



**Request for Proposals (RFP)**  
RFP NO. 2026-05  
Downtown Safety Patrol Pilot

Proposals will be received by:

City of Dauphin  
c/o Lisa Gaudet, PhD, CMMA  
Deputy City Manager  
100 Main Street South  
Dauphin, MB R7N 1K3

On or before 12:00 p.m. CDT on Tuesday, May 26, 2026.

Proposals will be accepted electronically on or before the closing date and time if submitted to [submissions@dauphin.ca](mailto:submissions@dauphin.ca).

RFP documents may be obtained from the City of Dauphin's website (<https://dauphin.ca>) or MERX (<https://www.merx.com>).

### **ADDENDA**

Proponents are responsible for monitoring the City of Dauphin website and/or MERX for addenda, clarifications, or other updates issued prior to the closing date.

### **RESERVATION OF RIGHTS**

The City reserves the right to accept or reject any or all Proposals, in whole or in part, and will not be responsible for any costs incurred by Proponents in preparation or submission of Proposals.

The City reserves the right to waive informalities, irregularities, or technical deficiencies where deemed appropriate and in the best interests of the City.

The lowest-priced Proposal will not necessarily be accepted.

In the event of any discrepancy or inconsistency in the RFP documents, the City's original file copy shall prevail.

Proposal openings will not be conducted in public.

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## 1. SUMMARY AND BACKGROUND

The City of Dauphin is inviting Proposals from qualified Proponents to deliver a six (6) month Downtown Safety Patrol Pilot Program.

The purpose of this initiative is to enhance community safety, improve perceptions of safety and comfort within the downtown, and support early intervention and connection to services for vulnerable individuals.

The pilot is intended to provide a proactive, visible, and community-oriented presence focused on trauma-informed engagement, de-escalation, and prevention. The City is seeking a service model that prioritizes relationship-building, outreach, and collaboration over enforcement-based approaches.

## 2. PROJECT DESCRIPTION AND SPECIFICATIONS

### PROJECT DESCRIPTION

The City of Dauphin is seeking Proposals to deliver a six (6) month pilot project providing trained personnel for proactive downtown patrol.

This pilot is intended to emphasize trauma-informed outreach and de-escalation, with a focus on early intervention and community safety. The City is seeking a service model that prioritizes engagement and prevention over enforcement.

Through this initiative, the City aims to achieve the following outcomes:

- Improved connection of vulnerable individuals to appropriate supports and services
- Reduction in incidents requiring emergency response through early intervention
- Enhanced perceptions of safety and comfort within the downtown

This initiative differs from traditional enforcement-focused security models. The City is seeking a higher level of training, judgment, community engagement, and crisis response capacity than would typically be associated with standard security services.

### PROJECT REQUIREMENTS

The successful Proponent will be responsible for delivering a comprehensive patrol service that includes, at minimum:

- Daily coverage of approximately ten (10) hours per day, seven (7) days per week for the duration of the pilot

- Finalization of operational hours in collaboration with the City, based on local conditions and emerging needs
- Deployment of personnel in teams of two (2), where feasible, with appropriate scheduling practices to support staff well-being and reduce burnout
- Provision of suitable accommodation for personnel, if required
- Provision of a vehicle to support mobility, safety, and response capacity, with primary emphasis on foot patrols
- Carrying and appropriate use of naloxone in emergency situations
- Participation in data collection and reporting processes to support evaluation of pilot outcomes
- Preparation of clear, accurate, and professional incident and activity reports
- Use of body-worn cameras, with footage made available to the City in accordance with agreed-upon privacy and data management protocols

## **PERSONNEL REQUIREMENTS**

Personnel assigned to this project must demonstrate the following qualifications and competencies:

- Training in drug poisoning (overdose) recognition and response
- Current Emergency First Aid and CPR certification
- Training in trauma-informed practice and crisis de-escalation
- Ability to coordinate effectively with RCMP, Emergency Medical Services, and other partners
- Demonstrated ability to assess dynamic situations and respond appropriately
- Strong interpersonal and communication skills, particularly in high-stress environments
- Professional, clearly identifiable uniforms suitable for public-facing work

## **PATROL CONCEPT**

The patrol model is expected to operate in a proactive and community-oriented manner, including but not limited to:

1. Maintaining a visible presence in high-activity and high-need areas
2. Conducting wellness checks on individuals who appear to be in distress or at risk
3. De-escalating situations before they require police or emergency intervention
4. Providing information, wayfinding and connections to local supports (e.g., food bank, crisis services, Employment & Income Assistance)
5. Sharing relevant, appropriate information with RCMP, emergency services, and community partners in accordance with applicable privacy requirements
6. Documenting interactions and activities to support outcome tracking and reporting

7. Responding, where appropriate, to concerns raised by local businesses, residents, or stakeholders

## **OUT OF SCOPE ITEMS**

The successful Proponent and its personnel will not be authorized to:

1. Make arrests
2. Detain individuals
3. Use force
4. Perform law enforcement functions or replace police response to criminal matters
5. Provide clinical or medical care beyond basic first aid and emergency response
6. Enforce municipal bylaws unless specifically authorized by the City

## **OPTIONAL SITE FAMILIARIZATION**

Proponents may request an optional site familiarization meeting with City representatives to better understand the downtown area, operational context, and community environment relevant to this pilot project.

