

# Request for Proposals Co-operative Housing Project

November 2025

Issued by:



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## 1. Introduction

This Request for Proposals (the RFP) is an invitation by the Newfoundland & Labrador Federation of Co-operatives (NLFC) to submit proposals for the provision of professional services as further described in section (4.2) Scope of Work and Deliverables.

The NLFC represents the co-operatives and credit unions that comprise the co-op sector of the province. The mandate of the NLFC is to promote the co-operative business model while supporting the growth and development of the overall sector.

The NLFC, working with the Co-operative Housing Association of Newfoundland & Labrador (CHANAL), is seeking proposals from qualified and experienced suppliers to lead the creation of a shared co-operative housing educational resource to help municipalities, nonprofits and/or social enterprises navigate the complex steps required to create co-op housing in the province of Newfoundland and Labrador. The objective of this resource is to build on co-op housing education in the province and to facilitate the creation of co-op housing positioning co-op housing as a viable and affordable housing solution.

1.1 RFP Contact

For this procurement process, the RFP Contact shall be:

Dave Walsh, Managing Director  
Newfoundland & Labrador Federation of Co-operatives  
[dave@nlfc.coop](mailto:dave@nlfc.coop) | 709-699-1110

Proponents and their contacts are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of NLFC, other than the RFP contact or their designate, concerning this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.2 Type of Contract for Deliverables

The selected Proponent will be required to enter into an agreement with NLFC for the provision of the professional services outlined in 4.2.

1.3 RFP Timetable

|                                     |                |
|-------------------------------------|----------------|
| Issue Date of RFP                   | Nov 5, 2025    |
| Submission Deadline                 | Nov 30, 2025   |
| Anticipated Execution of Agreement  | Dec 5, 2025    |
| Anticipated Project Completion Date | March 31, 2026 |

2. Submission of Proposals

2.1 Proposals to be Submitted at the Prescribed Location

Proposals must be submitted at:

Newfoundland & Labrador Federation of Co-operatives  
[dave@nlfc.coop](mailto:dave@nlfc.coop)  
Attn: Dave Walsh, Managing Director

## 2.2 Proposals to be Submitted on Time

Proposals must be submitted to the email set out above on or before the Submission Deadline as indicated in Section 1.3. The proponent is solely responsible for the submission of its proposal to the exact email location indicated in the RFP on or before the submission deadline. NLFC does not accept any responsibility for proposals emailed or delivered to any other location other than those prescribed in section 2.3. Proposals submitted after the deadline will be rejected. NLFC's time clock will be deemed to be correct.

## 2.3 Proposals to be Submitted in Prescribed Format

Proponents should submit their proposals containing one (1) electronic copy saved as a portable document format (PDF) to [dave@nlfc.coop](mailto:dave@nlfc.coop). The file name on the electronic copy should include an abbreviated form of the proponent's name. Unless specifically requested in their solicitation document, proponents should not submit product catalogues or other marketing materials with their bid.

## 2.4 Withdrawal of Proposals

Proponents may withdraw their proposals before the submission date. To withdraw a proposal, a notice of withdrawal must be received by the RFP contact by email before the submission deadline and must be signed by an authorized representative of the proponent. NLFC is under no obligation to return withdrawn proposals.

# 3. Evaluation of Proposals

NLFC will evaluate the proposals based on the proponent's responsiveness to weighted criteria outlined below and pricing. NLFC reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any proponent.
- Accept a proposal other than the lowest priced proposal; and
- Award a contract based on initial offers received, without discussion or request for best and final offers.

## 3.1 Rated Criteria

The following is an overview of the rated criteria used for submission evaluations. Proponents who do not meet a minimum threshold score for a category will not proceed further in the evaluation of rated criteria and pricing.

| Rated Criteria Category | Weighted (Points) | Minimum threshold |
|-------------------------|-------------------|-------------------|
| <b>WORK</b>             |                   |                   |

|  |           |           |
|--|-----------|-----------|
| Understanding of the project scope and peripheral problems | 15        | 9         |
| Proposed approach and methodology                          | 15        | 9         |
| Proposed Schedule  | 10        | 6         |
| <b>WORK TOTAL</b>  | <b>40</b> | <b>24</b> |
| <b>STAFF</b>   |           |           |
| Proposed project manager                                   | 10        | 6         |
| Proposed Personnel   | 10        | 6         |
| <b>STAFF TOTAL</b>   | <b>20</b> | <b>12</b> |
| <b>COMPANY</b>   |           |           |
| Corporate capacity   | 10        | 6         |
| Corporate experience                                       | 10        | 6         |
| General format and appearance                              | 5         | 2         |
| <b>COMPANY TOTAL</b>                                       | <b>25</b> | <b>15</b> |
| <b>TOTAL POINTS</b>  | <b>85</b> | <b>51</b> |

### 3.1.1 Understanding of the Project Scope and Peripheral Problems

Provide a one to two-page summary of your understanding of the requirements defined in this RFP. Identify any potential challenges you foresee in delivering the scope of work. This context should be expressed in your own words and communicate your understanding of the services required.

### 3.1.2. Proposed Approach and Methodology

Describe the approach and/or process you propose to address the RFP requirements. Include any notable methodologies, tools and techniques, and their respective suitability to this project. Briefly describe how the engagement proceeds from beginning to end.

