

From: "Li, Jessica" <jessica.li@vancouver.ca>

To: "Collins, Tim" <Tim.Collins@vancouver.ca>

"McDonald, Erica" <Erica.McDonald@vancouver.ca>

"Marousek, Michael" <Michael.Marousek@vancouver.ca>

CC: "Su, Susan Jing" <Susanjing.Su@vancouver.ca>

"Quayle, Bruce" <bruce.quayle@vancouver.ca>

Date: 3/13/2020 11:21:17 AM

Subject: RE: Proposal

Attachments: RE: PS20191554 - Stanley Park Tennis - Clarification on pricing.msg

Hi Tim,

Pretty sure he means gross revenue as he is counter proposing the new fee structure that we proposed - Attached is the email I sent him so you can see.

I'll confirm with him anyway.

Hi Bruce,

Could you make updates to the language with respect to the items mentioned below?

Thanks,

Jessica

From: Collins, Tim

Sent: Friday, March 13, 2020 9:20 AM

To: Li, Jessica; McDonald, Erica; Marousek, Michael

Cc: Su, Susan Jing; Quayle, Bruce

Subject: RE: Proposal

Jessica,

Can you please clarify that Tennis BC is proposed 12% on Net or Gross revenues (I suspect that it is Net)?

Language in the agreement will need to be amended to include the C-19 impact (renegotiation of the \$10K subject to financial review) on year one and that 12% on revenues for years 4 and 5 may also be subject to renegotiation.

I am comfortable with accepting and proceeding with their counter offer with the caveats above.

Thanks Everyone

Tim

From: Li, Jessica

Sent: Thursday, March 12, 2020 5:54 PM

To: McDonald, Erica; Collins, Tim; Marousek, Michael

Cc: Su, Susan Jing; Quayle, Bruce

Subject: FW: Proposal

Hi Erica, Tim and Michael,

Please see email below and attached counter proposal from Tennis BC.

We also attached a price comparison excel spreadsheet which includes the original proposed price estimates; pricing based on our new fee structure and percentages; and now their counter proposal using the new fee structure.

I spoke with Mark today and he said they're just completing the contract for their Richmond courts which involves 4

indoor courts. Their fee structure also includes a base + percentage. Let's talk tomorrow and see how best to move forward.

Thanks,

Jessica

From: Mark Roberts [mailto:mroberts@tennisbc.org]
Sent: Thursday, March 12, 2020 5:09 PM
To: Li, Jessica
Subject: Proposal

Hello Jessica

Thanks for the phone call.

Here is our response to your proposal.

As you can imagine we have had a crazy couple of days but I have been able to work with our treasurer to review your proposal and understand the financial impact potential. We had build some very good financial models for our Richmond Hub and the Stanley Park RFP and we have a strong understanding of the cost side of the business.

The recent proposal from the park board is a significant change from our proposal and would have major risk to Tennis BC. I have summarized our position on a number of points in the attached and added our counter proposal.

As I have been working with Tennis Canada, International tennis federations, our clubs and our facility today on the Coronavirus issues, please excuse any spelling mistakes or any unclear language, I wanted to quickly get this to you.

Feel free to call for clarification or better yet I could try and make it down to discuss. To be honest tomorrow might be a challenge and I know you are going away but let me know.

You can reach my cel at s.22(1)

Regards

Mark

Mark Roberts
CEO Tennis BC
www.tennisbc.org
604 737 3086 #9

From: [Li, Jessica](#)
To: [Mark Roberts](#)
Subject: RE: PS20191554 - Stanley Park Tennis - Clarification on pricing
Date: Thursday, March 12, 2020 3:02:00 PM
Attachments: [image001.png](#)

Hi Mark,

Please respond by email so I can share any updates with the team. However if there is anything you want to discuss by phone, feel free to call.

Thank you,

Jessica

From: Mark Roberts [mailto:mroberts@tennisbc.org]
Sent: Thursday, March 12, 2020 1:55 PM
To: Li, Jessica
Subject: [EXTERNAL] Re: PS20191554 - Stanley Park Tennis - Clarification on pricing

City of Vancouver Cybersecurity WARNING: This is an external email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jessica

Do you have time or want to discuss via phone or do you want me to respond via email?

Thanks

Mark

Mark Roberts
CEO Tennis BC
www.tennisbc.org
604 737 3086 #9



On Mar 12, 2020, at 1:14 PM, Mark Roberts <mroberts@tennisbc.org> wrote:

Hi Jessica

Got your voice message. Sorry for the delays but this virus is causing havoc with events and

tennis so am struggling to keep up with the almost minute by minute changes.

I know you are going away and we need to get back to you. I must be honest, this virus has got us spooked with regards to where does it go and what impact will it have on people playing tennis (or anything), our Stanley Park tournament and whether it will be cancelled and our funding from Tennis Canada and other sources. All up in the air. Also concerned that that his goes live in 2 weeks and we have not got anyone hired nor any marketing materials sent out for people to sign up for lessons (and or will they even want to sign up). I am sure it will pass and life will return but just need to give it some good thought.

As soon as I can get to this with my board I will. Likely later today.

Mark

Mark Roberts
CEO Tennis BC
www.tennisbc.org
604 737 3086 #9

<PastedGraphic-1.tiff>

On Mar 10, 2020, at 12:40 PM, Li, Jessica <jessica.li@vancouver.ca> wrote:

Hi Mark,

To follow on our phone conversation today, we have revised the fee structure so that it is based on a base fee plus percentage of revenues. Here is what Park Board proposes as the fee structure:

In exchange for the permission granted to it to use the Courts in accordance herewith, Tennis BC will pay fees to the Board as follows:

- a) for the 2020 Tennis Season, the sum of ten thousand dollars (\$10,000);
- b) for the 2021 Tennis Season a base sum of fifteen thousand dollars (\$15,000), plus an additional sum equal to 25% of Gross Revenues; and
- c) for the 2022 Tennis Season, and any additional Tennis Seasons if the Term is extended hereunder, a base sum of twenty thousand dollars (\$20,000), plus an additional sum equal to 30% of Gross Revenues.

Let me know if you have questions or comments. I will be here this week, then off for the next 2 weeks s.22(1) but I will be here March 19th. I will request someone to cover for me in my absence. If you're able to get back to me within the next couple days that would be great so we can discuss further.

Thank you,

Jessica Li
Buyer, Supply Chain Management
City of Vancouver
604.257.8411
Jessica.li@vancouver.ca

Jessica

From: Mark Roberts [<mailto:mroberts@tennisbc.org>]
Sent: Monday, March 02, 2020 3:30 PM
To: Li, Jessica
Subject: [EXTERNAL] Re: PS20191554 - Stanley Park Tennis - Clarification on pricing

City of Vancouver Cybersecurity WARNING: This is an external email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jessica
I hope you are doing well and had a nice weekend.
I am just wondering where you are in the process for Stanley Park and if we could get an update when you have time. We have just under a month until the contract begins so I am wondering what your timing is like.
Thanks a lot
Mark

Mark Roberts
CEO Tennis BC
www.tennisbc.org
604 737 3086 #9

<image001.png>

On Feb 12, 2020, at 1:10 PM, Li, Jessica <jessica.li@vancouver.ca> wrote:

Thank you Mark, we will review and get back to you.

I hope all is well with your family.

Jessica

From: Mark Roberts [<mailto:mroberts@tennisbc.org>]
Sent: Wednesday, February 12, 2020 12:36 PM

To: Li, Jessica
Subject: Re: PS20191554 - Stanley Park Tennis - Clarification on pricing

Hi Jessica
s.22(1)

Here is the information you require. I have a one page document with details and then the third year estimates. As I have previously stated the financial model we are filling out does not reflect any way that Tennis BC would share in the profits so we include that under the management fee area. The way this reads is that the City would participate in the bottom line versus the sales area which requires more details and more accounting detail which adds to the cost during the season.

I would be happy to discuss the financial arrangements and ensure we have this clear. As a not for profit any of our positive bottom line would be put back into growing the sport on public courts and or ensuring the courts are properly used and maintained.

Regards
Mark
Mark Roberts
CEO Tennis BC
www.tennisbc.org
604 737 3086 #9

On Feb 7, 2020, at 5:30 PM, Li, Jessica <jessica.li@vancouver.ca> wrote:

Hi Mark,

To follow on our phone conversation, so we can better understand your commercial proposal, especially as we look ahead to future years, please send me a breakdown including pricing/activities for the different sections within the Pricing Table D, including:

Revenue from operations
Expenses
Management fees

Please clarify:

Unit pricing for the various activities, such as rental rates, lessons, coaching rates, etc,
Staffing fees – Hourly rates

Allocation of staff labour hours

How are the management fees determined? (There is an increase from Year 1 to Year 2)

Please complete a pricing table D for Year 3 projection.

Let me know if you have any questions.

Thank you,

Jessica Li
Buyer, Supply Chain Management
City of Vancouver
604.257.8411
Jessica.li@vancouver.ca

From: "McDonald, Erica"
To: "Li, Jessica" <jessica.li@vancouver.ca>
Date: 3/13/2020 5:44:51 PM
Subject: RE: Proposal

thanx

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945

s.15(1)(l)

From: Li, Jessica
Sent: 13 March 2020 17:44
To: McDonald, Erica; Collins, Tim; Marousek, Michael
Cc: Su, Susan Jing; Quayle, Bruce
Subject: RE: Proposal

After the contract is signed.

From: McDonald, Erica
Sent: Friday, March 13, 2020 5:43 PM
To: Li, Jessica; Collins, Tim; Marousek, Michael
Cc: Su, Susan Jing; Quayle, Bruce
Subject: RE: Proposal

Hi Jessica,
When will you advise G&G?

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945

s.15(1)(l)

From: Li, Jessica
Sent: 13 March 2020 13:03
To: McDonald, Erica; Collins, Tim; Marousek, Michael
Cc: Su, Susan Jing; Quayle, Bruce
Subject: RE: Proposal

Hi Erica,

I've spoken with Mark Roberts and let him know we accept their updated fee proposal and are moving forward on award to Tennis BC, and that we will be sending him a contract for review soon, possibly later today. He's aware that I'll only be in on Thursday next week.

Thanks,

Jessica

From: McDonald, Erica
Sent: Friday, March 13, 2020 12:21 PM
To: Collins, Tim; Li, Jessica; Marousek, Michael
Cc: Su, Susan Jing; Quayle, Bruce
Subject: RE: Proposal

Folks, I am deep into COVID 19 planning for all of our recreation spaces, programs, etc.

So if Tim is good with the changes then I am as well.

If there is anything non financial just let me know and I will try to look at it later this afternoon.

Erica McDonald | Manager, Recreation Services

Hillcrest Centre

604.257.6945

s.15(1)(l)

From: Collins, Tim

Sent: 13 March 2020 09:20

To: Li, Jessica; McDonald, Erica; Marousek, Michael

Cc: Su, Susan Jing; Quayle, Bruce

Subject: RE: Proposal

Jessica,

Can you please clarify that Tennis BC is proposed 12% on Net or Gross revenues (I suspect that it is Net)?

Language in the agreement will need to be amended to include the C-19 impact (renegotiation of the \$10K subject to financial review) on year one and that 12% on revenues for years 4 and 5 may also be subject to renegotiation.

I am comfortable with accepting and proceeding with their counter offer with the caveats above.

Thanks Everyone

Tim

From: Li, Jessica

Sent: Thursday, March 12, 2020 5:54 PM

To: McDonald, Erica; Collins, Tim; Marousek, Michael

Cc: Su, Susan Jing; Quayle, Bruce

Subject: FW: Proposal

Hi Erica, Tim and Michael,

Please see email below and attached counter proposal from Tennis BC.

I've also attached a price comparison excel spreadsheet which includes the original proposed price estimates; pricing based on our new fee structure and percentages; and now their counter proposal using the new fee structure.

I spoke with Mark today and he said they're just completing the contract for their Richmond courts which involves 4 indoor courts. Their fee structure also includes a base + percentage. Let's talk tomorrow and see how best to move forward.

Thanks,

Jessica

From: Mark Roberts [mailto:mroberts@tennisbc.org]

Sent: Thursday, March 12, 2020 5:09 PM

To: Li, Jessica

Subject: Proposal

Hello Jessica

Thanks for the phone call.

Here is our response to your proposal.

As you can imagine we have had a crazy couple of days but I have been able to work with our treasurer to review your proposal and understand the financial impact potential. We had build some very good financial models for our Richmond Hub and the Stanley Park RFP and we have a strong understanding of the cost side of the business.

The recent proposal from the park board is a significant change from our proposal and would have major risk to Tennis BC. I have summarized our position on a number of points in the attached and added our counter proposal.

As I have been working with Tennis Canada, International tennis federations, our clubs and our facility today on the Coronavirus issues, please excuse any spelling mistakes or any unclear language, I wanted to quickly get this to you.

Feel free to call for clarification or better yet I could try and make it down to discuss. To be honest tomorrow might be a challenge and I know you are going away but let me know.

You can reach my cel at s.22(1)

Regards

Mark

Mark Roberts
CEO Tennis BC
www.tennisbc.org
604 737 3086 #9

From: "Collins, Tim" <Tim.Collins@vancouver.ca>
To: "Li, Jessica" <jessica.li@vancouver.ca>
"Quayle, Bruce" <bruce.quayle@vancouver.ca>
CC: "McDonald, Erica" <Erica.McDonald@vancouver.ca>
"Marousek, Michael" <Michael.Marousek@vancouver.ca>
"Su, Susan Jing" <Susanjing.Su@vancouver.ca>
Date: 4/2/2020 9:05:56 AM
Subject: RE: PS20191554 - Agreement (draft) - Stanley Park Tennis Courts

I am ok with the

- ☐ Page 2 ¶ iv?? with a response back TBC that the change will be accepted to this provision, with the caveat they we reserve the right to revisit this provision in the future
- ☐ Page 4 "g" – this is more of a question for Bruce.
- ☐ Page 7 – Revenues - My understanding is base fee or percentage of gross revenue, whichever is higher correct?

