



REQUEST FOR PROPOSAL

24 2016 RFP 2016-004
Participant Services – First Aid
2017 & 2018 Catalyst Credit Union Manitoba MudRun

CLOSING DATE: Monday December 19, 2016 3:00pm

Hound Sport Services
314 Merrell Place
Dauphin, MB R7N 3E3
(phone)204-638-3730
nfleck@houndsportservices.com

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SECTION 1 INSTRUCTION TO PROPONENTS

1. Overview

This request for proposal (“RFP”) process is intended to lead to the award of a contract **subject always to the Host discretion to reject proposals.** As set forth in the Proposal Conditions in Section 3, the Host maintains full discretion over the RFP process and the award. The Host intends to evaluate proposals on the basis of the evaluation criteria set out in Section 2 – Proposal Evaluation Criteria, taking into consideration contributions made to the Host by proponents and, after considering same, to make an award based on the Host’s determination, made in the Host’s sole and absolute discretion, of which proposal provides the best value and is in the Host’s best interests.

2. RFP Schedule

The following is the intended schedule for the proposal process. Proponents should comply with this schedule unless otherwise notified of any changes. All times noted are for Central Standard time.

RFP posted:	Friday, November 18th, 2016
RFP closes:	Monday, December 19 th , 2016
Award date:	Thursday, January 12th, 2017

3. Scope of services

a) Specifications and Scope of service

The Catalyst Credit Union Manitoba MudRun is requesting proposals for an experienced first aid supplier to coordinate and deliver participant first aid at the Catalyst Credit Union Manitoba MudRun August 12, 2017 and August 11, 2018 in Dauphin Manitoba. The Host requires a first aid provider with the organizational capacity to recruit, schedule and coordinate qualified first aid personnel over multiple areas of the event site. Previous experience with participant first aid coverage with large events is a must.

The first aid supplier will work with the Host in planning participant medical coverage and in developing policies and procedures pertaining to participant first aid coverage. During the event, the first aid supplier will report to the Host and will be responsible for providing regular reports about participant medical incidents.

It is a requirement of the Host that Brandon Search and Rescue be contracted by the first aid supplier for this purpose.

Scope

Participant first aid coverage is required for approximately 1200 participants on the event day.

The first aid supplier will be responsible for providing necessary first aid equipment and supplies for participant's first aid, as well as all communication equipment including radios.

The Host will provide a space for medical personnel.

The first aid supplier will be responsible for ensuring all first aid personnel have current credentials and receive criminal record checks.

What you should include in your proposal:

- a) Proposed plan for first aid services, including level of first aid service.
- b) Organizational Capacity-recruitment, scheduling, and coordination of all personnel at multi sites.

Capacity is a major concern. Have you considered partnering up with other agencies/companies in the Western Manitoba area that have qualified personnel? Include proposed partnership plan-define how you will recruit, schedule, and coordinate all personnel to meet or exceed service.

- c) Promotional/Fundraising Outline

Provide a detailed outline of how your agency/company will assist in promoting the Catalyst Credit Union Manitoba MudRun with your network as well as to the general public, including a presence on the agency/company website.

The successful applicant will have the opportunity through the Catalyst Credit Union Manitoba MudRun to fundraise in the form of pledges raised by participants of our event. How will your agency/company manage the communication of this process and acceptance of the funds from the participants.

The successful applicant will have provided a statement understanding that any material created to promote, advertise or fundraise the applicant's involvement with the Catalyst Credit Union Manitoba Mudrun will be provided to the committee for approval via email, no fewer than 14 days prior to desired date of issue.

- d) Past Experience-Reference

Provide references and past experience to demonstrate organizational abilities in recruitment, scheduling, and coordination in multi-site project(s). include contact name and phone numbers.

- e) Proof of insurance-if successful, you will need to provide a copy.
- f) Reporting Plan and timelines-incidents, etc.

