



Gerrard India Bazaar Business Improvement Area

REQUEST FOR PROPOSALS (RFP) FOR EVENT PLANNING AND PRODCUTION SERVICES

EVENT NAME: 15th Annual FESTIVAL OF SOUTH ASIA 2017

DATE: 2 Days, Mid Summer Weekend, July 23 - 24, 2017 (TBC)

TO: Interested Bidders

FROM: GERRARD INDIA BAZAAR BIA FESTIVAL COMMITTEE

INTRODUCTION

Gerrard India Bazaar Business Improvement Area requests a proposal from your organization for the production of the 15th Annual Festival of South Asia. For purposes of this RFP, the Gerrard India Bazaar Business Improvement Area is referred to as “GIBBIA”.

Based on the response provided, it is the intent of the GIBBIA to select at its sole discretion, a firm to provide event planning and production services for the 15th Annual Festival of South Asia that will be scheduled during July 22-23, 2017 (TBC).

With respect to this RFP, please prepare your response in the same order as the information requested below, and submit to the following by 5:00 PM on Wednesday, November 30th, 2016 to Tasneem Bandukwala, GIBBIA Manager : gibbia@gerrardindiabazaar.com

WHO WE ARE

The Gerrard India Bazaar B.I.A. was established through a City of Toronto bylaw to fund and pursue projects that will improve the safety, appearance and economic viability of the Bazaar, including the goals of maintaining a clean and safe environment, improving streetscapes, supporting economic development, and marketing the Bazaar as a destination to live, work and visit. Priorities to date have focused on the development of a Master Plan that will incorporate an urban design and branding plan. GIBBIA is non-profit municipal board representing over 100 businesses and property owners along Gerrard St. East from Coxwell Ave to Glenside Ave in Toronto.

For more information, visit www.gerrardindiabazaar.com



EVENT DESCRIPTION

The Festival of South Asia has been held annually since 2003 and creates a window into the East to celebrate and experience art and design, fashion and food, creativity and culture of South Asia. From Bhangra to Basmati to Bollywood music, this event has all the ingredients to make festival visitors feel like they've travelled the world. The Gerrard India Bazaar B.I.A. is seeking to expand the scope and scale of the 2017 Festival to reflect and include the diversity and changing nature of the area. The Gerrard India Bazaar B.I.A. believes there is huge potential to rebrand and grow the Festival of South Asia while maintaining core goals of celebrating the diverse cultures and strengthening community involvement in the area. The event will once again take place from 12:00 pm – 11:00 pm

Event programming and promotion are designed to attract urban and suburban audiences of South Asian descent as well as local neighbourhood with an age range of 1-70. Art and design aficionados, fashionistas, foodies, history buffs and families with children will be targeted to come out and be (re)introduced to the charms of the Bazaar.

PROJECT DELIVERABLES

The selected firm will be expected to furnish all services necessary and appropriate to produce the event, including the all of the deliverables stated in **Appendix A – Scope of Services**.

DOCUMENTATION REQUESTED

1. **COMPANY BACKGROUND** a) Please provide an overview of your organizational chart, areas of specialization, number of years in operation, etc. Discuss range of services provided on a regional and local basis. b) Provide a minimum of three recent (2013-2016) examples of success in large scale outdoor event planning in a dense urban setting. c) Detail the experience of the proposed team and comparable events that they have been involved with.
2. **STATEMENT OF QUALIFICATIONS** a) Please include a comprehensive narrative of any qualifications. Respondents should include any special circumstances or capabilities that you would like the GIBBIA to know about your firm/team. b) Include a brief statement about key relationships, business or personal, the firm has that they believe might bring value (sponsorships, media exposure, access or otherwise) to achieving the objectives of the event.
3. **PROPOSED PROJECT BUDGET** a) Please including an event budget which includes all anticipated costs and fees associated with planning and executing the event including all of the deliverables stated in Appendix A – Scope of Services.
4. **REFERNCES**



INSTRUCTIONS FOR PROPOSALS

Please provide a written response to the above requested documentation including the following:

1. Company Name.
2. Principal Name(s), title(s).
3. Contact Information (address, email, phone).
4. Proposed project team who will manage and work on this assignment.

GIBBIA reserves the right to accept or reject any and/or all proposals, and grant final acceptance to the proposal that best meets the needs and interests of the GIBBIA Festival Committee. GIBBIA may require oral presentations for clarification of proposal but reserves the right to accept or reject a proposal without prior discussions. GIBBIA will be the sole judge of whether a proposal meets the required criteria.

