



BID COMMITTEE REPORT

Meeting Date: November 7, 2024
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Brand Live Management Group, 1575 W Georgia St No. 339, Vancouver, BC V6G 2V3 for event delivery services related to the FIFA Fan Festival™ in Vancouver, British Columbia.

Solicitation Number:	Request for Proposal PS20240895-OCM - FIFA WORLD CUP 26 VANCOUVER™ – FIFA FAN FESTIVAL™.
Description of the Goods or Services:	For event delivery services related to the FIFA Fan Festival™ in Vancouver, British Columbia.
Recommended Vendor:	Brand Live Management Group
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is approximately two years.</p> <p>The contract value is comprised of (i) a fixed component at an estimated value of \$1,478,393, and (ii) a variable component to be comprised of 7.5% of the total Fan Fest planning and delivery budget.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	July 9, 2024
Notices Sent:	Supply Chain Management sent notices to six proponents
Closing Date:	September 4, 2024
Responses Received:	Brand Live Management Group
	Second Dimension International Ltd. (SDI)
	Patrick Roberge Productions Inc.
	IMG

Evaluation Criteria	Evaluation Weighting
Technical	70%
Financial	30%
Total	100%

COMMENTS

The recommended contract meets the following requirements:

- a) The City advertised the procurement in accordance with the City's Procurement Policy (ADMIN-008);
- b) The proposed vendor offers the best value and overall scored the highest which City staff calculated in accordance with the criteria, factors, and methods stated in the City's solicitation documents;
- c) The City's Financial Planning & Analysis department and the client business unit reviewed and concurred on the procurement budget and the selection of the proposed vendor;
- d) Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee and Council has authority to approve the contract because the total price will be greater than \$3,000,000, after variable fees have been applied;
- e) If Bid Committee approves this report and Council subsequently approves a related Council Report, the City's Director of Legal Services, Chief Procurement Officer, and Deputy City Manager will have the authority to negotiate, execute, and deliver all legal documents for this procurement on behalf of the City; and
- f) As the Bid Committee approval is a pre-contractual award, the terms and conditions of the final agreement may vary as a result of the negotiation with the proposed vendor.

DECISION

Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee approved the contract with Brand Live Management Group for event delivery services related to the FIFA Fan Festival™ under PS20240895-OCM - FIFA WORLD CUP 26 VANCOUVER™ – FIFA FAN FESTIVAL™. The contract will not be executed until it is approved by Council.