



Sunshine Coast Regional District

Request for Proposal

Number: 2361304

for

Gibsons Area Community Center Youth Services

Issue Date:

April 19, 2023

Closing Date of

May 12, 2023 at 3:00 PM local time

MANDATORY SITE MEETING: A mandatory site meeting will be held on 27 April 2023 at 11:30 am local time at the Gibsons and Area Community Centre (700 Park Road, Gibsons BC). Virtual participation is possible, upon request.

CONTACT: All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted and directed, in writing, to Submissions@scrd.ca, who will respond if time permits with a Q&A on BC Bid by **May 3, 2023**. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- The Proponent has carefully read and examined the entire Request for Proposal;
- The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- The Proponent agrees to be bound by the statements and representations made in its proposal.

PROONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

TABLE OF CONTENTS

	Page
1. GENERAL TERMS & CONDITIONS.....	3
2. INTRODUCTION.....	7
2.1 Purpose	7
3. SITUATION/OVERVIEW.....	7
3.1 Background.....	7
3.2 Contract Objectives	8
3.3 Scope.....	8
4. CONTRACT	10
4.1 General Contract Terms and Conditions.....	10
4.2 Service Requirements	10
5. REQUIREMENTS	12
5.1 Capabilities	13
5.2 Sustainable Social Procurement	13
5.3 Approach	14
5.4 Price.....	15
6. PROPOSAL FORMAT	16
7. EVALUATION.....	16
7.1 Mandatory Criteria.....	16
7.2 Weighted Criteria.....	17
7.3 Price Evaluation.....	17

1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

“**Addenda**” means all additional information regarding this RFP, including amendments to the RFP;

“**BC Bid**” means the BC Bid website located at www.bcbid.ca;

“**Closing Location**” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

“**Closing Time**” means the closing time and date for this RFP as set out on the cover page of this RFP;

“**Contract**” means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

“**Contractor**” means the successful Proponent to the RFP who enters into a Contract with the Regional District;

“**Must**”, or “**mandatory**” means a requirement that must be met in order for a proposal to receive consideration;

“**Proponent**” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“**Proposal**” means a written response to the RFP that is submitted by a Proponent;

“**Request for Proposals**” or “**RFP**” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

“**Should**”, “**may**” or “**weighted**” means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

“**SCRD**”, “**Regional District**”, “**Organization**”, “**we**”, “**us**”, and “**our**” mean Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

b) For electronic submissions (BC Bid or email), the following applies:

(i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;

(ii) The Regional District limits the maximum size of any single email message to 20MB or less.

(iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. “email 1 of 3, email 2 of 3...”);

(iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;

(v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.

e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.

f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent’s computer and the Regional District Electronic Mail System or BC Bid.

g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in <https://www.scrd.ca/go/terms> and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not

only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) Error & Omissions Insurance – not less than \$500,000 per occurrence
- (d) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any contract entered into from this process.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an accurate representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2. INTRODUCTION

2.1 Purpose

The Sunshine Coast Regional District (SCRD) invites detailed Proposals from qualified business Proponents with expertise in developing and providing programs and support for youth, ages 12-18.

The SCRD provides a wide variety of recreational programming for individuals of all ages and is interested in providing youth programming and support through an independent service provider, specifically within the Youth Centre space at the Gibsons & Area Community Centre (GACC).

The successful Proponent is to:

1. Provide a safe, relationship-rich, welcoming and inclusive environment for youth ages 12-18;
2. Promote and deliver a range of youth-centric recreation programming and enriching opportunities within this space; and
3. Participate in community-based collaborative inter-agency youth awareness initiatives and activities that further enhance the SCRD youth wellbeing and connection.

The successful Proponent will deliver the services as aligned with the SCRD's Parks and Recreation Master Plan, processes, and policies. Proponents should have program delivery experience and show a demonstrated commitment to ensuring accessibility, diversity and inclusion initiatives are values as part of programming.

3. SITUATION/OVERVIEW

3.1 Background

The SCRD is made up of several small distinct communities within the territories of the shíshálh and Skwxwú7mesh Nations. The SCRD provides the public with opportunities to experience a variety of recreation programs and services at various facilities throughout the Sunshine Coast region. More information on the SCRD can be found by visiting the SCRD website at <https://www.scrd.ca>

The SCRD Recreation Services Division operates five (5) recreation facilities within the Sunshine Coast including the Gibsons & Area Community Centre (GACC), located at 700 Park Road, Gibsons B.C.

