual budget for this project is $1,135,000.

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| Category  Please detail all categories (including fixed fee/hourly fee) | Cost |
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| Total Maximum Fees: | Click here to enter text. |

4.0 Attachments and Other Information

1. Please attach and provide the following:

* Related reports/past work that demonstrate relevancy to the scope of work outlined in this RFP
* For any non-current funded CHF agency/organization, please provide most recent financial statements or related documents demonstrating capability to manage a project of this scope
* Any other documents that support the needs presented in this RFP

5.0 Mandatory Requirements Checklist

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|  | Requirement | Check |
| M1 | Application submitted prior to RFP deadline date **AND** time |  |
| M2 | Declaration, including Conflict of Interest declaration, has been completed and signed by the Proponent |  |
| M3 | RFP Proposal fully complete in accordance to the instructions |  |
| M4 | A list of previous related work and references provided demonstrating subject matter expertise – including non-profit experience |  |
| M5 | No history of non-performance of contract with CHF |  |