



REQUEST FOR EXPRESSION OF INTEREST

SCENARIO ENGAGEMENT EQUITY SEEKING GROUP

RFEOI No. PS20210114

Issue Date: February 2, 2021

Issued by: City of Vancouver (the "City")

**REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20210114 (the “RFEOI”)
QUALIFICATIONS FOR SCENARIO ENGAGEMENT EQUITY SEEKING GROUP**

EXPRESSIONS OF INTEREST WILL NOT BE PUBLICLY OPENED.

NOTES:

1. An Expression of Interest should be submitted by email prior to 12:00PM (noon), on February 16, 2021 (the “**Closing Time**”) in accordance with the following:
 - Subject of the file to be: PS# - Title - Vendor name.
 - Document format for submissions:
 - Schedule 1-5 in PDF format, - 1 combined PDF file, and;
 - Any additional attachments if required.
 - Zip the files to reduce the size or email separately if needed.
 - Send your submissions to planningtogether@vancouver.ca; do not deliver a physical copy to the City of Vancouver.
 - Submitting the files via Drop box, FTP, or similar programs, is not acceptable.
2. Each Expression of Interest must be marked with the vendor’s name and the RFEOI title and number.
3. “Vancouver Time” will be conclusively deemed to be time in the City of Vancouver, as indicated in the electronic timestamp the Proposal receives upon delivery to the email address specified herein, which is in turn synchronized to Network Time Protocol (NTP) provided by the National Research Council of Canada adjusted to local Pacific Time Zone.
4. DO NOT SUBMIT EXPRESSIONS OF INTEREST BY FAX.
5. All queries related to this RFEOI should be submitted in writing to the attention of:

Dino Goundouvas, Contracting Specialist
Email: dino.goundouvas@vancouver.ca

(the “**Contact Person**”)

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SECTION 1 GENERAL INFORMATION

1.1 Introduction

The City of Vancouver (the “City”) is seeking Expressions of Interest (“Request For Expressions of Interest - RFEOI”) from vendors to support engagement on the Vancouver Plan with equity-seeking communities in Vancouver. These vendors need to have expertise working with racialized and intersectional communities, knowledge of the community networks and history, and designing and facilitating accessible processes for them. Ultimately, the City would like to identify interested and qualified parties to work with the City on engagement on future scenarios.

1.2 Background

The City of Vancouver is developing a long-term, strategic citywide plan that will deliver a more healthy, green, fair and prosperous city for all the people that live, work, and visit here, now and in the future. The Vancouver Plan will help set priorities, unify existing plans, and invite public participation in imagining the Vancouver we want to become by 2050 and beyond.

Broad engagement efforts often result in under/lack of representation from some communities and overrepresentation of people and communities with better access to resources, time, and education to participate. This imbalance impacts the City’s ability to appropriately plan for interventions, long-term policy, or investments that take into account a diversity of needs, resulting in inequities in our society.

The Vancouver Plan project team is committed to employing more inclusive approaches to public engagement and ensuring that equity is foundational to the process of planning Vancouver together. The City has been piloting a “Vancouver Plan Community Navigator Program,” from November 2020, in partnership with a number of Neighbourhood Houses, where community members with lived experience and expertise design and lead engagement with their communities.

As part of our current Phase II engagement process the City is looking to utilize a similar approach to better understand the implications of possible future scenarios as part of the citywide planning and policy development process. As the current pandemic has demonstrated, shocks and stresses as well as government responses to them can affect each of our communities in different and disproportionate ways. To aid planning for our uncertain future, the City has undertaken a ‘scenario planning’ effort, in which five distinct future scenarios were constructed based on emerging trends and research.

The inputs generated from engaging equity-seeking communities on scenarios will be used in two main ways:

1. To ‘stress-test’ and strengthen various policy ideas and proposals to understand how they might perform in different community contexts. Where gaps are identified, measures are taken to address the gaps.
2. To aid the public and decision makers in understanding and evaluating key decisions and potential trade-offs of selecting certain approaches over others, including how they may affect communities represented in this scenario process.

1.3 Scope of Work

The City is looking to partner with community organizations from under-represented equity-seeking communities to help explore how they might uniquely experience possible aspects of future life in the city, and what may need to be done to prepare for those possibilities. Work will be undertaken between February and May 2021 (see section 1.3.4 below).

Under a contract valued at up to \$4,000 with approximately 75 hours of effort the proponent would conduct outreach, engagement, and generate inputs that reflect the lived experience and knowledge of their community as it relates to plausible future scenarios, as outlined below:

- Review the five scenarios prepared by the City and select relevant themes of interest to conduct engagement and analysis.
- Conduct outreach & engagement and gather community insight (e.g. interviews, group discussions) to identify relevant considerations about this community based on themes and scenarios.*
- Communicate the process and objectives of scenario engagement to participating attendees.
- Identify and provide any relevant supports so attendees may meaningfully participate, such as facilitation, interpretation, childminding, honoraria, etc.
- Attend and participate in online orientation sessions, workshops, and regular check-ins with City staff and possibly other community partners.
- Generate inputs and support validation efforts on themes and scenarios to support policy testing.
- Review and provide feedback on graphic illustrations (e.g. scenario graphic novel) and materials to be published.
- Administer funds to staff and volunteer supporting the abovementioned work, as well as participant supports (eg. honoraria), as required.
- Requirements:
 - Demonstrated history of working in under-represented community
 - WorkSafeBC coverage and COVID-19 Safety Plan
 - Commercial general liability insurance (if convening in-person activities with the public)
 - Access to computer, internet, and ability to participate in online meetings

