

Town of Antigonish
Request for Proposal (RFP)
RFP No. 072025 – Electronic Safety Management System
Issue Date: July 30, 2025
Submission Deadline: August 14, 2025 at 2:00 PM ADT

1.0 Introduction

The Town of Antigonish is seeking proposals from qualified vendors for the provision, implementation, and support of an **Electronic Safety Management System (ESMS)** to improve the Town's occupational health and safety (OHS) practices and ensure compliance with provincial regulations.

2.0 Scope of Services

The successful proponent will be responsible for delivering a fully functional ESMS that meets the Town's operational, regulatory, and reporting needs. The required functionality includes:

2.1 System Requirements

- Provide clear, upfront pricing (including licensing, support, and future upgrades).
- Integration with existing Town systems where applicable (e.g., HR, asset management, fleet).
- Cloud-based or hybrid hosting with offline capability with no data limitations.
- Customizable form templates for multiple departments and job functions.
- User-friendly interface and mobile compatibility.

2.2 Health and Safety Program Support

- Support creation and management of OHS documentation for various working groups.
- Ability to schedule, assign, and automate safety-related tasks (e.g., inspections, checklists).
- Built-in version control for safety documents and policies.
- Real-time tracking of corrective and preventative actions.

2.3 Vehicle and Equipment Tracking

- Monitor safety inspections and maintenance records for Town vehicles and heavy equipment.
- Assign inspection forms or maintenance schedules by vehicle/equipment type.

2.4 Employee and Contractor Management

- Manage employee safety training records and certifications.
- Enable creation and tracking of profiles for employees and external contractors.
- Identify and report on key performance indicators from completed forms.

2.5 Compliance and Legislative Alignment

- Ensure alignment with Nova Scotia Occupational Health and Safety regulations.
- Easily update forms and procedures to reflect changes in legislation.
- Provide administrative tools for the Joint Occupational Health and Safety Committee (JOHSC).

2.6 Reporting and Support

- Custom dashboards and automated reports for different user groups.
- Signature tracking and acknowledgment of safety documentation.
- Ongoing vendor support, including training and troubleshooting.
- Ability to operate key functions without internet access (e.g., mobile apps with sync).

3.0 Company Qualifications

Proponents must demonstrate:

- Experience implementing ESMS or similar platforms for municipal or public-sector clients.
- Ability to train and support municipal staff during and after implementation.
- Understanding of occupational health and safety legislation in Nova Scotia.
- Strong communication and technical support capability.

4.0 Submission Requirements

Proposals must include the following:

- **Proposal Narrative:** Description of approach, project plan, and timeline.

- **Relevant Experience:** Overview of similar completed projects with references.
- **Team Qualifications:** Bios or resumes of key personnel.
- **Cost Proposal:** Detailed breakdown of costs, including licensing, implementation, training, and ongoing support.
- **Work Plan:** Timeline with key milestones, deliverables, and responsibilities.

5.0 Evaluation Criteria

Proposals will be evaluated on the following criteria:

Criteria
Approach and Methodology
Company Experience and Qualifications
Cost Effectiveness
References and Past Performance
Support and Training Provided

6.0 Submission Instructions

All proposals must be submitted by **August 14, 2025 at 2:00 PM ADT** to:

RFP No. 072025 – Electronic Safety Management System

ATTN: Kyle Meisner, P.Eng
 Director of Infrastructure & Engineering
 Town of Antigonish
 274 Main Street
 Antigonish, NS B2G 2C4

Electronic submissions (PDF format) are also accepted via:

kyle.meisner@townofantigonish.ca

Subject line: “RFP No. 072025 – Electronic Safety Management System”

7.0 Inquiries

All inquiries related to this RFP must be directed in writing to:

Grace Gillis, Manager of Public Works

grace.gillis@townofantigonish.ca

902-867-7663

Deadline for inquiries: **August 8, 2025 at 2:00 PM ADT**

8.0 Terms and Conditions

- Any submissions received past the deadline will not be considered.
- The Town of Antigonish reserves the right to accept or reject any or all proposals, and will award based on best value, not necessarily lowest price.
- Proposals shall remain valid for a minimum of 30 days from the submission deadline.
- The selected proponent must enter into a formal agreement with the Town, including mutually agreed-upon terms and conditions.
- All proposal documents become the property of the Town of Antigonish.
- The Town of Antigonish shall not pay a fee to any proponent for the preparation and delivery of its Proposal in response to the Town's RFP.

9.0 Confidentiality

- The Town of Antigonish shall make every effort to safeguard the confidentiality of each proposal. However, all proposals may be subject to the provisions of Nova Scotia's *Freedom of Information and Protection of Privacy Act*, as amended.