



REQUEST FOR PROPOSAL (RFP): 2012ATRFP007

BUSINESS CASE FOR ABORIGINAL TRADE PAVILION

ISSUE DATE: JANUARY 20TH, 2012

TABLE OF CONTENTS

Request for Proposal

Information to Proponents

Terms and Conditions of the RFP

APPENDIX

- A. Consultant Qualification Summary
- B. Sample Work Plan, Schedule and Budget Template
- C. Site Location Map



Aboriginal Tourism Association of British
Columbia
REQUEST FOR PROPOSAL (RFP)
2012ATRFP007 – Aboriginal Trade Pavilion

THIS COMPLETED FORM MUST BE RECEIVED

BY ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA

600 – 100 Park Royal

West Vancouver, BC V7T 1A2

PHONE : (604) 921-1070

FAX : (604) 921-1072

ISSUE DATE: JANUARY 20, 2012

CLOSING DATE:

NOT LATER THAN 2:00 p.m. Pacific Time
ON THE DUE DATE OF FRIDAY,
February 17, 2012

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:

Three (3) hard copies 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

600 – 100 Park Royal

West Vancouver, BC V7T 1A2

Attention: 2012ATRFP007 – Business Case for Aboriginal Trade Pavilion

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 RFP. PRICING WILL BE FIRM FOR 90 DAYS, UNLESS OTHERWISE SPECIFIED BY THE SUPPLIER.

AUTHORIZED OFFICIAL (PLEASE PRINT) _____

SIGNATURE _____ DATE _____

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. AtBC Board of Directors has approved the mandate to continue building on the success of the Klahowya Village at the Pan Pacific Hotel during the 2010 Winter Games. The Klahowya Village in Stanley Park is part of this mandate and will increase awareness of AtBC, our Stakeholders and their products. The mission of the Klahowya Village is to provide the general public with the opportunity to experience and participate in the traditional Aboriginal music, dance, storytelling, and performance, and demonstrations.

AtBC proposes to engage the services of a Consultant to produce a Business Case for Aboriginal Trade Pavilion at Klahowya Village with the goal of establishing a permanent facility located in the vacant Children's Farm Yard Building. In January 2011, the Vancouver Board of Parks and Recreation closed the Children's Farm Yard located in Stanley Park. Leaving behind a large building (the barn) and large open area fixed on an approximately 1.2 acre lot. The Farm Yard is located across from the Miniature Train and Railway which continues to be operated by the VPB. Refer to Appendix C for Site Location Map.

The Business Case will provide a detailed and specific roadmap and strategy for the proposed Aboriginal Trade Pavilion. In addition, this Business Case will define clear vision and goals for the Trade Pavilion along with an implementation strategy to assist AtBC to reach those goals. The plans for the Aboriginal Trade Pavilion should include analysis in how it will affect Klahowya Village while addressing the needs of Aboriginal business incubator in Stanley Park. The Business Case will outline a path for the short, medium, and long terms, identifying significant capital items for the short-term (one to three years) and long-term (up to ten years) including their operating budget implications. Provide narrative and financial reports that present options and recommendations on how Aboriginal Trade Pavilion could be built and operationally implemented over the next 3-years and then move towards its long-term vision and sustainability.

The purpose of this Request for Proposal is to provide AtBC with qualified Consultants capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

B. Requirements:

KEY CONTRACT DELIVERABLES:

The Business Case for the Aboriginal Trade Pavilion should outline the following:

- Aboriginal Trade Pavilion Opportunities & Vision
- Goals and Objectives
- Corporate structure of the business
- Market / Financial Feasibility
- Building Concept and Architectural Renderings
- Detailed Development and Construction Costs
- Delivery Strategy and Implementation Plan
- Programming & Schedule Development
- Marketing Strategy
- Sustainability Strategy
- Grants, Government funding and Financing Strategy
- Pro Forma Financial Statements
- Time frame in which goals will be achieved.

In addition, the scope of this Business Case will include the following tasks:

Task #1: Review and Risk Analysis

Task #2: Consultation

ABORIGINAL TOURISM ASSOCIATION OF BRITISH COLUMBIA
RFP for Business Case for Aboriginal Trade Pavilion

Major activities that will be involved in the development of the Business Case for each task may include, but are not limited to:

Task #1 – Review and Risk Analysis: Conduct operational review and provide risk assessment of how the Aboriginal Trade Pavilion will affect the operation of Klahowya Village.

Task #2 - Consultation: Conduct consultations with Provincial Government, Federal Government, Vancouver Parks Board, Aboriginal Communities, Corporate Partners, and AtBC staff and stakeholders. Provide recommendations to gain internal and external support for the Aboriginal Trade Pavilion.