TIMELINES

Respondents are asked to provide this information before **Wednesday, November 30th, 2016, 5 pm.**

Interviews of short-listed candidates will commence mid December 2016 and it is our goal to award the contract by January 2016.

Proposals and enquiries should be submitted electronically to

Tasneem Bandukwala, GIBBIA Manager at gibbia@gerrardindiabazaar.com
Please include RFP Festival of South Asia 2016 in subject

Or mailed to address below:

Tasneem Bandukwala, GIBBIA Manager
Gerrard India Bazaar BIA
1426 Gerrard St E, Toronto, ON M4L 1Z6

EVALUATION CRITERIA

Proposals will be evaluated by the Gerrard India Bazaar B.I.A. board based on:

- Prior experience in execution of festivals/events of similar nature including ability to attract sponsorship (30%)
- Creativity of ideas to enhance the festival experience including potential community engagement (40%)
- Understanding of the unique and diverse nature of the Gerrard India Bazaar B.I.A. businesses and local community (30%)



PRICING REQUIREMENTS

- (1) All parts and items on a proposal must be priced for the entire services in order for a proposal to be considered valid.
- (2) Prices submitted in a proposal are to be firm for the duration of this process and the term of any resulting Agreement
- (3) All prices must be stated in Canadian Currency

Total Fixed (Flat) Price for Services

- (1) Each proposal must set forth a total fixed price in Canadian dollars for the Services, covering all labour, profit, other overhead, materials, equipment, analysis, travel, accommodations, communication, transportation and deliver costs (courier, long distance charges etc), staff time, City/Vendor meetings (as and where deemed required by Gerrard India Bazaar B.I.A. RFP Festival of South Asia 2016 the City), disbursements and any/all other operational costs associated with the Services, with applicable taxes.
- (2) The Proponent must be solely responsible for any and all payments and/or deductions required to be made including those required for the Canada Pension Plan, Employment Insurance, Workplace Safety Insurance, and Income Tax
- (3) All invoices must clearly show HST as a separate value and HST “registrant” number

Breakdown and Price Details for Services

- (1) Each proposal must include a breakdown of the total fixed Proposal price by Services. The Proposal should include a firm quotation for the fees to be charged for the Project Requirements.
- (2) Additional services identified herein that fall outside of the proposal – should have fees included but as a separate item called “Additional Services & Fees” and indicate services available and the fees attached to those services – either as a total services contract or as adhoc services and their fees – if additional services are required during the duration of this contract - additional services will be provided at a negotiated fee as required. Similarly, if the level of service required is reduced during the term of the contract an appropriate reduction in fees will be negotiated between the parties
- (3) Proponents must indicate any prompt payment discount terms offered

NEXT STEPS

Responding firms must agree to keep their proposed project budget and the other terms of their engagement open for at least ninety (90) days past the submission deadline.

Once a firm is selected, GIBBIA and the selected firm must execute a written contract prior to the selected firm commencing services. Should GIBBIA and the selected firm be unable to agree on terms of a contract within a reasonable time (at GIBBIA's discretion), GIBBIA reserves the right to suspend or terminate negotiations without advance notice, and to pursue negotiations with another firm to provide the requested services. Any suspension or termination of negotiations shall be without liability to



GIBBIA or the selected firm(s). Alternatively, GIBBIA may terminate this process (in its discretion), and either discontinue this project, or issue a new RFP for the requested services. Each respondent shall assume all fees and costs (including but not limited to legal fees) incurred in responding to this RFP and negotiating a contract with GIBBIA. GIBBIA shall bear no liability to any respondent for any costs, fees, or liability incurred in connection with this RFP or any response thereto.

QUESTIONS

Questions about this RFP should be directed to Tasneem Bnadukwala, GIBBIA Manager by e-mail gibbia@gerrardindiabazaar.com. All questions and GIBBIA's answers will be made available to all potential RFP respondents, upon request.

IMPORTANT

In the interest of fairness, we kindly ask that you do not directly contact any Board members of the GIBBIA, or those who may otherwise have an affiliation with the Bazaar. Candidates who do not abide by these guidelines may be disqualified from the RFP process.