- g) Timelines to establish Privacy Policies, other Policies and Procedures re participant first aid coverage.
- h) Demonstrated confirmation of provision of required trained personnel.
- i) What type of services, if any, are not included in your proposal.
- j) Any additional services your agency/company may be able to provide in an effort to increase the experience of participants at the event.

b) Quantity

The Host is not bound by any quantity indication against this agreement. This shall be limited to the actual goods and services contracted for.

c) Delivery

Delivery shall be as requested by the Host and take into account the schedules and dates committed to the Host by the Proponent.

3) Proposal Conditions

a. Proposals **must be received by the Host** at the location specified below, before Closing time. Proposals received by the Host after the Closing time will not be evaluated by the Host

Mailed to:	OR	Courier/Hand Delivered to:
Attn: Kevin Steinbachs Committee Chair Catalyst Credit Union Manitoba MudRun c/o Parkland Fitness Club 314 Merrell Place Dauphin, MB R7N 3E3		Attn: Kevin Steinbachs Catalyst Credit Union Manitoba MudRun c/o Parkland Fitness Club 314 Merrell Place Dauphin, MB R7N 3E3
	Email to:	
nfleck@houndssportservices.com		

b. All proposals submitted should be signed by properly authorized signing officers, on Proposal "A", Section 5.

c. By mail or Courier: the proposal envelope should be clearly labelled on the front of each envelope, the Title of the RFP, the closing time and date. Proponents are required to submit one copy of their proposal unless specified otherwise. If a proponent wishes to verify that a proposal has been received prior to the closing time, the proponent may

telephone Hound Sport Services at (204)638-3730 or email to nfleck@houndsportservices.ca. The proponent must identify the company name before this information will be released. No other information concerning this proposal will be released under any circumstances prior to proposal opening.

d. Questions regarding the RFP should be directed in writing to and only Hound Sport Services to nfleck@houndsportservices.com. Questions or requests for clarification regarding the RFP must be received **48 hours prior to closing date/time**. The manager will respond in writing or, if in agreement that there is a requirement for amendment or clarification, will issue an addendum. The Host may, at any time prior to the closing date and time, issue additional information, clarifications or modifications to RFP by written addenda issued by the Manager or his/her designate only. Information obtained from any other source is not official and may not be accurate. It is the proponent's sole responsibility to ensure they have received all addendum prior to submitting their Proposal.

e. It is the proponent's responsibility to monitor the Catalyst Credit Union Manitoba MudRun website and to download addendum posted. All addendum become part of the proposal documents and receipt of addendum shall be acknowledged by the proponent on proposal Form "A", Section 5

f. Proposals may be withdrawn by submitting a written withdrawal request to the same address to which the proposal was submitted prior to the closing time or by email to nfleck@houndsportservices.com. The proposal will be returned to the proponent unopened.

g. Please note, once a contract has been signed, the name of the winning bidder and terms of the contract will be disclosed on the Catalyst Credit Union Manitoba MudRun website, and each proponent consents to same.

4. Proposal Evaluation

After the closing date, the proposal will be opened. The proposals will be evaluated in accordance with proposal evaluation criteria as set forth in Section 2 "Proposed Evaluation Criteria", taking into account any contributions made by the proponent.

5. Proposal Award

Award of this proposal will result in a signing of a contract by the successful proponent in a form accepted to the Host in its sole discretion and agreed between the Host and the successful Proponent.

6. General Conditions of Contract

For assistance of Proponents only, and subject to the terms and conditions of this RFP, Section 4 sets anticipated general conditions of contracts.

SECTION 2

PROPOSAL EVALUATION CRITERIA

1. Method of Evaluation

The evaluation committee will evaluate and recommend the selection of a Supplier based on proposal submission, taking into account any contributions made by the proponent. The committee is comprised of selected individuals from the Host. The highest-ranking proponent will be recommended to the Director in charge of the particular functional area pertaining to the RFP.

2. Proposal Evaluation

The objective of the evaluation process is to select a Supplier capable of providing the services identified. In their proposals, the proponents shall provide responses to the scope and otherwise demonstrate through samples, publications, narrative explanation and reference that they have the necessary qualifications to undertake the services as described in this RFP. In their proposal, proponents shall clearly show how their qualifications will be utilized to the Catalyst Credit Union Manitoba MudRun benefit.