C. Qualification Criteria:

General

AtBC will base its decisions on whether the statement of qualifications submitted by a Proponent (“Statement of Qualifications”) meets the format requirements set out in the Qualification Documents and the evaluation criteria established by the AtBC in its sole discretion, as outlined in Section B – Key Contract Deliverables.

- The successful Proponent will need to generate many types of documents, including requirement specifications, presentations, contracts, schedules, project reports, communication records, design specifications, meeting agendas and status reports.
- The successful Proponent will have to create a structure for project documentation and remain conscientious in using it and ensuring that the rest of the team understands and uses it.
- The successful Proponent is responsible for the projects commitment to quality- also referred to specification level and many need to call on specialists to assist in creating or assessing quality standards.
- The Proponent will comply with and enforce standard policies and procedures and ensure the AtBC brand is protected.

Required Competencies

- The successful Proponent will be a highly motivated, self-directed professional with at least 5 years experience in operating a successful business and project management role aware of the Aboriginal tourism industry environment.
- The successful Proponent must have exceptional coordinating and communication skills as well as the capacity to work in a dynamic setting that requires rigorous attention to detail and the ability to multi-task in meeting strict time lines and funding agency deliverables.
- The successful Proponent must have the ability to simultaneously and effectively manage the four basic areas of a project: resources, time, money, and scope.
- Preference will be given to Aboriginal proponents.

D. Review of Applications:

AtBC will review the Applications submitted to determine whether, in the AtBC’s opinion, the Proponent has demonstrated that it has the required experience and qualifications to fulfill the obligations of a supplier of the products and/or services identified in Section B – Key Contract Deliverables.

2. TERM:

The initial term of the contract will commence on February 22, 2012. It is anticipated the Business Case for Aboriginal Trade Pavilion shall be completed by **July 31st, 2012**. A project schedule is to be submitted with the proposal.

3. PRICING:

Provide a detailed description to describe how your company will be compensated. Proposals and quotes must be firm for at least 90 days after the closing date. Prices will be firm for the entire Contract period. AtBC reserves the right to adjust these values based on requirements.

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.

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.
- Executive Summary demonstrating understanding of project.
- Consultant Qualification Summary.
- A detailed project methodology explaining each project task including what will be expected of both the consultant and AtBC in respect to each task.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to AtBC.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- Additional information that the proponent may choose to provide.
- Provide a minimum of three (3) references and their contact information.
- The successful Proponent shall have previously provided services in a similar size and type of Aboriginal organization within Canada. The successful Proponent shall have previously and successfully completed projects of a similar size and complexity to the scope of work described in this RFP.

All submissions must be couriered to the attention of:

Keith Henry
REF: 2012ATRFP007 – Business Case for Aboriginal Trade Pavilion
Aboriginal Tourism Association of British Columbia
100 Park Royal, Suite 600
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.

- a) One (1) completed Consultant Qualifications Summary. See Appendix A.
- b) One (1) completed Project Schedule and Work Plan. 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
Consultant Qualifications	40%	n/a
Work Plan and Schedule	40%	n/a
Pricing	20%	n/a
Total	100%	n/a

7. INDEMNITY

The Contractor will indemnify and save harmless AtBC, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by AtBC at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor or by any servant, employee, officer, director, or sub-Contractor of the Contractor pursuant to the contract excepting always liability arising out of the independent acts of AtBC.

8. INSURANCE

The Contract may contain a provision that the Consultant will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, Comprehensive General Liability in an amount not less than \$1,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under Contract with insurers licensed in the Province of British Columbia and in the forms and amounts acceptable to AtBC. All required insurance will be endorsed to provide AtBC with 30 days advance written notice of cancellation or material change. The Consultant will provide AtBC with evidence of the required insurance, in the form of a completed Province of British Columbia Certificate of Insurance, immediately following execution and delivery of the Contract.

