

Request for Proposals Event Management Services for 75th Birthday Celebrations City of Parksville

Closing: Two complete paper copies or by email prepared in .pdf format
Response must be received before 2 pm Pacific Time, July 31, 2019

Closing location: Deb Tardiff, Manager of Communications
City of Parksville
Parksville Civic and Technology Centre
Administration (First floor)
P O Box 1390, 100 Jensen Avenue East
Parksville, BC V9P 2H3

Contact: Deb Tardiff, Manager of Communications
250 954-3073
dtardiff@parksville.ca

BACKGROUND

The City of Parksville is situated on Vancouver Island along Highway 19A about 37 kilometres northwest of Nanaimo. The City provides local government services to a population of 12,514 (2016).

The City of Parksville will celebrate its 75th birthday in 2020. In June, Council approved moving forward with a 75th birthday select committee to plan events and activities in 2020. The committee will collaborate with community organizations and existing events to promote the 75th birthday as well as plan, promote and stage family friendly festivities which celebrate Parksville, foster a sense of community pride and promote community involvement.

The City of Parksville is seeking professional event management services of an experienced and independent contractor to deliver successful community events to celebrate the City's 75th birthday. The City of Parksville invites suppliers to submit proposals to perform event services management.

SCOPE OF WORK AND DELIVERABLES

The main objective of the assignment is to plan, organize and manage all aspects of the City's 75th birthday celebrations, working with City staff and the co-chairs and members of the 75th birthday select committee. The scope of work to be included in the proposal is as follows:

- Facilitate and/or co-chair meetings (about eight (8) meetings anticipated).
- Plan, coordinate and execute 75th birthday events and initiatives. Events will be family friendly activities which celebrate Parksville and foster a sense of community pride and involvement.
- Collaborate with community groups and organizations to consider already existing or planned events in 2020.
- Meeting agendas, meeting notes and distribution to committee members.
- Develop a budget for 75th events and activities.

- Work with the City’s communications department as well as the 75th birthday committee to ensure appropriate community visibility of the events through a developed communications plan/strategy which includes social media, earned media and recommendations for advertising within an approved budget.

PROPOSAL REQUIREMENTS

- Suppliers should submit innovative and detailed proposals.
- Provide a clear understanding of the assignment.
- Summary of the approach or strategy for delivery.
- Detailed breakdown of services to be provided covering facilitation, marketing, onsite management, logistical planning and coordination.
- A brief description of relevant experience and examples of work undertaken in the past five years.
- Proposal should show how the supplier intends to leverage existing experience and resources to implement the project and can propose any additional or alternative services to support current requirements.

TIMING/SCHEDULE

The City will celebrate its 75th birthday with events to be held in 2020; planning will begin in September 2019.

The following dates, other than the request for proposal closing date, are guidelines only and may be adjusted based on the schedule proposed by the successful proponent.

RFP release date	July 10, 2019
RFP closing date:	July 31 2019
Anticipated award date:	August 16, 2019

PROPOSAL EVALUATION CRITERIA

The City will evaluate each proposal submitted on the basis of how well the proponents respond to the RFP. Proposals will be evaluated on the basis of:

- Project understanding, task list and deliverables 35%
- Experience of contractor/team 35%
- Cost effectiveness/price 25%

QUALIFICATIONS AND EXPERIENCE

The supplier shall be capable of providing professional event management services:

- Demonstrated experience in organizing, directing and hosting successful events of comparable nature.
- Demonstrated ability to work with community groups and organizations in Parksville.
- Ability to provide required services as detailed in the scope of work.

PROPOSAL SUBMISSION

Before submitting proposals, proponents must satisfy themselves about the nature of the work. Proponents are fully responsible for obtaining all information required for the preparation of proposals. Proponents are responsible for their own expenses in preparing and submitting proposals and agree that by participating in the RFP process, and/or submitting a proposal, have no claim for compensation.

