



REQUEST FOR PROPOSAL (RFP): 2016ATRFP001

ATBC INDUSTRY AWARDS

ISSUE DATE: OCTOBER 7, 2015

## **TABLE OF CONTENTS**

Request for Proposal

Information to Proponents

Terms and Conditions of the RFP

### **APPENDIX**

- A. Artisan/Artist Qualification Summary
- B. Sample Work Plan, Schedule and Budget Template

ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA  
RFP for AtBC Industry Awards



Aboriginal Tourism Association of British  
Columbia  
REQUEST FOR PROPOSAL (RFP)  
2016ATRF001 – AtBC Industry Awards

THIS COMPLETED FORM MUST BE RECEIVED

BY ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA

707 – 100 Park Royal

West Vancouver, BC V7T 1A2

PHONE : (604) 921-1070

FAX : (604) 921-1072

**ISSUE DATE: OCTOBER 7, 2015**

**CLOSING DATE:**

NOT LATER THAN 2:00 p.m. Pacific Time

ON THE DUE DATE OF Thursday, October 22th, 2015

Name / Company Name	
Address	
City	Prov
Postal	
E-mail	
Phone	Fax

**DELIVERY OF PROPOSALS:**

Proposals must not be sent by facsimile. Proposals are to be submitted to the closing location as follows:

One (1) hard copy of the proposal must be submitted with one unaltered, completed Requests for Proposals cover page by hand or courier to:

ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA

707 – 100 Park Royal South

West Vancouver, BC V7T 1A2

Attention: 2016ATRF001 – AtBC Industry Awards

Or emailed to [Melanie@AboriginalBC.com](mailto:Melanie@AboriginalBC.com)

Proposal envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposals number, and the project or program title.

THE UNDERSIGNED AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS RFP AND TO SUPPLY THE SERVICE LISTED AT THE PRICES QUOTED IN THE SUBMITTED QUOTATION. IF A SERVICE CONTRACT (GENERAL) IS ISSUED BY ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA TO THE UNDERSIGNED, THE UNDERSIGNED WILL BE BOUND BY AND WILL COMPLY WITH THE QUOTATION AND THE CONTRACT TERMS AND CONDITIONS CONTAINED IN THIS ITQ. PRICING WILL BE FIRM FOR 90 DAYS, UNLESS OTHERWISE SPECIFIED BY THE SUPPLIER.

AUTHORIZED OFFICIAL (PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA  
RFP for AtBC Industry Awards

## INFORMATION TO PROPONENTS

### 1. SERVICES:

#### **A. Summary:**

Aboriginal Tourism Association of British Columbia (AtBC) is a non-profit stakeholder-based organization that is committed to growing and promoting a sustainable, culturally rich Aboriginal tourism industry.

The successful Proponent(s) will create an award to be given to AtBC Industry Award recipient on November 26, 2015 in Vancouver, BC. The successful Proponents will be responsible for designing, producing and delivering the Awards to AtBC on the outlined dates.

The purpose of this Request for Proposal is to qualify an experienced Artisan/Artist in the following area:

- **AtBC Industry Awards for seven named categories**

#### **B. Requirements:**

#### KEY CONTRACT DELIVERABLES:

1. Produce and deliver seven (7) Awards for the AtBC Industry Awards event. These awards will be given to recipients at the Industry Awards in Vancouver, BC on November 26, 2015.
2. **The Artisan will be required to meet the following criteria;**
  - ✓ Create seven (7) Awards to be given to recipients
  - ✓ Complete one (1) Artisan/Artist Qualification Summary
  - ✓ Complete one (1) Workplan and Budget
  - ✓ Provide conceptual drawings of the award which must include AtBC's logo, the name of the award winner and the award category.

#### 3. REQUIRED COMPETENCIES:

The successful Proponent will be a highly motivated, self-directed professional with at least 5 years' experience in art production. The successful Proponent must have exceptional ability to create a piece that will leave a lasting impression with not only the recipients of the award but also other nominees and attendees of the gala. Preference will be given to Aboriginal artisans who can provide competitive pricing and a quality product.

