

Request for proposals: Evaluation for taking over infrastructure management

Preamble

The CSFY is the only School Board in the Yukon. It is responsible for the French first-language program throughout the territory. Currently, all levels (from junior kindergarten to grade 12) are under the same roof at Émilie-Tremblay School.

The CSFY would like to study the possibility of taking over the management of its infrastructure.

To this end, we are looking for a person to:

1. Analyze building maintenance documents from the last two years
2. Establish the required administrative structure
3. Perform a complete inspection/evaluation of Émilie-Tremblay School
4. Draw up a maintenance and mandatory inspections schedule
5. Forecast annual maintenance costs
6. Create a start-up budget

Methodology

- Preliminary meeting with CSFY
- Analysis and study of relevant documents
- Preliminary visit to Émilie-Tremblay School
- Presentation of a work plan with a timeline
- Completion of a final report

Timeline

The final report must be submitted no later than June 30, 2016.

Presentation of application

Your application file, presented in French or in English, should include:

- A portfolio including a brief description of your experience related to the project and two references
- Preliminary work plan with a timeline
- Detailed budget

Terms and conditions

- The tenderer is fully responsible for any expenses incurred during the preparation of the proposal
- The winning bid will not necessarily be the lowest tender
- **Application deadline:** The application must be received before 5:00 p.m. (Pacific Time), Sunday, May 29, 2016. Applications received after the deadline will not be considered.
- Applications must be sent by electronic mail only to:
julie.dessureault@gov.yk.ca

Information: 667-8680, extension 1