

Request for Proposal

Chip and Athletics Timing RFP 36-1013a

Niagara 2022 Canada Summer Games

The 2021 Canada Games Host Society Inc., a non-profit organization, is looking for a provider, or providers to supply turn key Chip timing and Athletic Timing services for the Niagara 2022 Canada Summer games. This RFP contains two sections. One related to CHIP Timing and one related to Athletic timing. Bidders can submit proposals for both or an individual section.

Email Intent to submit by Friday October 1st, 2021 - 4:00 pm EST

Proposals to be completed and submitted by Friday, October 15th, 2021 - 4:00 pm EST

SECTION ONE | INTRODUCTION

About the Niagara 2022 Canada Summer Games [Niagara 2022 CSG]

At the peak of Niagara's boldest summer yet, more than 5,000 young athletes and their coaches will gather to compete for the podium in Canada's largest multi-sport event. On its road to glory, this shining generation of hopefuls will leave its mark on our community and on the country – transforming, inspiring, and unifying us all through the power of sport.

As ambassadors of Niagara's unrivaled warmth and compassion, thousands of volunteers will play host to the nation. The Niagara 2022 Canada Summer Games will celebrate the wonder of sport alongside arts and culture. The Games will honour our indigenous communities, and showcase a remarkable heritage of hard work and innovation in one of the world's most awe-inspiring destinations.

With world-renowned hospitality, the people of Niagara will welcome visitors from across the country. Spirited events, spectacular entertainment, and the theatre of elite competition will spark new energy in the region as our streets, skies, and waterways shimmer with ceremony and celebration that is befitting of Canada's best young athletes.

From August 6th to 21st, 2022, Niagara will surge stronger than ever on the national stage. The Games will give rise to a new legacy of ambition, confidence, and compassion that will inspire generations to come.

About the 2022 Canada Games Host Society

In preparation for the games, a Host Society has been established and led by a Board of Directors that is composed of passionate, experienced and accomplished sport and community leaders.

The goals of the Host Society are to:

- Provide a phenomenal experience for the athletes and other participants at the Niagara 2022 CSG. An experience that will propel their development, allow them to perform their best and inspire them to dream big
- Provide a legacy of sport infrastructure and programs that are vital for Niagara, Ontario, and Canadian sport development
- Provide a legacy of infrastructure, community programs and unify a spirit that will be transformative for Niagara
- Provide an unmatched podium and partnership for the Canada Games Council to build upon the success of previous Canada Games and strengthen the Canada Games property

SECTION TWO | VOLUNTEER-LED VENUE PLANNING MODEL

The Niagara 2022 Canada Summer Games follows a volunteer-led Venue Management Model for the planning of and operation of each of the Game's 18 competition venues. The volunteer structure is made up of approximately 300 Leadership Volunteers who work with the Niagara 2022 staff team to plan the operations at a designated venue. These volunteers are split between 20 Functional Areas, each of which are focused on a different element of venue planning (ie Transportation, Sport, Technology etc.).

A N22 Volunteer will be on site to input race result data into the Host Societys' Games Management System. No other volunteer interaction is required

SECTION THREE | SCOPE OF WORK

The Niagara 2022 Canada Summer Games Host Society is seeking an organization to enter a turnkey proposal for either, or both of the following-

CHIP TIMING SERVICES

N22 will require CHIP Timing for the following sports:

Mountain Bike

- Taking place at 12 Mile creek park in St.Catharines ON between August 8th and August 12th, 2022
- Approx 70 participants

Road Cycling

- Time trial taking place at Sugarloaf Marina in Port Colborne, ON on August 16th, 2022
- Road Race taking place at the Pelham Town Square in Pelham, ON on August 18th, 2022
- Criterium taking place at Brock University in St Catharines, ON on August 20th, 2022
- Approx 90 participants

Triathlon

- Taking place at the Welland International Flat Water Centre in Welland, ON between August 8th and August 12th, 2022
- Approx 65 participants

Open Water Swim

- Taking place at the Welland International Flat Water Centre in Welland, ON on August 12th, 2022
- Approx 52 participants

ATHLETICS TIMING SERVICES

- All Athletics events will take place at Canada Games Park in St.Catharines, ON between August 16 and August 21, 2022
- Approx. 500 participants

Scope of Work Details

Responsibilities would include but are not limited to:

CHIP TIMING

- To provide turnkey setup, operation and strike of all equipment required to facilitate the service
- Systems should include , but are not limited to;

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- Chip Timing Results system
- Start/Finish Cameras
- Photo Finish Cameras
- Results and Timing tents as required
- Generators in areas where accessible power is not available
- Scoreboard system
- Lap indicator boards
- photo cell and manual plunge timing equipment (Road Cycling)
- Start line and Exit Gantry with Clock (Triathlon)
- Finish pads on dock (Open Swim)
- All necessary cables and connections required to facilitate operation
- Staff required to provide a turnkey operation

ATHLETICS TIMING

- To provide turnkey setup, operation and strike of all equipment required to facilitate service
- System should include, but may not be limited to:
 - Photo Finish via FinishLynx
 - Software Program - HyTEK meet manager and Direct Athletics Meet Pro are the approved products
 - A minimum of three (3) FinishLynx Cameras
 - A minimum of two (2) RadioLynx Wireless start systems
 - A minimum of one (1) IdentiLynx camera
 - All required computers and networking devices required for the above
 - Laser jet or similar printer
 - Scoreboards :
 - Quantity two (2) LED Video infield displays (Please note size in submission)
 - Quantity one (1) 46" or larger colour display with appropriate stands
 - Quantity one (1) 200m single line clock
 - Appropriate staff to provide the following:
 - Meet setup, seeding etc. from entries
 - Photo timer staff
 - Database and results entry staff
 - The ability to produce live results
 - Redundancy plan to prevent down time due to equipment failures

Accessibility

Submissions are encouraged to include accessibility considerations and features where applicable and appropriate.