From: Li, Jessica
Sent: Tuesday, March 31, 2020 6:08 PM
To: Collins, Tim; Quayle, Bruce
Cc: McDonald, Erica; Marousek, Michael; Su, Susan Jing
Subject: FW: PS20191554 - Agreement (draft) - Stanley Park Tennis Courts

Hi Tim and Bruce,

Please see Tennis BC's comments below along with the attached tracked changes they made to the agreement.

Here is a summary with my questions/comments

- ☐ Page 2 ¶ i- I think it southeasterly is correct
- ☐ Page 2 ¶ iv?? Tim, is this ok?
- ☐ Page 3 ¶ i term ends Dec 31, 2022? (3 years)
- ☐ Page 4 ¶ i Tim, is this ok?
- ☐ Page 7 ¶ Revenues - My understanding is base fee or percentage of gross revenue, whichever is higher ¶ Is that correct?
- ☐ Page 7 ¶ What do you think of the additions in section 21 and 22?
- ☐ Page 7 ¶ Bruce, how do we respond to his question in section 23?
- ☐ Page 10 section 32 ¶ Bruce, is this wording ok? Do subcontractors also include any volunteers?
- ☐ Page 11 section 36 ¶ Is this wording ok?

Thank you,

Jessica

From: Mark Roberts [mailto:mroberts@tennisbc.org]
Sent: Monday, March 23, 2020 2:31 PM
To: Li, Jessica
Subject: Re: PS20191554 - Agreement (draft) - Stanley Park Tennis Courts

Hi Jessica

I hope you are having a nice time away given the circumstances. I hope you at least get to do some fun things.

Attached is our response to the contract. There are a couple of key issues that I have highlighted in the lease with some clarification written which you can delete as needed. I want to explain them here in this letter as well.

1. Financial terms. As per our conversation on the phone, I don't know if I explained well enough our proposal and as such have adjusted the wording slightly. If you did understand it then there is no explanation needed but I will outline it anyhow.

Our financial proposal includes the guaranteed minimums as outlined but the 12% is over and above the minimum rent. In other words, once the minimum rent threshold is met, then we pay the 12% on sales over the natural breakpoint
ie $\$12,500/12\% = \$104,166.67$. From that point on the park board received 12% of all revenue as outlined in the contract.

Hopefully that's how you understood that portion but that was our intent.

2. For obvious reasons, the current tennis season is in real jeopardy. I believe the park board locked the courts today. We clearly won't be running any programs April 1 and likely not until July earliest. We believe the Stanley Park Tennis Tournament will not be held due to planning requirements, sponsor challenges and the fact that we will likely be laying off some staff until we know what happens with our funding.

We propose that this current year be on a 12% fee basis only starting two weeks after we can operate the courts (that allows us to get staffing organized and programs marketed).

We have also added in future years to some kind of prorated fees in case, god forbid, something like this happens again.

I know the park board has its hands full right now, as do we, but eventually this will be a great program and I look forward to the partnership.

Best regards
Mark

Mark Roberts
CEO Tennis BC
www.tennisbc.org
604 737 3086 #9

On Mar 20, 2020, at 3:36 PM, Li, Jessica <jessica.li@vancouver.ca> wrote:

Hi Mark,

I hope you are all doing well. I'm pleased to let you know we have approval to move forward and contract with Tennis BC for PS20191554 Provision of Services for Stanley Park Tennis Court Management. Please see attached Agreement for your review. Let me know if you have any questions. I will be away next week, returning March 30th.

Take care,

Jessica Li
Buyer, Supply Chain Management
City of Vancouver
604.257.8411
jessica.li@vancouver.ca

From: Mark Roberts [<mailto:mroberts@tennisbc.org>]
Sent: Thursday, March 12, 2020 5:09 PM
To: Li, Jessica
Subject: CM: Proposal

Hello Jessica

Thanks for the phone call.

Here is our response to your proposal.

As you can imagine we have had a crazy couple of days but I have been able to work with our treasurer to review your proposal and understand the financial impact potential. We had build some very good financial models for our Richmond Hub and the Stanley Park RFP and we have a strong understanding of the cost side of the business.

The recent proposal from the park board is a significant change from our proposal and would have major risk to Tennis BC. I have summarized our position on a number of points in the attached and added our counter proposal.

As I have been working with Tennis Canada, International tennis federations, our clubs and our facility today on the Coronavirus issues, please excuse any spelling mistakes or any unclear language, I wanted to quickly get this to you.

Feel free to call for clarification or better yet I could try and make it down to discuss. To be honest tomorrow might be a challenge and I know you are going away but let me know.

You can reach my cel at s.22(1)

Regards

Mark

Mark Roberts
CEO Tennis BC
www.tennisbc.org
604 737 3086 #9

<PS20191554 - Agreement - Stanley Park Tennis Courts 1-6 (draft).doc>

From: "McDonald, Erica"
To: "Li, Jessica" <jessica.li@vancouver.ca>
Date: 5/5/2020 1:24:58 PM
Subject: RE: PS20191554 - CAS (draft) - SP Tennis

Aside from the spelling mistakes (highlighted by word) I feel this document is ready to go.

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945

s.15(1)(l)

From: Li, Jessica
Sent: 05 May 2020 10:52
To: McDonald, Erica
Subject: FW: PS20191554 - CAS (draft) - SP Tennis

Hi Erica,

Here is an updated draft of the CAS. Please take a look and let me know if any changes are required.

As Tennis BC will be processing credit card payments online, we needed Tennis BC to send us a "PCI Attestation of Compliance" which they have done. You'll see I added this in the Risk section.

Thanks,

Jessica

From: Li, Jessica
Sent: Wednesday, April 29, 2020 12:47 PM
To: McDonald, Erica
Subject: FW: PS20191554 - CAS (draft) - SP Tennis

Hi Erica,

Please see attached updated CAS, and let me know if it's good to circulate or if any changes are required.

Thanks

Jessica

From: Li, Jessica
Sent: Tuesday, April 28, 2020 3:28 PM
To: McDonald, Erica
Subject: RE: PS20191554 - CAS (draft) - SP Tennis

Thanks Erica. Susan wants me to make more updates to include more detail. I'm working on that now and will send to you for review. Please call me when you have a chance, 604-257-9411.

From: McDonald, Erica
Sent: Tuesday, April 28, 2020 3:23 PM
To: Li, Jessica
Subject: RE: PS20191554 - CAS (draft) - SP Tennis

I made suggested edits to the increased services section.

Can we set up a meeting to discuss:

- ☐ your conversation with G&G
- ☐ the response to the email from the community that Susan would have forwarded to you?

Erica McDonald | Manager Recreation Services

t. 604.257.6945 | c. s.15(1)(l)

I am grateful to live and work on the unceded, ancestral territories of the Musqueam, Squamish and Tsleil Waututh Nations

-----Original Message-----

From: Li, Jessica

Sent: Monday, April 27, 2020 4:59 PM

To: McDonald, Erica

Subject: FW: PS20191554 - CAS (draft) - SP Tennis

Hi Erica,

Please see contract approval summary below and let me know if any changes are required. I sent a copy to Susan as well. This will be circulated by email and I'm hoping to do this tomorrow.

Thanks,

Jessica

-----Original Message-----

From: Li, Jessica

Sent: Monday, April 27, 2020 3:54 PM

To: Su, Susan Jing

Subject: PS20191554 - CAS (draft) - SP Tennis

Hi Susan,

Please see below a draft CAS for SP Tennis. Let me know if any changes are required. Also, is the concurrence routing correct?

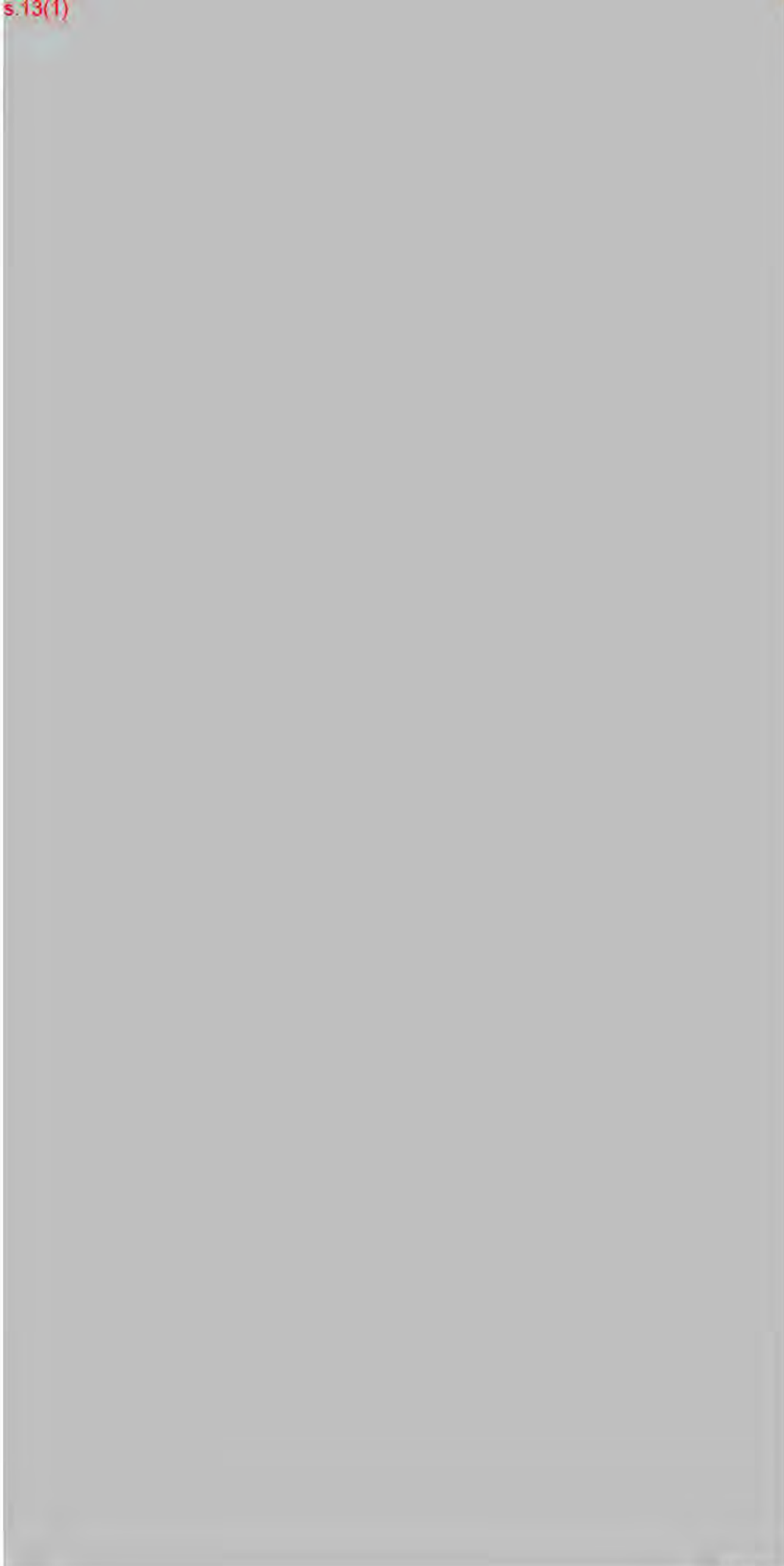
Thanks

Jessica

s.13(1)









From: "McDonald, Erica" <Erica.McDonald@vancouver.ca>
To: "Marousek, Michael" <michael.marousek@vancouver.ca>
Date: 12/5/2019 9:37:21 AM
Subject: Re: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

The scoring matrix can be done separately. RFP can go without it being done.

Erica McDonald
Sent from my iPhone

On Dec 5, 2019, at 8:51 AM, Marousek, Michael <Michael.Marousek@vancouver.ca> wrote:

Understood.

I am just waiting to hear back from Jessica. Hopefully we can wrap it up today.

Michael

From: McDonald, Erica
Sent: Wednesday, December 4, 2019 7:24 PM
To: Marousek, Michael
Subject: Re: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

We can use it the elements. Procurement has a preferred methodology. We need to be a bit insitive to get then to understand why we need to score certain items. Its been a journey.

Erica McDonald
Sent from my iPhone

On Dec 4, 2019, at 5:37 PM, Marousek, Michael <Michael.Marousek@vancouver.ca> wrote:

Hi Erica,

I am away Jan 26-31.

As for the scoring matrix, can we use the one we developed and updated for the RFEIOI?

Michael

From: McDonald, Erica
Sent: Wednesday, December 4, 2019 12:40 PM
To: Araujo, Sev; Collins, Tim; Marousek, Michael
Subject: FW: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

We are down to the last steps in terms of releasing the RFP – our commitment is to release it on Dec 6.

I apologize for the short turn around but need your comments back first thing tomorrow morning.

Next steps – Michael to work with Jessica to develop scoring matrix.
Jessica to work with legal on contract.

Michael, Erica and Tim to score submissions – I will send an invite to meet for 3rd week in January for discussion after scoring. Michael please send me the dates you are away so I can schedule this prior to you leaving for Quebec.

Our commitment is make a decision and award the contract by end of January.
I am told that a report to PB is not required.

