



REQUEST FOR PROPOSALS

SUMMER SOCCER CAMPS

**FOR THE REGIONAL DISTRICT OF NANAIMO,
RECREATION AND PARKS**



The Regional District of Nanaimo (RDN) is seeking responses to the following request for proposal:

SUMMER SOCCER CAMPS

Responses clearly marked **REQUEST FOR PROPOSAL – SUMMER SOCCER CAMPS FOR THE REGIONAL DISTRICT OF NANAIMO, RECREATION and PARKS** and will be received up until 2:00 p.m. PST on Monday, December 7, 2015 by:

Ann-Marie Harvey, Senior Secretary
RDN Recreation and Parks Department
Oceanside Place
Main Floor Reception Office
830 West Island Highway, Parksville, BC V9P 2X4

Faxed responses will not be accepted. Late proposals will not be accepted and will be returned to the proponent unopened.

Responses may be withdrawn before the deadline upon written notice (facsimiles of notice will be accepted) addressed to Ann-Marie Harvey, at 250-248-3294 (f).

Responses withdrawn may be replaced by alternative responses providing written notice that an alternative proposal will be submitted to Ann-Marie Harvey at least twenty-four hours before the deadline for closing noted herein (facsimiles of notice will be accepted).

Responses must remain valid for 90 days following the closing time and date. Responses are irrevocable after the closing time and date.

The Regional District of Nanaimo reserves the right to reject any and all proposals for any reason or to accept any proposal received which the Regional District, in its sole unrestricted discretion deemed most advantageous to itself. The lowest or any proposal may not necessarily be accepted. The proponent acknowledges the Regional District's rights under this clause and absolutely waives any right of action against the Regional District for the Regional District's failure to accept its proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action. The acceptance of any proposal is subject to funds being legally available to complete this transaction and/or approval by the Board of the Regional District or the officer or employee of the Regional District having authority to accept the proposal.

Unless otherwise authorized in writing by Anne Porteous, Recreation Programmer, a proponent must not contact or communicate with any elected or appointed officer, or employee of the Regional District other than the Recreation Programmer in relation to this solicitation prior to an award of the services by the Regional Board or the officer or employee of the Regional District having authority to accept the proposal. Any such communication may result in disqualification of the proposal from further consideration.

Addenda may be issued during the Proposal period in response to queries received. Addenda will be sent in electronic format to all proponents who have received RFP packages. All addenda must be considered and acknowledged when responding to this RFP. Verbal answers are binding only when confirmed by written addenda.

The information contained in this RFP is supplied solely as a guideline for Proponents and is not guaranteed or warranted by the RDN to be accurate, nor is it necessarily comprehensive or exhaustive.

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the Scope of Services being requested. The RDN will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of the Proponent.

Further, the RDN is not liable for any costs incurred in the preparation of the proposals.

The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act*. As a result, while Section 20 of the *Act* offers some protection for third party business interests, the Regional District cannot guarantee that any information provided to the Regional District can or will be held in confidence.

Further information regarding the specifications in this solicitation may be obtained from:

Anne Porteous, Recreation Programmer

Telephone: 250-248-3252

Email: aporteous@rdn.bc.ca

In the Programmer's absence, Proponents may contact:

Hannah King, Superintendent of Recreation Program Services

Telephone: 250-248-3252

Email: hking@rdn.bc.ca

1. INTRODUCTION & SCOPE

Definitions

Throughout this request for Proposal the following definitions apply:

“RDN” or “Regional District” means the Regional District of Nanaimo

“District 69” means the north area of the District receiving recreation services and includes the City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H. (School District 69 is the same geographic region.)

“Proponent” means a qualified instructor or business that submits a proposal in response to this Request for Proposal

“Proposal” means a submission in response to this Request for Proposal

“RFP” means Request for Proposal

“Services” means the works requested to be performed as per this RFP

“Employee” means an employee, a subcontractor and its employees, volunteers or any other person under the Contractor’s control and supervision or for which it is responsible in law.

Background Information

RDN Recreation and Parks is a department of the Regional District of Nanaimo. The department is funded through a combination of property taxes, government grants and revenues derived from the sale of services.

Recreation and Parks Mission Statement

Our purpose is to:

- bring fun, enjoyment and vitality to our community.
- help individuals grow, develop and reach for their full potential as contributing citizens.
- nurture individual and community well-being.
- build an involved community that is proud of its leisure lifestyle and environment.

