



## Request for Proposal:

### 2023 Alberta Regional Championships XV, Facilities & Hosting

#### Introduction

- A Rugby Alberta is seeking proposals from interested facilities, clubs and communities for the 2023 Alberta Regional Championships, XV tournament.
- B Each Bidder to this RFP is expected to:
- (i) fully inform themselves on all aspects of the services required to be performed;
  - (ii) submit its proposal on the form provided at *RFP Schedule 2 – Proposal*; and
  - (iii) submit its proposal in accordance with *RFP Schedule 1 – Statement of Requirement* and with due note of *RFP Schedule 5 – Evaluation Criteria*.
- C Each Bidder, by submitting its proposal, agrees that the proposal is subject to the RFP Schedule 4 – Standard Conditions of Proposal, and agrees to comply with those conditions. Acceptance of a proposal will occur only when a contract is executed. Any contract will incorporate the Rugby Alberta policies and guidelines identified in RFP Schedule 3 - Special Conditions of Proposal.

#### Structure of the RFP

The RFP has five parts:

- **Schedule 1: Statement of Requirement (Pages 2 & 3)**
- **Schedule 2: Proposal Template (Online Microsoft Form)**
- **Schedule 3: Special Conditions of Proposal (Page 4)**
- **Schedule 4: Standard Conditions of Request for Proposal (Page 5)**
- **Schedule 5: Evaluation Criteria (Page 6)**





**RFP Schedule 1 – Statement of Requirement**

Key Dates and Details

| Event                                    | Dates   |
|--|---|
| Closing Time for submission of Proposals | March 31, 2023  |
| Method to Submit Proposal                | <p>Proposals must be submitted in electronic copy via this online Microsoft Form link: <a href="#">Schedule 2, Proposal Template</a></p> <p>The Proposal is to be submitted in the Microsoft Form format provided above. Any questions or concerns in advance can be directed via email to:</p> <p>Peter Houlihan, Executive Director<br/><a href="mailto:p.houlihan@rugbyalberta.com">p.houlihan@rugbyalberta.com</a></p> <p>Proposals lodged in any manner other than as detailed in this paragraph or are submitted after the deadline shall be deemed to be invalid and may be excluded from consideration. Please reach out directly if you require more time to complete the process.</p> |
| Contact                                  | <p>Peter Houlihan<br/>Executive Director<br/>11759 Groat Road, Edmonton AB T5M 3K6<br/><a href="mailto:p.houlihan@rugbyalberta.com">p.houlihan@rugbyalberta.com</a><br/>(780) 993 4973</p>  |
| Expected Event Dates:                    | June 30 <sup>th</sup> -July 2 <sup>nd</sup> , 2023  |





## The Services

Rugby Alberta is seeking proposals for facilities and hosting services for the 2023 Alberta Regional Championship XV tournament from June 30<sup>th</sup>-July 2<sup>nd</sup>, 2023.

### 1. Background

The Alberta Regional Championship (XV) tournament is one of Rugby Alberta's flagship tournaments and has been hosted every summer since its inaugural year in 2016. The tournament normally consists of 16 teams, 8 teams per gender, and is run over the Canada day long weekend. For 2023 it will be over June 30<sup>th</sup>-July 2<sup>nd</sup>, 2023. Other flagship games or tournament events may operate in conjunction with the Alberta Regional Championships, on a year-to-year basis.

### 2. Objectives of the project

Rugby Alberta strives to provide good value and meaningful competition for developing athletes across all the regions of Alberta. Rugby Alberta's goals and objectives for the ARC Tournament is to explore the boundaries of players capabilities and identify players for the Wolf Pack age grade representative teams. In addition, Rugby Alberta is committed to upholding our standard of excellence, and delivering an outstanding experience for all players, coaches, match officials, spectators, sponsors, and supporters.

### 3. Scope of Services

#### 3.1 Description of Services

Rugby Alberta is seeking the following services for the 2020 Alberta Regional Championships (XV):

1. Fields: Minimum 2 full-sized rugby pitches, grass, or turf. Pitch conditions, dimensions, markings, ropes, post pads and technical zones must comply with World Rugby Laws of the Game (Law 1, pertaining to the playing surface.)
2. Change rooms: Minimum 4 changing rooms.
3. Catering/Hosting: Ability to provide catering services for 600 people. Note that Rugby Alberta reserves the right to use an outside caterer, at its discretion.
4. Spectator areas: Seating areas or bleachers for minimum 750 - 500 people.
5. Parking: Ample on-site parking areas, or ability to shuttle people from a nearby area. Must be able to provide parking staff when needed.
6. Clubhouse areas: Full access to clubhouse areas for team meals and/or weather-related delays.
7. Emergency Action Plan: Facility must be able to submit, in advance of the tournament, a comprehensive EAP that incorporates plans for both medical and other emergencies, and inclement weather.