TERMS & CONDITIONS

- (1) The B.I.A. may accept or reject any or all Proposals, at its absolute discretion.
- (2) All Proposals shall be received before the closing date November 30, 2016.

Proponent's Obligations

- (1) Each proposal must be based on the information contained herein and the Proponent's own knowledge, information, skill and judgment.
- (2) By submitting their proposals, Proponents will be taken to have agreed to be responsible and liable for all aspects of the Services to be performed and assume all risks inherent in providing the Services based on reasonable commercial expectations and best business practice.

Gerrard India Bazaar B.I.A. RFP Festival of South Asia 2016 Understanding:

- (1) This RFP is not to be construed as an agreement, offer or undertaking to acquire Services.
- (2) Any award of any agreement resulting from this RFP will be in accordance with the by-laws, policies, and procedures of the B.I.A.
- (3) The award of any Agreement will be at the absolute discretion of the B.I.A. and no Proposal, or part of a Proposal, will necessarily be accepted.
- (4) The B.I.A. reserves the right to enter into negotiations with a Preferred Proponent in the event that its Proposal does not entirely address the requirements of the B.I.A.
- (5) The B.I.A. shall have the right to request clarifications of any Proposal and negotiate with the Preferred Proponent where it considers appropriate, for any reason.
- (6) Negotiations may relate to changes of technical nature or content, Agreement details and payment schedule, and may address Proposal content with respect to performances of Services, scope of Services, delivery, and other requirements and expectations of the Proponent and the B.I.A.
- (7) Any agreement resulting from this RFP will be drafted in form and content satisfactory to both parties.
- (8) Proponents are required to identify any terms and conditions they wish to take exception to and provide clarification of the exception in their proposal.
- (9) Any changes to the Services shall be executed under the conditions of the original Agreement once the Vendor has obtained written approval from the B.I.A. to proceed with such changes.
- (10) A Vendor shall not have the right to assign its Agreement nor any interest therein nor subcontract the performance of any service or the supply of any product without the prior written consent of the B.I.A.

Agreement Administrator

- (1) The B.I.A. will assign the B.I.A. Manager to oversee any Agreement entered into with a Proponent.
- (2) The Vendor will be expected to name a counterpart Project Manager.
- (3) The Vendor's Project Manager will be responsible for providing scheduled status reports to the B.I.A. Manager or a designate.



Indemnities

(1) The Vendor will be required to defend, save harmless and indemnify the B.I.A., officers, employees, agents, representatives, successors and assigns against all losses, costs, damages, and other liabilities arising from the Vendor's performance of the Services where caused by or to the extent contributed by the acts or omissions, whether negligent or otherwise, or alleged or otherwise, of the Vendor and those for whom it is in law responsible based on reasonable commercial expectations and best business practice.

(2) Such indemnity shall extend to and be incorporated into any Agreement awarded to a successful Proponent.

Insurance Requirements

(1) A Vendor shall be required to arrange, pay for and maintain in force at all times at its expense such insurance coverage as may be required by the B.I.A., which are to be written in amounts and with deductible limits and terms that shall be subject to the approval of the B.I.A. at all times.

(2) The Vendor shall provide certified copies of such insurance or a certificate of insurance as determined by, and upon request of, the B.I.A.

Compliance with Laws

A Vendor will be required to comply with all federal, provincial and municipal laws and regulations in performing and Services including, without limitation, the Occupational Health and Safety Act and the Workplace Safety and Insurance Act, 1997, or any successor legislation, as applicable, and to provide to the city, upon request, periodic reports confirming such compliance. A Vendor will be required to comply with all federal, provincial and municipal laws and regulations in performing and Services including, without limitation, the Occupational Health and Safety Act and the Workplace Safety and Insurance Act, 1997, or any successor legislation, as applicable, and to provide to the city, upon request, periodic reports confirming such compliance.

Vendor's Personnel and Performance

A Vendor shall employ individuals who are professionally qualified and thoroughly trained and experienced and, where required by the laws of the jurisdiction duly licensed in performing the Services to the satisfaction of the B.I.A. and shall be responsible for its own staff resources and for the staff resources of its subcontractors and third party service providers based on reasonable commercial expectations and best business practice.

Subcontractors

(1) Utilization of a subcontractor or other third-party service provider to assist any Vendor in performance of the Services may be acceptable; however, the B.I.A. reserves the right, acting in its sole discretion, to approve or reject such subcontractors or service providers proposed by a Proponent.