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945

s.15(1)(l)

From: Li, Jessica
Sent: 04 December 2019 12:31
To: McDonald, Erica
Subject: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

Hi Erica,

Please see attached final version. Feel free to make any other changes directly on the document.
I need this approved for posting by tomorrow as Susan is away on Friday.

I've set the closing date to be Jan 14th. Q&A deadline is Jan 7th. I'll be returning from vac Jan 6th.

Will you be away any dates in Dec/Jan?

Please send me the vendor contacts of who we should notify, including email addresses.

Thanks,

Jessica

From: McDonald, Erica
Sent: Wednesday, December 04, 2019 9:16 AM
To: Li, Jessica
Subject: RE: Stanley Park Tennis RFP
Importance: High

Hi Jessica,

I have used track changes for my suggested changes.

I spoke to your supervisor yesterday and she agreed to our inclusion on desire for preference for non profits. I included a subtle reference to it.

Some highlights:

- ☐ I changed the focus on Supplier diversity to programming diversity as this is what we are primarily interested and will evaluate submission on. I created a new chart to capture the information.
- ☐ I removed the monthly financial information/column from Table D upon reflection I determined this is not valuable but the annual information is.
- ☐ I changed the second column on Table B to prompt information on age group targeted as we need to know this information more than a description of the service (there wasn't enough room for description either) as we already understand what these programs are.

Please call if you have any questions. **It remains imperative that this RFT is issued on Friday. Let me know if this is still possible based on my suggested changes.**

Erica McDonald | Manager Recreation Services
t. 604.257.6945 | c. s.15(1)(l)

From: Li, Jessica
Sent: Tuesday, December 3, 2019 3:59 PM
To: McDonald, Erica
Subject: RE: Stanley Park Tennis RFP

Hi Erica, here's an updated draft.

From: McDonald, Erica
Sent: Friday, November 29, 2019 6:04 PM
To: Collins, Tim; Araujo, Sev
Cc: Li, Jessica
Subject: RE: Stanley Park Tennis RFP

It does Tim.
Thank you for taking the time to provide additional advice.

Erica McDonald | Manager Recreation Services
t. 604.257.6945 | c. s.15(1)(l)

I am grateful to live and work on the unceded, ancestral territories of the Musqueam, Squamish and Tsleil Waututh Nations
<image001.jpg> <image002.jpg>

From: Collins, Tim
Sent: Friday, November 29, 2019 3:45 PM
To: McDonald, Erica; Araujo, Sev
Cc: Li, Jessica
Subject: RE: Stanley Park Tennis RFP

Hello Erica,

Given the vast array of these types of organizations, it may also be appropriate not to limit the preference term as a hard definition, but perhaps phrase it as such in general context.

As an example wording, *preference shall be given to proponents who are structured as Non-Profits, Not for Profits or similarly operating entities.*

This should be specific enough to attract the proponents that you are looking for but also flexible enough to accommodate some proponents that perhaps you were not expecting to come forward?

I hope that this helps.

Tim Collins
604-257-8437

From: McDonald, Erica
Sent: Friday, November 29, 2019 3:24 PM
To: Collins, Tim; Araujo, Sev
Cc: Li, Jessica
Subject: RE: Stanley Park Tennis RFP

Thanx for your replies Tim.

I did speak to Cheryl and she does not believe a report is necessary unless major deviation occurs. Jessica, I like Tim's suggestion re us stating our preference for a non profit and that verification will be requested if successful. I would prefer if you could provide guidance on the language referenced- e.g. non-profit, not for profit or ?

From: Collins, Tim
Sent: Friday, November 29, 2019 2:06 PM
To: McDonald, Erica; Araujo, Sev
Cc: Li, Jessica
Subject: RE: Stanley Park Tennis RFP

See comments in RED below

Tim Collins
604-257-8437

From: McDonald, Erica
Sent: Wednesday, November 27, 2019 4:11 PM
To: Araujo, Sev; Collins, Tim
Cc: Li, Jessica
Subject: Stanley Park Tennis RFP

Hello Sev/Tim,

Need your help on a couple of items related to the Stanley Park Tennis RFP.

First of all Jessica received direction from her supervisor to fashion this as an RFP vs an RFEOI. She and I have met to review it couple of times and she is making further edits. When complete, I will ask her to send it to you for your review.

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<https://www2.gov.bc.ca/gov/content/employment-business/business/not-for-profit-organizations/societies>

2. Does the awarding of a contract for an RFP have to go to the Board for approval? **Page 2 of 18**

mention this several times but Daisy indicates that it is not necessary. I need to know. Perhaps Jessica should confirm this with procurement and with Cheryl Chan for clarity

3. Can one of you join Michael and I as an evaluator of the RFPS? We plan to do evaluations around the second week of January. YES

Thanx and looking forward to your reply.

<image005.png> Erica McDonald | Manager Recreation Services

My pronoun is: she/her/hers

Vancouver Board of Parks and Recreation

Hillcrest Centre

4575 Clancy Loranger Way, V5Y 2M4

t. 604.257.6945 | c. s.15(1)(l)

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<image001.jpg> <image002.jpg>

From: "Araujo, Sev" <Sev.Araujo@vancouver.ca>
To: "McDonald, Erica" <erica.mcdonald@vancouver.ca>
CC: "Collins, Tim" <Tim.Collins@vancouver.ca>
"Marousek, Michael" <michael.marousek@vancouver.ca>

Date: 12/4/2019 4:57:00 PM

Subject: Re: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

Attachments: image001.jpg
image002.jpg
image004.png

Contract awards under \$500k are within authority of GM, but given issues Board memo re contract award would be a good idea

Sev

Please excuse the brevity of this email, it is being sent from my iPhone

On Dec 4, 2019, at 3:04 PM, McDonald, Erica <Erica.McDonald@vancouver.ca> wrote:

Thanx Tim!

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945
s.15(1)(l)

From: Collins, Tim
Sent: 04 December 2019 13:22
To: McDonald, Erica; Araujo, Sev; Marousek, Michael
Subject: RE: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

Hello Everyone,

The majority of the RFP is boiler plate procurement language.

I think the scope is accurate well outlined, and I have nothing to add.

Sincerely,

Tim Collins
604-257-8437

From: McDonald, Erica
Sent: Wednesday, December 04, 2019 12:40 PM
To: Araujo, Sev; Collins, Tim; Marousek, Michael
Subject: FW: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

We are down to the last steps in terms of releasing the RFP. Our commitment is to release it on Dec 6. I apologize for the short turn around but need your comments back first thing tomorrow morning.

Next steps – Michael to work with Jessica to develop scoring matrix. City of Vancouver - 2020-162 - Page 234 of 1148

Jessica to work with legal on contract.

Michael, Erica and Tim to score submissions – I will send an invite to meet for 3rd week in January for discussion after scoring. Michael please send me the dates you are away so I can schedule this prior to you leaving for Quebec.

Our commitment is make a decision and award the contract by end of January.

I am told that a report to PB is not required.

Erica McDonald | Manager, Recreation Services

Hillcrest Centre

604.257.6945

s.15(1)(l)

From: Li, Jessica

Sent: 04 December 2019 12:31

To: McDonald, Erica

Subject: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

Hi Erica,

Please see attached final version. Feel free to make any other changes directly on the document.

I need this approved for posting by tomorrow as Susan is away on Friday.

I've set the closing date to be Jan 14th. Q&A deadline is Jan 7th. I'll be returning from vac Jan 6th.

Will you be away any dates in Dec/Jan?

Please send me the vendor contacts of who we should notify, including email addresses.

Thanks,

Jessica

From: McDonald, Erica

Sent: Wednesday, December 04, 2019 9:16 AM

To: Li, Jessica

Subject: RE: Stanley Park Tennis RFP

Importance: High

Hi Jessica,

I have used track changes for my suggested changes.

I spoke to your supervisor yesterday and she agreed to our inclusion on desire for preference for non profits. I included a subtle reference to it.

Some highlights:

- ☐ I changed the focus on ~~Supplier diversity~~ to ~~Programming diversity~~ as this is what we are primarily interested and will evaluate submission on ~~I~~ created a new chart to capture the information.
- ☐ I removed the monthly financial information/column from Table D ~~Upon~~ reflection I determined this is not valuable but the annual information is.
- ☐ I changed the second column on Table B to prompt information on age group targeted as we need to know this information more than a description of the service (there wasn't enough room for description either) as we already understand what these programs are.

Please call if you have any questions. **It remains imperative that this RFT is issued on Friday ~~Let~~ me know if this is still possible based on my suggested changes.**

Erica McDonald | Manager Recreation Services

t. 604.257.6945 | c. s.15(1)(l)

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It does Tim.
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Erica McDonald | Manager Recreation Services
t. 604.257.6945 | c. s.15(1)(l)

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As an example wording, *preference shall be given to proponents who are structured as Non-Profits, Not for Profits or similarly operating entities.*

This should be specific enough to attract the proponents that you are looking for but also flexible enough to accommodate some proponents that perhaps you were not expecting to come forward?

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I did speak to Cheryl and she does not believe a report is necessary unless major deviation occurs.
Jessica, I like Tim's suggestion re us stating our preference for a non profit and that verification will be requested if successful. I would prefer if you could provide guidance on the language of the non-profit.
City of Vancouver - 2020-11-02 - Page 23 of 104

or ?

Erica McDonald | Manager Recreation Services
t. 604.257.6945 | c. s.15(1)(l)

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From: Collins, Tim
Sent: Friday, November 29, 2019 2:06 PM
To: McDonald, Erica; Araujo, Sev
Cc: Li, Jessica
Subject: RE: Stanley Park Tennis RFP

See comments in **RED** below

Tim Collins
604-257-8437

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Sent: Wednesday, November 27, 2019 4:11 PM
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3. Can one of you join Michael and I as an evaluator of the RFPS? We plan to do evaluations around the second week of January. YES

Thanx and looking forward to your reply.

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From: "McDonald, Erica"
To: "Li, Jessica" <jessica.li@vancouver.ca>
CC: "Marousek, Michael" <michael.marousek@vancouver.ca>
Date: 12/5/2019 6:40:55 PM
Subject: RE: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

Tim found it for me - Aaron Barrett <ABarrett@cnv.org

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945
s.15(1)(l)

From: Li, Jessica
Sent: 05 December 2019 15:53
To: McDonald, Erica
Cc: Marousek, Michael
Subject: RE: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

Thanks Erica.

I think I have the other contact you're looking for. Shall I send it to you?

Jessica

From: McDonald, Erica
Sent: Thursday, December 05, 2019 2:37 PM
To: Li, Jessica
Cc: Marousek, Michael
Subject: RE: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

Michael can be my back up but I can also be reached during that time – a phone call would be best.

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945
s.15(1)(l)

From: Li, Jessica
Sent: 05 December 2019 11:46
To: McDonald, Erica
Cc: Marousek, Michael
Subject: RE: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

I just spoke with Susan again, she is fine with what I had in the document Jan 14th closing and Jan 7th QA deadline.

From: Li, Jessica
Sent: Thursday, December 05, 2019 11:41 AM
To: McDonald, Erica
Cc: Marousek, Michael
Subject: RE: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

Ok thanks. Let me know your 3rd contact once you have it. Once small change, Susan said to close this on Jan 16 (instead of Jan 14) and QA deadline is Jan 9 (instead of Jan 7). She spoke with Daisy about this already so Daisy is aware.

Will Michael be your backup for any Q&A while you're away?

Jessica

From: McDonald, Erica
Sent: Thursday, December 05, 2019 11:38 AM
To: Li, Jessica
Cc: Marousek, Michael
Subject: RE: PS20191554 - RFP - Stanley Park Tennis Court Management - FINAL FOR REVIEW

The RFP is ready to go.

Please send directly to

Gayle Dobson g-g@telus.net
Mark Roberts mroberts@tennisbc.org

I am looking for one more contact.

I am off Dec 13 to 27.
Working the week of Dec 30th

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945

s.15(1)(l)

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Thanx and looking forward to your reply.



Waututh Nations



Erica McDonald | Manager Recreation Services

My pronoun is: she/her/hers

Vancouver Board of Parks and Recreation

Hillcrest Centre

4575 Clancy Loranger Way, V5Y 2M4

t. 604.257.6945 | c. **s.15(1)(l)**

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From: "Li, Jessica" <jessica.li@vancouver.ca>

To: "Marousek, Michael" <michael.marousek@vancouver.ca>

"McDonald, Erica" <erica.mcdonald@vancouver.ca>

"Collins, Tim" <Tim.Collins@vancouver.ca>

Date: 1/22/2020 5:39:40 PM

Subject: RE: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Attachments: PS20191554 - QA1.pdf

Thanks Michael. Attached is the Q&A.

From: Marousek, Michael

Sent: Wednesday, January 22, 2020 5:38 PM

To: Li, Jessica; McDonald, Erica; Collins, Tim

Subject: RE: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Hi Jessica,

See the attached signed Evaluation Guidelines and Scoring Manual.

Could you please send me the Q&A document directly? I can't access it through VanDocs.

Michael

From: Li, Jessica

Sent: Wednesday, January 22, 2020 10:35 AM

To: McDonald, Erica; Marousek, Michael; Collins, Tim

Subject: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Hi Erica/Michael/Tim,

Thank you for being on the evaluation team for RFP PS20191554 – Provision of Services for Stanley Park Tennis Court Management.

We received 2 submissions for this project.

