

# REQUEST FOR PROPOSALS (RFP)

For

Child Minding Services at the Winnipeg

Convention Centre

Canadian Society for Ecology and Evolution and  
Canadian Botanical Association

Joint Annual Meeting, June 11-14, 2023

Issued: February 10, 2023

Submission Closing: March 10, 2023

Contact: Aleeza Gerstein

Assistant Professor, The University of Manitoba

[Aleeza.gerstein@umanitoba.ca](mailto:Aleeza.gerstein@umanitoba.ca)

# Canadian Society for Ecology and Evolution and the Canadian Botanical Association 2023 annual meeting RFP for temporary Child Minding services

## RFP SUBMISSION CHECKLIST

- Statement of qualification. Please indicate your credentials and prior experience in providing a similar project or service. Please provide contact information for a reference that can speak to that.
- Details of the team. Please describe the primary contact person and their qualifications and provide a resume. If specific names & qualifications for other team members are known at the time of proposal submission, please list and provide resumes. Otherwise, please indicate the expected qualifications and experience of anticipated team members, where they will be recruited from, and how they will be screened and selected before the event. Information provided should indicate how it meets provincial regulations (e.g., criminal record check, child abuse clearance).
- Your expectation or requirements for what will be provided by the conference organizing team.
- Your expectation or requirements for what will be provided by parents.
- Details of the service that will be provided. Please include information about supplies that will be provided through this proposal and any activities planned (these can be examples).
- Outline of safety and security plan during the event to meet provincial health and safety guidelines. Please provide details about the insurance and liability policy you will hold.
- Itemized budget breakdown.

Thank you for your interest! We are happy to provide any additional information that would be helpful prior to submission of a proposal. Our decision will be based on the different points listed above, not only price.

# TABLE OF CONTENTS

INTRODUCTION.....	4
INVITATION .....	4
CSEE-CBA LOC CONTACT.....	4
IMPORTANT DATES TIMETABLE.....	4
SUBMISSION DETAILS .....	5
<i>Proposal Format</i> .....	5
<i>Withdrawal of Proposals</i> .....	5
EVALUATION OF PROPOSALS AND AWARD OF CONTRACT.....	6
DELIVERABLES.....	6
BACKGROUND .....	6
SCOPE .....	7

## INTRODUCTION

### Invitation

The Local Organizing Committee (“LOC”) for the Canadian Society for Ecology and Evolution and Canadian Botanical Association (“CSEE-CBA”) is inviting prospective proponents (the “Proponent”) to provide non-binding offers for the operation of Child Minding services at their annual summer conference in Winnipeg, Manitoba. Child Minding is required on:

Sunday, June 11—8:30 am to 5:15 pm

Monday, June 12—8:00 am to 6:15 pm

Tuesday, June 13—8:00 am to 6:15 pm

Wednesday, June 14—8:00 am to 5:15 pm

TOTAL: (8.75 hours) (10.25 hours) (10.25 hours) (9.25 hours) = 38.50 hours

concurrent with the meeting at the RBC Convention Center. This Request for Proposals (the “RFP”) outlines a general scope of services and deliverables (the “Deliverables”) required for the process of submission and evaluation of proposals, and subsequent award of Contract; and the terms and conditions of the RFP.

The Proponent selected under this RFP process will be informed in writing. Proponents not selected will also be informed in writing.

### CSEE-CBA LOC Contact

For the purposes of this RFP, the “CSEE-CBA LOC Contact” shall be:

Dr. Aleeza Gerstein

Assistant Professor, The University of Manitoba

Department of Microbiology

Email: [Aleeza.gerstein@umanitoba.ca](mailto:Aleeza.gerstein@umanitoba.ca) (\*preferred method of communication)

Phone: 204.915.6185

Only information received by the CSEE-CBA LOC Contact will be considered in the RFP process. All such communication must be in writing.

### Important Dates Timetable

The following timetable will apply to the RFP process. This timetable is tentative and may be amended by the CSEE-CBA LOC at any time before the RFP closing.

Activity	Date
Issue RFP – Start of Submission Period	February 10, 2023
Deadline for Submissions	March 10, 2023
Project Award – This is subject to CSEE-CBA LOC approval, and may involve dialogue between the committee and selected Proponent.	March 31, 2023
Contract Signing (Anticipated)	April 15, 2023

**Submission Details**

The Proponent acknowledges and agrees that the CSEE-CBA LOC shall not have any liability for costs or losses incurred by the Proponent in participating in this RFP process.

