

STAGE 1- NEW BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION

PROCESS OVERVIEW

To summarize, the process a flow chart is provided for guidance in **Appendix A**. The first stage is a business proposal with relevant information about the organization and its project. The second stage is focused on detailed technical and financial criteria necessary for GVHA to determine the viability of the proposal. The third stage, Negotiation, leads to the appropriate form of agreement between the GVHA and the Proponent.

INITIAL MEETING

Proponents are requested to meet in person with the Contracts Management or a member of the Leadership Team to outline their proposal. This enables staff to evaluate the opportunity and provide input on next steps. Please review information on the GVHA website:

<https://gvha.ca/about-gvha/business-opportunities/>

Contact can be made through general inquires to the Contracts Manager at the following.

Tel: 250 383 8300

Email: gvha@gvha.ca

PROPOSAL

Stage 1 Proposals will be evaluated based on how they demonstrate that they meet the criteria set out in **Appendix B**. These criteria are not weighted and are all evaluated equally on a comprehensive basis.

Please note that criteria and other 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 may be evaluated by a selection committee made up of both internal GVHA staff and external experts retained by the GVHA at its discretion.

LEGAL ENTITIES

The GVHA reserves the right in its sole discretion to:

1. 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;
2. 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
3. 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.

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 and external review.

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:

- Notwithstanding the level of detail required for Stage 1 Proposal, Proponents are encouraged to limit the size of their proposals and provide a concise document for GVHA review.
- Digital (PDF) Submission Proposal Format:
 - Email submission to Contract Manager or designated person. Emails should have the heading: *'Attention Contract Manager – Proposal title and company name.'*
 - Cover Letter - signed by a Principal or Chief Executive Officer of the business entity.
 - Completed Proponent Business Plan (Following GVHA Template below)
 - Completed Supporting Information.
- All pages should be consecutively numbered.
- 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.
- Additional Marketing and promotional material of the Proponent should only be provided as an appendix to their main submission.

GVHA BUSINESS PROPOSAL TEMPLATE

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:

- 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 contemplated timelines, schedules, and deliverables.

- 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.

- Experience

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

- 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.

- 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.

- References



Stage 1 GVHA Business Proposal Requirements

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.

STAGE 1 PROPOSAL SUBMITTAL INSTRUCTIONS AND CONTACT INFORMATION

Proposals must be submitted as PDF Copy via email to the attention of:

Contracts Manager

Subject: Business Proposal Submission

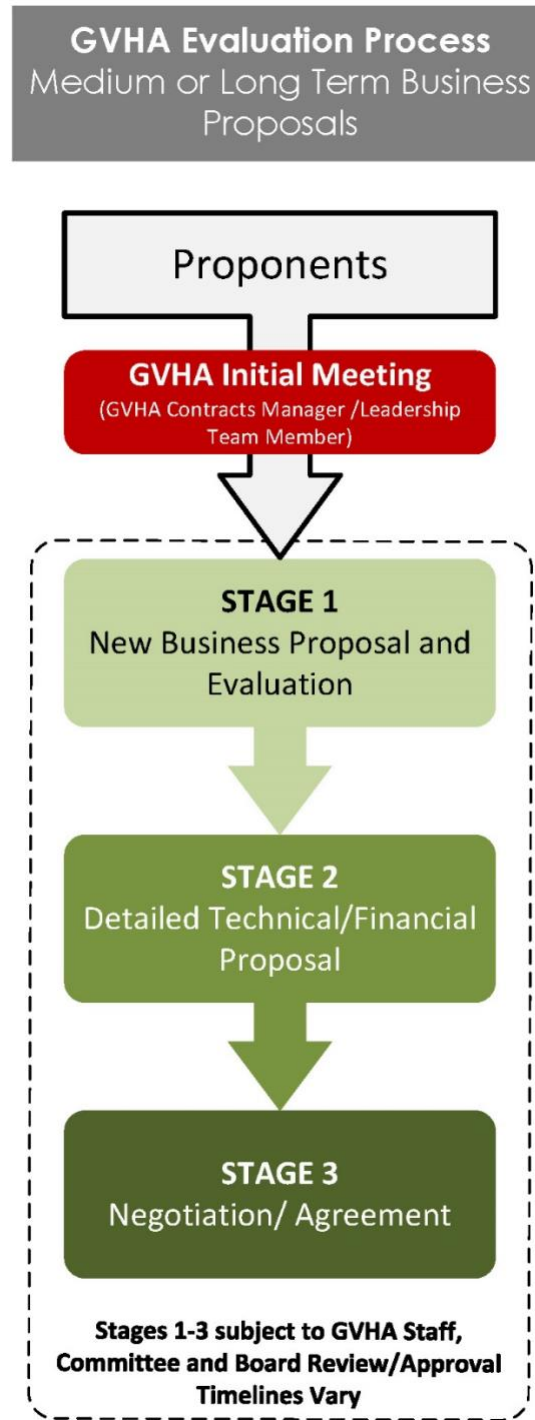
Greater Victoria Harbour Authority

100-1019 Wharf Street

Victoria BC V8W 2Y9

gvha@gvha.ca

APPENDIX A – STAGES 1-3 FLOW CHART FOR MEDIUM TO LONG TERM PROPOSALS



APPENDIX B – EVALUATION CRITERIA FOR STAGE 1 PROPOSALS

Performance Areas	Details to include in Stage 1 submission
Operations	<ul style="list-style-type: none"> - Company Approach Safety plan and adherence to Rules & Regulations - Past experience with past and proposed volume of clients that can be accommodated. - Estimated Space requirement and preferred location for operations.
Business Performance & Customer Focus	<ul style="list-style-type: none"> - Proven business metrics - Variety of service that complements other operations. - Company approach to Level of guest experience and service - Innovation in equipment, operations, and guest experience (What makes your business unique?) - Initial estimate of Financial Return to GVHA (amount proponent will return back to GVHA) - References
Triple Bottom Line	<ul style="list-style-type: none"> - Economic, social, and environmental sustainability of the service proposed (benefits to GVHA, Community and Region)
Sustainability	<ul style="list-style-type: none"> - Outline company commitment to environmental stewardship and sustainability . Describe Initiatives in place - Commitment to long-term sustainability of GVHA operations
First Nations	<ul style="list-style-type: none"> - Company alignment with GVHA Policy and Procurement objectives for First Nation business opportunities