Attached are the following documents:

- ☐ Evaluation Guidelines and Scoring Manual (read first, sign the Non-Disclosure Agreement and return to me)
- ☐ Evaluation Form/Scoring Sheet
- ☐ RFP PS20191554
- ☐ QA1
- ☐ Vendor submissions:
 - o G&G Tennis
 - o Tennis BC

Please return to me your completed evaluation forms along with a signed copy of the Evaluator's Non-disclosure and Conflict of Interest Form by **10:00AM tomorrow, January 23**. Please type in your comments directly on the evaluation form, which is helpful for vendor debriefs.

Let me know if you have any questions.

Thank you!

Jessica Li
Buyer, Supply Management
City of Vancouver
604.257.8411
Jessica.li@vancouver.ca

REQUEST FOR PROPOSAL "RFP" NO. PS20191554
PROVISION OF SERVICES FOR STANLEY PARK TENNIS COURT MANAGEMENT

QUESTIONS AND ANSWERS NO. 1

ISSUED ON: January 10, 2020

Q1	<i>Can you please tell me if we are supposed to submit anything for Section D form of agreement? I am confused by this.</i>
A1	No you do not need to submit anything for Section D. The form of agreement will be drafted using a City of Vancouver template, of which a sample will be provided.
Q2	<i>The areas on the form such as Table B and C that we are supposed to fill in are very small, do we just attach all the documents in these areas?</i>
A2	You may add additional documents as required.
Q3	<i>As this has been the end of the year we have not received our 2020 business license or worksafe documents, can we submit 2019?</i>
A3	Yes. We will require current documents at the time of contracting.
Q4	I am confused by what is considered Gross Revenue. I don't understand if that is exactly the same number as in the top box labeled Revenue? Or, is that the Revenue box LESS Operating costs and management fees?
A4	TABLE D has been revised <ul style="list-style-type: none"> Please delete TABLE D and replace with the attached TABLE D - REVISED.

TABLE D - REVISED:

<u>DESCRIPTION OF ACTIVITY:</u>	<u>ANNUAL AMOUNT:</u>
GROSS REVENUE:	
Revenue from Operations: <ul style="list-style-type: none"> • Court rentals • Lessons • Leagues • Ladders • Tournaments • Other 	\$
TOTAL GROSS REVENUE (A)	\$
EXPENSES:	
Operating Expenses (Provide detailed description of activities/expenses):	\$
Management Fees (Provide description):	\$
TOTAL EXPENSES (B))	\$
NET REVENUE TO THE CITY/PARK BOARD (A-B):	
Total Gross Revenue minus Total Expenses	\$
What Financial Deviations Could Occur in Year Two and/or Three of the Contract?	\$

From: "Marousek, Michael" <Michael.Marousek@vancouver.ca>

To: "Li, Jessica" <jessica.li@vancouver.ca>

"McDonald, Erica" <erica.mcdonald@vancouver.ca>

"Collins, Tim" <Tim.Collins@vancouver.ca>

Date: 1/22/2020 5:38:26 PM

Subject: RE: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Attachments: 20200122171315587.pdf

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Let me know if you have any questions.

Thank you!

Jessica Li

Buyer, Supply Management

City of Vancouver

604.257.8411

jessica.li@vancouver.ca



EVALUATOR'S GUIDELINES AND SCORING MANUAL

REQUEST FOR PROPOSALS PS20191554 Provision of Services for Stanley Park Tennis Court Management

January 22, 2020

Jessica Li, Buyer

1. Introduction

Thank you for your participation in the evaluation of this request for proposals (RFP).

These guidelines are provided to:

- 1) assist you with your evaluation
- 2) maintain consistency amongst evaluation team members in the determination of a successful respondent
- 3) ensure that there is no conflict of interest in your participation in this evaluation. In accordance with the policies prescribed by the City of Vancouver.

Respondents spend a significant amount of time and resources preparing and supporting the offers they submit to provide products and professional and technical services to the City. The City benefits from this investment since it contributes both quality and choice to the City's strategic plans. In return for this effort, respondents are entitled to a full and fair evaluation.

This document is designed to assist evaluators in their evaluation of respondents' submissions and to help ensure the establishment of a clear record for the rationale used in assigning scores against the stated evaluation criteria. The City must be prepared to provide all respondents with feedback on a criterion-by-criterion basis and be able to support the reasons for the scores assigned by the evaluation committee.

2. Conflict of Interest

Any member of the evaluation committee who feels that they are, or may be, in a conflict of interest must declare this fact to the RFP Facilitator. If a potential conflict is disclosed, the RFP Facilitator will need to decide whether the member will be permitted to remain as an Evaluator. The Standards of Conduct for Public Service Employees Engaged in Government Procurement Processes provide a number of examples of conflict of interest. A conflict could exist if the individual:

- (i) has a friendship or familiar relationship with one of the respondents; or
- (ii) works for a company that is submitting a response; or
- (iii) has a strong bias for, or against, one of the respondents; or
- (iv) has a significant interest in a company submitting a response; or
- (v) has a direct or indirect financial interest in a respondent's business; or
- (vi) has an immediate family member who has input into a respondent's submission; or
- (vii) has assisted in the preparation of a submission; or
- (viii) has received a gift from one of the respondents.

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- d. Only information enclosed in the submissions may be used during the evaluation process. Information about or knowledge of the respondents that are external to the submissions must not be used in the assessment of submissions.
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there anything lacking or outstanding in the Respondent's response. Also, comments should be provided if an item receives a score of 0, 1, 4, or 5.

- f. At the end of the scoring section, a general comments section has been provided where the evaluator has an opportunity to provide further comments with respect to the submission. ***These comments are important for debriefing unsuccessful respondents.***
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- i. When all submission have been evaluated, check to ensure that all items have been addressed and that there are no omissions. Return the RFP Evaluation Form to SCM to compile and summarize the scores.

5. Evaluation Assessment Guidelines

Note: In the absence of any additional instructions provided by SCM to the team, please consider the following as the guideline for assessment.

Following are the assessment guidelines for scoring the submission:

- | | |
|----------------------------|--|
| 0 = Unsatisfactory: | The submission is unsatisfactory, with the respondent having failed to meet the essential criteria and is extremely unlikely to meet the requirement. |
| 1 = Poor: | The respondent barely satisfies the criteria. Significant risk may exist if proceeding with the respondent, requiring significant effort to develop a satisfactory performance level. |
| 2 = Average: | The respondent is able to satisfy the criteria but further information is required to substantiate the respondent's claims of compliance with the particular requirement. |
| 3 = Good: | The respondent has demonstrated that the requirement has been clearly satisfied and a sound understanding of the particular requirement, substantiated by detailed explanation and other |

supportive evidence. Related experience may be limited in some areas.

4 = Very Good:

The respondent has clearly demonstrated that the requirement has been satisfied, substantiated by a strong level of related experience and in providing a significant level of beneficial insight and knowledge in the proposed solution.

5 = Excellent:

The respondent has clearly demonstrated that they exceed the requirements by proposing an exceptional solution, substantiated with a strong level of understanding of the City's requirements plus related experience, resources, knowledge, skills and references.

All criteria will be assessed using the scoring guidelines outlined above.

6. Evaluation Responsibilities

Category	Supply Chain Management	Evaluation Team
Terms and conditions, and high level mandatory requirements	X	
RFP administrative compliance	X	
Respondent information, references	With direction from Evaluation Team	X (references)
Business requirements		X
Other: Value-added services		X
Pricing/cost		X
Sustainability		X

Evaluator's Non-disclosure and Conflict of Interest Form

Date:	January 22, 2020
Employee Name:	MICHAEL MAROUSEK
Project No.:	PS 2019 1554
Project Title:	PROVISION OF SERVICES FOR STANLEY PARK TENNIS COURT MANAGEMENT

Please sign below after completing the following:

1. I understand my role in ensuring that I do not discuss or disclose any information while evaluating this submission. (See item 3 under General on page two of these Guidelines)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2. I understand my role in ensuring that a conflict of interest does not occur. (See item 2 under Conflict of Interest on page two of these Guidelines)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. I believe that I might have a conflict of interest.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If Yes has been chosen for Item 3, please explain reason for potential conflict of interest. I have a relationship with:

Company Name: _____

Name: _____ Relationship: _____

Details: _____

Employee's signature 

Date Jan 22, 2020

Print Name MICHAEL MAROUSEK

From: "Li, Jessica" <jessica.li@vancouver.ca>

To: "Collins, Tim" <Tim.Collins@vancouver.ca>

"McDonald, Erica" <erica.mcdonald@vancouver.ca>

"Marousek, Michael" <michael.marousek@vancouver.ca>

Date: 1/22/2020 12:53:15 PM

Subject: RE: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Attachments: PS20191554 - Evaluation Guidelines and Scoring Manual.docx

Attached is the updated document. Please use this one or update the title on the one I already sent you.

Thanks

Jessica

From: Collins, Tim

Sent: Wednesday, January 22, 2020 12:48 PM

To: Li, Jessica; McDonald, Erica; Marousek, Michael

Subject: RE: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Jessica,

Please note that the Evaluation Guidelines cover page states PS20191554 ☐ Consultant for Invasive Species Management Strategy and not PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Is the number correct but not the title?, please confirm.

Tim Collins

604-257-8437

From: Li, Jessica

Sent: Wednesday, January 22, 2020 10:35 AM

To: McDonald, Erica; Marousek, Michael; Collins, Tim

Subject: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Hi Erica/Michael/Tim,

Thank you for being on the evaluation team for RFP PS20191554 – Provision of Services for Stanley Park Tennis Court Management.

We received 2 submissions for this project.

Attached are the following documents:

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- ☐ Evaluation Form/Scoring Sheet
- ☐ RFP PS20191554
- ☐ QA1
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 - G&G Tennis
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Let me know if you have any questions.

Thank you!

Jessica Li
Buyer, Supply Management
City of Vancouver
604.257.8411
Jessica.li@vancouver.ca



EVALUATOR'S GUIDELINES AND SCORING MANUAL

REQUEST FOR PROPOSALS PS20191554 Provision of Services for Stanley Park Tennis Court Management

January 22, 2020

Jessica Li, Buyer

1. Introduction

Thank you for your participation in the evaluation of this request for proposals (RFP).

These guidelines are provided to:

- 1) assist you with your evaluation
- 2) maintain consistency amongst evaluation team members in the determination of a successful respondent
- 3) ensure that there is no conflict of interest in your participation in this evaluation. In accordance with the policies prescribed by the City of Vancouver.

Respondents spend a significant amount of time and resources preparing and supporting the offers they submit to provide products and professional and technical services to the City. The City benefits from this investment since it contributes both quality and choice to the City's strategic plans. In return for this effort, respondents are entitled to a full and fair evaluation.

This document is designed to assist evaluators in their evaluation of respondents' submissions and to help ensure the establishment of a clear record for the rationale used in assigning scores against the stated evaluation criteria. The City must be prepared to provide all respondents with feedback on a criterion-by-criterion basis and be able to support the reasons for the scores assigned by the evaluation committee.

2. Conflict of Interest

Any member of the evaluation committee who feels that they are, or may be, in a conflict of interest must declare this fact to the RFP Facilitator. If a potential conflict is disclosed, the RFP Facilitator will need to decide whether the member will be permitted to remain as an Evaluator. The Standards of Conduct for Public Service Employees Engaged in Government Procurement Processes provide a number of examples of conflict of interest. A conflict could exist if the individual:

- (i) has a friendship or familiar relationship with one of the respondents; or
- (ii) works for a company that is submitting a response; or
- (iii) has a strong bias for, or against, one of the respondents; or
- (iv) has a significant interest in a company submitting a response; or
- (v) has a direct or indirect financial interest in a respondent's business; or
- (vi) has an immediate family member who has input into a respondent's submission; or
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Evaluator's Non-disclosure and Conflict of Interest Form

Date:	
Employee Name:	
Project No.:	
Project Title:	

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I have a relationship with:

Company Name: _____

Name: _____ Relationship: _____

Details: _____

Employee's signature

Date

Print Name

From: "Li, Jessica" <jessica.li@vancouver.ca>
To: "Collins, Tim" <Tim.Collins@vancouver.ca>
"McDonald, Erica" <erica.mcdonald@vancouver.ca>
"Marousek, Michael" <michael.marousek@vancouver.ca>
Date: 1/22/2020 12:48:44 PM
Subject: RE: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Hi Tim,
Sorry, let me resend, I was using the old one as a template.
Jessica

From: Collins, Tim
Sent: Wednesday, January 22, 2020 12:48 PM
To: Li, Jessica; McDonald, Erica; Marousek, Michael
Subject: RE: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Jessica,

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Is the number correct but not the title?, please confirm.

Tim Collins
604-257-8437

From: Li, Jessica
Sent: Wednesday, January 22, 2020 10:35 AM
To: McDonald, Erica; Marousek, Michael; Collins, Tim
Subject: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Hi Erica/Michael/Tim,

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- ☐ RFP PS20191554
- ☐ QA1
- ☐ Vendor submissions:
 - o G&G Tennis
 - o Tennis BC

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Let me know if you have any questions.

Thank you!

Jessica Li
Buyer, Supply Management
City of Vancouver
604.257.8411
Jessica.li@vancouver.ca

From: "Li, Jessica" <jessica.li@vancouver.ca>
To: "McDonald, Erica" <erica.mcdonald@vancouver.ca>
Date: 1/22/2020 7:16:34 PM
Subject: RE: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

I'll send it to you now. I would need it completed by 11:10 am as I'm in a 12pm meeting.

From: McDonald, Erica
Sent: Wednesday, January 22, 2020 7:15 PM
To: Li, Jessica
Subject: RE: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

Hi Jessica,
I am unable to open the G&G zipped file.
Can you send it separately please.
I will not be able to complete the evaluation in time for 10 am because I cant read the submission and will be in a meeting in the morning tomorrow.

