



**Dream
Gala
2015**

October 17th

Request for Quotation

Organization: Abilities Centre
Event Name: 10th Annual Dream Gala
Event Date: October 17, 2015

Contact: Zoë Middleton
905-665-8500 ext. 104
zmiddleton@abilitiescentre.org

Release Date: Thursday, June 4
Closing Date: Tuesday, June 16

Please note:

****This process is open yet competitive, as such Management at Abilities Centre reserves the right to reject any or all proposals or to accept any proposal should it deem such an action to be in its interests.***

****Abilities Centre will only be in contact with selected vendors.***

If you have any questions, please contact the Events Manager, Zoë Middleton.

Event Summary

About Abilities Centre

Centrally located at the heart of Durham Region, Abilities Centre is a fully accessible art, recreation and fitness facility committed to the development of a fully inclusive and integrated environment. It is a unique place where respect, understanding, cooperation and education form the core values of the facility through unparalleled program opportunities for people of all ages, both with and without disabilities.

Charity Status

- Abilities Centre is a registered charitable organization; as such we may be eligible for preferred pricing which should be reflected in the proponent's submission.
- Charitable Registration # 88981 9116 RR0001

About the Annual Dream Gala

In celebration of Abilities Centre's accomplishments, we are hosting our 10th annual Dream Gala. The Dream Gala highlights what Abilities Centre has accomplished and plans to achieve moving forward and is our biggest fundraiser each year.

Draft Schedule of Events

Event Time:	6 p.m. – 1 a.m.
Cocktail Reception:	6 p.m. – 7 p.m.
Dinner:	7:45 p.m.
Dessert and Entertainment:	9 p.m.
Expected Guest Count:	450+ guests

Catering Timeline

Submission Deadline:	Tuesday, June 16
Date of Notice for Top Considerations:	Thursday, June 18
Tastings:	Week of Monday, June 29 <i>excluding</i> Wednesday, July 1
Final Decision:	Tuesday, July 7

Décor

Theme: "Celebrate"

The following page includes the colour swatches we have chosen to implement at the Gala. Please keep the photos attached in mind in terms of the design and colours used at the event.



Catering Needs

Passed Hors D'ouvres: During cocktail reception

Starter: Salad or Soup or price for each option

Entrée: Protein + Sides
→ Vegetarian option
→ Gluten free option
Please have a plan for additional accommodations.

Dessert: Served at the table

Beverages: Please itemize each of these areas.

- Soft Bar
- Liquor
- Beer
- Coffee and tea service

Additional Needs:

That Special Something: Please include any unique elements you can add to the event along with their cost.

Details to consider: -Service must be fully accessible.
-Please note that we do not have a kitchen onsite, the cost of kitchen rentals should be included in this quote along with the name of the rental agency you acquired the quote from.

The rental quote provided will be used only as a pricing guideline. Abilities Centre will choose the most cost effective rental agency in order to execute the event and may not use the suggested rental agency.

Instructions, Guidelines and Terms & Conditions

Instructions

Ensure you have received all 8 pages of this RFQ package. Introduce you and/or your company and the services you provide, complete the attached form and include:

- Transmittal or cover letter
- Outline of company experience (to be filled out on form)
- Examples of past events that are relevant (only if you are not yet a preferred vendor)
- Outline of the scope of services offered
- Proposed budget/ fee estimate
- 2 references of past clients
- Approach and management plan
- Detailed list of any excluded fees explaining their nature/reason
- Product information, samples, and pictures as necessary
- Include all suggestive alternate solutions, products and services
- All necessary signatures from proponent executives

Guidelines

- All documents formatted in size 12 font
- Quoted prices should be inclusive
- Fees quoted and documented in Canadian exchange
- Contact our events manager if it becomes necessary to revise any part of your RFQ after you have submitted, we cannot guarantee constant ability to alter RFQ after submission.
- Proposal does not have a page limit, but we ask that you are as direct and efficient as possible with your information.

Terms & Conditions

The Abilities Centre will negotiate contract terms upon selection. All contracts are subject to be reviewed by legal counsel. Project employment will be granted post consent and signing of a contract; which delegates scope of work, budget, terms, and other necessary figures.

For any questions concerning the contract terms and conditions of this RFQ, please contact Zoë Middleton. (*Contact information found on PG 1*)

Scope of Work

Tender Duties

Vendor's responsibilities will differ and are dependent on individual contracts. Although; it is critical that all tenders work together as a collaborative team. Specific "Scope of work" sections will be made available for each type of service. However, each hired contractor will likely encounter and be responsible for all, or most, but not exclusively to the following duties.