Within the GACC, a dedicated space known as the Youth Centre, operated by an external service provider, has provided low barrier recreational and leisure opportunities as well as supports to youth ages 12-18. The Youth Centre can be viewed as a significant “**Third Place**,” a term coined by sociologist Ray Oldenburg, and refers to places where people spend their time between home (‘first’ place) and work (‘second’ place), or school, as it were for youth. A Third Place is a neutral ground that’s welcoming and accepting, play and conversation-oriented, and accessible and accommodating with a “home away from home” feel to both its regulars and any newcomers. Theory suggests this type of space and experience support young people who endure social marginalization.

The Youth Centre space has featured youth services and programming since 2008. It is relationship-rich encouraging connection between youth, agency staff, GACC staff and the entire community. This dedicated space is 1,064 square feet suitable for recreation and social activities (capacity of up to 45) and includes:

- A kitchenette with sink, stove and fridge.
- Open concept area.
- A doorway and garage door access to the outdoors and basketball court.
- The limited storage space has been converted and used as a media production space.

The **images of the space** can be found in **Appendix A**. Outside of the mandatory site visit previously mentioned, the space can be viewed through the adjacent hallway during operating hours. No access will be granted into the room.

Current Youth Centre Operator

The GACC Youth Centre services are currently being offered by the YMCA of Greater Vancouver, an established youth-serving agency that has held the contract since 2015. The current agreement extends to December 31, 2023, inclusively.

With the incumbent's full knowledge and understanding, the extension of the current agreement allows for this public tender process to occur in a way to accommodate the potential for transition, depending on its outcome.

3.2 Contract Objectives

This Request for Proposal is subject to the successful engagement of a youth-serving community agency or organization that:

- Has the required skill sets and expertise.
- Utilizes the space as effectively and efficiently as possible to provide supports, services, programs for youth.
- Has a proven track record of success delivering similar activities.

Effective January 1, 2024, the SCRD is looking to enter into a 3-year agreement with the successful Proponent with an option to renew for an additional 2 years.

A list of key resources and reference documents and links can be found under **Section 5.3 Resources**.

3.3 Scope

The Proponent will provide a **Proposal** for the delivery of **FREE** services and support for youth, ages 12-18 yrs, within the Youth Space at the GACC that includes:

1. Proposed services that include a range of programs and opportunities delivered by the Proponent including but not limited to:
 - a) Drop in and spontaneous use of the space.
 - b) Programmed and regularly scheduled opportunities such as scheduled monthly events, skill-development, support or other topics youth are interested in.
2. Proposed operating hours that the Youth Space will be used by the Proponent for the delivery of services as identified, including a proposed schedule, number of hours per week, and total per year.
3. Provide contingency plans for staffing shortages or recruitment challenges.

4. Logic model (Programming Plan) that identifies the resources, activities, outputs and outcomes of the proposed Service.
5. Service evaluation methodologies.
6. Proposed service fee for delivery of services to a maximum \$50,000 per year.
7. Proposed budget for the delivery of services, including all revenues and expenses.

Programming Philosophy and Approach:

- Trust and Accountability with youth
- Inclusion and Accessibility for youth
- Engagement with youth in program design
- Partnerships and Collaboration with community partners
- Environmental Stewardship

Location and Use of Youth Centre:

The Youth Space will only be available during GACC's regular hours of operation and is closed on days the facility is closed by the SCRD including all statutory holidays. The Proponent is responsible for all equipment, materials and supplies related to the operations of the Youth Space.

The Proposal for the use of the Youth Centre, will ensure that it is youth-centric in its design (vs agency centric). The proposal should include drop-in/spontaneous use as well as a programmed and regularly scheduled events. The proposal should demonstrate the Proponent's nimbleness and flexibility to community demand, seasonality rather than staff availability.