Requests may be directed to:

Justin Tokarchuk  
Project & Development Manager  
City of Dauphin  
100 Main Street South  
Dauphin, MB R7N 1K3

Phone: 204-622-5501  
Email: justin.tokarchuk@dauphin.ca

## **INSURANCE**

The successful Proponent will be required to maintain appropriate insurance coverage, including commercial general liability insurance, automobile liability insurance, and Workers Compensation coverage satisfactory to the City of Dauphin for the duration of the agreement.

## **CONFIDENTIALITY AND PRIVACY**

The successful Proponent shall comply with all applicable privacy legislation and maintain confidentiality regarding information obtained in the course of delivering services under this pilot.

### 3. PROPOSAL GUIDELINES

This Request for Proposals (“RFP”) outlines the requirements and expectations for Proponents interested in providing services for the Downtown Safety Patrol Pilot.

Proposals must be submitted electronically to:

[submissions@dauphin.ca](mailto:submissions@dauphin.ca)

Administrative inquiries regarding this RFP may be directed to:

Lisa Gaudet, PhD, CMMA  
Deputy City Manager  
City of Dauphin  
100 Main Street South  
Dauphin, MB R7N 1K3

Phone: 204-622-3221

Email: [dcm@dauphin.ca](mailto:dcm@dauphin.ca)

Proposals will be accepted until 12:00 p.m. CDT on Tuesday, May 26, 2026. Any Proposals received after this date and time will not be accepted.

All Proposals must be signed by an authorized representative of the organization submitting the Proposal.

If the organization submitting a Proposal intends to outsource or subcontract any portion of the work required under this RFP, this must be clearly identified within the Proposal. Proponents must identify all subcontractors and provide a description of the services to be provided.

All costs included in Proposals must be all-inclusive of any subcontracted work.

All costs must be itemized and include a clear explanation of fees and expenses.

Contract terms and conditions will be negotiated upon selection of the successful Proponent and may be subject to review by the City of Dauphin’s solicitor. Terms may include scope, budget, schedule, reporting requirements, insurance, privacy obligations, and other matters necessary to the project.

#### **NO CLAIM**

Except as expressly permitted in this RFP, no Proponent shall have any claim for compensation of any kind arising from this RFP process, including the acceptance of a non-compliant Proposal.

By submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim against the City arising from this RFP process.

This is a Request for Proposals and not a tender call or call for quotations. No contractual, tort, or other legal obligations are created or imposed on the City or any officer, employee, or

representative of the City by the issuance of this RFP or by the submission or consideration of any Proposal.

## **PRICE**

All prices submitted shall be in Canadian funds and shall include the entire scope of work described in this RFP, with any optional services identified separately where applicable.

Pricing shall be shown before GST and PST. All other applicable taxes, duties, fees, and expenses shall be included in the Proposal pricing.

Proposals shall remain open for acceptance for a minimum of thirty (30) days following the closing date.

## **INTERPRETATION OF DOCUMENTS AND QUESTIONS/CLARIFICATIONS**

Proponents shall review the RFP documents and promptly report any discrepancy, deficiency, ambiguity, error, inconsistency, or omission.

Requests for clarification must be submitted in writing by email no later than three (3) business days prior to the closing date.

Where a request results in a change or clarification to the RFP, the City will issue a written addendum.

All inquiries shall be directed in writing, quoting the RFP name and number, to:

[submissions@dauphin.ca](mailto:submissions@dauphin.ca)

The City reserves the right to determine, at its sole discretion, which inquiries require a response.

## **ADDENDA**

Written addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP.

The City reserves the right to issue addenda up to two (2) days prior to the closing date.

The RFP closing date may be changed if, in the City's opinion, additional time is required to allow Proponents to revise their Proposals.

Proponents are responsible for monitoring the City of Dauphin website and/or MERX for addenda and updated information.

Upon submission of a Proposal, Proponents shall be deemed to have received and considered all issued addenda.

## **COSTS OF PREPARATION OF PROPOSAL**

All costs associated with the preparation and submission of a Proposal shall be borne solely by the Proponent.

## **LAW**

This RFP and any resulting agreement shall be governed by and construed in accordance with the laws of the Province of Manitoba and the laws of Canada applicable therein.