### 3.1.3 Proposed Schedule

Provide a project schedule that reflects your proposed approach/process and demonstrates your ability to meet the milestones within the project timeline. Itemize project milestones, deliverables, and engagement points throughout the project schedule.

### 3.1.4 Proposed Project Manager

The successful Proponent will provide all the necessary project management needed to complete the services proposed in response to this RFP. Identify the Project Manager proposed for this project and describe their experience.

Include the Project Manager's resume. This should be structured to emphasize their relevant qualifications and experience successfully managing projects of similar size and scope to that required by this RFP. The resume should include at least two project references, including:

- Name of organization.
- Name, title, telephone number, and email of the contact for the organization; and
- A brief description of the scope, complexity, dates, and duration of the project.

### 3.1.5. Proposed Personnel

The Proponent should be able to demonstrate that its proposed team as a whole meets or exceeds the RFP requirements. Provide individual resumes for each proposed resource. The resumes should be structured to emphasize their relevant qualifications and experience in completing projects of similar size and scope to that required by this RFP. Each resume should include at least two project references where the proposed individual served in a similar role, including:

- Name of organization.
- Name, title, telephone number, and email of contact for the organization.
- Brief description of the scope, complexity, dates, and duration of the project; and
- The role the proposed individual played in the referenced project.

### 3.1.6 Corporate Capacity

The Proponent should provide corporate information to demonstrate the company has sufficient human resources and facilities to complete the assessment on time and budget. The proponent should also provide corporate experience.

### 3.1.7 General Format and Appearance of the Proposal

Proponent responses to this RFP should reflect the professional nature of the services required and should effectively communicate how the consultant(s) will deliver on the requirements of this RFP as concisely as possible.

## 3.2 Pricing

Proposal evaluations will consist of scoring the submitted pricing of compliant proposals. Pricing is worth 15 points of the total score. Each Proponent will receive a percentage of the total possible points allocated to price for their proposal, which will be calculated by dividing that Proponent's price into the lowest bid price submitted.

For example, if a Proponent bids \$120.00 for the project and that is the lowest bid price, that Proponent receives 100% of the possible points for that category ( $120/120 = 100\%$ ). A Proponent who bids \$150.00 receives 80% of the possible points for that category ( $120/150 = 80\%$ ), and a Proponent who bids \$240.00 receives 50% of the possible points for that category ( $120/240 = 50\%$ ).

Lowest rate  
----- x Total available points = Score for second-lowest rate  
Second-lowest rate

Lowest rate  
----- x Total available points = Score for third-lowest rate  
Third-lowest rate

And so on, for each proposal.

Bidders should propose a financial model that clearly defines how they propose to be compensated for all the required services. **The maximum level of effort associated with this project is \$13,000 excluding applicable taxes.**

## 4. RFP Particulars

### 4.1 Project Background

The Newfoundland-Labrador Federation of Co-operatives (NLFC) is a non-governmental provincial federation representing co-operatives and credit unions in Newfoundland & Labrador, operating since 1949. The mandate of the NLFC is to support and advance the co-operative and credit union sector in NL through representation, promotion, education, and development. The NLFC is a member of Co-operatives and Mutuals Canada (CMC), Canada's national co-operative sector association.

The Co-operative Housing Association of Newfoundland and Labrador (CHANAL) is the provincial association representing co-operative housing in the province. Their mandate is to support the existing housing co-ops and to promote and develop co-op housing. CHANAL is a full member of the NLFC.

The NLFC and CHANAL recognise the importance of educating municipalities, nonprofits and/or social enterprises on the complexities required to create co-op housing in the province.

There is a need for affordable housing in nearly every municipality in Newfoundland & Labrador. Our province is experiencing an affordable housing crisis. Dating back to 2021 there have only been 11 new government-owned social housing units that are currently ready to be lived in. Another 107 new social housing units have been announced over the past two years, with construction yet to begin on the vast majority of them. Meanwhile, the waitlist for Newfoundland & Labrador Housing Corporation (NLHC) housing has nearly doubled since 2021, to more than 2,800 applications currently in the queue (data from Oct 2023).

Co-op housing is affordable and provides security of tenure. Tenant's homes can never be bought out from under them, nor taken over by a landlord to be forced to move or increase rent unexpectedly.

There are 22 housing co-ops across the province from St. John's to Corner Brook with 435 units with a full occupancy rate.

This project aims to create educational co-op housing materials for municipalities, nonprofits, and social enterprises to lead their own co-op housing developments.

#### 4.2 Scope of Work and Deliverables

The NLFC are seeking the services of a qualified consultant to lead the creation of a shared co-operative housing educational resource to help municipalities, nonprofits and/or social enterprises navigate the complex steps required to create co-op housing in the province of Newfoundland and Labrador. The objective of this resource is to aid in the creation of co-op housing and to position co-op housing as a viable and affordable housing solution.

The successful proponent will undertake the following scope of work:

- Meet regularly with the NLFC and CHANAL to provide project updates and to collaborate.
- Conduct research to understand the necessary steps to co-op housing incorporation, including:
  - Review of current legislation surrounding co-op housing.
  - Review of available governmental funding and/or resources for co-op housing development.
  - Liaise with co-op housing subject matter experts and stakeholders.
- Using information gained from the research portion; the development of a PDF resource for web hosting outlining in detail with links, contacts, and other important information necessary in the steps to co-op housing development in Newfoundland & Labrador.