



CITY OF COQUITLAM
Request for Proposals
RFP No. 14-01-13

THIRD PARTY RECREATION PROGRAM OPPORTUNITIES 2014

Proposals will be received on or before 2:00 pm (local time)

Friday, February 14, 2014

("Closing Date and Time")

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposals are to be uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca

- 1. In the "Subject Field" enter:** RFP Number and Name
- 2. Add files in .pdf format and Send** (ensure you receive 2 emails from Qfile to confirm upload is complete and was sent to correct email address)

Should assistance be required please phone 604-927-3060 or fax 604-927-3035.

The City of Coquitlam (the "City") is seeking proposals from enthusiastic and qualified service providers to deliver a variety of **Third Party Recreational Program Opportunities** at City facilities. While the majority of programs and services are developed and led by City staff, working with third party providers assists the city in providing a wide range of quality programming to the community and meet the strategic goal to "Increase Active Participation and Creativity." The programs offered should provide recreation for the diverse residents of Coquitlam at a reasonable cost.

Locations:

The City is seeking programs at locations inclusive of, but not limited to, the following:

Site 1: Pinetree Community Centre – 1260 Pinetree Way

Site 2: Poirier Community Centre – 630 Poirier Street

Site 3: Dogwood Pavilion – 624 Poirier Street

Site 4: Glen Pine Pavilion – 1200 Glen Pine Court

Site 5: Victoria Hall – 3435 Victoria Drive

Site 6: City Parks (Various)

Program Types

The City is looking for a variety of third party programs including:

- Cooking
- Learn to Creative Arts & Cultural Programs
- Learn to traditional & ethnic Dance programs
- Educational Workshops
- Fitness
- Health and Wellness
- Non-traditional Sports
- Outdoor/adventure Recreation programs
- Specialized Day Camp Programming for Children and Youth

Term

The intention of the City is to enter into one (1) year agreements. The term may be extended for up to four (4) additional one (1) year terms based on mutual agreement.

Purpose

The City is seeking to:

- Create a balanced offering of programs and services accessible to all ages, abilities, genders, interests, income levels and cultures;
- Support a learning community where residents have access to life long learning through formal and informal opportunities;
- Develop new programs to address changing demographics including expanding the reach of older adult programs and growing the active participation of citizens;
- Provide outdoor recreation and adventure opportunities;
- Provide a reliable and consistent level of programs to City residents and visitors;
- Provide a variety of quality programs at reasonable prices and increase the variety of low cost opportunities;

The City is interested in entering into agreements for the provision of Recreation Programs.

How to Apply

Interested businesses and entrepreneurs are invited to submit information that includes:

- Company/personal profile, resume, accreditations, experience in similar or other successful programs;
- Description of program(s) and intended learning outcomes;
- Identification of target audience and/or demographic;
- Program Fee;
- Room type required;
- References and contact information;
- Optimal day, time and session length;
- Instructor Compensation Expectations;
- Provide a brief statement on the vision and operating principles for the program and how it may service the needs of Coquitlam residents.

Evaluation Criteria and Selection Process

Criteria for selection of Programs will include:

- Qualifications and experience of the service provider;
- Meeting perceived community need and contribution to diversity of services offered to Coquitlam residents;
- Consistency with City and department strategic goals and compliance with Coquitlam Parks Recreation & Culture policies and standards for program delivery;
- A clear plan to promote the program(s) in the community to ensure growth;
- Comparison to similar proposals that offer best value.

The City will review the proposals and rank them based on the evaluation criteria outlined above and reserves the right to consider other criteria that may become evident during the evaluation process to provide best value and meet community objectives.

The City will conduct interviews with the candidates of interest and then select programs.

We thank all candidates for their interest however, only those short listed will be contacted. The evaluation will be confidential and no totals or scores will be provided to any of the Proponents.

Proposals will remain on file for a period of two or more years or until such time that the City releases a new RFP.

Site Visits

All sites are in public locations and proponents are encouraged to visit sites at their convenience.

Closing Date and Time

Proposals will be received on or before 2:00 pm, (local time)

Friday, February 14, 2014

Proposals will not be opened in public. The City reserves the right to accept proposals received after the Closing Date and Time but is under no obligation to evaluate.

Enquiries

Enquiries are to be submitted in writing and sent to email: bid@coquitlam.ca referencing the RFP name and number within 3 business days of the closing date. The City at its sole discretion will determine which enquiries require response which will be available to all Proponents by issue of written addenda and posted on the City's website before the closing date.

Addenda

Proponents are required to check the City's website before the closing date and time for any updated information and addenda issued at:

www.coquitlam.ca/BidOpportunities

Upon submitting their expression of interest, Proponents will be deemed to have received notice of all addenda that are posted on the City website and deemed to have considered the information for inclusion in the submission.

Freedom of Information and Protection of Privacy Act

Information received by the City will be held in confidence and will become the property of the City. The City is however, bound by the provisions of the Freedom of Information

and Protection of Privacy Act, and all parties are advised that proposals will be treated as public documents and their contents may be disclosed if required to do so, pursuant to the Act.

Conflict of Interest

Proponents should disclose in their Submission any potential conflicts of interest and existing business relationships they may have with the City.

Solicitation of Council Members and Staff

Proponents will not contact any member of the City Council or staff with respect to this RFP at any time prior to the award of a contract or the termination of this RFP other than as permitted as an enquiry identified in this RFP. The City may reject the submission of any Proponent that makes any such contact.

No Contract

This RFP is not a tender process nor is it an Invitation to Tender or Request for Proposals and is not intended to create a contractual relationship between the City and the Proponent. By issue of this RFP document, the City intends to reserve itself to absolute and unfettered discretion to invite, consider and analyze proposals and select preferred operator(s) as the City considers desirable.

No Claim

No company shall have any claim for any compensation of any kind whatsoever, as a result of submitting a response to this RFP, and by submitting their company's information, each Proponent agrees that it has no claim.

No Obligation

The City reserves the right to accept or reject any or all proposals or cancel this RFP at any time.

Proponent Expenses

The City will not be responsible for any costs incurred by the Proponents in the preparation of a submission.

D. Trudeau, Purchasing Manager
Email: bid@coquitlam.ca
Issue Date: January 30, 2014