#### 3.2 Expected Outputs and Timelines

All proposals must be received by the Rugby Alberta office by the agreed deadline date, listed in the "Key Dates & Details" section on Page 2.

The Bidder will also need to provide evidence of ability and experience to undertake the specified objectives/duties in this Request for Proposal, including:

- *evidence of a breadth and depth of knowledge of Rugby Alberta activities;*
- *experience working broadly with sporting events and familiarity of sport economies;*
- *knowledge of best practices for event hosting, specific to sporting events.*





### RFP Schedule 3 – Special Conditions of Proposal

#### Rugby Alberta Policies

Bidders should familiarize themselves with following Rugby Alberta Policies, Technical Packages and Guidelines as they are all applicable to the management and delivery of Rugby Alberta events and projects:

1. ARC 2023 Technical Package
2. Rugby Alberta Code of Conduct
3. World Rugby Laws of the Game, Fifteens
4. Respect in Sport Program
5. Rugby Alberta Fair Play Policy
6. Rugby Alberta Rules & Regulations (Spectator Control)
7. Rugby Alberta Communication Policy

These Policies describe Rugby Alberta's approach to contracting activities, expectations of team members and contractors, and state specific requirements for use of Rugby Alberta branding and other publishing requirements. Bidders are encouraged to access and inform themselves of this set of guidelines which are available on the Rugby Alberta website at [www.rugbyalberta.com](http://www.rugbyalberta.com).



#### RFP Schedule 4 – Standard Conditions of Request for Proposal

1. **GENERAL**  
Bidders should submit proposals in the format provided at RFP Schedule 2 – Proposal Template, in response to the requirements stated in RFP Schedule 1. Proposals must be provided in English and with prices quoted in Canadian Dollars (CAD).
2. **RUGBY ALBERTA'S RIGHT TO DECLINE**  
Rugby Alberta, at its discretion, may discontinue the RFP; decline to accept any proposal; decline to issue any contract; or satisfy its requirement separately from the RFP process.
3. **CHANGES TO REQUEST FOR PROPOSALS**  
Rugby Alberta may, at its discretion, vary the Request for Proposals before the Closing Time. Changes will be posted on the Rugby Alberta website as a Revision, beside the original RFP. The Bidder is encouraged to regularly monitor the Rugby Alberta website to ensure they access any Revisions that may be released.
4. **CONTRACT**  
If the Proposal of the Bidder is accepted by Rugby Alberta, the Bidder shall execute a contract in a standard form within the time period specified by Rugby Alberta.
5. **LODGEMENT**  
All documentation submitted as part of the Proposal must be in English and must be submitted online via the Google Form link provided.  
Bidders are required to include all information specified in this RFP in their Proposal. Bidders accept that their failure to provide all information required, in the format specified may result in their Proposal being considered as a non-conforming Proposal and liable to rejection.
6. **EVALUATION OF PROPOSALS**  
The evaluation panel will evaluate proposals to determine the most suitable outcome. The panel will consist of members appointed at the Rugby Alberta Executive Committee & Staff's discretion.  
The criteria for evaluation will be assessed according to the criteria outlined at Schedule 5 - Evaluation Criteria.
7. **REFERENCES**  
As part of the evaluation of proposal process, Rugby Alberta, at its discretion, may request from the Bidder information on past projects/experience claimed in the Bidder's proposal.
8. **NO CONTRACT OR UNDERTAKING**  
Nothing in this RFP will be construed to create any binding contract (express or implied) between Rugby Alberta and any Bidder until a written Contract, if any, is entered into by the parties.
9. **INSURANCE**  
The Bidder must ensure that it and its subcontractors maintain insurance policies relevant to the delivery of Services identified in this RFP, in the event that the Bidder is awarded the contract.
10. **CLARIFICATION**  
Rugby Alberta reserves the right to seek clarification or additional information from any Bidder related to their proposal.



## RFP Schedule 5 – Evaluation Criteria

### EVALUATION CRITERIA

1. A successful bidder will be judged on the following evaluation criteria:

(a) **THE ORGANIZATION:**

*Demonstrated ability to provide adequate management and support to deliver the Services. Personnel nominated to provide the services have strong familiarity and experience with Rugby Alberta projects and activities and knowledge of best practices.*

(b) **APPROACH TO THE SERVICES:**

*Demonstrated appreciation of Rugby Alberta's key goals and objectives and willingness to collaborate to achieve these goals.*

*Appropriate methodology and work plan to fulfil the objectives of the services required in the specified timeframes.*

(c) **PROPOSAL COST:**

*Appropriate qualifications, experience and skills of personnel and team balance to implement the services requested with a reasonable budget.*

*All costs related to this project must be included in the "Itemized Budget" section, in the Google Form, RFP Schedule 2, under Pricing.*