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945
s.15(1)(l)

From: Li, Jessica
Sent: 22 January 2020 10:35
To: McDonald, Erica; Marousek, Michael; Collins, Tim
Subject: PS20191554 - RFP Provision of Services for Stanley Park Tennis Court Management - EVALUATIONS

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Let me know if you have any questions.

Thank you!

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Buyer, Supply Management
City of Vancouver
604.257.8411
Jessica.li@vancouver.ca

From: "Li, Jessica" <jessica.li@vancouver.ca>
To: "McDonald, Erica" <erica.mcdonald@vancouver.ca>
Date: 1/10/2020 10:17:06 AM
Subject: RE: PS20191554 - SP Tennis - QA1 - final for review
Attachments: PS20191554 - QA1.pdf

Sorry, here's the right one!

From: McDonald, Erica
Sent: Thursday, January 09, 2020 6:40 PM
To: Li, Jessica
Subject: RE: PS20191554 - SP Tennis - QA1 - final for review

Wrong attachment Jessica 😊

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945

s.15(1)(l)

From: Li, Jessica
Sent: 09 January 2020 17:59
To: McDonald, Erica
Subject: PS20191554 - SP Tennis - QA1 - final for review

Hi Erica,
Please see attached QA1 and let me know if it's good to post.
Thanks
Jessica

From: McDonald, Erica
Sent: Thursday, January 09, 2020 4:20 PM
To: Li, Jessica
Subject: RE: PS20191554 - SP Tennis - QA1 (draft)

Here are my comments embedded into draft

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945

s.15(1)(l)

From: Li, Jessica
Sent: 09 January 2020 10:49
To: McDonald, Erica
Subject: RE: PS20191554 - SP Tennis - QA1 (draft)

Hi Erica,
Could I get this from you asap? We need to post the Q&A since this is closing pretty soon. Feel free to call me to discuss.

Thanks
Jessica

From: Li, Jessica
Sent: Wednesday, January 08, 2020 1:01 PM

To: McDonald, Erica

Subject: RE: PS20191554 - SP Tennis - QA1 (draft)

Hi Erica,

Here is a link to the RFP... <https://bids.vancouver.ca/bidopp/RFP/documents/PS20191554-RFP-ProvisionofServicesforStanleyParkTennisCourtManagement.PDF>

Jessica

From: McDonald, Erica

Sent: Wednesday, January 08, 2020 11:57 AM

To: Li, Jessica

Subject: Re: PS20191554 - SP Tennis - QA1 (draft)

Hi Jessica

I'm afraid I have not been clear enough.

Pls send me the final RFP document first so I can refer to it when answering the questions.

I have not seen the final document yet.

Erica McDonald

Sent from my iPhone

On Jan 8, 2020, at 10:42 AM, Li, Jessica <jessica.li@vancouver.ca> wrote:

Hi Erica,

Yes, please review the draft Q&A that I sent you and update the draft.

Thanks,

Jessica

From: McDonald, Erica

Sent: Wednesday, January 08, 2020 10:41 AM

To: Li, Jessica

Subject: Re: PS20191554 - SP Tennis - QA1 (draft)

Hi Jessica

Would like to help answer questions

Pls send final document when you have a min.

Erica McDonald

Sent from my iPhone

On Jan 7, 2020, at 1:53 PM, McDonald, Erica <Erica.McDonald@vancouver.ca> wrote:

Hi Jessica,

Please send me the final RFP as my last document was a draft version.

Erica McDonald | Manager, Recreation Services

Hillcrest Centre

604.257.6945

s.15(1)(l)

From: Li, Jessica

Sent: 07 January 2020 13:33

To: McDonald, Erica

Subject: PS20191554 - SP Tennis - QA1 (draft)

Hi Erica,

Some questions came in from Tennis BC and set up a Q&A to be posted on our website. Please see attached QA1 (draft) and make any updates. I wasn't sure how to respond to Question 3 and Question 5.

In looking at the Table D of the RFP, I agree with his question that it's a bit confusing. What's the best way to clarify? Should I revise the table?

Thanks

Jessica

tffffff

REQUEST FOR PROPOSAL "RFP" NO. PS20191554
PROVISION OF SERVICES FOR STANLEY PARK TENNIS COURT MANAGEMENT

QUESTIONS AND ANSWERS NO. 1

ISSUED ON: January 10, 2020

Q1	<i>Can you please tell me if we are supposed to submit anything for Section D form of agreement? I am confused by this.</i>
A1	No you do not need to submit anything for Section D. The form of agreement will be drafted using a City of Vancouver template, of which a sample will be provided.
Q2	<i>The areas on the form such as Table B and C that we are supposed to fill in are very small, do we just attach all the documents in these areas?</i>
A2	You may add additional documents as required.
Q3	<i>As this has been the end of the year we have not received our 2020 business license or worksafe documents, can we submit 2019?</i>
A3	Yes. We will require current documents at the time of contracting.
Q4	I am confused by what is considered Gross Revenue. I don't understand if that is exactly the same number as in the top box labeled Revenue? Or, is that the Revenue box LESS Operating costs and management fees?
A4	TABLE D has been revised <ul style="list-style-type: none"> Please delete TABLE D and replace with the attached TABLE D - REVISED.

TABLE D - REVISED:

<u>DESCRIPTION OF ACTIVITY:</u>	<u>ANNUAL AMOUNT:</u>
GROSS REVENUE:	
Revenue from Operations: <ul style="list-style-type: none"> • Court rentals • Lessons • Leagues • Ladders • Tournaments • Other 	\$
TOTAL GROSS REVENUE (A)	\$
EXPENSES:	
Operating Expenses (Provide detailed description of activities/expenses):	\$
Management Fees (Provide description):	\$
TOTAL EXPENSES (B))	\$
NET REVENUE TO THE CITY/PARK BOARD (A-B):	
Total Gross Revenue minus Total Expenses	\$
What Financial Deviations Could Occur in Year Two and/or Three of the Contract?	\$

From: "Li, Jessica" <jessica.li@vancouver.ca>
To: "McDonald, Erica" <erica.mcdonald@vancouver.ca>
Date: 1/10/2020 11:01:44 AM
Subject: RE: PS20191554 - SP Tennis - QA1 - final for review

Thanks!

From: McDonald, Erica
Sent: Friday, January 10, 2020 10:58 AM
To: Li, Jessica
Subject: Re: PS20191554 - SP Tennis - QA1 - final for review

Looks good.

Erica McDonald
Sent from my iPhone

On Jan 10, 2020, at 10:17 AM, Li, Jessica <jessica.li@vancouver.ca> wrote:

Sorry, here's the right one!

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Sent: Wednesday, January 08, 2020 10:41 AM
To: Li, Jessica
Subject: Re: PS20191554 - SP Tennis - QA1 (draft)

Hi Jessica

Would like to help answer questions
Pls send final document when you have a min.

Erica McDonald
Sent from my iPhone

On Jan 7, 2020, at 1:53 PM, McDonald, Erica <Erica.McDonald@vancouver.ca> wrote:

Hi Jessica,
Please send me the final RFP as my last document was a draft version.

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945
s.15(1)(l)

From: Li, Jessica
Sent: 07 January 2020 13:33
To: McDonald, Erica
Subject: PS20191554 - SP Tennis - QA1 (draft)

Hi Erica,

Some questions came in from Tennis BC and set up a Q&A to be posted on our website. Please see attached QA1 (draft) and make any updates. I wasn't sure how to respond to Question 3 and Question 5.

In looking at the Table D of the RFP, I agree with his question that it's a bit confusing. What's the best way to clarify? Should I revise the table?

Thanks

Jessica

<PS20191554 - QA1.pdf>

From: "McDonald, Erica"

To: "Li, Jessica" <jessica.li@vancouver.ca>

Date: 1/9/2020 4:20:13 PM

Subject: RE: PS20191554 - SP Tennis - QA1 (draft)

Attachments: PS20191554 - QA1 (draft) w EM comments.doc

Here are my comments embedded into draft

Erica McDonald | Manager, Recreation Services

Hillcrest Centre

604.257.6945

s.15(1)(l)

From: Li, Jessica

Sent: 09 January 2020 10:49

To: McDonald, Erica

Subject: RE: PS20191554 - SP Tennis - QA1 (draft)

Hi Erica,

Could I get this from you asap? We need to post the Q&A since this is closing pretty soon. Feel free to call me to discuss.

Thanks

Jessica

From: Li, Jessica

Sent: Wednesday, January 08, 2020 1:01 PM

To: McDonald, Erica

Subject: RE: PS20191554 - SP Tennis - QA1 (draft)

Hi Erica,

Here is a link to the RFP: <https://bids.vancouver.ca/bidopp/RFP/documents/PS20191554-RFP-ProvisionofServicesforStanleyParkTennisCourtManagement.PDF>

Jessica

From: McDonald, Erica

Sent: Wednesday, January 08, 2020 11:57 AM

To: Li, Jessica

Subject: Re: PS20191554 - SP Tennis - QA1 (draft)

Hi Jessica

I'm afraid I have not been clear enough.

Pls send me the final RFP document first so I can refer to it when answering the questions.

I have not seen the final document yet.

Erica McDonald

Sent from my iPhone

On Jan 8, 2020, at 10:42 AM, Li, Jessica <jessica.li@vancouver.ca> wrote:

Hi Erica,

Yes, please review the draft Q&A that I sent you and update the draft.

Thanks,

Jessica

From: McDonald, Erica

Sent: Wednesday, January 08, 2020 10:41 AM
To: Li, Jessica
Subject: Re: PS20191554 - SP Tennis - QA1 (draft)

Hi Jessica

Would like to help answer questions
Pls send final document when you have a min.

Erica McDonald
Sent from my iPhone

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Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945
s.15(1)(l)

From: Li, Jessica
Sent: 07 January 2020 13:33
To: McDonald, Erica
Subject: PS20191554 - SP Tennis - QA1 (draft)

Hi Erica,

Some questions came in from Tennis BC and set up a Q&A to be posted on our website. Please see attached QA1 (draft) and make any updates. I wasn't sure how to respond to Question 3 and Question 5.

In looking at the Table D of the RFP, I agree with his question that it's a bit confusing. What's the best way to clarify? Should I revise the table?

Thanks

Jessica

REQUEST FOR PROPOSAL “RFP” NO. PS20191554
PROVISION OF SERVICES FOR STANLEY PARK TENNIS COURT MANAGEMENT

QUESTIONS AND ANSWERS NO. 1

ISSUED ON: January 8, 2020

Q1	<i>Can you please tell me if we are supposed to submit anything for Section D form of agreement? I am confused by this.</i>
A1	No. The form of agreement will be drafted using a City of Vancouver template, of which a sample will be provided.
Q2	<i>The areas on the form such as Table B and C that we are supposed to fill in are very small, do we just attach all the documents in these areas?</i>
A2	You may add additional documents as required.
Q3	As a not for profit society we have not operated a tennis centre before as such our references would be our funding or partner agencies only. We don't have any "clients" just partner groups. Should we ask our partner groups for references?
A3	
Q4	<i>As this has been the end of the year we have not received our 2020 business license or worksafe documents, can we submit 2019?</i>
A4	Yes. We will require current documents at the time of contracting.
Q5	I am confused by what is considered Gross Revenue. I don't understand if that is exactly the same number as in the top box labeled Revenue? Or, is that the Revenue box LESS Operating costs and management fees? It appears to me that the NET REVENUE TO THE CITY should be the latter of the above gross revenue formats otherwise all the profits would be to the city?
A5	

END OF Q&A No. 1

From: "McDonald, Erica"
To: "Collins, Tim" <Tim.Collins@vancouver.ca>
Date: 2/21/2020 5:28:10 PM
Subject: RE: PS20191554 - Stanley Park Tennis - Clarification on pricing

No worries Tim. Monday works

Jessica should have sent it to you or spoken to you about it – she knows how important this is and timelines are tight.

Erica McDonald | Manager Recreation Services
t. 604.257.6945 | c. s.15(1)(l)

I am grateful to live and work on the unceded, ancestral territories of the Musqueam, Squamish and Tsleil Waututh Nations

From: Collins, Tim
Sent: Friday, February 21, 2020 5:05 PM
To: McDonald, Erica
Subject: Re: PS20191554 - Stanley Park Tennis - Clarification on pricing

Erica

I just received this info from Jessica so my comments early in the week do not reflect this info

I will look at on Monday

Tim

Sent from my iPhone

On Feb 21, 2020, at 4:22 PM, McDonald, Erica <Erica.McDonald@vancouver.ca> wrote:

\u-257 ?

Hi Jessica,

As we had discussed earlier, I defer to Tim on whether what is written financially is consistent and acceptable with other arrangements with similar proponents in the PB. I believe you had a conversation with him after discussing it with me so I thought he had provided you with the details you were hoping to achieve.

We emphasize again that the financial component is not a critical consideration for the PB procurement has spotlighted this and we have tried to support.

Jessica, please call Tim directly for feedback if he hasn't already provided it so we can conclude this matter in the next week. We have already exceeded all timelines discussed. Further delay will have impacts all around.

Erica McDonald | Manager Recreation Services
t. 604.257.6945 | c. s.15(1)(l)

I am grateful to live and work on the unceded, ancestral territories of the Musqueam, Squamish and Tsleil Waututh Nations

<image001.jpg>

<image002.jpg>

From: Li, Jessica
Sent: Friday, February 21, 2020 3:18 PM
To: McDonald, Erica; Collins, Tim; Marousek, Michael

Cc: Quayle, Bruce

Subject: FW: PS20191554 - Stanley Park Tennis - Clarification on pricing

Hi, just following up on this email with updated financial section from Tennis BC. Please let me know your comments.

