

SCHEDULE F



CITY OF VANCOUVER
REQUEST FOR PROPOSALS
FOR
NON-PROFIT GENERIC OFFICE AND ASSEMBLY SPACE
PROPOSAL REQUIREMENTS

Proposals will be evaluated on the basis of the Non-Profit Selection Evaluation Criteria, which includes the Woodward's Guiding Principles approved by Vancouver City Council for the Project. The Woodward's Guiding Principles can be found at:
<http://www.vancouver.ca/bps/realestate/woodwards/guiding.htm>.

The Non-Profit Selection Evaluation Criteria is listed under the EVALUATION Section on pages 6 and 7. We strongly encourage you to ensure that your organization's response to this RFP addresses the Non-Profit Selection Evaluation Criteria.

Proposals received which do not pass the City staff review for technical feasibility and compliance with this RFP (including, without limitation, failure to provide evidence of financial capability to pay for operating costs) will not be forwarded to the Non-Profit Selection Advisory Panel for evaluation.

The following format and questions are intended to help you structure your Proposal and describe how your Proposal meets these requirements.

1.0 NON-PROFIT ORGANIZATION STRUCTURE

1.1 Organization name (full legal name)

Mailing address
Primary contact and title
Telephone
Fax
Email
Website address (if available)

1.2 Please provide evidence - such as a copy of your certificate of incorporation - that your organization is incorporated under the *Society Act* of British Columbia, the

Canada Corporations Act of Canada, or a Special Act of Parliament and is in good standing with the applicable government registry.

- 1.3 Please provide a list of the directors for your organization, including:

Name, address and telephone number

Position on board

Length of tenure on board

Do any of your directors receive remuneration for their services to the society?

2.0 PROPOSAL EVALUTION

- 2.1 Please review the EVALUATION section of this RFP and address all questions and criteria noted therein. In particular, please describe your organization's proposed activities and operations according to the following:

- Goals;
- Objectives;
- Strategies;
- Outcomes.

3.0 FINANCIAL VIABILITY AND CAPABILITY

- 3.1 Please provide evidence of the financial viability of your organization and your ability to meet the operating and common area expenses associated with occupying space in the Generic Space. On-going operating and maintenance costs for common areas in the Project include heating, lighting, security, garbage collection, etc., and are estimated at \$7 to \$9 per square foot, per year, for 2009. Note, these common area costs are in addition to the facility, administration, program, and business operating costs associated with use of the Generic Space.

Please include details of all income, including government funding and other revenue(s) sources, as well as all expenses and a five-year cash flow statement.

- 3.2 Please describe your plans to contribute to the costs of creating the space you require, funding sources and contingency plans. This would include the costs for any capital and/or tenant improvements (i.e. appropriate finishing and/or furnishing your space).
- 3.3 Please attach to your Proposal, copies of the last three years' audited or un-audited financial statements for your organization. If your organization has been in operation for less than three years, please provide financial statements for as many years as you have been operating.

4.0 ORGANIZATION PROGRAMMING AND SERVICE DELIVERY

- 4.1 Please describe the programs and service delivery your organization provides including a summary of target user groups and the relationship of the use of the space at Woodward's to your organization's program and services.

Also, please indicate the ideal net usable floor space (in square feet) your organization would prefer, as well as the minimum amount that would be required to run its operation in the Generic Space.

As the 2nd floor will accommodate both General Office as well as Assembly Occupancy, and the 4th floor will accommodate only General Office occupancy, please indicate your preference of floor, if any.

5.0 CONTRIBUTION TO COMMUNITY

5.1 Please describe how your Proposal will contribute to the social and economic health of the Downtown Eastside and the broader communities. Make special note of the following:

- (a) jobs that will be associated with your Proposal;
- (b) community and user group involvement in the activities of your organization, particularly decision-making involvement;
- (c) how your Proposal relates to ideas generated in the Co-Design Workshops conducted in May 2003. Reports on the results of the Co-Design Workshops can be found at:
<http://www.vancouver.ca/bps/realestate/woodwards/ideas.htm>;
- (d) the positive impact that your programming will have on the community, if accepted; and
- (e) how your programming would be welcoming and inclusive of all communities.

6.0 COLLABORATION OPPORTUNITIES

6.1 Is this a joint Proposal with another non-profit organization? If yes, please include evidence of their involvement (e.g. signed letter of intent outlining financial and/or other contributions with the non-profit organization).