## **4. BUDGET**

The City of Dauphin has an approved budget of up to \$200,000.00, inclusive of all costs, for this pilot project, funded through provincial public safety grant funding.

The City is open to considering adjustments to service levels, including hours of coverage or duration of pilot, in order to achieve the best possible outcomes within the available budget.

## **5. SUBMISSION REQUIREMENTS**

### **GENERAL**

Proposals shall clearly identify costs associated with the proposed services.

Costs shall be broken down into sufficient detail to clearly identify:

- start-up costs,
- ongoing operating costs,
- staffing costs,
- equipment costs,
- vehicle costs,
- accommodation costs, where applicable,
- and any optional services or enhancements.

Proponents shall provide a minimum of two (2) references from existing or recent clients for comparable services.

A Proposal Submission Form (Schedule "A") must accompany each Proposal.

Multiple service models or options may be submitted either:

- within a single Proposal submission, or
- as separate Proposal submissions.

## SIGNATURES

Proposals must be signed by an authorized representative of the Proponent.

## CLOSING DATE AND TIME FOR SUBMISSIONS

Proposals must be received by the City on or before 12:00 p.m. CDT on Tuesday, May 26, 2026.

Proposals shall be submitted electronically to:

[submissions@dauphin.ca](mailto:submissions@dauphin.ca).

Electronically submitted Proposals shall be deemed received when successfully delivered to the City's email system.

The City shall not be liable for delays or delivery failures for any reason, including technical issues, spam filters, firewalls, file size limitations, or internet interruptions.

Late Proposals will not be accepted.

## 6. PROPOSAL EVALUATION CRITERIA

The City of Dauphin will evaluate Proposals based on the following criteria.

### 1. Overall Proposal Suitability (50%)

The proposed service model must demonstrate a clear understanding of the project objectives and provide a well-organized and effective approach to delivering the required services.

### 2. Mobilization and Implementation Schedule (15%)

Proponents will be evaluated on their ability to mobilize personnel and commence service delivery in a timely manner.

### 3. Reputation and Experience (10%)

Evaluation will consider organizational experience, service quality, qualifications, references, and demonstrated experience relevant to the scope of this project.

### 4. Cost and Overall Value (25%):

Evaluation will consider the overall value provided in relation to the proposed services, staffing model, and available budget.

No totals, weights, prices, or evaluation scores will be provided to Proponents.

The City reserves the right to:

- short-list Proponents,
- request additional information,
- request interviews or presentations,
- conduct negotiations,
- or request revised Proposals where deemed appropriate.

The City is not obligated to enter into a contract with any Proponent.

Unsuccessful Proponents will be notified by email.

# SCHEDULE A - PROPOSAL SUBMISSION FORM

RFP No. 2026-05

Downtown Safety Patrol Pilot

CITY OF DAUPHIN  
Lisa Gaudet, PhD, CMMA  
Deputy City Manager  
100 Main Street South  
Dauphin, MB R7N 1K3

Submitted by: \_\_\_\_\_  
(company name)

## PERIOD FOR ACCEPTANCE OF PROPOSAL

The City of Dauphin requests Proposals to remain open for acceptance for a minimum of thirty (30) days following the Closing Date and Time

Our Proposal will remain open for acceptance for a period of \_\_\_\_\_ days from the Closing Date and Time.

## DISCLOSURE OF USE OF LARGE LANGUAGE MODELS / GENERATIVE ARTIFICIAL INTELLIGENCE

Please disclose whether Generative Artificial Intelligence was used in the preparation of this Proposal and describe the nature of its use (attach additional pages if necessary):

We have / have not (circle one), used Generative Artificial Intelligence in the preparation of this Proposal and certify that the Proposal has been reviewed by authorized personnel and that the Proponent accepts full responsibility for the accuracy and content of the submission.

Initials: \_\_\_\_\_

## PROJECT IMPLEMENTATION

Proposed commencement date: \_\_\_\_\_

Proposed staffing mobilization timeline: \_\_\_\_\_

## VALUE ADDED

Please provide information regarding your organization's strengths, innovative practices, competitive advantages, and any additional services or supports that may provide benefit to the City of Dauphin (attach additional pages if necessary).

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## ADDENDA

We acknowledge the receipt of the following addenda related to this RFP and confirm that the information has been incorporated into this Proposal:

Addendum No.	Date Issued	Date Received

## AUTHORIZATION

We hereby submit our Proposal as described in this RFP and confirm that the information contained herein is accurate and that the undersigned is duly authorized to submit this Proposal on behalf of the Proponent.

<b>Company Name</b>	
<b>Street Address</b>	
<b>City, Province &amp; Postal Code</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>GST/HST Registration No.</b>	
<b>Name and Title (Print)</b>	
<b>Signature</b>	
<b>Date</b>	

- End of Proposal Submission Form -