



REQUEST FOR PROPOSALS

Project Name:	Study: Improving Water Conservation and Efficiency in Manitoba
Type of Service:	Quantitative and qualitative research/analysis, report development
Project Timeline:	October 15, 2021 to January 31, 2022
Proposal Deadline:	9:00am on October 11, 2021
Project Cost:	Not to exceed \$150,000

Background

The Enterprise Machine Intelligence and Learning Initiative (EMILI) is an industry-led non-profit organization established to accelerate the growth of the agri-food industry in Manitoba, and the other prairie provinces, by promoting digital agriculture and digital agriculture technologies.

In 2021, the Province of Manitoba provided EMILI with a grant to establish a Water Strategy Fund as part of the creation of a new provincial water management strategy. Part of the fund is to be used to enable projects that can be applied to support climate change adaptation, environmental sustainability and agricultural productivity. The Water Strategy Fund is overseen by a Committee responsible for governance of the fund, including the evaluation of project proposals. The Province's announcement of the creation of a new water management strategy can be found [here](#).

Key Issues

- The Expert Advisory Council under the *Manitoba Climate and Green Plan* describes water level variations from year to year, and season to season, as Manitoba's primary water management challenge.
- To make water supplies stretch further -- especially in the future, when climate change will usher in more frequent periods of extreme heat and drought -- available water supplies must be used more efficiently.
- This can entail implementing improved methods of collecting and storing moisture in different contexts (agricultural and municipal), improving efficiency in the delivery and use of water in residential and commercial sectors, and applying best practices from other jurisdictions.
- The consequences of inefficient water usage and distribution include creating instability within infrastructure networks, both physical and natural, and reductions in water quality, higher operating and maintenance costs, and uneven and inequitable water distribution and increasing energy needs -- as well as potential greenhouse gas emissions associated with treating and delivering higher amounts of water.



Targeted Outcome

Completion of a study and submission of a report detailing recommended strategies and tactics to achieve water conservation and water use efficiencies in Manitoba across different sectors - including, but not limited to agriculture, municipal, business and industry - based on best practices in other jurisdictions.

Services Requested Summary

- Collection of baseline data on water efficiency across municipalities and key sectors in southern Manitoba on the following:
 - Current water demand - characterizing usage across key sectors
 - Water conservation and efficiency practices currently in place, including any demand-side management tools such as by-laws enabling restrictions, public information campaigns, etc.
 - Integrate findings with current state of understanding, based on information and data to be provided by government, around water supply/demand in the province and how it will be impacted by climate change in future scenarios;
- A review of best practices in water conservation and efficiency across sectors from other jurisdictions, including demand-side management tools for water - such as metering, water pricing, and watershed and municipal/community level programming;
- Broad analysis of the overall potential for the implementation of water conservation and efficiency practices in Manitoba using established methods as well as innovative techniques and technologies, partly from best practice scan;
- Information gathered on water conservation and efficiency public information campaigns and what has been successful in other jurisdictions, particularly in relation to key water users in Manitoba;
- Recommendations on performance indicators for Manitoba to measure progress in implementing water conservation and efficiency practices across sectors;
- Recommendations on provincial delivery of water conservation and efficiency programming - for example, whether it is more effective for programming to be housed under a single department or dispersed across a number of departments;
- Other relevant analysis deemed appropriate based on applicant's areas of expertise and specialization;
- Provide regular progress update reports to EMILI, including meetings with identified expert advisors from the Province at beginning, mid-point and end of project to allow for input and to review process and outcome; and
- Methodology, findings, analysis and recommendations detailed in both a pre-deadline draft report and final report to be submitted to EMILI upon project completion date; and
- Commitment to presenting report findings in a meeting with a group of key provincial stakeholders at a future date (both TBD), allowing for adequate time for Q&A.

Bidder Qualifications

The following entities are not eligible bidders:

- Any provincial government body, entity, agency, organization, Crown Corporation, or any "reporting organization" as defined in *The Financial Administration Act* (MB)



- The federal government
- The government of another province or territory within Canada or any government entity outside of Canada

Notwithstanding the above exclusions, the following are eligible-bidders:

- A watershed district established or continued under *The Watershed Districts Act* or an entity established for similar purposes under a law of Manitoba or Canada;
- A university as defined in section 1 of *The Advanced Education Administration Act* or an entity established for similar purposes under a law of Manitoba, Canada, or another jurisdiction.

Proposal Format

The proposal should be no more than 10 pages, and must contain the following items and be presented in the following order:

1. Letter of Introduction
A letter introducing the bidder with a high-level summary of the proposal and narrative explaining the overall value proposition of the proposal
2. Bidder Qualifications
A professional summary of the bidder organization and key individuals involved in the project
3. Project Approach
An outline of how the bidder intends to approach to achieving the project deliverables including summary of management structure, technical approach, methodologies used, and value-added services to be provided in addition to the project requirements.
4. Project-Specific Requirements
Any technical requirements bidder anticipates EMILI and other stakeholders will need to provide in order to fulfill project objectives
5. Project Timeline
An outline of the sequencing and expected start/end times of work entailed within the project.
6. Project Scope
Clearly articulated listing of elements within the scope of the proposed project and those excluded from the scope.
7. Costing Summary
A listing of billable components of the project, the associated costs, and the payment schedule.

Proposal Inquiries

For inquiries relating to the RFP, please contact:

Kyle Hiebert
Senior Program & Policy Analyst
water@emilicanada.com



Proposal Submission

Interested bidders will electronically forward their submission as a single PDF file by email to:

Kyle Hiebert
Senior Program & Policy Analyst
water@emilicanada.com

Mention “Project Proposal: Water Conservation & Efficiencies Study” in the subject line of your email.

Deadline for application: 9:00am on October 11, 2021

We thank bidders for their interest, however only those selected for further consideration will be contacted.

Evaluation Criteria and Process

The evaluation criteria for the proposals are as follows:

- Bidder qualifications
- Project approach
- Value for money
- Timetable
- Unique added value and/or additional project elements bidder can propose to enhance the targeted outcome
- Bidder’s environmental footprint and stewardship efforts

The above list of criteria is not exhaustive and other criteria may be considered. EMILI’s Water Strategy Fund Committee will serve as the evaluation committee. The committee may, at its sole discretion, retain additional committee members or professional advisors as is determined to be prudent or necessary.

The RFP evaluation process is a selection procedure. It will be finalized through completion of the following stages:

1. Bidders submit proposals to EMILI in response to this RFP.
2. EMILI will screen each proposal to ensure that the proposals meet all the mandatory requirements of this RFP as outlined in the above Proposal Format section. At this time, at its sole discretion, EMILI may also request missing or supplemental information from some or all of the bidders.
3. Proposals that meet the mandatory requirements of this RFP will be evaluated and ranked by the EMILI Water Strategy Fund Committee to determine which Proposals provide the best overall value. As requested by the committee, EMILI may at this time again request supplemental information from some or all of the bidders.
4. Final project selection is based on the established evaluation criteria, as well as other factors such as the Water Strategy Fund Committee’s strategic priorities.

Final project selection is also subject to mutual agreement of the terms of the engagement.