The Proponent will be responsible for the development, promotion, delivery and ongoing evaluation of the proposed programs and opportunities. The programs and opportunities should be holistic in nature and include components of physical literacy, nutrition, creativity and local resources for youth. The Youth Centre should be inclusive and accessible to all youth and reflective of established developmental assets research and best practices. Through the creation of a relationship-rich environment, recreation programming and services will express care, challenge growth, provide support and expand possibilities for youth.

Accountability and Ongoing Evaluation

The Proponent will actively participate in established regular meetings with the SCRD Representative throughout the duration of the term regarding the service delivery regularly. Incident and Monthly reporting of service delivery will be required. A **sample monthly reporting tool** can be found in **Appendix B**, with the final version of the monthly reporting tool being confirmed through consensus at the initial meeting with the successful Proponent.

The Proponent will employ a standardized method to evaluate the service delivery or Proposal, including programs, youth outreach and community collaboration including quantitative and qualitative measures, by way of the submission of monthly reports, using a tool proposed by SCRDs Recreation Services as a starting point, with opportunity for refinement through discussion and use over the course of the contract performance indicator(s) and reporting linked to service performance goals identified will inform the option to renew aspect of this contract as the initial 3 year term approaches.

Youth Centre Community Awareness and Engagement Strategies

The Proponent should reference within its Proposal a social media and youth engagement plan

as well as identify proposed outreach strategies. Involvement in the Sunshine Coast Youth Action and Awareness Committee or other related groups should be considered as a way to connect and collaborate with other youth service groups.

Out of Scope

All other spaces within any SCRD facility, including the GACC as well as youth drop-in or registered recreational programs offered by the SCRD are out of scope of the Youth Centre operations. Regular SCRD Recreation fees and charges will apply for all other spaces and programs.

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at www.scrd.ca/bid.

4.2 Service Requirements

The Proponents responsibilities will include:

a) Program delivery:

- Provide free program delivery for youth aged 12-18 years.
- To provide the best service possible while maximizing the use of the Youth Space at the GACC during regular operating hours.
- Value added programming if presented in the proposal.

b) Program Administration:

- **Qualified Staff and Supervision:** The successful proponent is required to provide qualified staff and supervision for the program. The Proponent will ensure that all staff involved in the program have the following:
 - A clean criminal record check (including vulnerable sector). The Proponent will be responsible to obtain and verify that each of their employees have a clean criminal record with a vulnerable sector check. Proponent will need to demonstrate ongoing screening. The criminal record will be current (no more than 6 months old at time of contract initiation). If any criminal record check or proactive disclosure reveals a prior criminal offence or pending criminal matter, the contractors will need to make a reasonable determination of whether the applicable person constitutes an unreasonable security risk, taking into consideration the duties of the individual and the type and sensitivity of the work to which the individual may be exposed.
 - At minimum, Standard First Aid with CPR.
 - A minimum 2 years experience working with youth aged 12-18 years old for staff.
 - Computer and social media marketing access and proficiencies to support program promotion.
 - Experience in community development engagement and relationship building.
- The Proponent as part of the contract, will need to notify SCRD immediately if the status of any of their staffs' qualifications listed above changes. The Proponent will ensure that the workers who are employed to provide the services are skilled, trained and qualified to do the work. The Proponent will provide a list of employees and their qualifications prior

to the contract being initiated and updates provided to the SCRD contact if employees change during the term of the contract.

c) Policies and Procedures:

The Proponent will ensure that policies and procedures are in place for the provision of a welcoming and inclusive, safe and healthy environment for participants. These will be available upon request. This should include, but is not limited to:

- Child safety and protection policy
- Inclusivity policy
- Allergy awareness procedure
- Program quality adherence procedure
- Program cancellation procedure
- Health and Safety program
- Communications for incidents that occur in program, media relations, and issues or concerns related to the program and the participants

d) Reporting Requirements:

- The successful Proponent will designate a staff person with decision making authority to work with the designated SCRD staff, and:
 - Establish regular scheduled meetings (monthly during first 6 months post awarding of contract, quarterly there after, unless more frequent is required to explore synergies, surface inquiries or issues and find solutions to conflicts and issues).
 - Follow SCRD emergency evacuation procedures (information and orientation will be provided after initiation of the contract).
 - If the Proponent issues a media release concerning the program that the SCRD is notified in advance and has an opportunity to participate.
- Incident Reporting: The Proponent will call or email the SCRD designate immediately when there are concerns, safety issues, public complaints, accidents, incidents or a RCMP report takes place and submit a written report within 24 hours. Once the report is received, the SCRD will respond with any further direction or follow up within 2 business days.
- Service Delivery Reporting: Submission of monthly reports is a contract requirement as it relates to the optimal use of the Youth Centre, and should at minimum include:
 - The monitoring of weekly service fulfillment, and both qualitative and quantitative outcome measurements.
 - To report any changes in service delivery.
 - Summary of community outreach, awareness, and youth engagement activities.
- Annual Financial Reporting: Prepare and provide annual financial statements in accordance with generally accepted accounting principals specific to the revenues and expenditures related to this service annually by the end of February for the year prior.

e) Invoicing:

- The Proponent will submit invoices on a monthly interval quoting the purchase order number on the invoice.
- The fee for service should be prorated if services are not provided.

f) Conditions of Use of Internet Connectivity:

The Youth Centre users may access Internet connectivity through the public WI-FI service operated by the SCRD throughout the Gibsons Area Community Centre building. There is no service level agreement between the SCRD and the Youth Centre Proponent and clients – the service is provided free on an as-and-when available basis. Users of the WIFI Internet service will have to click through an agreement to the following conditions of use:

Terms, Conditions and Responsibilities of Users

By clicking "Continue", I agree that I am a user of SCRD provided Internet, and that:

- 1. I understand that SCRD staff are not able to provide technical assistance related to this Internet service.*
- 2. I will not use the SCRD provided Internet Access for illegal, unethical or criminal purposes.*
- 3. I am responsible for any infringement of copyright or software licenses that could result from the copying or distribution of material found on the Internet or licensed databases.*
- 4. I am responsible for any charges I may incur as a result of using any fee-based services, online shopping or analogue.*
- 5. I am responsible for any losses or damages sustained by the SCRD as a result of my Internet use or my violation of the security of SCRD computer systems.*
- 6. I am responsible for any direct or indirect damages I may suffer from use of SCRD provided Internet services.*
- 7. I am responsible for any damage to my equipment as a result of using SCRD systems and resources.*
- 8. I agree that my access may be monitored without further warning.*

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. **Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.**

5.1 Capabilities

5.1.1 Relevant Experience

- a) Proponents or any subcontractors will have at least 3 years of experience providing youth ages 12-18 years, with recreation programming and services that express care, challenge growth, provide support, and expand possibilities for youth.
- b) The Proponent should also have an established history of community outreach and engagement through collaborative community partnerships.
- c) Experience with similar multi-year contracts offering youth (aged 12-18 years) services or recreational programming as well as experience working with local governments is desirable.
- d) The Proponent will ensure identified staff for the delivery of the scope of work identified are 'qualified staff' as outlined in 4.2 under Program Administration, which assumes:
 - Agency leadership with a minimum of 3 years experience in youth programming, staff supervision and involvement in community outreach and engaging with community agencies and partners; and
 - Agency staff (i.e. Youth Centre Coordinators or Facilitators) should have a minimum 2 years of direct experience in youth-centric (ages 12-18) recreation/creative arts/community programming/social services and community outreach,
 - Agency staff, plus an volunteers solicited to support youth centre operations, will also need to have a satisfactory criminal record check (including vulnerable sector), and Standard First Aid and CPR as outlined in 4.2 under Program Administration.

5.1.2 References

Proponents **must** provide a minimum of **3** references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
 - promoting a Living Wage
 - Using fair employment practices;
 - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
 - a. Being locally owned;
 - b. Utilization of local subcontractors;

- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Approach

Programming of Youth Space:

The Proponent will demonstrate how they will meet the scope of work (Section 3.3) in the proposal that shows an understanding of the identified and unique needs of the Sunshine Coast youth. This can be achieved by tapping into local research, data, and demographic knowledge, and identify a method to ensure ongoing youth engagement to monitor interests, trends, evaluate program offerings, and identify new opportunities. This understanding can be based on recent **MDI and EDI findings from the Sunshine Coast School District & Community Reports**, among other resources, listed under **Section 5.3 Resources**. The Proponent should also demonstrate a commitment to engaging with youth to determine the ideal hours of operation upon awarding of contract, as youth-centric operational hours is key.