### 2. TERM:

The initial term of the contract will commence on October 26<sup>th</sup>, 2015 with November 19<sup>th</sup>, 2015 as the date of completion. All seven (7) Awards must be delivered and received by AtBC by November 19<sup>th</sup>, 2015.

### 3. BUDGET:

The bid for the contract is to a maximum amount of \$3,500.00.

### 4. REFERENCES:

Aboriginal Tourism Association of British Columbia may conduct reference checks of the successful Proponent. Aboriginal Tourism Association of British Columbia will not enter into a Contract with any Proponent whose references, in the opinion of Aboriginal Tourism Association of British Columbia, do not confirm the information provided in the RFP.

ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA  
RFP for AtBC Industry Awards

**5. SUBMISSION INFORMATION:**

The Proponent must meet the requirements set out in the RFP and Information to Proponents, and in support, Proponents shall submit the following information with their proposal:

- Sign and return the RFP cover page as written confirmation
- Artisan Qualifications – Refer to Appendix A
- Work Plan, Schedule and Budget – Refer to Appendix B
- Conceptual drawings of the Awards which must include AtBC's logo, the name of the award winner and the award category
- Additional information that the proponent may choose to provide
- Provide a minimum of three (3) references and their contact information.

All submissions must be couriered to the attention of:

**REF: 2016ATRFP001 – AtBC Industry Awards**  
Aboriginal Tourism Association of British Columbia  
100 Park Royal, Suite 707  
West Vancouver, BC V7T 1A2

**6. EVALUATION:**

This section details all of the mandatory, minimum and desirable criteria against which Proposals will be evaluated.

Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

**6.1 Minimum Criteria:**

Proposals not clearly demonstrating that they meet the following minimum criteria may be excluded from further consideration during the evaluation process. One (1) hard copy of the proposal must be submitted.

a) One (1) completed Artisan/Artist Qualifications Summary. See Appendix A.

b) One (1) completed Work Plan and Budget. See Appendix B.

c) One (1) completed Corporate references and their contact information.

**6.2 Desirable Criteria**

Proposals meeting all of the mandatory criteria will be further evaluated against desirable criteria.

Proposals meeting all of the mandatory criteria will be further evaluated against desirable criteria.	Weight	Minimum Score
Creativity and Design	40%	n/a
Artisan/Artist Qualifications	40%	n/a
Work Plan and Budget	20%	n/a
Total	100%	n/a

**7. INQUIRIES:**

ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA  
RFP for AtBC Industry Awards

All responses to the RFP and any inquiries regarding the services of the anticipated contract or the administrative details of the RFP are to be directed to:

Melanie Bingham, Project Assistant  
Aboriginal Tourism Association of British Columbia  
707 – 100 Park Royal South  
West Vancouver, BC V7T 1A2  
Phone: (604)921-1070  
Fax: (604)921-1072  
Email: [melanie@aboriginalbc.com](mailto:melanie@aboriginalbc.com)

## Appendix A – Artisan/Artist’s Qualification Summary

This is just one of many ways that your qualifications can be organized. You may choose to use your own custom template but it must include all the required sections as highlighted below.

--

**Respondent’s Legal Name:**

**Name:**

**Requested Service Area**

**Primary Office Address:**

**Contact Information:**

**Phone**

**Fax**

**e-mail**

**Artisan’s Description  
of Expertise, # of  
Employees Awards  
Earned:**

**Description of Expertise/ Art**

**# of  
employees**

**Awards**

Hourly Fee Rate for Service Area			
Assignment Term	Year 1	Year 2	Year 3
	\$/Hour	\$/Hour	\$/Hour
0-30 days:	n/a	n/a	n/a
31-90 days:	n/a	n/a	n/a
91-365 days	n/a	n/a	n/a

