



Requests for Proposals (RFP)

For the Alberta Sand and Gravel Association

For Independent/Contractor/Consultant Opportunity for:

RFP Reference #003

Aggregate Industry Best Practices Road Show

Issued: April 22, 2022

Application Deadline: June 3, 2022

ASGA – Development of Best Practices for the Sand and Gravel Industry

The ASGA is currently accepting submissions to help a create a “road show” style tour for aggregate operations across Alberta, particularly smaller operations less likely to have capacity to develop their own. The successful proponent will liaison with the ASGA Safety Committee to plan this “road show” which will include but not limited to the following:

- Build a schedule to travel to and create relationships with “off-the-grid” crushing operations
- Deliver OH & S training, based on ASGA Best Practices documentation, to the owners, managers, and employees of those operations
- Maintain list of:
 - Visits
 - Contacts at each site
 - Education delivered at each site
 - Number of workers educated
- Create and deploy a feedback survey to participants, including asking how the project can grow.

The successful proponent will have access to the ASGA current Safety Tool Kit and Best Practices documentation with which to develop curriculum.

The successful proponent will:

- Deliver a proposal that meets the stated goals and ambitions within a \$31,000.00 budget (including sales taxes and any other fees).
- provide monthly briefings to the Executive Director of ASGA, and the Chair and Vice-Chair of ASGA’s Occupational Health & Safety Committee.
- Have expert familiarity with Crushing Occupational Health & Safety Standards, with accreditation
- Capacity to identify “off-the-grid” crushing operations
- Capacity to convince those operations to allow training on and incorporate ASGA’s best practices
- Capacity for creating adult education curriculum
- Present to ASGA’s breakfast events and convention over Winter 2022-2023

Any meetings required to collaborate or review materials will be the responsibility of the proponent to coordinate and conduct these meetings. Materials and curriculum will be ASGA property at the end of the project.

Timelines:

- Advertise: April 21, 2022
- Submission Deadline: June 3, 2022 4:00 PM

- Review, Interviews, and Award June 6 to June 20, 2022
- Work to begin in July
- Monthly reports from service provider due on the 1st of each month
- 20 Minute presentation to the November 2022 ASGA Breakfast Event
- 20 Minute presentation to the ASGA Convention, January 18-19, 2023
- 20 Minute presentation to the February 2022 ASGA Breakfast Event
- Final Completion and Report: April 1, 2023

All questions and inquiries to be addressed to

John Ashton, Executive Director

Ph: 780.435.2844 x 1

E-mail: john.ashton@asga.ab.ca

The Request for Proposal

- This request for proposal is issued by the ASGA for the purpose of identifying organizations or individual professionals that may qualify to be awarded a project-based contract related to the services described above
- Interested parties are asked to read this invitation carefully and are invited to submit an application in accordance with these instructions.

1. ASGA is not Committed to Applicant's Expenses

- The application process will not necessarily result in a commitment to sign a contract with the Applicant.
- ASGA shall not be liable for expenses associated with the cost of preparing the Application.

2. Distribution of the Invitation for Proposals:

- This invitation has been released to current members of the ASGA. Only current members of the ASGA will be considered.
- Applicants are encouraged to contact the ASGA directly to check their membership status.
- If a suitable application is not received through the ASGA membership, the Invitation for Proposals will then be released to the public.

3. Entering into Contract with the ASGA:

- The successful applicant will be required to enter into a Service Agreement with the ASGA.
- Please be advised that successful Applicants will be required to:
 - Provide the services for a defined period of time, with possibility of renewal.
 - Provide contract-based invoicing to the ASGA as determined by the Service Agreement.
 - Provide the ASGA with a GST number for their business.
 - Report their income and directly remit the payment of all taxes or payments assessed to levied against or in respect of their business, including income tax, Canada Pension Plan, and all other premiums or levies required by law to the appropriate Government Agency.

4. External Factors:

- The ASGA reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the contract without penalty.
- All contracted services are subject to the \$31,000.00 budget constraints. There is no additional funding available for this project.

5. Selection Process:

- The ASGA will review all applications. Applications will be judged based on the quality of response, experience, qualifications, and cost.
- References will also be included as part of the evaluation.
- Interviews may be requested by the ASGA, in addition to a requirement for additional written materials, to ascertain the qualifications of applicants.
- The ASGA reserves the right to reject any or all proposals. Proposals may be rejected if incomplete, illegible or conditional.

6. How to Apply:

- Clearly identify the submission with a title and reference number (#003).
- Applicants are:
 - invited to submit a proposal that outlines their ideas on development and delivery of curriculum which staying within the \$31,000.00 budget.
 - encouraged to contact ASGA Executive Director John Ashton to discuss the proposal or for further information.

- Proposals must include a resume highlighting related work experience, two references from recent clients, and two professional samples.
- Submit applications by Friday, June 3 at 4:00 pm by e-mail or mail to:

Alberta Sand and Gravel Association
ATTN: John Ashton
Suite 204, 9622 42 Avenue NW
Edmonton, AB T5J 1V9
john.ashton@asga.ab.ca

About the Alberta Sand and Gravel Association

By showing to be good stewards of the land, the public would be informed and educated on the need for the non-renewable resource and its importance to the province. The true value of the resource will be better understood and applied in day-to-day decision making affecting gravel reserves.

The Alberta Sand and Gravel Association (ASGA) is an organization that has relevant and purposeful programs for members and the general public related to the aggregate industry in Alberta.

The mission of the ASGA is to represent the interests of Alberta sand and gravel operators on key industry related issues and proposed regulatory changes. Through value added membership programs and services, we will shape the environmentally responsible and orderly development of this valuable, non-renewal natural resource in the province of Alberta.

Formed in 1974, the ASGA is focused on the orderly and responsible development of Alberta's aggregate resources, promoting high standards of workmanship and accountability related to the environment and to the safety of their operations.

The ASGA is dedicated to providing its membership with information affecting their business interests while raising public awareness and the profile of the aggregate industry. Mineral aggregate has the largest commercial value of any non-energy mineral resource produced in Alberta.¹

As producers and consumers, the Aggregate industry contributes to the growth of Alberta's Oil and Gas, Construction and Environment industries, to name a few. Construction aggregate resource is critical in the development of the transportation and structural infrastructure necessary to develop other new mineral and renewable resources, especially in northern Alberta.

¹ Mineral Aggregate Commodity Analysis - Edwards, W.A.D.: Alberta Geological Survey Open File Report 1995-08)