3. Overview of the Evaluation process

The proposal packages will be opened by the manager, or her designate on the closing date and given to the Evaluation Committee.

The Evaluation Committee will evaluate all proposals using the following steps:

- a. Determine whether any proposals meet the RFP criteria
- b. Evaluate proposals based on technical criteria outlined in this proposal document
- c. Determine ranking of proposals based on technical evaluation points
- d. Conduct reference checks of proponents who have met or exceeded the technical score threshold and assign points
- e. Make a recommendation of the highest ranked proposal to the Director in charge

4. Key Evaluation Criteria

Proponents must provide clear and concise information in response to the criteria set forth below.

Proponents should note that failure to meet any of the requirements set forth in this section will likely result in your proposal being scored low or being rejected.

Proposals will be assessed on a point rating system and weighing system as outlined below. Weighting is the importance of the criteria to this RFP and end user. Weighting is from 1000 as critical, 750 as very important, 500 as important, and 250 of value to us.

#	Technical Criteria	Max Points	Weighing	
1.	<p>Capability – Company/Organization/Project Team</p> <ul style="list-style-type: none"> • Does the proponent describe its team, its expertise and its capability in regards to the delivery of this product (20) • Is the proponent from Parkland or Manitoba (5) • Is the proponent a Sponsor (5) 	30	1000	
2.	<p>Capability – Other Services</p> <p>Has the proponent replied to all questions related to section “What you should include in your proposal (a-k)”</p> <p>Has the proponent offered additional services other than items outlined that benefit the experience provided to participants of the event</p>	20	500	
3.	<p>Warranty – Quality Assurance</p> <p>Has the proponent included a plan to confirm credentials of required trained personnel.</p>	20	500	
4.	<p>Promotion/Fundraising –</p> <p>Has the proponent offered any sponsorship or promotional benefits for this proposal</p> <p>Is the fundraising process set forward by the proponent clear and manageable within that structure</p>	10	750	
5.	<p>References – Past Experience</p> <p>Did the proponent provide any past relevant experience, including all contact info and services</p>	30	750	

	completed for that reference; one reference minimum.			
Total available points		110		

5. Proposal Scoring/Award of Contract

The proposal scores will be finalized based on the results of all the above factors. Subject to terms and conditions of this RFP, the proposal with the highest available points (total of points X weighting) will be recommended for award, taking into account any contributions-sponsorships made by the proponent. In the event that the Host considers that two or more proposals offer substantially the same value, the Host may give priority to the proposal based on proponent location in the following order:

1. Parkland Region
2. Provincial (MB)
3. Canada
4. Other

SECTION 3 GENERAL CONDITIONS OF PROPOSAL

1. Notwithstanding anything contained elsewhere in this RFP, including any forms, schedules or attachments hereto, this RFP is subject to the following terms and conditions, all of which the proponent is deemed to accept without qualifications by the proponent’s submission of a proposal in response to this RFP.
 - a. This is an invitation for proposals and not a tender call. The Host does not intend to and does not assume or owe any contractual or other duties or obligations as a result of the issuance of this RFP, the preparation or submission of a proposal, provision of additional information or conduct of presentations, the proponent’s participation in any discussions or negotiations, or on any other basis whatsoever arising out of this RFP. Without limiting the generality of the foregoing and for certainty, no contract A is formed by the submission of a proposal in response to this RFP.
 - b. In its sole and absolute discretion, and without limiting the generality of the Host discretion under this RFP, the Host:

- May modify or amend this RFP including the schedule, the RFP requirements, the scope of services, or any other terms, whether material or not, and may cancel or suspend this RFP.
- Need not necessarily accept the highest ranked, or any proposal, and may reject or accept any or all proposals.
- May reject a proposal that fails to meet the requirements of this RFP, whether substantially or otherwise, or take such failure or any qualifications of this RFP requirements set forth in the proposal into account in evaluation of the proposal.
- Assess any proposal on the basis of any one or more of the evaluation criteria set forth in this RFP, which criteria are not intended to be exhausted, and/or any other criterion or factor considered appropriate by the Host, and select any proposal which the Host considers to offer the best value and to be in its best interest.
- The Host shall have no liability as a result of issuance of this RFP. No proponent shall have any claim against the Host for any compensation of any kind whatsoever as a result of participating in this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, breach of any duty, or any other cause of action whatsoever.