Sustainability

Submissions are encouraged to explain and provide examples of incorporating measures to ensure their goods and/or services are designed/produced in a sustainable and environmentally friendly manner.

The Niagara 2022 CSG Host Society is looking forward to working with an experienced company and a collaborative organization whose values align with ours and who are excited about being a part of these historic games - Once, and for All.

SECTION FOUR | RFP SCHEDULE OVERVIEW

- RFP issued Wednesday September 22nd, 2021
- Notice of Intent to Submit Due Friday October 1st, 2021 - 4:00pm EST
- Last date for Questions Wednesday, October 13, 2021 - 4:00pm EST
- Proposal and Supporting Documents Due Friday, October 15th, 2021 - 4:00pm EST
- Decision Date Friday, October 29th, 2021
- Anticipated Start Date August 5th, 2022
- Anticipated Conclusion Date August 21, 2022

SECTION FIVE | RFP SCORING

Submitted RFPs will be scored as follows:

- Responsiveness to Scope of Work 20%
- Demonstrated experience and expertise in similar projects 20%
- Cost effectiveness 25%
- Value-In-Kind opportunities 25%
(either budget relief and/or project enhancements)
- Comprehensiveness and Sustainability 5%
- Company Profile 5%

Total 100%

SECTION SIX | RESPONSE SUBMITTAL REQUIREMENTS

Responsiveness to Scope of Work

We are seeking comprehensive and informative proposals that clearly outline your ability to fulfill our requirements. Information to include in your proposal include and are not limited to the following:

- Key Dates / Critical Path
- Breakdown of all cost and fees for each element of the project, including a rate card for your services. Please show your costing for those items listed under 'Scope of Work Details' in which your company can provide services.
- Identification of any phases of the project that will be subcontracted out and to whom.
- Method proposed to ensure the chip timing systems function as designed and as related to each of the sports outlined.
- Résumé of staff member(s) who would be identified as the Liaison for the Niagara 2022 Organization
- Plan for redundancy
- Other costs associated with staffing the project (Hotel, per diem, travel etc)

Demonstrated Experience and Expertise in Similar Projects

Please outline a detailed summary of at least one (1) comparable project which the proposer has completed in the last three to five years. For each referenced project, please make certain to include all relevant details such as:

- Description of scope of project
- Time to execute each phase of the project
- Cost and associated fees
- Lessons Learned
- Others

Cost Effectiveness

Our decision process will be to secure a partner who's services best deliver the goals of the Niagara 2022 CSG , while also being cost effective.

Sponsorship / VIK

The Niagara 2021 CSG Host Society is not merely looking for a vendor with a fee for service approach. Instead, it is our belief that all vendors associated with the Niagara 2022 CSG become strategic event partners offering both fee for service; as well as, Value In-Kind (VIK) opportunities.

We encourage vendors to include a percentage discount toward budget relieving VIK (a reduction in cost to the requirements outlined in the Scope of Work), as well as enhanced VIK (additional services or features, not specifically outlined in the Scope of Work).

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In addition, as a host society we are continually seeking cash sponsorship opportunities as well. Any interest in cash sponsorship can be submitted in conjunction with or separate from submitted proposals.

Comprehensiveness and Sustainability

Your comprehensiveness score will be based upon how well your submission relates to the subject of the RFP. Sustainability score will be based on examples your organization provides related sustainable business practices, green initiatives and conservation.

Company Profile

Please provide a brief history of your organization, and if you intend to subcontract some of the work to another firm, include their information in this RFP as well.

If one person will have the primary responsibility for this project, provide us with their information and relevant resume.

SECTION SEVEN | RFP GENERAL INFORMATION

References

Please provide the name, address, and phone number of three (3) current clients, who would be capable of explaining and confirming your firm's capacity to successfully complete the scope of the work outlined herein.

Contract Terms

All material produced, data collected, and reports generated by the contractor or subcontractor on behalf of Niagara 2022 CSG are confidential and become exclusive property of Niagara 2022 CSG. The contractor may not share program materials, customer data, industry or program participant contact information, etc. unless explicitly authorized by Niagara 2022 CSG to do so.

This RFP does not commit to pay any costs incurred in the preparation of a proposal or to procure or contract for services. Niagara 2022 CSG reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified bidders and to cancel the RFP, in part or in its entirety at its sole discretion.

Niagara 2022 CSG reserves the right to refuse to work with any partners, vendors or sponsors that may reflect negatively on the organization, Niagara Place and/or any Games stakeholder.

Additional Information or Clarification

All questions and requests for clarification are required to be submitted with the contact listed below. Questions and answers will be documented and distributed to all bidders. If necessary, an addendum will be issued.

Please be certain to include the name and contact details of the persons to be approached for clarification of the proposal if needed.

Niagara 2021 CSG requires one (1) electronic copy of your proposal.

Submissions are to be sent to:

Dan Kennedy

Manager, Procurement and Contract Administration

dkennedy@2022canadagames.ca