Creative Development:

- Design, programing, and coordination of service; cohesive with event themes and needs.
- Administration and financial planning of your service- to be included in proposal.

Pre-Event:

- Creation, preparation and providing necessities pertaining to vendor's service
- Execution, management of tender's product, employees and/or service
- Event specifications (testing, delivery, satisfaction)
- Premeditated logistics pertaining to vendor specifications
- Sponsorship requirements
- Silent & Live auction involvement
- Licensing and insurance
- Technical requirements (organize what is needed from us, and what you will provide)

Day of Event:

- Constant management, and control of logistics throughout event
- Execution and supervision of tasks and employees
- Vendor will be held fully responsible for all employees on staff and their actions

Special Considerations:

- Make all possible accommodations to achieve cohesion of your service and our Mission

General Provisions & Definitions

Proponent Assurance

- Goods, materials, articles, equipment, work or services, specifically needed for each proponent, is to be delivered or completely performed as agreed upon within contract.
- Proponent will deliver said items or services within the arranged time limit, unless unsolvable issues arose, for which compulsory accommodations shall be discussed and offered.

Invoicing

- Provincial Sales Tax and Harmonized Sales Tax/Goods and Services Tax where applicable shall each be shown as a separate item.
- The proponent's HST/GST registration number must be indicated on the invoice.
- Must clearly show any special charges as separate items on the invoice.

Right to Cancel

- Abilities Centre holds the right to cancel at any time that the vendor's proposal or any contract in regards to the goods, material, equipment, work or services required for the event are not delivered or performed at the time said subjects were to be provided.
- Abilities Centre will not incur any liability for or be held responsible to make any payments in respect of any such goods, materials, equipment, work or services.

Official Agreement

- The only official agreement will be the final contract constructed for the proponent with the Abilities Centre after it has been agreed upon and signed.
- No verbal arrangement or agreement, relating to the goods, material, equipment, work or services, will be considered binding.
- *These agreements pertain only to the specified event and its arrangements.*
- *Abilities Centre reserves the right to consider new and different tenders at any time for each service and/or event.*
- *Earning a business contract one year, does not guarantee the proponent the same or any business the following year or thereafter.*
- *However, services well performed can increase opportunity for business in future years, and there is a higher possibility for a tender to earn a spot on our preferred vendors list, which is also reviewed annually.*

Insurance, Licenses & Permits

- All Permits, Licenses and Insurance are the responsibility of the renter. However during an event, all needed documents that are required by the vendor are their responsibility.
- All documents must be provided to Abilities Centre 2 months prior to the event, include them in your proposal if possible.
- Use of Abilities Centre's Intellectual Property- the proponent shall not use our name, service mark or trademark, acronyms or logos owned by Abilities Centre in any publicity releases, advertising or publication without Abilities Centre's prior written consent.

Performance

- Abilities Centre holds the expectation that all work to be done under contract shall be done to the satisfaction of our event management, and/or their representatives authorized to act for them.
- Materials and process of preparation and manufacture shall at all times be subject to examination and inspection and rejection in any stage of the process.

Selection Process & Proposal Criteria

The following criteria will form the basis upon which Abilities Centre will evaluate proposals. The following is mandatory (but not limiting) criteria:

- Proposal is on time and correctly submitted.
- Expertise in recommending and communicating appropriate solution/service options.
- Proposal Presentation- The information is clear, logical and well organized.
- Demonstrates a commitment to a high level of service.
- Capacity to support the needs of the Event manager, and others if applicable.
- Experience and expertise of similar events and size including marketing, creativity and managing of services for events.
- Depth and breadth of the proponent and staff- relevant qualifications and experience.
- Creative, realistic ideas in completing/ providing the service and assisting in raising event awareness, participation and success.
- The true value for your fee. The lowest cost will not necessarily be chosen, but economic efficiency will be prevalent in the decision process.
- Suitability of the company and the relationship management philosophy.
- Original ideas in marketing and promoting the event add a substantial bonus.
- Financial results from previous events.
- List of references.

We look forward to hearing from you!

Vendor Request



Abilities Centre

10th Annual Dream Gala - October 17, 2015

Date Submitted:

Please complete form and submit with quote by 06/16/15.

Contact Name

Business Name

Street Address

Street Address Line 2

City

Province

Postal Code

Phone Number

Email Address

Please provide a brief outline of your company's experience:

Additional notes:

Please contact Zoe Middleton at 905-665-8500 ext. 104 or zmiddleton@abilitiescentre.org with any questions or concerns.