Bruce, I've cc'd you here so you can have a look as well.

Thanks,

Jessica

From: Li, Jessica

Sent: Wednesday, February 12, 2020 1:34 PM

To: McDonald, Erica; Collins, Tim; Marousek, Michael

Subject: FW: PS20191554 - Stanley Park Tennis - Clarification on pricing

See email below from Tennis BC along with attachments. I've asked them to clarify their financial submission so we could have Year 3 estimates and a breakdown of how the revenues are structured. We should also look to see how their management fees and the revenue to the Park Board is calculated so we can understand the change from year to year.

Jessica

From: Mark Roberts [mailto:mroberts@tennisbc.org]

Sent: Wednesday, February 12, 2020 12:36 PM

To: Li, Jessica

Subject: Re: PS20191554 - Stanley Park Tennis - Clarification on pricing

Hi Jessica

s.22(1)

Here is the information you require. I have a one page document with details and then the third year estimates. As I have previously stated the financial model we are filling out does not reflect any way that Tennis BC would share in the profits so we include that under the management fee area. The way this reads is that the City would participate in the bottom line versus the sales area which requires more details and more accounting detail which adds to the cost during the season.

I would be happy to discuss the financial arrangements and ensure we have this clear. As a not for profit any of our positive bottom line would be put back into growing the sport on public courts and or ensuring the courts are properly used and maintained.

Regards

Mark

Mark Roberts

CEO Tennis BC

www.tennisbc.org

604 737 3086 #9

On Feb 7, 2020, at 5:30 PM, Li, Jessica <jessica.li@vancouver.ca> wrote:

Hi Mark,

To follow on our phone conversation, so we can better understand your commercial proposal, especially as we look ahead to future years, please send me a breakdown including pricing/activities for the different sections within the Pricing Table D, including:

Revenue from operations
Expenses
Management fees

Please clarify:

Unit pricing for the various activities, such as rental rates, lessons, coaching rates, etc,

Staffing fees ☐ Hourly rates

Allocation of staff labour hours

How are the management fees determined? (There is an increase from Year 1 to Year 2)

Please complete a pricing table D for Year 3 projection.

Let me know if you have any questions.

Thank you,

Jessica Li
Buyer, Supply Chain Management
City of Vancouver
604.257.8411
Jessica.li@vancouver.ca

From: "Collins, Tim" <Tim.Collins@vancouver.ca>

To: "Li, Jessica" <jessica.li@vancouver.ca>

"McDonald, Erica" <Erica.McDonald@vancouver.ca>

"Marousek, Michael" <Michael.Marousek@vancouver.ca>

Date: 2/25/2020 8:12:34 PM

Subject: RE: PS20191554 - Stanley Park Tennis - Clarification on pricing

Hello Jessica,

The caveat to the comments below are that we have discussed that the provision to make money from this venture is less of a priority then it is to get the program correctly established and functional.

I have reviewed the clarification on pricing info that Tennis BC (TBC) provided, the one issue that pops up is that in the first 2 years they are projecting almost no revenue to the VPB.

Albeit the breakdown suggests a full staffing compliment through coaches and support staff along with a 5% corporate overhead.

However in years 3 and beyond TBC then move towards a revenue sharing model at profit up to \$50 and then over \$50K. I would also suggest that we counter the proposed splits with 50%/50% for the first \$50K and then 65%/35% for any profits over \$50K

TBC does state that subject to additional sites would increase revenues significantly

My question is what startup costs are not being represented and or costs that would be less into the future.

I.E: are there certain start up / sunk costs that TBC is accounting for in years 1 -2 but not beyond that (my guess is marketing costs)?

The info that they provided appears to be very stabilized (nothing out of the ordinary); so is this just a projected demand (slow first couple of years)?

Why this is important is that there are only a finite number of lessons / hours in the day to generate revenue; it appears that the TBC's year one proposal is attempting to maximize the hours in the day with lessons / camps right away. So where would the uptick in revenues come from in the future years besides additional sites?

Extra staff means extra costs as well as year of year increases to wages and also the fees charged to their patrons, but if there are no more hours in the day the where does the increase come from?

This might be just a under promise / over deliver scenario where we see a greater revenue then initially expected.

It is noted that the stated rate for coaches is \$70 - \$90 is this billed out rate or what the coaches make, typically there is a difference (stated rate is \$90 but the coach actually makes \$60)?

There appears to be different rates stated for the coaches, this may just simply be getting clear on the business model of TBC for this location.

Also, can you please verify that the financials are in line with the initial RFP breakdown (I.E: are they going more heavy on lessons then originally proposed).

TBC also have \$11,600 for maintenance and repairs that seems a little high?

In summary, I believe that the early transition years will see us realize less then was paid to VPB in recent years, however this variance may be offset by a superior offering of services to the public.

Tim

From: Li, Jessica

Sent: Friday, February 21, 2020 3:18 PM

To: McDonald, Erica; Collins, Tim; Marousek, Michael

Cc: Quayle, Bruce

Subject: FW: PS20191554 - Stanley Park Tennis - Clarification on pricing

Hi, just following up on this email with updated financial section from Tennis BC. Please let me know if you have any comments.

Bruce, I've cc'd you here so you can have a look as well.

Thanks,

Jessica

From: Li, Jessica

Sent: Wednesday, February 12, 2020 1:34 PM

To: McDonald, Erica; Collins, Tim; Marousek, Michael

Subject: FW: PS20191554 - Stanley Park Tennis - Clarification on pricing

See email below from Tennis BC along with attachments. I've asked them to clarify their financial submission so we could have Year 3 estimates and a breakdown of how the revenues are structured. We should also look to see how their management fees and the revenue to the Park Board is calculated so we can understand the change from year to year.

Jessica

From: Mark Roberts [mailto:mroberts@tennisbc.org]

Sent: Wednesday, February 12, 2020 12:36 PM

To: Li, Jessica

Subject: Re: PS20191554 - Stanley Park Tennis - Clarification on pricing

Hi Jessica

s.22(1)

Here is the information you require. I have a one page document with details and then the third year estimates. As I have previously stated the financial model we are filling out does not reflect any way that Tennis BC would share in the profits so we include that under the management fee area. The way this reads is that the City would participate in the bottom line versus the sales area which requires more details and more accounting detail which adds to the cost during the season.

I would be happy to discuss the financial arrangements and ensure we have this clear. As a not for profit any of our positive bottom line would be put back into growing the sport on public courts and or ensuring the courts are properly used and maintained.

Regards

Mark

Mark Roberts

CEO Tennis BC

www.tennisbc.org

604 737 3086 #9

On Feb 7, 2020, at 5:30 PM, Li, Jessica <jessica.li@vancouver.ca> wrote:

Hi Mark,

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Allocation of staff labour hours

How are the management fees determined? (There is an increase from Year 1 to Year 2)

Please complete a pricing table D for Year 3 projection.

Let me know if you have any questions.

Thank you,

Jessica Li
Buyer, Supply Chain Management
City of Vancouver
604.257.8411
Jessica.li@vancouver.ca



From: "Li, Jessica" <jessica.li@vancouver.ca>
To: "McDonald, Erica" <Erica.McDonald@vancouver.ca>
"Quayle, Bruce" <bruce.quayle@vancouver.ca>
"Collins, Tim" <Tim.Collins@vancouver.ca>
"Marousek, Michael" <Michael.Marousek@vancouver.ca>
CC: "Su, Susan Jing" <Susanjing.Su@vancouver.ca>
"Chin, Daisy" <daisy.chin@vancouver.ca>
Date: 3/20/2020 4:38:53 PM
Subject: RE: RE: Proposal

Hi Erica,

We'll need to wait a week or so until the contract is signed. I'm sure G&G can understand as we are in the middle of an emergency and uncertain times.

Thanks,

Jessica

From: McDonald, Erica
Sent: Friday, March 20, 2020 3:54 PM
To: Li, Jessica; Quayle, Bruce; Collins, Tim; Marousek, Michael
Cc: Su, Susan Jing; Chin, Daisy
Subject: RE: RE: Proposal

Jessica, we cannot wait until then to inform Gord and Gayle.
What messaging can we send now.

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945
s.15(1)(l)

From: Li, Jessica
Sent: 20 March 2020 15:40
To: Quayle, Bruce; McDonald, Erica; Collins, Tim; Marousek, Michael
Cc: Su, Susan Jing
Subject: RE: RE: Proposal

To let you all know, I've sent the draft agreement to Tennis BC. I'll be back March 30th and will check in then.

Take care everyone and stay safe,

Jessica

From: Quayle, Bruce
Sent: Friday, March 13, 2020 1:57 PM
To: Li, Jessica; McDonald, Erica; Collins, Tim; Marousek, Michael
Cc: Su, Susan Jing
Subject: CM: RE: Proposal

Hi All,

I have revised the rental fees provisions and made a few other to the draft agreement as shown in the attached

comparison document and contained in the attached Word document.

If you are satisfied with it, please feel free to pass the Word version along to Tennis BC for its consideration.

Bruce

From: Li, Jessica
Sent: Friday, March 13, 2020 1:03 PM
To: McDonald, Erica; Collins, Tim; Marousek, Michael
Cc: Su, Susan Jing; Quayle, Bruce
Subject: RE: Proposal

Hi Erica,

I've spoken with Mark Roberts and let him know we accept their updated fee proposal and are moving forward on award to Tennis BC, and that we will be sending him a contract for review soon, possibly later today. He's aware that I'll only be in on Thursday next week.

Thanks,

Jessica

From: McDonald, Erica
Sent: Friday, March 13, 2020 12:21 PM
To: Collins, Tim; Li, Jessica; Marousek, Michael
Cc: Su, Susan Jing; Quayle, Bruce
Subject: RE: Proposal

Folks, I am deep into COVID 19 planning for all of our recreation spaces, programs, etc.

So if Tim is good with the changes then I am as well.

If there is anything non financial just let me know and I will try to look at it later this afternoon.

Erica McDonald | Manager, Recreation Services
Hillcrest Centre
604.257.6945
s.15(1)(l)

From: Collins, Tim
Sent: 13 March 2020 09:20
To: Li, Jessica; McDonald, Erica; Marousek, Michael
Cc: Su, Susan Jing; Quayle, Bruce
Subject: RE: Proposal

Jessica,

Can you please clarify that Tennis BC is proposed 12% on Net or Gross revenues (I suspect that it is Net)?

Language in the agreement will need to be amended to include the C-19 impact (renegotiation of the \$10K subject to financial review) on year one and that 12% on revenues for years 4 and 5 may also be subject to renegotiation.

I am comfortable with accepting and proceeding with their counter offer with the caveats above.

Thanks Everyone
Tim

From: Li, Jessica
Sent: Thursday, March 12, 2020 5:54 PM
To: McDonald, Erica; Collins, Tim; Marousek, Michael
Cc: Su, Susan Jing; Quayle, Bruce
Subject: FW: Proposal

Hi Erica, Tim and Michael,

Please see email below and attached counter proposal from Tennis BC.

I've also attached a price comparison excel spreadsheet which includes the original proposed price estimates; pricing based on our new fee structure and percentages; and now their counter proposal using the new fee structure.

I spoke with Mark today and he said they're just completing the contract for their Richmond courts which involves 4 indoor courts. Their fee structure also includes a base + percentage. Let's talk tomorrow and see how best to move forward.

Thanks,

Jessica

From: Mark Roberts [mailto:mroberts@tennisbc.org]
Sent: Thursday, March 12, 2020 5:09 PM
To: Li, Jessica
Subject: Proposal

Hello Jessica

Thanks for the phone call.

Here is our response to your proposal.

As you can imagine we have had a crazy couple of days but I have been able to work with our treasurer to review your proposal and understand the financial impact potential. We had build some very good financial models for our Richmond Hub and the Stanley Park RFP and we have a strong understanding of the cost side of the business.

The recent proposal from the park board is a significant change from our proposal and would have major risk to Tennis BC. I have summarized our position on a number of points in the attached and added our counter proposal.

As I have been working with Tennis Canada, International tennis federations, our clubs and our facility today on the Coronavirus issues, please excuse any spelling mistakes or any unclear language, I wanted to quickly get this to you.

Feel free to call for clarification or better yet I could try and make it down to discuss. To be honest tomorrow might be a challenge and I know you are going away but let me know.

You can reach my cel at s.22(1)

Regards

Mark

Mark Roberts
CEO Tennis BC
www.tennisbc.org
604 737 3086 #9

From: "Collins, Tim" <Tim.Collins@vancouver.ca>

To: "Quayle, Bruce" <bruce.quayle@vancouver.ca>

CC: "Li, Jessica" <jessica.li@vancouver.ca>

"McDonald, Erica" <Erica.McDonald@vancouver.ca>

Date: 2/26/2020 4:00:22 PM

Subject: RE: Sending: Stanley Park Tennis Courts 1 to 6 (01323393-3).doc

Attachments: PB Tennis BC - Schedule A (2020-02-26).pdf

Here you go, please let me know if there is anything else.

Tim Collins
604-257-8437

s.14





SCHEDULE A

From: "Araujo, Sev" <Sev.Araujo@vancouver.ca>
To: "Li, Jessica" <jessica.li@vancouver.ca>
CC: "McDonald, Erica" <erica.mcdonald@vancouver.ca>
"Collins, Tim" <Tim.Collins@vancouver.ca>
Date: 10/22/2019 12:35:19 PM
Subject: RE: Shopping Cart - Stanley Park Tennis Court Management

Hi everyone

Jessica, can you please provide update? Idea is to put this RFP/REFOI asap

Erica/Michael, how is scope of work and deliverables coming along?