Artisan Availability

Artisan’s Demonstrated Service Area Experience – Assignments/Projects	Skill Areas	Client Reference(s)

*Provide specific details about a project/assignment you have been engaged on to clearly demonstrate your expertise in your selected Service Area. For example, indicate the time length of the assignment, details about its value and impact of the client organization, your role and accomplishments in the assignment etc.*

*Indicate the experience/skills employed in the assignment or project from those listed in the RFQ’s applicable Service Area.*

*Provide:  
Client Organization (i.e., project or assignment owner)  
Client Contact  
Contact’s Title  
Contact’s telephone number  
Contact’s e-mail*

*Add additional assignments/projects as you wish.*



## APPENDIX B - Sample Work Plan, Schedule and Budget Template

This is just one of many ways that your work plan, schedule and budget can be organized. You may choose to use your own custom work plan but it must include all the required sections as highlighted below.

**Project Start Date:** October 26, 2015

**Project End Date:** November 19, 2015

**Exhibit Date**

TASK/ACTIVITY	DETAILS	TIMELINE	RESPONSIBILITY	BUDGET
1. Meetings with AtBC to finalize goals, objectives and contracts.	Continue to map out each of the activities and tasks you'll be doing over the course of the project; include relevant details; assign a timeline; and identify who will be involved in that activity or task.	April. 1-7 (Week 1) 8 HRS	Jane Jones  Mary Smith  John Smith	\$XXXX
2. Meetings with potential dance groups.		April. 8-14 (Week 2) 16 HRS	Jane Jones  Mary Smith	\$XXXX

## TERMS AND CONDITIONS OF THE RFP

1. Late submissions of proposal will not be accepted or considered. It is the responsibility of the potential supplier to ensure that the proposal arrives prior to the date and time and at the place indicated in this RFP.
2. If a potential supplier discovers that it has made an error in its proposal, the supplier may forward a correction notice to Aboriginal Tourism Association of British Columbia at this office, but it must be received prior to the closing date and time for the RFP.
3. When proposals have been received and an award made, the successful supplier will be held to its quotation as of the closing of the RFP irrespective of subsequent representation that mistakes have been made in the proposal originally submitted.
4. Notwithstanding paragraph 3 above, if it appears that an error has been made in a proposal, Aboriginal Tourism Association of British Columbia may, in its sole discretion, before awarding an order, communicate with the potential supplier to ascertain if it will supply at the quoted price or withdraw the proposal. If the potential supplier is permitted to withdraw its proposal, the potential supplier will not be considered on this RFP.
5. Aboriginal Tourism Association of British Columbia reserves the right to award this order in part or in full, on the basis of proposals received unless the potential supplier specifies that its proposal is valid only for the complete order.
6. Lowest or any quotation will not necessarily be accepted.
7. Potential suppliers must comply with all applicable laws.
8. Potential suppliers are solely responsible for their own expenses, if any, in preparing an RFP and subsequent negotiation with Aboriginal Tourism Association of British Columbia, if any.
9. All inquiries related to this RFP are to be directed to Aboriginal Tourism Association of British Columbia, as noted on the RFP. Information obtained from any other source is not official and may be inaccurate. Inquiries and responses may be distributed to all potential suppliers at Aboriginal Tourism Association of British Columbia's option.
10. All documents submitted to Aboriginal Tourism Association of British Columbia are subject to the disclosure provisions of the FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.
11. Aboriginal Tourism Association of British Columbia will not be obligated in any manner to any potential supplier whatsoever until a General Service Contract has been issued by Aboriginal Tourism Association of British Columbia respecting a quote.
12. The working language of Aboriginal Tourism Association of British Columbia is English and all quotations must be submitted in English.
13. This contract includes a 30 day cancellation privilege for Aboriginal Tourism Association of British Columbia use.
14. Throughout this RFP, terminology is used as follows:
  - "Must", "Mandatory" or "Required": a requirement that must be met in an unaltered form in order for the proposal/quote to receive consideration.
  - "Should" or "Desirable": a requirement having a significant degree of importance to the objectives of the RFP.
  - Other Requirements: a requirement not considered essential but for which preference may be given.
15. Quote Format  
Suppliers must conform to the instructions given regarding proposal preparation and submission as detailed on the RFP form in order to be considered for evaluation.
16. Financial Stability  
The successful supplier may be required to demonstrate financial stability and be registered to conduct business in British Columbia.

ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA  
RFP for AtBC Industry Awards

17. Negotiation Delay

If an acquisition agreement cannot be negotiated within thirty (30) days of notification to the designated supplier, Aboriginal Tourism Association of British Columbia may terminate negotiations with that supplier and negotiate an acquisition agreement with another supplier.

18. Short List

The evaluation procedure may be to develop a short list based on the stated criteria. The short listed suppliers may be asked to prepare a presentation, supply demonstration equipment or provide additional technical literature prior to the final selection.

19. Notification of Change

All recipients of this RFP will be notified regarding any changes made to this document for purpose of clarification.

20. Changes to RFP Wording

The supplier will not change the wording of the RFP after submission and no words or comments shall be added to the general conditions or detailed specifications unless requested by Aboriginal Tourism Association of British Columbia for purpose of clarification.

21. Subcontracting

Utilizing a subcontractor (who must be clearly identified) to remedy deficiencies in the prime suppliers product or service is acceptable. This also includes a joint submission by two suppliers having no formal corporate links. However, in this case, one of the suppliers must be prepared to take overall responsibility for successful interconnection of the two products/service lines and this must be defined in the quote.

22. Subcontracting to any firm or individual whose current or past corporate or other interests may, in Aboriginal Tourism Association of British Columbia's opinion, give rise to a conflict of interest in connection with this project, will not be permitted. This includes, but not limited to, any firm or individual involved in the preparation of this RFP.

23. Acceptance of Quote

This RFP should not be construed as a contract to purchase goods or services. Aboriginal Tourism Association of British Columbia is not bound to accept the lowest price or any quote of those submitted.

24. Subsequent to the submission of quotes, interviews and negotiation may be conducted with some of the suppliers, but there shall be no obligation to receive further information, whether written or oral, from any supplier nor to disclose the nature of any quotes received.

25. Aboriginal Tourism Association of British Columbia reserves the right to modify the terms of the RFP at any time at its sole discretion.

26. Neither acceptance of a quote or execution of an agreement shall constitute approval of any activity or development contemplated in any quote that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

27. Liability of Errors

While Aboriginal Tourism Association of British Columbia has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective suppliers are urged to conduct their own investigations into the material facts and Aboriginal Tourism Association of British Columbia shall not be held liable or accountable for any error or omission in any part of this RFP.

28. Acceptance of Terms

All the terms and conditions of this RFP are assumed to be accepted by the supplier and incorporated in its quote, except those conditions and provisions which are expressly excluded by the quote.

29. Contractor Administrator

A contract administrator will be assigned to oversee the contract awarded to the successful supplier. In addition, the successful supplier should name a counterpart project manager. The supplier's project manager will be responsible for providing schedule status reports to the contract administrator or his designate.

ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA  
RFP for AtBC Industry Awards

30. Compliance with Laws

The contractor shall give all the notices and obtain all the licenses and permits required to perform the work. The contractor shall comply with all the laws applicable to the work or the performance of the contract.

31. Confidentiality and Security

This document, or any portion thereof, may not be used for any purpose other than the submission of quote.

32. The successful supplier must agree to maintain security standards consistent with security policies of Aboriginal Tourism Association of British Columbia. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.

33. Information pertaining to Aboriginal Tourism Association of British Columbia obtained by the supplier as a result of participation in this project is confidential and must not be disclosed without written authorization from Aboriginal Tourism Association of British Columbia.