**Proposal Format**

The preferred proposal format is a single (1) e-mailed electronic copy of their proposal to the CSEE-CBA LOC Contact as follows:

- Compile all content into a single Portable Document Format (pdf) file consisting of letter sized written documents and drawings (if appropriate).
- Sequentially number pages in each section of the proposal
- Provide a table of contents that includes page numbers of sections, attachments, appendices etc.

Hard-copy proposals will not be accepted. Proposals should indicate the RFP title in the subject line of the email. The name and address of the Proponent shall be identified in the body of the email.

The entire contents of the Proponent’s proposal should be submitted in a fixed format, and the content of website or other external documents referred to in the proposal but not attached will not be considered to form part of the proposal.

**Withdrawal of Proposals**

A Proponent may withdraw a proposal that is already submitted at any time before execution of a Contract by providing written notice of withdrawal to the CSEE-CBA LOC Contact.

## EVALUATION OF PROPOSALS AND AWARD OF CONTRACT

All proposals received before the RFP Closing will be evaluated by a CSEE-CBA LOC Subcommittee.

The CSEE-CBA LOC intends to enter into a contract with the successful Proponent, which achieves the highest overall evaluation. The successful Proponent will be notified via a written selection notice and invited to enter into a contract. Neither the CSEE-CBA LOC nor any Proponents are legally bound to provide or purchase services until the execution of a written contract.

The terms and conditions of the Contract will be negotiated. The Proponent with the second-highest score will be contacted if negotiations are unsuccessful. This procedure will be continued until a contract is finalized or the CSEE-CBA LOC elects to cancel the RFP process. The CSEE-CBA LOC may terminate negotiations with a Proponent if at any time the CSEE-CBA LOC thinks it will not be able to conclude a contract with said Proponent or if it feels the proposed terms are unsatisfactory.

CSEE-CBA expects the Proponent to carry the appropriate insurance and will be ready to hold the CSEE-CBA and its agents auctioning as the LOC of CSEE-CBA 2023 harmless of any liability that might come from running the child minding service.

## DELIVERABLES

The objective of the RFP is to select the most qualified Proponent.

### Background

The CSEE is a non-partisan group of practicing ecologists and evolutionary biologists throughout Canada. The objectives of the CSEE are to:

1. promote the study of ecology and evolution in Canada;
2. raise public awareness of the importance of ecology and evolution to Canadian society;
3. facilitate communication between members of the Society and decision-makers in the public, private and non-governmental sectors;
4. act as a liaison with Federal and Provincial funding agencies to support and promote ecological and evolutionary research in Canada.

The CBA is the national organization for botanists of all associations in Canada. It represents Canadian Botany and botanists in matters of local, national and international importance. Of special interest to the Association is the preservation of botanically significant natural areas. It offers a diverse and safe space to promote plant awareness in Canada.

The CSEE and CBA host annual meetings of ~600 attendees in different Canadian cities. Winnipeg is pleased to host the 2023 meeting, the first joint meeting of the two societies. In recent years, the need for on-site Daycare services has been informally requested by multiple attendees. The CSEE-CBA strives to work towards breaking barriers to inclusion in science. The CSEE-CBA LOC feels passionately that providing a Child Minding opportunity for attendees is a tangible step towards inclusivity and equity.

## Scope

The expectation for this Request is to obtain Child Minding services appropriate for children of all ages for four days of the CSEE-CBA meeting. A room has been set aside at the RBC Convention Centre for this purpose. The room dimensions are 50x21x12' [15.34 x 6.40 x 3.66 m], with temporary walls and drapes to subdivide a space for an infant breastfeeding room. We may be able to find a different room if additional space is required. It is adjacent to the conference meeting rooms, and parents may drop in throughout the day.

Child Minding is required on:

Sunday, June 11—8:30 am to 5:15 pm

Monday, June 12—8:00 am to 6:15 pm

Tuesday, June 13—8:00 am to 6:15 pm

Wednesday, June 14—8:00 am to 5:15 pm

TOTAL: (8.75 hours) (10.25 hours) (10.25 hours) (9.25 hours) = 38.50 hours

It is anticipated that child minding needs will be less on the first day (June 11) than on other days.

A large-scale child minding program has never been offered at a CSEE or CBA meeting. We do not yet have a hard number for how many children will attend; we estimate between 10-20 children of a range of ages. We will have a better estimate after the close of early registration on March 15, 2023. The CSEE-CBA LOC is pleased to work with potential Proponents to discuss what is or isn't feasible to provide for the meeting prior to the submission deadline on March 10, 2023.