INQUIRIES

All inquiries about this request for proposal must be directed to:

Deb Tardiff
Manager of Communications
City of Parksville
Phone: 250 954-3073
Email: dtardiff@parksville.ca

All requests for information related to this RFP are to be submitted in writing by email at least ten calendar days prior to the Closing Date. Requests for information and answers will be recorded and distributed via addendum posted to BC Bid (www.bcbid.gov.bc.ca). It is the responsibility of the proponent to download and obtain any addenda posted. Information obtained from any other source is not official and should not be relied upon.

INSTRUCTIONS, TERMS AND CONDITIONS

The following terms and conditions will apply to this Request for Proposal. Submission of a proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the City. Proposals clearly marked “City of Parksville, 75th Birthday Event Management Services Proposal” must be received by the closing date, **before 2 pm Pacific Time on Wednesday, July 31, 2019**.

Proposals should be delivered to the attention of Deb Tardiff, Manager of Communications, at the City of Parksville, Administration Department as follows:

By hand delivery, courier or mail: City of Parksville
Administration Department (First floor)
PO Box 1390
100 Jensen Avenue East, Parksville, BC V9P 2H3

By email: Deb Tardiff
Manager of Communications
dtardiff@parksville.ca

Proponents are cautioned to carefully read and follow the instructions, terms and conditions required by this Request for Proposal as any deviation, omission, as well as any inaccuracies or misstatements may be cause for rejection. The City reserves the right, at its sole discretion, to waive minor irregularities and defects in a proposal and proceed with that respondent.

- In the event only one proposal is received, the City reserves the right to return that proposal unopened.
- Proposals received after the closing time will be returned unopened.
- Proposals must be executed by an authorized signatory of the proponent (see attached Proposal Commitment form).
- All proposals and subsequent information or material received shall become the property of the City and will not be returned. Proposals will be held in confidence by the City subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

- Proposals may be withdrawn by written request only to Deb Tardiff, Manager of Communications, at any time prior to the scheduled closing time. Proposals remain valid and may not be withdrawn, for a period of ninety (90) days following the deadline date for submission of proposals.
- Prior to the deadline date for submission of proposals, proponents must not contact any other representative of the City regarding this Request for Proposal, other than Deb Tardiff, Manager of Communications. Unauthorized contact with any City representatives, including members of City Council, may be cause for the rejection of the proponent's proposal.
- The City is under no obligation to award a contract as a result of this Request for Proposal and reserves the right to terminate this Request for Proposal process for any reason, at any time. The City may then do nothing, re-tender, sole-source or complete the work with the City's own forces.
- This Request for Proposal and the successful proponent's response may form part of any contract or professional services agreement entered into with the City of Parksville.
- Any information acquired about the City by a proponent during this process must not be disclosed unless authorized by the City, and this obligation will survive the termination of the Request for Proposal process.
- The proponent, including all consultants, sub-consultants, corporation or individual members of a proponent, will promptly disclose to the City any potential conflict of interest and existing business relationships they may have with the City or evaluation committee. The City reserves the right to disqualify any proponent who in its opinion has a conflict of interest, whether such conflict exists now or is likely to arise in the future.
- Pricing will be firm for the contract period unless this Request for Proposal states otherwise. All prices quoted are to be in Canadian funds including fees, charges, contingencies and applicable taxes.
- The lowest priced proposal will not necessarily be chosen, but the proposal that is deemed to offer the best overall value to the City of Parksville.
- Any dispute arising from this Request for Proposal, or subsequent agreement, will be resolved according to the laws of the Province of British Columbia.
- Using a subcontractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two proponents having no formal corporate links. However, in this case, one of these proponents must be prepared to take overall responsibility for successful interconnection of the two and this must be defined in the proposal.

PROPOSAL COMMITMENT

This section must be completed by the proponent and included as an appendix with their submitted quotation:

Provided that this proposal is accepted within ninety (90) calendar days from the closing date, the undersigned agrees on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the proponent’s proposal, any and all addendum, which shall together form the agreement. This proposal is valid and enforceable for a period of not less than ninety (90) days following the closing date. In accordance with the terms, conditions, instructions and specifications the undersigned agrees to supply products and services at the prices quoted.

Company name: _____

Company address: _____

Postal code: _____ Phone number: _____

Email contact: _____

Signature of signing officer: _____

Printed name of signing officer: _____

Title of signing officer: _____

Date: _____