

NEW BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION

Proposals will be evaluated based on how they demonstrate that they meet the criteria and requirements specifically Appendix A.2. These criteria and requirements are not weighted and are all evaluated equally on a comprehensive basis.

The criteria and requirements in this document are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent can meet or exceed the requirements and how their Proposal is the best fit for the GVHA.

Proposals will be evaluated by a selection committee made up of both internal GVHA staff and external experts retained by the GVHA in its discretion.

GVHA, at its sole discretion, reserves the right to:

- reject any or all proposals whether complete or not;
- reject any proposals it considers not to be in its best interests;
- waive any minor irregularity or insufficiency in the proposals submitted;
- contact references provided by the Proponents;
- retain independent persons or contractors for assistance in evaluating proposals;
- request points of clarification to assist GVHA in evaluating proposals;
- negotiate changes with the successful Proponent;

LEGAL ENTITIES

The GVHA reserves the right in its sole discretion to:

- a) request that a Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the GVHA that a Proponent has the power and capacity to enter into legal agreements with the GVHA;
 - b) not to enter into further negotiations with a selected Proponent if the Proponent cannot satisfy the GVHA that it is the same legal entity that submitted the Proponent's proposal; and
 - c) require security, background and criminal screenings for a Proponent to the satisfaction of the GVHA who a natural person is, or in the case of corporation, the key personnel of the corporation (including without limitation, management, directors and shareholders) before entering into further consideration of a Proposal.
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PROPOSAL PRESENTATION

GVHA reserves the right to request one or more of the Proponents whose submissions are of interest to the GVHA, to make an oral presentation to the GVHA.

PROPOSAL CONFIDENTIALITY

All submissions become the property of GVHA and will not be returned to the Proponent. GVHA will consider all submissions as confidential, unless otherwise required by law, but reserves the right to make copies of all submissions received for its internal review and for review by its financial, accounting, legal, and technical teams.

CONFLICT OF INTEREST

Each Proponent shall disclose in its submissions any conflicts of interest and existing business relationships it may have with GVHA, its directors, or employees. GVHA may rely on such disclosure.

SOLICITATION OF GVHA STAFF

Proponents and their agents are cautioned that solicitations of employees, contractors or directors of GVHA, or any appointed committee or commission, may be cause for rejection of a submissions as this will be viewed as that of one Proponent seeking an unfair advantage over another.

NO CONTRACT

This is not a tender and does not commit GVHA in any way to select a Proponent. By submitting a proposal and participating in the process as outlined Proponents expressly agree that no contractual or any other legal or equitable obligation of any kind is formed under or imposed on GVHA.

RESERVATION OF RIGHTS

GVHA reserves the right to accept the Proposal that it deems most advantageous, and the right to reject any or all Proposals for any reason, in each case without giving notice or reasons. GVHA reserves the right to negotiate with any Proponent as it sees fit, or with another Proponent or Proponents concurrently. GVHA reserves the right not to accept any Proposal submitted and may seek additional or further Proposals from any other party or parties.

GVHA shall not incur liability to any Proponent because of such negotiations or modifications.



FORMAT OF PROPONENTS PROPOSALS

To receive full consideration during evaluation, proposals should follow the structure as outlined below:

- Submissions should be no more than a maximum of 5 pages
 - Paper Copy: Pages are double-sided, be 8½" x 11"
 - Paper Copy: All pages are securely bound
 - Digital and Paper Submission Proposal Format:
 - Cover Letter - signed by a Principal or Chief Executive Officer of the business entity
 - Completed Proponent Business Plan Template
 - Completed Proposal Template
- a) All pages should be consecutively numbered
- b) Proposals must address the content requirements outlined herein, must be well ordered, detailed, and comprehensive. Clarity of language, adherence to suggested structuring, and adequate, accessible documentation is essential to the GVHA's ability to conduct a thorough evaluation.
- c) Additional Marketing and promotional material of the Proponent should only be provided as an appendix to their main submission

CRITERIA AND REQUIREMENTS

1. Capabilities and Business Plan

To address the content of proposals, proponents are required to submit a business plan based on the criteria and requirements listed. The business plan will be reviewed and scored based on the quality of the content of the business plan, the suitability of the proponent to deliver on the scope of business and the suitability of the individuals or companies.

Proponents should demonstrate in their business plan how they are capable of delivering the services described by providing details on the following:

- a) The Opportunity
- The Proposal should describe in detail how the Proponent intends to provide the services described and how the Proponent will deliver those services, including timelines, schedules and deliverables.
- b) The Market and Competition
- The Proposal should contain a review of the market for the services described in the Victoria and surrounding area, including existing and potential competition to the proposed business including pricing and volumes.
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c) Experience

A detailed description of the Proponents experience in delivering the services described in its Proposal.

d) Key Personnel

The Proponent should list and describe its key team member's qualifications, skills and experience, and how they will make this opportunity a success, this section must include all key team members of the Proponent, including without limitation all officers, directors and managers of the Proponent.

e) Financial

The Proponent must provide evidence of its ability to finance and undertake the monetary commitments required to successfully deliver on the services contemplated in this opportunity. The financial portion should include a proforma including sales projected margins and profit and loss.

f) References

Proponents may provide 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. References from the Proponent's own organization or from named subcontractors are not acceptable.

The GVHA may in its sole discretion, but is under no obligation to, check Proponent references without first notifying the Proponent. The GVHA 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 GVHA 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.

PROPOSAL SUBMITTAL INSTRUCTIONS AND CONTACT INFORMATION

- a) Proposals must be submitted with one original and one PDF Copy via email to the attention of:

Contracts Manager
Subject: Business Proposal Submission
Greater Victoria Harbour Authority
100-1019 Wharf Street
Victoria BC V8W 2Y9
gvha.ca@gvha.ca

Performance Areas	Details to include in submission
Operations	<ul style="list-style-type: none"> - Safety plan and adherence to Rules & Regulations - Volume of clients that can be accommodated - Service time per client - Space requirement for operations - Impact to other operations
Business Performance & Customer Focus	<ul style="list-style-type: none"> - Proven business metrics - Variety of service that complements other operations - Level of guest experience and service - Innovation in equipment, operations and guest experience (What makes your business unique) - Financial Return to GVHA (amount proponent will return back to GVHA) - References -

Performance Areas	- Details to consider in submission
Triple Bottom Line	<ul style="list-style-type: none"> - Economic, social and environmental sustainability of the service
Sustainability	<ul style="list-style-type: none"> - Commitment to environmental sustainability clearly outlined - Commitment to long-term sustainability of cruise tourism in the region
First Nations	<ul style="list-style-type: none"> - First Nations proponents are requested to identify their submissions in the key personnel section of their proposal.