Sev Araujo
Manager, Commercial Operations
Vancouver Park Board, City of Vancouver
o. 604 257 8436 / f. 604 257 8427
Email: Sev.Araujo@vancouver.ca

From: Probert, Joan
Sent: Wednesday, October 02, 2019 4:29 PM
To: Li, Jessica; Araujo, Sev
Cc: McDonald, Erica
Subject: RE: Shopping Cart

Hi all,

Shopping cart done, see attached.

Thanks
Joan

From: Li, Jessica
Sent: Wednesday, October 02, 2019 3:11 PM
To: Araujo, Sev; Probert, Joan
Cc: McDonald, Erica
Subject: RE: Shopping Cart

I don't have permissions to create shopping carts. Perhaps Joan can?

From: Araujo, Sev
Sent: Wednesday, October 02, 2019 2:59 PM
To: Probert, Joan; Li, Jessica
Cc: McDonald, Erica
Subject: FW: Shopping Cart

Joan or Jessica

can you please create a Shopping Cart on behalf of Erica/me

Sev Araujo
Manager, Commercial Operations
Vancouver Park Board, City of Vancouver
o. 604 257 8436 / f. 604 257 8427
Email: Sev.Araujo@vancouver.ca

From: Lau, Elizabeth (Park Board)
Sent: Wednesday, October 02, 2019 12:23 PM
To: Araujo, Sev
Cc: Wilson, Samantha
Subject: RE: Shopping Cart

Hi Sev!

This is quite complicating as both Sam and myself are set up for "Buy on Behalf" for our Planning staff, meaning we can shop for them. Therefore, we are unable to create SC for others outside of the Planning staff who are not set up for this. So sorry!

Perhaps try Paul or?

Liz

From: Araujo, Sev
Sent: Wednesday, October 2, 2019 10:45 AM
To: Lau, Elizabeth (Park Board)
Subject: Re: Shopping Cart

Thank you

Have you passed it on or do I still need too?

Sev

Please excuse the brevity of this email, it is being sent from my iPhone

On Oct 2, 2019, at 8:33 AM, Lau, Elizabeth (Park Board) <elizabeth.lau@vancouver.ca> wrote:

Been so busy after Dave took on his director's role and Sam has been creating SC instead.
Liz

From: Araujo, Sev
Sent: Tuesday, October 1, 2019 3:05 PM
To: Lau, Elizabeth (Park Board)
Subject: RE: Shopping Cart

PS you still have your Out of Office on from September 24

Sev Araujo
Manager, Commercial Operations
Vancouver Park Board, City of Vancouver
o. 604 257 8436 / f. 604 257 8427
Email: Sev.Araujo@vancouver.ca

From: Araujo, Sev
Sent: Tuesday, October 01, 2019 3:04 PM
To: Lau, Elizabeth (Park Board)
Cc: Li, Jessica; Erica McDonald; Michael Marousek (michael.marousek@vancouver.ca)
Subject: Shopping Cart

Hi Elizabeth,

I understanding you are a shopping cart wizard. Can you help me and Erica create one for \$1 so that Jessica can start the process for an REFOI for the seasonal management of the Stanley Park Tennis Courts

Sev Araujo

Manager, Commercial Operations

Vancouver Park Board, City of Vancouver

o. 604 257 8436 / f. 604 257 8427

Email: Sev.Araujo@vancouver.ca

From: "McDonald, Erica"
To: "Collins, Tim" <Tim.Collins@vancouver.ca>
"Chin, Daisy" <daisy.chin@vancouver.ca>
CC: "Marousek, Michael" <michael.marousek@vancouver.ca>
Date: 9/19/2019 10:50:13 AM
Subject: RE: Stanley Park Pay Tennis

We will respond to Gail and Gord.

From: Collins, Tim
Sent: Thursday, September 19, 2019 9:57 AM
To: Chin, Daisy; McDonald, Erica
Subject: Fwd: Stanley Park Pay Tennis

Hello Erica
Can you or your staff please reach out to Stanley park tennis
See below
Thanks
Tim

Sent from my iPhone

Begin forwarded message:

From: G-G <g-g@telus.net>
Date: September 19, 2019 at 9:13:15 AM PDT
To: "Collins, Tim" <Tim.Collins@vancouver.ca>
Subject: Re: Stanley Park Pay Tennis

Tim,
I have not heard anything from Erica McDonald regarding Pay Tennis 2020, and I'm sorry but I do not have her email address. Can you please pass it onto us.
Thanks
Gayle Dobson & Gordon Cheng

Sent from my iPhone

On Aug 29, 2019, at 12:34 PM, GayleGordon <g-g@telus.net> wrote:

Will do thanks.
Gordon and Gayle

Sent from my iPhone

On Aug 27, 2019, at 12:15 PM, Collins, Tim
<Tim.Collins@vancouver.ca> wrote:

Hello Gordon,

Erica McDonald of the Recreation department is away at this time and once she returns she will get back to you with next steps/suggestions.

If you have not heard back by the end of September please reach out to Erica directly.

Thanks

Tim Collins

604-257-8437

-----Original Message-----

From: G-G [<mailto:g-g@telus.net>]

Sent: Tuesday, August 27, 2019 11:49 AM

To: Collins, Tim

Cc: Gordon Cheng

Subject: Stanley Park Pay Tennis

Hello Tim,

You emailed us last year about the Operating Agreement for 2019 and at the end of the email you made mention of a tennis program strategy from the recreation department. Can you let us know if there is a new plan or whether the pay courts will operate as usual? I already have been asked about bookings etc for next year. And I am very interested in returning.

Thanks

Gayle Dobson

and Gordon Cheng

Sent from my iPhone

From: "McDonald, Erica"
To: G-G <g-g@telus.net>
Date: 12/2/2019 12:48:53 PM
Subject: RE: Stanley Park Pay Tennis 2020

Ok Gayle, I have scheduled the call for tomorrow at 3:30 p.m. and I will call you at s.22(1)

I look forward to talking with you then.

Erica McDonald | Manager Recreation Services
t. 604.257.6945| c. s.15(1)(l)

I am grateful to live and work on the unceded, ancestral territories of the Musqueam, Squamish and Tsleil Waututh Nations

-----Original Message-----

From: G-G [mailto:g-g@telus.net]
Sent: Monday, December 2, 2019 12:01 PM
To: McDonald, Erica
Subject: Re: Stanley Park Pay Tennis 2020

Thank you, my best day would be Tuesday. My phone number is s.22(1)
Gayle Dobson

Sent from my iPhone

> On Dec 1, 2019, at 7:00 PM, McDonald, Erica <Erica.McDonald@vancouver.ca> wrote:

>

> Hello Gayle and Gord,

>

> I have Monday @4:30 p.m. and Tuesday at 3:30 pm available.

>

> Let me know what works best for you.

> And which number to call.

>

> Erica McDonald | Manager Recreation Services

> t. 604.257.6945| c. s.15(1)(l)

>

> I am grateful to live and work on the unceded, ancestral territories of the Musqueam, Squamish and Tsleil Waututh Nations

>

>

> -----Original Message-----

> From: G-G [mailto:g-g@telus.net]

> Sent: Friday, November 29, 2019 12:57 PM

> To: McDonald, Erica

> Subject: Re: Stanley Park Pay Tennis 2020

>

> Would you be able to schedule a call on Monday afternoon then?

> Thanks

> Gayle Dobson

>

> Sent from my iPhone

>

>> On Nov 28, 2019, at 8:02 PM, McDonald, Erica <Erica.McDonald@vancouver.ca> wrote:

>>

>> Bell Gord and Gayle,

>>

>> Thank you for email correspondence.

>> We acknowledge and understand your frustration with the timelines of the RFP process and appreciate your acknowledgement of our efforts to expedite it. We try our best to meet the expectations of the community while also complying with internal requirements such as procurement processes. In response to your earlier emails we have responded by expediting the process as much as we can to reach a result earlier than originally anticipated.

>>

>> We are happy to continue to dialogue directly with both of you on any matter related to the Stanley Park Tennis Court management arrangement. I have some time available on Monday to schedule a call. Let me know of your availability that day and I can set it up.

>>

>> Erica McDonald | Manager, Recreation Services

>> Hillcrest Centre

>> 604.257.6945

>> s.15(1)(l)

>>

>>

>> -----Original Message-----

>> From: G-G [mailto:g-g@telus.net]

>> Sent: 28 November 2019 13:13

>> To: McDonald, Erica

>> Cc: Gordon Cheng; Marousek, Michael; s.22(1) David PSA:EX Horan; s.22(1)

s.22(1) PB

Commissioners; Collins, Tim; s.22(1)

>> Subject: Re: Stanley Park Pay Tennis 2020

>>

>> Erica,

>> Thank you for your phone calls. We appreciate the expedition of the RFP, however feel very disappointed and frustrated with the timeline still. As numerous emails to the Parks Board pointed out, January 1 is a deadline for many of us. This is going to put hundreds of tennis players in a bind. They may not be able to get their leagues and groups organized for 2020, leaving them unable to participate. Organized sport has deadlines that can not be altered.

>> I am not sure why it is imperative to do the RFP now, at this late date, considering the job has been rolled over to us for many years.

>> I thought "the Parks Board's mission is to provide, preserve, and advocate for parks and recreation services to benefit all people, communities, and the environment." Our extensive tennis community will suffer greatly if we cannot meet our January 1 deadlines.

>> Thanks

>> Gayle Dobson

>>

>> Sent from my iPhone

>>
>>>>> On Nov 27, 2019, at 5:24 PM, McDonald, Erica <Erica.McDonald@vancouver.ca> wrote:
>>> Hello Gayle and Gord,
>>> Thanks for today's telephone conversation Gord.
>>> To recap, PB staff have been working diligently to expedite the procurement process for next year's Stanley Park Tennis Court Management contract. We hope to issue an RFP next week. And we hope to issue a contract by end of January or beginning of February barring any unforeseen circumstances. If I become aware of any circumstances that could elongate the process along the way I will update you.
>>> Please don't hesitate to call Michael or myself should you have any further questions.
>>> Erica McDonald | Manager Recreation Services
>>> t. 604.257.6945| c. s.15(1)(l)
>>> I am grateful to live and work on the unceded, ancestral territories of the Musqueam, Squamish and Tsleil Waututh Nations
>>> -----Original Message-----
>>> From: Gayle & Gordon [mailto:g-g@telus.net]
>>> Sent: Monday, September 30, 2019 1:28 PM
>>> To: McDonald, Erica; Marousek, Michael; Gordon Cheng
>>> Cc: s.22(1)
>>> Subject: Stanley Park Pay Tennis 2020
>>> Hello,
>>> Thanks for your reply. We did have a successful 2019 Tennis season, despite the difficulty of not having a Tennis Pro Shop to work out of all season and not having nearby washroom facilities for most of the season. The Stanley Park tennis community is now so grateful to have the restaurant open and new washroom facilities below. But I also think it goes hand in hand, the restaurant is lucky to have such a large enthusiastic crowd of tennis players at Stanley Park who will also be patrons of the restaurant.
>>> Further to your email to us, we were unclear whether the possible issuance of the RFEOI meant there may not be a job or whether you might roll it over to us for 1 more season? If there is a RFEOI we are definitely interested in applying but we feel that the process you mentioned is supposed to happen all too late! Ideally we would like to start organizing for the season now to maximize the business. In past, we at least knew by December. Various things that need to be done early are acquiring the same telephone number, getting our spring group lesson program into the community centre, applying for licences and insurance, keeping an active website, and giving groups assurances of court availability for leagues and in house play.
>>> Is it possible for us to be renewed for 2020 now and for you to begin the RFEOI process at an earlier date next season?
>>> Thank you in advance,
>>> Gayle Dobson s.22(1)
>>> Gordon Cheng s.22(1)
>>> And I have copied just a few of our concerned patrons.
>>>>>>> On Sep 27, 2019, at 12:52 PM, McDonald, Erica <Erica.McDonald@vancouver.ca> wrote:
>>>> Hello Gayle and Gordon,
>>>> I hope you had a successful 2019 session.
>>>> The Park Board is in the process of reviewing the issuance of an RFEOI for the Stanley Park Tennis Courts for the 2020 season. If we proceed with the RFEOI it would be issued later this fall and it would identify the term of opportunity in the document.
>>>> If the RFEOI is pursued, it is likely that the successful proponent would not be finalized until late winter 2020.
>>>> If you have any further questions please contact Michael Marousek (604.257.6963) or myself.
>>>> Erica McDonald | Manager, Recreation Services
>>>> Hillcrest Centre
>>>> 604.257.6945

>>>> s.15(1)(l)

>>>> -----Original Message-----

>>>> From: Gayle & Gordon [mailto:g-g@telus.net]

>>>> Sent: 23 September 2019 13:21

>>>> To: McDonald, Erica

>>>> Subject: Stanley Park Pay Tennis

>>>> Hello Erica,

>>>> Tim Collins suggested we get in touch with you towards the end of September. We are just finishing up our Tennis season at Stanley Park on courts #1-6. And we are hoping to do some planning for next year. Many of our patrons have asked us questions regarding court bookings and programs for next year. We are very interested in returning to the Pay Tennis Operation in 2020. Can you let us know what to expect for 2020 in regards to the Pay Tennis?

>>>> Thank you.