Recreation and Parks Operating Philosophy

- We strive for **quality and excellence** in all that we do - making optimal use of all available resources, accountable and a model of good government and public service.
- Individually, we reach for the highest levels of **professionalism** possible - being knowledgeable, evaluating and improving our services and ourselves continually.
- We understand the importance of team and **teamwork** to our collective productivity, enjoying each other’s talents and contributions and treating one another with respect.
- Above all, we are committed to **customer service** - courteous, considerate, friendly, flexible and responsive at all times.

Eligibility

Potential proponents are not eligible to submit a proposal if current, past or other interests, in the Regional District’s opinion, may result in a conflict of interest in connection with this project.

Invitation

The Regional District of Nanaimo invites qualified Proponents with the capabilities and experience to submit proposals to enter into an agreement for Summer Soccer Camps at various locations throughout District 69, as deemed suitable and available.

2. TERM AND GENERAL CONDITIONS OF ENGAGEMENT

Term of Engagement

It is the intention of the Regional District to enter into a three year agreement with the successful Proponent to provide services beginning January 1, 2016 to December 31, 2018 inclusive.

Awarding of Contract

Verbal notice of approval will be given to the successful Proponent followed by the signing of the Recreation Contractor Services Agreement, which constitutes the formal agreement.

Insurance

The Proponent shall maintain and provide evidence of a commercial general liability policy including non-owned automobile coverage, providing coverage for injury to property and persons including death, in an amount of not less than \$3,000,000, per occurrence. The Regional District of Nanaimo shall be named as an 'additional insured'.

Registration with Workers' Compensation Board

The Proponent will provide to the Regional District evidence satisfactory to the Regional District that the Proponent has paid and satisfied any and all assessments payable under the *Workers Compensation Act* or any regulation thereunder with respect to the Services to be provided under this Agreement.

Criminal Record Checks

Proponents and their employees require criminal record checks. Proponents shall at all times during the term of this Agreement comply with the Criminal Records Review Act (British Columbia). The Proponent shall ensure that all its employees under this Agreement undergo a criminal records check not more than **12 months** prior to commencing services.

Experience and Qualifications

A Proponent must meet the following minimum requirements to be considered for evaluation pursuant to this RFP:

1. Has provided soccer camps within the past three years in similar circumstances.
2. Demonstrates an understanding of providing summer soccer camps for participants ranging from 3-5 years to 6-12 years.
3. Has necessary training, qualifications and experience, and ensures any staff hired to perform the service, are also qualified and experienced.
4. Has the required coaches, and soccer equipment to address the scope of the services.
5. Demonstrates a commitment to providing quality and excellence in service delivery, communicating professionally, and working in a collaborative manner.

3. SCOPE OF SERVICES

Services

The Proponent will be required to:

- a. Provide 3 weeks of summer soccer camp for participants ranging from 3-5 years and 6-12 years within the Regional District of Nanaimo. Programs may be half day and/or full day. Programs must focus on fun, safety, and age-appropriate skills development.
- b. Work collaboratively with RDN personnel to deliver programs in accordance to RDN Policies and Procedures.
- c. Ensure that instructor to participant ratios meet or exceed the ratios in table below:

Minimum participant ratios

Age	Ratio (Instructor: Child)
3-5 years	1:8
5-12 years	1:10

- d. Hire, train and supervise all employees.
- e. Ensure employees have current first aid (Emergency First Aid or Standard First Aid or Emergency Childcare First Aid) with CPR B or C and are epi-pen trained.
- f. Ensure adequate first aid supplies are on site during all program times.
- g. Cover the costs of supplies needed for program delivery i.e. soccer balls, cones, pennies', nets, tents etc.
- h. Provide adequate supervision of all participants including taking participants to the washroom safely.
- i. Ensure that program structure and content provides for the safety and well-being of participants at all times. This includes having appropriate breaks for snacks/liquids and the prevention of heat exhaustion and sun exposure.
- j. Provide written program evaluation regarding ongoing improvements and success of the program.
- k. Provide supervision of participants up to ten minutes before program start; ensure orderly behavior and control of participants during the program; and provide supervision after class to ensure no participant is left unattended.

The Regional District of Nanaimo agrees to coordinate field bookings, advertising, class registrations/cancellations, the collection of revenues, minor administrative duties associated with the service, and payment upon receipt of an invoice.