(2) A Vendor must co-ordinate the services of subcontractors or service providers in a manner acceptable to the B.I.A., and ensures that they comply with all the relevant requirements of this RFP and of any Agreement, including executing document or further assurance that may be required by the RFP or Agreement.

(3) A Vendor shall be liable to the B.I.A. for costs or damages arising from acts, omissions, negligence or wilful misconduct, alleged or otherwise, of its subcontractors and service providers.



Payment Schedule

A payment schedule satisfactory to the B.I.A. shall form part of any Agreement.

Termination Provisions

Failure of the Vendor to perform its obligations under the Agreement shall entitle the B.I.A. to terminate the Agreement upon fifteen (15) days' notice to the Vendor if a breach which is remediable is not rectified in that time, and, where the B.I.A. so terminates the Agreement, the Vendor shall have no claim of any kind against the B.I.A. save for the payment of those Services that have been performed by the Vendor to the satisfaction of the B.I.A. up to the time of such termination and that have not been paid by the B.I.A.

Exceptions

If a Proponent wishes to take exception to any term or condition set forth in any part of this RFP, it must clearly identify any such exception in its Proposal and the reason for it.

Proponent Qualification Requirements

- 1) Proponents must have all necessary skills, experience and expertise in the design and delivery of the proposed Services, including knowledge of not for profit organizations and, based on these skills, experience and expertise, must ensure that the proposed services are appropriate for the purpose set out in this RFP.
- 2) Proponents must be able to carry on business in the Province of Ontario and must be in compliance with all requirements imposed by the laws of Ontario and the laws of Canada applicable in the Province of Ontario.
- 3) There must be no actions, claims, suits or proceedings pending or to the Proponent's knowledge threatened against or adversely affecting the Proponent or any of its proposed subcontractors in any court before or by any federal, provincial, municipal or other government department, commission, board, bureau or agency, Canadian or foreign, that might affect the Proponent's or its proposed subcontractor's financial condition or ability to perform and meet any and all duties, liabilities and obligations as may be required of the Proponent under this agreement.



APPENDIX A – SCOPE OF SERVICES

1. Supplier Procurement

Bid out and award all necessary vendors for the Festival including, but not limited to:

- o Tent Rentals
- o Table/Chair/Linen Rentals
- o Audio/Visual Equipment
- o Staging
- o Lighting (light tower(s) will be required if the load in or load out takes place during evening/early morning hours)
- o Generator(s)/ Licensed Electrician
- o Toilets
- o Emergency Medical Services
- o Barricades/Signage (as necessary)
- o Trash Boxes/Liners & waste Management
- o Private Security
- o Developing and managing Critical Path

2. Supplier Management

- Once Vendors have been selected, reach out to each vendor with a scope of work and request a cost proposal based on the requested scope.
- Contract all suppliers in accordance with the pre-approved vendors.
 - Manage all vendor communications and coordination throughout the planning process including, but not limited to:
 - o Create a detailed Vendor Contact List and update as vendors are confirmed.
 - o Produce a day of Production Timeline to include vendor load in/outs and all festival program elements.
 - o Maintain a budget spreadsheet of vendor costs related to the event.
 - o Meet with each vendor, as necessary, for a walk through of the event site in preparation for the event.
 - o Interface with GIBBIA to secure all necessary Sponsor and selected vendor-related permits (Generators, Tents over a certain size, etc.).

3. Budget Management

- Maintain and manage the operational event budget for GIBBIA.
- Provide updated and timely accounting to GIBBIA on all operational items related to the festival.
- Proposing, developing and managing a series of measurable and tracking systems with input from B.I.A., city staff and volunteers to ensure goals and targets are achieved



4. Production Schedule; Master Event Day Timeline and Site Plan
 - Create a working Production Schedule for event load-in; Event day and load out.
 - Create a master timeline to include all entertainment and interactive elements happening throughout the day.
 - Create a working site plan.

5. City Services
 - Coordinate with all city agencies to make sure that the permit process is a smooth one
 - Manage all on-site inspections with the City of Toronto Licences, Health, Fire & Police Departments.

6. Police and Security
 - Work with the Toronto Police Department to determine the police coverage for the festival.
 - Work with the GIBBIA Festival Committee and the Police Department to identify key areas to place officers and/or security personnel.