9. INQUIRIES:

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:

Henry Tso, Chief Financial Officer
Aboriginal Tourism Association of British Columbia
600 – 100 Park Royal South
West Vancouver, BC V7T 1A2
Phone: (604)921-1070
Fax: (604)921-1072
Email: htso@aboriginalbc.com

Appendix A – Consultant Qualification Summary

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

--

Respondent's Legal Name:

Consultant's Name:

Consultant's Requested Service Area

Consultant's Primary Office Address:

Consultant's Contact Information:

Phone

Fax

e-mail

Consultant's Description of Expertise, # of Employees Awards Earned:

Description of Expertise

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:			
91-365 days	n/a	n/a	n/a

Consultant's Availability

Consultant'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: February 22, 2012

Project End Date: July 31st, 2012

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.	February – July 2012	Jane Jones Mary Smith John Smith	\$XXXX

STANLEY PARK CHILDREN'S FARMYARD

SITE LOCATION
680 PIPELINE ROAD

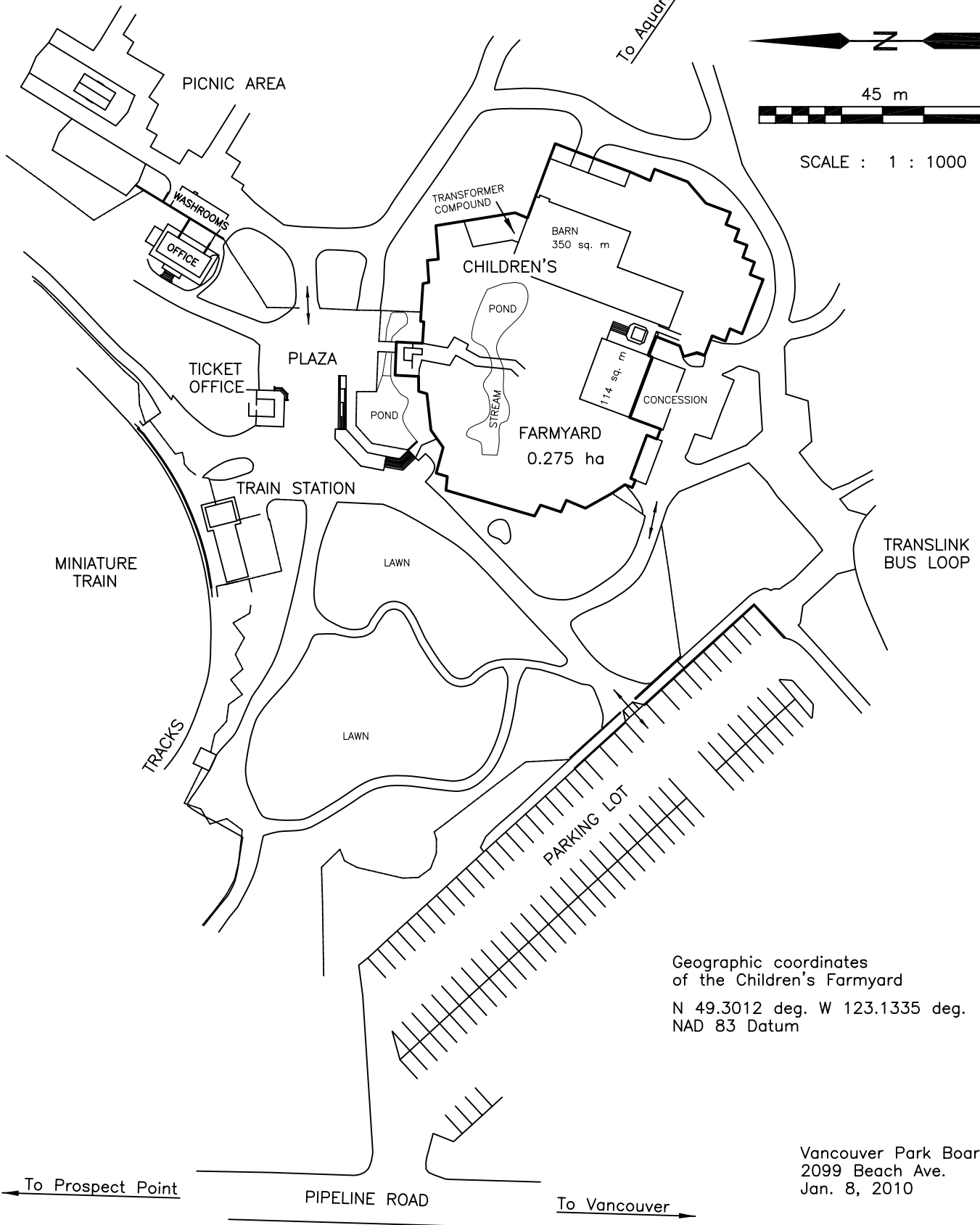
To Aquarium



45 m



SCALE : 1 : 1000



Geographic coordinates
of the Children's Farmyard
N 49.3012 deg. W 123.1335 deg.
NAD 83 Datum

Vancouver Park Board
2099 Beach Ave.
Jan. 8, 2010

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 Business Case for Aboriginal Trade Pavilion

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 Business Case for Aboriginal Trade Pavilion

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.