A sample of proposed programming will be included in the proposal that demonstrates the Proponents understanding of the above-mentioned requirements for programming (eg. proposed scheduled that includes drop-in and scheduled activities).

Youth Centre Promotion

The Proponent should reference within its Proposal a social media and youth engagement plan as well as identify proposed outreach strategies. The proposal should include how the Proponent envisions not only promoting the Youth Centre and engaging the local youth, but also activating the community engagement and collaboration requirements. Best practices related to youth engagement can be found under **Section 5.3 Resources**.

Community Collaboration Strategies

The proposal should demonstrate how the Proponent will engage with other youth serving organizations. The Youth Space at the GACC is but one of several spaces/programs that serve youth across the Sunshine Coast. It is expected that the successful proponent will seek to connect and collaborate with other service providers, decision makers, and community members to plan, deliver, and promote programming opportunities. It is highly recommended that the Proponent be an active participant on the Sunshine Coast Youth Action and Awareness Committee (SCYAAC) – a youth-oriented interagency sharing circle that meets bi-monthly. The SCYAAC terms of reference are found under **Section 5.3 Resources**.

Value Add

The Proponent is invited to outline any value-add services the organization is interested in providing to the youth of the Sunshine Coast either through use of the Youth Centre or other opportunities. The proponent should outline this in a separate section of their proposal and include the following information:

- Proposed services.
- Proposed budget that would reflect a cost recovery model, including all sources of revenue and expenses.
- If the Youth Centre is proposed as the site for the value-add services, the budget should reflect a consideration for use of the SCR D space.
- Other services or expertise the Proponent can offer the youth of the Sunshine Coast.

Transition Plan

The Proponent proposals should outline potential transitional actions and related costs with their proposal.

Budget

The Proponent's will submit a three-year budget (broken down per year) related to the Proposal to deliver the service as identified in **Section 3.3: Scope of Services**. The budget will include:

- all revenues, including the expected fee for the delivery of the scope of services (as per the Proponents Proposal)
- all expenditures, including projected staff resources
- transition planning

For proposed Value Added services, a separate budget will also be submitted including all sources of revenues and expenditures.

The Proponent will be required to provide all furniture and equipment needed as well as all consumable supplies, including snacks, to deliver the services.

If the use of other SCRD facilities or spaces (i.e. multipurpose room, squash court, weight room) is included in the Proposal, SCRD Recreation fees and charges will apply and should be reflected in the budget. These are outlined in the fees and charges bylaw and can be found: <https://www.scrd.ca/recreation-fees-passes> and facility rental fees can be found: <https://www.scrd.ca/rentable-spaces>

Proponents Reference Resources

The following resources are for reference to assist Proponents in the development of their proposal. They are not part of the evaluation process.

- Developmental Assets
- EDI Community Profile SD46
- JCSH Youth Engagement Tool Kit
- LGAW FCM – Municipal Youth Engagement Handbook
- MDI-SD Community Report 2021-22 SD46 – grade 5
- MDI-SD Community Report 2021-22 SD46 – grade 6
- MDI-SD Community Report 2021-22 SD46 – grade 8
- Sample Logic Model Worksheet Table
- Sample Program Planning and Logic Model Tool
- SCYAAC Terms of Reference updated Oct. 2018
- UWGT Youth Programming Best Practices report

5.4 Price

Proponents need to submit a fee proposal that sets out the all-inclusive cost for the youth centre services by monthly and annually. For any proposed value add services a separate all-inclusive fees for service should be outlined separately.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

YOUTH CENTRE PROGRAM FEE SCHEDULE	YEAR	MONTHLY TOTAL	YEARLY TOTAL	AMOUNT
January – December (12 months)	2024			
January – December (12 months)	2025			
January – December (12 months)	2026			
SUBTOTAL				
GST				
TOTAL				

6. PROPOSAL FORMAT

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

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the “Proponent Response”.
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name).
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District’s intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent, or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
5.1 Capabilities	20
5.2 Sustainable Social Procurement	5
5.3 Approach Programming/use of space (20%) Youth Centre Promotion (10%) Community Collaboration (5%) Added value (10%) Transition plan (5%)	50
5.4 Price	25
TOTAL	100

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.