7. Marketing:
 - Provide and execute advertising, promotion and media plan within budget

8. Sponsorship
 - To work with title sponsor (TD Bank) and source out additional corporate sponsors that would be appropriate for the 2016 Festival of South Asia
 - Preparation of sponsorship packages/contracts and follow-up

Recognizing past festivals had an operating budget between \$110,000 to \$125,000 the B.I.A. would expect the budget may expand or contract depending on variables associated with sponsorship and scope of events.

9. On Site Operations Management
 - Oversee load in of all Suppliers including but not limited to:
 - o Tent Rentals
 - o Tables, Chairs, & Linen Rentals
 - o Staging
 - o Audio Equipment
 - o Toilets
 - o Trash Boxes and Liners & Waste Management
 - o Radios
 - o EMS



- Work with Toronto Police Department and Green P Parking Authority to make an integrated plan for towing and/or relocation of vehicles parked on festival grounds.
- Work with Toronto Police Department to make sure all streets are closed on time so that load-in may commence.
 - Oversee all Vendor load-in and set up throughout the morning.
 - Liaise with Health Department officials throughout the morning as inspect the site.
 - Work to manage/maintain the event timeline included staged performances, design room and all other planned activities.
 - Manage the break down and load-out of festival suppliers and vendors upon the conclusion of the event.
 - Liaison with Toronto License and Inspection representative(s) and they inspect the event site.
 - Actively work with the Toronto Police Department and the Toronto Fire Department (providing the EMS) to communicate any/all issues that may arise on event day.
 - Oversee site crew throughout the event.
 - Act as liaison with sponsors to assist in their load-in and load out process.

10. Vendor Support

- Act as liaison with the participating restaurants and retailers to support them as they go through the permitting process in preparation for event day.
- Contact each vendor once they have registered for the festival and will:
 - o Confirm all details needed for their application
 - o Confirm their rental needs/orders
 - o Work with vendor to position them accordingly
 - o Work with vendor to make sure they have the proper permits
 - o Work with vendor to answer questions and help them fill out all necessary permits and paperwork
 - o Create a “How To” Guide for the actual forms to be filed
 - o Meet with the participating vendor to visit the event site and talk about spacing needs
 - o Assist with communication and help in understanding rules and regulations for a festival site

11. Volunteer Support

- Provide the planning committee with a key list of volunteer positions to cover the event.
- Solicit Volunteers and provide Orientation and training to them about the Festival



- Provide a Volunteer Coordinator/Manager day of event to interface with the GIBBIA and/or Festival Committee's Volunteer Coordinator to assist in managing all on-site volunteers and their individual areas of responsibility.
- Meet with the Festival's Volunteer Coordinator prior to the event to ensure that both parties have a clear understanding of our volunteer resources, volunteer allocation and how we can be most helpful to him or her day of.

12. Professional Staffing – Day of Event

- Provide one Project Manager to oversee all event logistics.
- Provide Management staff for day of the event to manage vendor set and breakdown and management of overall event logistics.

13. Site Crew

- Secure and manage (as per budget allotment) the necessary site crew for the festival set-up and break down.
- Handle the rental of the production equipment's and all movement details for the GIBBIA (The cost of the production equipment's is to be included in the GIBBIA operations budget for the event).

14. On Site Communication Plan

- Develop an on-site communication plan for day of event.
- Procure necessary radio equipment for management staff (cost of radios to be included in GIBBIA operations budget for event).

15. Entertainment

- Coordinate with selected entertainers and create a production schedule related to the staged entertainment.
- Secure and provide a dedicated stage manager.
- Relay all sound needs to the selected AV company.
- Festival Entertainment Coordinator must provide all Audio/staging requirements once a group/act is booked.

16. Sponsor Fulfilment

- Manage all on-site sponsor fulfilments, including but not limited to:
 - o Tent Placement
 - o Rental Needs
 - o Banner Placement
 - o Load-in of special supplies to sponsor areas/tents
- GIBBIA will provide an updated list of all sponsors secured, along with an update of day-of sponsor benefits for each level so that the team can familiarize.



17. Post Event Support

- Provide for Committee, partner and sponsor evaluation.
- Prepare final event expense budget to include in-kind donations, discounts and actual costs.
- Providing a Written Evaluation wrap-up report and a “memory book” to include copies of all media, photos, written comments/captions, etc. comprising a complete story of the event no later than two weeks after the close of the event
- Attending one post event evaluation meeting