>>>> Sincerely,

>>>> Gayle Dobson and Gordon Cheng

>

From: "Marousek, Michael" <Michael.Marousek@vancouver.ca>

To: "McDonald, Erica" <erica.mcdonald@vancouver.ca>

"Li, Jessica" <jessica.li@vancouver.ca>

Date: 11/13/2019 9:54:50 AM

Subject: RE: Stanley Park RFEOI

Attachments: SP Tennis RFEOI v4.docx

Good Morning Erica and Jessica,

Please see the updated document attached to this email.

I added information about storage containers and edited the scoring matrix.

Please let me know if the document requires any further editing.

Have a great day,

Michael

From: McDonald, Erica

Sent: Friday, November 8, 2019 4:40 PM

To: Li, Jessica

Cc: Marousek, Michael

Subject: RE: Stanley Park RFEOI

Thanx Jessica

From: Li, Jessica

Sent: Friday, November 8, 2019 4:29 PM

To: McDonald, Erica

Cc: Marousek, Michael

Subject: RE: Stanley Park RFEOI

Hi Erica,

We will be using RFP format. I started drafting it but it is in very rough format with a bunch of notes to myself, so I won't send it to you yet, as it will be confusing.

I'll work on it some more and send it next week after I get an updated draft from Michael.

Thanks

Jessica

From: McDonald, Erica

Sent: Friday, November 08, 2019 4:22 PM

To: Li, Jessica

Cc: Marousek, Michael

Subject: Stanley Park RFEOI

Hi Jessica,

Michael will get an updated draft RFEOI to you next week, hopefully by Tuesday.

Since you weren't able to get your portion of the document to me today, go ahead and send it to Michael for comment once its ready.

I am off next week and Michael can steer the ship with you.

Thanx,



Erica McDonald | Manager Recreation Services

My pronoun is: she/her/hers

Vancouver Board of Parks and Recreation

Hillcrest Centre

4575 Clancy Loranger Way, V5Y 2M4

t. 604.257.6945 | c. s.15(1)(l)

I am grateful to live and work on the unceded, ancestral territories of the Musqueam, Squamish and Tsleil Waututh Nations



Request for Expression of Interest

Stanley Park Tennis Court Management

The Park Board is seeking a partner whose values and operations are aligned with the Park Board Mission, Vision, and Strategic Objectives. Our partner should also be able demonstrate sound business practices balanced with a desire to serve all populations within our community.

To assess your organization ability and compatibility with PB priorities and expectations, we ask that you prepare responses and provide information in the following key areas. An outline of expected information is provided below and a template for required and optional information is provided in Appendix X. Proponents are to fill out and submit Appendix X in full. Incomplete submissions may be disqualified.

Required Information	Park Board Strategic Objective
A. The Applicant/Organization – Please fill in Chart A	
The proponent is to describe the organization and governance structure (i.e. for-profit, PSO, society, etc.).	Recreation's relationships are strong and productive
The proponent is to list each principle operator/owner and describe the qualifications and background of each principle operator.	Recreation's relationships are strong and productive
The proponent is to disclose their plan for staffing the licensed premises in Chart A. Please identify the minimum certifications, licenses, background checks, etc. required by your principles, instructors, volunteers, and other workers.	Recreation offers excellent services to all
The proponent is to confirm that all principles, staff, guest instructors and volunteers will [need proper wording here] complete a police reference check and that such documents will be made available to the PB liaison upon receipt.	Recreation offers excellent services to all
B. Programing and Charges	
The proponent is to complete Chart B to illustrate proposed service/program offerings broken down into % mix in the chart accompanied by the fees to be charged in each of the 3 years of the license period.	Recreation is inclusive and accessible
The proponent is to provide a description of the services and intended target markets in CHART C.	Recreation is inclusive and accessible
The proponent is to illustrate their approach to integrate and accommodate different genders, indigenous people, people with disabilities and those with low income into their activities.	Recreation is inclusive and accessible
Proponent is to outline any additional plans that will enhance their services and program mix.	Recreation offers excellent services to all

C. Revenue Proposals	
The proponent is to propose a financial model (i.e. revenue sharing, flat fee per court per day, etc.) that will benefit the Park Board.	Recreation is financially healthy and administratively effective
D. Administration and Operations	
The proponent is to describe the reservation management/program registration system they will utilize to manage reservation, enrollments, payments, etc.	Recreation is financially healthy and administratively effective
The proponent is to describe or supply their risk management policies and procedures (i.e. cash handling, staff safety, first aid & emergency response, inclement weather, etc.).	Recreation is dynamic, healthy, and safe workplace environment
The proponent is to confirm [insert proper wording here on insurance requirements]	Recreation is financially healthy and administratively effective
The proponent is to confirm that a written report of all seasonal operations will be submitted to a PB designate no later than November 15 th of each program year completed. The report will include but is not limited to program and operations achievements and challenges (quantity and quality analysis), populations served, a financial report prepared by a 3 rd party on costs and revenues.	Recreation offers excellent services to all
The proponent is to confirm assumption of costs during the licensed season of the minor maintenance or preventative maintenance of the courts and related areas (e.g. net replacement, minor court repairs)	Recreation is financially healthy and administratively effective
The proponent will confirm their understanding of a defined list of provision of services and supports from Park Board staff in CHART F.	Recreation offers excellent services to all
E. Operating Season/Schedules	
The proponent is to outline the intended start/end dates for each season and daily operating schedules in CHART E.	Recreation offers excellent services to all
The proponent is to confirm that they will be ready to deliver their programming starting at the beginning of the tennis season (April – May, weather dependant).	Recreation offers excellent services to all
The proponent is to confirm that they will fully accommodate the Stanley Park Tennis Open during their operational season as a rental client.	Recreation offers excellent services to all

F. Promotions/Marketing	
The proponent is to describe or to supply a marketing and/or promotions plan.	Recreation offers excellent services to all
The proponent is to confirm that they will supply all promotional material and links to websites and registration sites to their PB liaison no later than April 1 st of each program year.	Recreation's relationships are strong and productive
The proponent is to confirm that they will include on all promotion materials and websites any required statements and/or logos related to the licensing of the facility by the Park Board	Recreation's relationships are strong and productive
G. Optional Information	Park Board Strategic Objective
Alternate Site	
The proponent is to explain their plans and intentions in regards to the possibility to operate at other Park Board Tennis facilities if such opportunity became available.	Recreation's relationships are strong and productive

Proposal Submission Template

SECTION A ORGANIZATION AND STAFF INFORMATION

CHART A

Legal Name of Organization		
Commonly Used Name of Organization		
Type of Organization	<input type="checkbox"/> Non Profit <input type="checkbox"/> Not for Profit	<input type="checkbox"/> For Profit <input type="checkbox"/> Other
Incorporation #		
Principle's Name and Title		
Background/Qualifications		
Principle's Name and Title		
Background/Qualifications		
Principle's Name and Title		
Background/Qualifications		
Staff and Volunteer Information		
Staff Position Title	# of Staff in Position	Min. Certifications
Volunteer Position Title	# of Vol in Position	Min. Certifications

Additional Notes:

SECTION B PROGRAM AND FEE INFORMATION

CHART B

Service	% of Seasonal Schedule	Proposed Fees \$		
		2020	2021	2022
Programming/Lessons				
Court Rentals				
Leagues				
Ladders				
Tournaments				
Other, list...				
TOTAL	100%			

In the chart below, please describe each service area and which market you are targeting (age group, ability, gender, etc.)

CHART C

Service	Description	Target Market
Programming/Lessons	Please ensure age groups are identified	
Court Rentals	Length of Rental Period:	
Leagues		
Ladders		
Tournaments		
Other, pls describe:		

Please describe your programming/access plan for the following populations:

Male, Female, LGBTQ, Gender Neutral Populations

Disabled

Indigenous

Low Income

Please describe any additional programming or service offerings that you may introduce.

SECTION C REVENUE SHARING / PAYMENT TO PARK BOARD

Outline in detail your revenue sharing proposal. Please indicate total revenues that the Park Board may receive through your proposal.

SECTION D ADMINISTRATION AND OPERATIONS

Describe your reservation management/program registration/Point of Sale system that you plan to use.

Please describe your risk management policies and/or processes. If you wish to submit copies of those policies/processes please list what is being supplied below and indicate that they are being supplied separately.

SECTION E OPERATING SEASON/SCHEDULES

CHART E

In 2020 ...

The season will ...	start on –	end on –
On Monday the courts will	open at –	close at –
On Tuesday the courts will	open at –	close at –
On Wednesday the courts will	open at –	close at –
On Thursday the courts will	open at –	close at –
On Friday the courts will	open at –	close at –
On Saturday the courts will	open at –	close at –
On Sunday the courts will	open at –	close at –
We will be closed/non-operational on the following days	<input type="checkbox"/> Victoria Day <input type="checkbox"/> Labour Day	<input type="checkbox"/> Canada Day Other – <input type="checkbox"/> BC Day
Other Schedule Info		

What changes will or could occur in 2021?

What changes will or could occur in 2022?

SECTION F **PROMOTIONS/MARKETING**

Describe your promotions and marketing plan.

SECTION G **ALTERNATE SITE** **Optional**

This RFEOI is requesting information on a Tennis Court Management operating agreement at the lower six courts at Stanley Park. If an opportunity to provide a similar service at another Park Board multi-court site is desirable and feasible the Park Board may consider it. If your organization has such an interest, please submit a separate proposal and please provide as much detail as possible using Appendix **X** as a guideline.

ACKNOWLEDGEMENT OF PARK BOARD EXPECTATIONS

In this section please provide your acknowledgement of and intention to comply with Park Board expectations as presented below.

SECTION A

☐ I understand and agree that if I am/my organization is the successful proponent, that I am to submit, no later than May 1st of each year of the license term, copies of the signed police reference checks on all principles, staff, guest instructors, and volunteers who will be operating out of the Stanley Park location

Initials _____

SECTION D

☐ I understand and agree that if I am/my organization is the successful proponent, that I am to submit a written summary report of the seasonal operations to a PB designate no later than November 15th of each year. At a minimum, the report will include a quantitate and qualitative overview of the programming delivered, clients served, operations insights, and an assessment of the successes and challenges. The summary will be accompanied by a 3rd party reviewed financial report which will include all costs and revenues achieved.

Initials _____

☐ I understand and agree that if I am the successful proponent, that I am to submit proof in insurance to the PB liaison no later than 4 weeks prior to commencement of the operational season as outlined below:

Initials _____

Details to be inserted here

☐ I understand and agree that if I/my organization is the successful proponent, that all costs during the licensed season related to the minor maintenance or preventative maintenance of the courts and related areas are the sole responsibility of the successful proponent. These costs are to include but are not limited to minor court repairs, purchase of cleaning materials and tools, daily service cleaning of storage area and courts, net replacement, operational signage, etc.

Initials _____

☐ I understand and agree that if I/my organization is the successful proponent, that the following services will be provided to me by the Park Board with associated fees as indicated below:

CHART F

Service/Provision	Cost to Proponent	Initials
Power Cleaning of the Courts prior to start of season	0	
Designated PB liaison for access to information and for any requested changes or modifications to expectations	0	
Access to and use of a non-exclusive 109 sf storage space located in Rm 142 at 8901 Stanley Park drive. Access is limited to the operating season as defined in the license.	0	
Option to purchase an outside storage container and place outside the fenced tennis court area as per approved Park Board standards (maximum 2 boxes per group/facility) https://www.greenlee.com/products/CHEST-ASSY--(2448).html	\$1,500 per box (incl. purchase, labelling, administration and installation)	

SECTION E

☐ I understand and agree that if I/my organization is the successful proponent, that we will commence programming/operations starting at the beginning of the tennis season (April – May, weather dependant).

Initials _____

☐ I understand and agree that if I/my organization is the successful proponent, that we will fully accommodate the Stanley Park Tennis Open during their annual tournament dates which will be supplied to us by the PB at a later date.

Initials _____

SECTION F

☐ I understand and agree that if I/my organization is the successful proponent, that I will supply all promotional material and links to websites and registration sites to their PB liaison no later than April 1st of each program year.

Initials _____

☐ I understand and agree that if I/my organization is the successful proponent, that I will include or post any required statements and/or logos related to the licensing of the facility as requested by the Park Board

Initials _____

DRAFT

Proposed Scoring Matrix (sample):

Item	Criteria	Weight (%)	Score (1-5)	Result (Weight * Score)
1	Proponent's Profile and Alignment with Park Board Strategic Objectives	30	3	90
2	Proposed Programming, Fees	30	5	150
3	Risk Management	10	2	20
4	Administrative and Operational Efficiency	30	3	90
	TOTAL	100	N/A	350

In the sample above, the organization would have scored 350.0 out of a possible total of 500. This total will be compared against all other submissions. The proposal with the highest total will be deemed the winning proposal.

The Park Board recognizes that "Best Value" is the essential part of licensing a service and therefore the Park Board may prefer a proposal with a lower score, if it offers greater value and better serves the Park Board's mission and vision and it better aligns with the Park Board's Strategic Objectives. The Park Board's decision shall be final.

The Park Board may, at its sole discretion, invite one or more proponents for an interview or request further clarification to address any questions relating to their proposal(s).

Proponents will be responsible for any costs associated with the preparation for, and attendance at the interview to take place at a specified location in Vancouver, BC. The Park Board may, at its sole discretion, select the format for the interview (i.e. in-person, telephone, video-conference, etc.)

The Park Board may, if necessary, re-evaluate and adjust the previously determined scores based on the results of the interview(s).

Proposed Timeline: (to be revised)

Activity	Date
Issuance of RFEOI:	November 15 th , 2019
Close of Questions Deadline:	November 29 th , 2019
Close of RFEOI:	January 10 th , 2020
Anticipated Award Date:	January 24 th , 2020