2. Termination of agreement

Either party may terminate this agreement upon 60 calendar days' written notice. Notwithstanding the above, the vendor shall be liable to supply in accordance with any Purchase Contract made prior to the withdrawal.

3. Contract Ethics

The vendor shall ensure that no employee or representative of the vendor shall offer or extend entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or volunteer of the Host. The vendor undertakes to inform the CEO or in the absence of the CEO, to inform the Chair of the Host of any attempts by the Host employees to seek any such favors.

4. Audit

The Host reserves the right to audit, at any time, this Agreement and the contracts flowing from it. This audit may take place at the vendor's location after reasonable notice has been provided.

5. Amendments

The goods and/or services described in this Agreement and the conditions under which a contract is to be made will not be modified, changed, altered, or amended without instructions from the Committee Chair.

6. Copyright

No part of the Request for Proposal Contract/documents may be copied, translated or otherwise reproduced without permission of the Catalyst Credit Union Manitoba MudRun. If ownership of all right, title and interest in the world-wide copyright and other intellectual property rights in the Deliverables does not otherwise vest exclusively in the Catalyst Credit Union Manitoba MudRun Host, the contractor hereby assigns to the Catalyst Credit Union Manitoba MudRun Host, without further consideration, all right, title and interest in and to the copyright and other intellectual property rights in the Deliverables. Contractor agrees to execute such further document and to perform such further acts may be necessary or desirable to transfer, perfect and defend the Catalyst Credit Union Manitoba MudRun Host of the copyright and other intellectual property rights in the Deliverables that are reasonably requested by the Catalyst Credit Union Manitoba MudRun Host from time to time.

All physical media, including printed materials, disks, tapes, of other physical media (the "Media") on or in which the Deliverables are expressed, embodied, or reproduced with the property of the Catalyst Credit Union Manitoba MudRun Host. Without restricting the generality of the foregoing, the property in the Media will vest in and be pursuant to this Agreement and are entered on the Media.

SECTION 4 GENERAL CONDITIONS OF CONTRACTS

The Host anticipates that individual Host contracts will include schedules including the following terms:

1. Completion

This contract will be for the completion of the requirements as described in the contract specifications, Section 3.

2. Performance

The performance under this Contract is to be carried out to the complete satisfaction of the Catalyst Credit Union Manitoba MudRun Host.

3. Governing Law

This contract will be deemed to have made in and will be interpreted and enforced in accordance with the laws in force in Manitoba.

SECTION 5 PROPOSAL FORM "A"

TO: CATALYST CREDIT UNION MUD RUN

PLEASE FILL IN, SIGN AND RETURN THIS FORM WITH YOUR PROPOSAL.

1. I/We hereby submit a Proposal known as: **2017 and 2018 PARTICIPANT SERVICES – FIRST AID FOR CATALYST CREDIT UNION MANITOBA MUDRUN HOST.** In accordance with the requirements of this RFP.
2. I/We have carefully examined all of the contents of this RFP, including the RFP Terms and Conditions.
3. In the event of our proposal being accepted, I/We agree to enter into a contract with the Catalyst Credit Union Manitoba Mud Run Host.
4. I/We acknowledge receipt of, and have taken into consideration, the following addenda issued during this Request for Proposal:

Addendum # _____ # _____ # _____ # _____

5. Proposal Closing time: **Monday, December 19th, 2016 3:00PM. Central Time.**
6. I/We acknowledge the proposal scores will be finalized based on the results of all the factors outlined in the proposal package, and that the Host will select a proposal which provided the Host with the best value and which the Host determines is its best interests.

Full Registered Business Name: _____

Business Address: _____

City, Prov: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email Address: _____

PRINT NAME: _____ Title: _____

Signature: _____

Business License# _____ GST #: _____
(if applicable)