

Request for Proposals

Conference Services for Major Event

Cape Breton Partnership

February 2023

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Project Summary

The Cape Breton Partnership is seeking local service providers to provide complete conference services for a major event; in particular, the Cape Breton Partnership's annual Investor Summit. Traditionally, this Summit has been held the first Thursday of October each year. This service would be for a one-year commitment; however, the client is open to considering up to a three-year commitment for the proponent if the proposal is benefited by such an arrangement. The successful proponent would play a significant role assisting with the coordination of the special event, including on-site meeting rooms, accommodations, catering services, technical requirements (in concert with the Cape Breton Partnership's preferred technical suppliers) together with any other relevant requirements and would also be responsible for providing staff support as required.

Client Background

The Cape Breton Partnership is Cape Breton – Unama'ki's private sector-led economic development organization that supports companies and entrepreneurs by promoting our island as a great place to live and invest; growing a culture that values and celebrates creativity, innovation, and entrepreneurship; and connecting entrepreneurs and companies to the resources they need to succeed. For more information, visit <https://capebretonpartnership.com>.

The annual Investor Summit is a full day event that includes speeches, panels, networking breaks, a luncheon, and a awards gala dinner in the evening. The event annually attracts 175 to 200+ business leaders, deal-makers, and key stakeholders representing 150+ businesses and organizations leading Cape Breton – Unama'ki's economy.

Requirements

This Request for Proposal contains mandatory requirements below. In addition to the below requirements, designated conference staff of the successful proponent must commit to three (3) in-person meetings (on-site at the proponent's venue) leading up to the event at the client's request (four months prior to the event, one month prior to the event, and the day before the event). Proposals that do not meet all mandatory requirements as listed below, and confirm that those requirements can and will be met, will be rejected without further consideration.

- Day Before the Event - Required
 - All conference rooms needed for event must be available for set-up the day before the event from 11am onward;
 - Ability for external audio-visual and technical providers to access all needed spaces and equipment without additional fee;
 - On-site food & beverage availability for attendees to purchase regular meals if and when needed (breakfast, lunch, and supper);
 - On-site meeting space that can accommodate up to 30 attendees with light refreshments;
 - Accommodations on-site for up to 60 individual rooms the afternoon/evening before the event;
 - Available Group Rate for all attendees of event;
 - Free parking on-site for all attendees;

- Day of the Event - Required
 - Available for above noted dates;
 - Breakfast included in room rate for those attendees staying the night before the event, and the night of the event;
 - Conference and Meal rooms able to accommodate 175-200 attendees;
 - Accommodations on-site for 100-150 individual rooms and other nearby accommodations (within 5 to 10 kilometers) that can accommodate any other attendees (as noted above) for evening of the event;
 - Available Group Rate for all attendees of event for on-site accommodations (day before the event, evening of the event, and day after event);
 - On-site food & beverage services for catering;
 - Free parking on-site for all attendees;

The Cape Breton Partnership embraces and values a “buy-local” culture, and recognizes the importance in supporting local producers, sellers, and service providers wherever possible. The successful proponent would be strongly encouraged to make reasonable effort in sourcing local supplies, products, and services from local vendors, in particular from Investors of the Cape Breton Partnership, wherever possible for this event.

Proposal Submission Format

The evaluation of proposals is made easier when proponents respond in a similar manner. The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full consideration. The proposal should include, but is not limited to, the following:

- Company Profile
- Demonstrated event planning support experience (past project list);
- Key Staff List (including any staff who will be responsible for conference, food & beverage, and accommodations services);
- Availability for noted dates;
- Details of on-site meeting facilities;
- Accommodations and Rates (based per person) and same for nearby Accommodations if the proponent cannot fulfill total accommodations-needs on-site;
- Catering and Food & Beverage Service rates;
- Available in-house Technical Services and equipment;
- Contract requirements and any complimentary services or bonus offers;
- Confirmation that all above noted requirements can and will be met by the proponent;
- References; and
- Additional Relevant Information.

Evaluation and Selection

An evaluation team will check proposals against the mandatory criteria. The Cape Breton Partnership is not bound to accept the lowest price or any proposal of those submitted.

General Guidelines of Request for Proposal

- Please note that a limited number of similar organizations have been invited in an identical manner to respond to this Request for Proposal.
- The Cape Breton Partnership reserves the right to modify the terms of the Request for Proposal at any time, at its sole discretion.
- This Request for Service Providers should not be construed as a contract to purchase goods or services. The acceptance of a proposal, does not create a contract, but merely reflects the intention of the Partners to negotiate with the proponent. No binding legal obligations are created until the parties have executed a contract.
- The Cape Breton Partnership will not be obligated in any manner, to any proponent, until a written contract has been duly executed relating to an approved proposal.
- In addition, the Cape Breton Partnership reserves the right to withdraw this Request for Proposal either prior to or after receiving submissions.
- Requests for Service Providers responses are voluntary and all costs incurred in the preparation of a response are the responsibility of the proponent.
- None of the information contained in this Request for Proposal should be deemed to be or construed to be a promise to negotiate, issue a request for a quote, reached agreement or offer to enter into a contract.
- All information contained in this Request for Proposal is the sole information of the Cape Breton Partnership and is to be treated as confidential information.
- A contract administrator will be assigned by Cape Breton Partnership to oversee the contract awarded to the successful proponent. In addition, the contractor will be expected to name a counterpart project manager. The contractor's project manager will be responsible for providing scheduled status reports to the contract administrator, or a designate.
- The contract will be subject to periodic review by the Cape Breton Partnership. Should, in the sole opinion of the Cape Breton Partnership, the contractor fail to provide satisfactory service, the client may choose to obtain services from another contractor. The client also reserves the right to extend this contract for additional periods, based on mutually agreeable terms.
- Any and/or all questions which arise upon review of this Request for Proposal should be addressed exclusively to:
 - Jeremy Martell, Director of Communications at 902-562-7182 or Jeremy@capebretonpartnership.com

Submissions

Submissions should be made, **by no later than 4:00 p.m. on March 3, 2023**, and submitted to:

Jeremy Martell, Director of Communications
Cape Breton Partnership
285 Alexandra Street
Sydney, NS B1C 2E8
Or electronically to Jeremy@capebretonpartnership.com

It is the proponent's responsibility to ensure delivery before the deadline to the address noted above. Proposals will not be returned and will remain confidential.