



**REQUEST FOR PROPOSAL FOR
Impact and Legacy Program Development
August 20, 2024**

Business Events Victoria

600-765 Broughton, Victoria, BC, Canada

Business Events Victoria Impact and Legacy Program
Request For Proposals

1.0 Introduction and Background

1.1 Summary of the Opportunity

The purpose of this Request for Proposal (“RFP”) is to select a Proponent to provide impact and legacy consultation services for Business Events Victoria (“BEV”). The selected Proponent will work with BEV to create an Impact and Legacy Program. The selected proponent will research existing best practices, review all current impact and legacy-related initiatives through BEV, and propose an innovative approach to create a final Impact and Legacy Program document for BEV.

1.2 Background

Destination Greater Victoria (DGV) and the Victoria Conference Centre (VCC) work together as Business Events Victoria (BEV) to help bring meetings, conferences, and incentive programs to Victoria’s conference centre. The BEV offices are located on the territories of the lək’wəŋən People, known today as the Esquimalt Nation and Songhees Nation.

The DGV and BEV staff teams have high-level experience in impact and legacy program concepts. BEV has implemented multiple initiatives and practices related to impact and legacy. The selected Proponent would compile and consolidate existing initiatives, provide further depth and analysis, add capacity, and synthesize best practices and opportunities to create an industry-leading program document that the BEV team can implement.

1.3 Invitation

BEV is inviting qualified business and sustainability consulting services providers to submit proposals to assist in developing “Business Events Victoria’s Impact and Legacy Program.”

2.0 Proposal Format

Proposals must be submitted in electronic format (PDF) in English and should include the following:

- a. Letter of introduction signed by an officer of the firm,
- b. Understanding of the project and deliverables and,
- c. Proposed work plan, methodology, budget, and corresponding timelines.

3.0 Project Scope and Deliverables

3.1 Purpose of the RFP

BEV is seeking a Proponent to develop an Impact and Legacy Program to be implemented through the Victoria Conference Centre (VCC) and put into action by BEV. This program will

provide processes and actions for creating positive social and environmental impact and legacy components for business events held at the VCC and other business events programs in Greater Victoria.

3.3 Project Scope

The scope of services includes but is not limited to:

- Compile and consolidate all existing impact and legacy related practices and initiatives currently in place by BEV,
- Using existing research and best practices from other jurisdictions to deepen initiatives and develop an Impact and Legacy Program for BEV and the Victoria Conference Centre,
- Preparing a comprehensive and professionally formatted Impact and Legacy Program document.

3.4 Methodology

The Proponent must clearly define and describe the methodology they selected within their submitted proposal.

3.5 Requirements for the Impact and Legacy Program

It is expected that the work undertaken by the Proponent in developing the Impact and Legacy Program will meet the following requirements:

- An industry-leading and practically implementable Impact and Legacy Program;
- Actions within the program should be measurable and achievable and deliver social, environmental, and economic benefits;
- A program that is well-formatted flows logically and is easy to read and understand by a wide cross-section of BEV clients and stakeholders;
- The program should be clearly aligned with the United Nations' Sustainable Development Goals and sustainability best practices;
- The program should be clearly aligned with the Global Destination Sustainability (GDS) Index requirements for Impact and Legacy Programs.

3.6 Qualifications of Proponent

Proponents choosing to submit a proposal for this RFP should specify how and the extent to which they meet the following qualifications:

- Demonstrated experience developing impact and legacy programs;
- Broad understanding of and experience working with tourism businesses, governments, First Nations, and residents;
- A strong understanding of Business Events, DMOs, the local visitor economy, and the existing ecosystem of sustainability-focused businesses and non-profit organizations;

3.7 Timeframes

Key dates in the anticipated schedule for the RFP process and project are provided below. The timing of events resulting from this RFP process may vary and will be determined by DGV at its reasonable discretion.

Issue of the RFP	August 20th, 2024
Deadline for Submission of Proposal	August 30th, 2024
Notice to Preferred Proponent	September 6th, 2024
Project Commencement	September 2024
Final Strategy Document Submission Deadline	November 29th, 2024

Proposals will be reviewed by an internal committee from Destination Greater Victoria. Once the preferred candidate has been selected, appointment will be subject to a final interview. All respondents will receive timely communication regarding the outcome of their bid.

5.0 Budget

Proposals should strive to work within Business Events Victoria's assigned budget of up to \$15,000.

6.0 Additional Requirements and Terms

Revisions

This RFP represents the best effort of Destination Greater Victoria (DGV) to document its requirements for this project. DGV reserves the right to adjust the specifications or scope of effort stated in this RFP. If any modifications are necessary, DGV will notify all vendors remaining in consideration via a written addendum to this RFP.

Vendor's Responsibility

It is the vendor's responsibility to provide a complete response to the RFP. If the vendor believes more information is necessary for a proper response, questions should be directed via e-mail to Jeremy.loveday@tourismvictoria.com. Generally, if additional information is provided to one potential vendor, similar information will be provided to other candidates receiving this RFP.

Independent Contractor Status

All personnel assigned by the vendor to perform Services will be employees of the vendor and the vendor will pay all salaries and expenses of, and all federal, social security, unemployment taxes, and any other payroll or withholding taxes relating to such employees. The vendor will be considered, for all purposes, an independent contractor, and it will not, directly or indirectly, act as an agent, servant or employee of Destination Greater Victoria or make any commitments

or incur any liabilities on behalf of Destination Greater Victoria without its prior written consent.

Certificate of Insurance

The successful proponent will be required to maintain in good standing a liability insurance policy of minimum CAD\$1 million. As part of the final contract with DGV the proponent will supply proof of this insurance to DGV by way of an official insurance certificate. Proof of insurance is not required to be submitted with your proposal but will be required prior to the award of the contract.

Standard Terms and Conditions

Prior to the award of any work hereunder, Destination Greater Victoria and the selected agency will negotiate and sign a contract. Proposers responding to this RFP are strongly advised to review all the terms and conditions of the contract.

Proof of Authority

If the proposer is a corporation, formal proof of the authority of the officer signing the Proposer's proposal to bind the corporation must be submitted with the proposal. A copy of the corporate resolution or minutes can be adequate proof. A simple letter is insufficient.

Withdrawal of Proposal

Any proposer may withdraw its proposal, either personally or by telegraphic or written request at any time prior to the time set for the opening of proposals.

Agency Commitment of Availability of Service

Once a proposal is opened, a proposer is expected to maintain an availability of service as set forth in its proposal for at least four months after date for opening proposals.

Errors and Omissions

The Proposer and/or the Contractor shall not be allowed to take advantage of any errors in or omissions from within the Request for Proposals. Full instructions will be given if such error or omission is discovered and timely called to the attention of DGV.

RFP not Contractual

Nothing contained in this Request for Proposals shall create any contractual relationship between the Proposer and Destination Greater Victoria. DGV accepts no financial responsibility for costs incurred by any Proposer regarding this RFP.

Patent Fees, Patent, Copyright, Trade Secret and Trademark Fees

Each proposer shall include in the price bid any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.

Taxes

The price bid shall include all federal, provincial, local and other taxes.

Liability

Destination Greater Victoria shall not be liable to any vendor, person or entity for any losses, expenses, costs, claims or damages of any kind arising out of, or by reason of, or attributable to, the vendor responding to this RFP, or as a result of the use of any information, error or omission contained in this RFP document or provided during the RFP process.