Annual Schedule

The following schedule will be required for each year of the agreement. The Proponent will submit the following information in writing to the Recreation Programmer:

- Program descriptions and dates:
 - Spring/Summer Active Living Guide = December 18
 - Fall/Winter Active Living Guide = June 1
- Confirmation that all employees meet the criteria outlined in (a) Experience and Qualifications and (b) Criminal Record Checks must be received one month prior to commencing service

- Copy of WCB coverage within one month prior to commencing service
- Copy of Insurance within one month prior to commencing service
- Annual planning and review meetings with Recreation Programmer

4. PROPOSALS REQUIREMENTS

Requirements

Proponents must meet the following mandatory requirements to be considered for further evaluation:

1. A cover letter shall be provided with the proposal clearly stating the understanding of the services to be provided. The letter must include the name(s) of the person(s) who will be authorized to make representations for the proponent, their title(s) and telephone number(s). The person signing the covering letter must be authorized to bind the proposer.
2. Two copies of the proposal must be submitted in a sealed envelope, clearly marked 'RFP for Summer Soccer Camps', by mail or in person. Proposals must be received at the closing location by the specified closing date and time.
3. Proponents must respond to **all** the items listed below in the order they are presented:
 - a. **Company Profile and Contact:** A brief profile indicating the scope of practice and the range of activities performed. Identify the Proponent's contact person, mailing address, phone number and email address.
 - b. **Qualifications and Experience:** List the Proponent's current and past training, qualifications and experience. Describe your familiarity and experience with recreation services and philosophies. If additional staff will be hired, describe recruitment and staff qualifications and experience.
 - c. **Service Delivery Approach:** Proposals must show a clear understanding of the work to be performed. This would include creative approaches that introduce and maintain participant interest in the program and develop skills that will support lifelong healthy living.
 - d. **Staffing Structure:** The number of instructors available, and the instructor to participant ratios (and age groupings if applicable).
 - e. **Fee Proposal:** Proponents will be paid 70% of the **net** revenue or a flat rate. Net revenues will be calculated as Registration fees (with adjustments for refunds/withdrawals) less facility rentals (if applicable). Proposals must include the fees charged to each participant and any costs associated with the service (e.g. facilities, equipment, wages, taxes, etc).
 - f. **References:** Three references within the last three years. Include a contact name, telephone number and email address for each reference.

Proposal Evaluation Criteria

Proposals that comply with the mandatory requirements will be evaluated on the basis of the following criteria using the scoring grid outlined in Appendix 1.

Shortlisted Proponents may be required to attend a brief interview.

Appendix 1

EVALUATION GRID FOR SUMMER SOCCER CAMPS

PROPONENT _____ **DATE:** _____

Criteria	Max. score	Proponent's score	Comments
<p>Mandatory Criteria</p> <ul style="list-style-type: none"> • Cover letter completed and signed by person authorized to bind the Proponent to statements made in the submission. • Sealed package containing two copies of the proposal. • Proposal must be received at the closing location by the specified closing date and time. 			<p>CIRCLE ONE: Y / N</p> <p>CIRCLE ONE: Y / N</p> <p>CIRCLE ONE: Y / N</p>
<p>Point-Rated Criteria</p>			
<p>1. Company Profile and Contact</p> <ul style="list-style-type: none"> • Identifies scope of practice and the range of activities performed. • Demonstrates credibility, professionalism and reliability. • Proof of WCB coverage • Proof of Insurance with minimum \$3,000,000.00 liability • Written confirmation of intent to obtain a Criminal Record Check 	<p>10</p>		
<p>2. Qualifications and Experience</p> <ul style="list-style-type: none"> • Has provided relevant services within the past three years. • Demonstrates an understanding of providing relevant services to the target population. • Has necessary training, qualifications and experience, and demonstrates additional staff are qualified and experienced. • Has the required resources to address the scope of the services • Demonstrates commitment to providing quality and excellence, communicating professionally and working collaboratively. • Confirms current first aid (Emergency First Aid or Standard First Aid or Emergency Childcare First Aid) with CPR B or C certifications and epi-pen training • Other required or beneficial certification for the service 	<p>25</p>		

<p>3. Service Delivery Approach</p> <ul style="list-style-type: none"> • Outlines a clear description of the work to be performed. • Is in accordance with RDN Recreation and Parks mission statement and operating philosophy • Suitable, age-appropriate, creative approaches to providing service • Supports the development of skills that will support lifelong active healthy lifestyles. 	<p>25</p>		
<p>4. Staffing Structure</p> <ul style="list-style-type: none"> • Identifies the number of instructors available. • Identifies the instructor to participant ratios (and age groupings if applicable). 	<p>15</p>		
<p>5. Fee Proposal</p> <ul style="list-style-type: none"> • Identifies proposed fees charged to each participant and any costs associated with the service (e.g. facilities, equipment, wages, taxes, etc) for 1-3 years. • Makes optimal use of all available resources allowing for the lowest price for the customer • Competitive and appropriate fees for economics of D69 communities 	<p>15</p>		
<p>6. References</p> <ul style="list-style-type: none"> • Three references within the last three years 	<p>10</p>		