* Community engagement may take a number of formats or approaches. Proponents will determine which methods that are most appropriate and accessible for their specific community to address any potential barriers, while also adhering to safety directions from the Public Health Officer and WorkSafeBC on COVID-19. Initial ideas are listed below for the proponent's consideration:

- Convening events: hosting a series of 'storytelling' sessions with community members who hold knowledge to understand how the community might uniquely experience possible aspects of future life in the city, and what may need to be done to prepare for those possibilities.
- Curating submissions: Conducting one-on-one interviews, facilitating written/digital submissions of how under-represented communities might uniquely experience possible aspects of future life in the city, and what may need to be done to prepare for those possibilities.
- Facilitating activities: Connecting with existing social networks (e.g. virtually) and groups with a common interest at pre-scheduled meeting to facilitate scenario activities.

- After the completion of this scope of work, the City may be looking to offer more opportunities to continue working with partners through the next phases of the plan.

1.3.1 City Provided

- Overview of the five scenarios.
- A toolkit with materials to support generation of tailored inputs and outputs, including activities and templates to generate and record inputs. Language translations may be provided upon request.
- Access to one-page summaries of each scenario, as well as “story maps” - a digital online interactive preview of each of the five scenarios.
- Access to a City contact within the Vancouver Plan team for questions and to seek clarification

1.3.2 Deliverables

Engagement input is to be submitted in the form of written materials using the templates and questionnaires to be provided, including those to:

- Collect and analyze scenario inputs
- Validate policy testing results
- Review graphic novel

1.3.3 Acceptance Criteria

Minimum five completed templates of recordings that tell a story of specific equity seeking group impacts. These impacts include both how the scenario would make their lives harder, as well as how certain assets in their community might help them thrive.

1.3.4 Estimated Schedule

- February 22- 26: Review the five scenarios and select themes of interest to conduct engagement and analysis. Participate in orientation and training sessions.
- March 1 - 30: Conduct community outreach and research (e.g. interviews, group discussions) to identify relevant considerations about this community based on themes and scenarios.
- April 1 - 16: Generate and submit initial analysis and validation on themes and scenarios based on research to support policy testing.
- May 1 - 30: Review and provide input on graphic novel and policy testing outcomes.

1.3.5 Additional Information

- Please visit the Vancouver Plan website at [Vancouverplan.ca](http://vancouverplan.ca) for more information

1.4 Sustainability

- 1.4.1 The City’s Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City’s approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City’s commitment to maximize benefits to the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each City vendor is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The

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Ethical Purchasing Policy shall be referred to in the evaluation of Expressions of Interest, to the extent applicable.

- 1.4.2 Vendors are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that a vendor supply materials, and where such materials may cause adverse environmental effects, the vendor should indicate the nature of the hazard(s) in its Expression of Interest. Furthermore, each vendor is asked to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

1.5 RFEOI Process

- 1.5.1 Interested parties (“**Respondents**”) are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.
- 1.5.1 Notwithstanding the foregoing, the City may, as a result of the RFEOI, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).
- 1.5.2 The RFEOI process is aimed at encouraging organizations with the required level of expertise to participate. Respondents should ensure that their Expressions of Interest demonstrate expertise as described in Section 1.3 above.
- 1.5.3 If a potential Respondent believes that the City may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the City may advise the vendor regarding the matter.

1.6 RFEOI Documents

- 1.6.1 This RFEOI consists of:
- 1.6.2 the cover page hereof and sections 1 through 6 hereof; and
schedules as follows
- 1.6.3 Schedule 1 – Description of Requirements;
- 1.6.4 Schedule 2 – Letter of Expression of Interest
- 1.6.5 Schedule 3 – Certificate of Existing Insurance
- 1.6.6 Schedule 4 – Declaration of Supplier Code of Conduct Compliance

(collectively, the “**RFEOI Documents**”)

If the City of Vancouver issues any amendments or addenda to the RFEOI Documents, such amendments or addenda will form part of the RFEOI Documents. It is the sole responsibility of all Proponents to check the City’s website at: <http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments or addenda to the RFEOI Documents, including questions and answers posted by the City in relation to this RFEOI.

2. QUALIFICATION CRITERIA

2.1 General

The City currently expects to base its decision with respect to each Respondent's qualification (or not) on (i) whether the responses submitted by the Respondent as part of its Expression of Interest has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

2.2 KEY PERSONNEL AND SUBCONTRACTORS

- 2.2.1 As part of its Expression of Interest, a Respondent should submit the names of proposed key personnel and subcontractors.
- 2.2.2 A Respondent should therefore not change its key personnel or subcontractors without discussing the same with the City.

3 COMMUNICATIONS

Respondents may not communicate with the City about the RFEOI except in writing by email to the contact person listed on the cover page of this RFEOI.

4 SUBMISSION OF EXPRESSIONS OF INTEREST

4.1 Delivery

Each Respondent should submit a single electronic copy of its entire Expression of Interest by email to planningtogether@vancouver.ca. It is each Respondent's sole responsibility to ensure delivery of its Expression of Interest by the Closing Time. All submissions should be made at the Respondent's sole cost and expense.

4.2 Late Expressions of Interest

The City of Vancouver may, in its discretion, accept, or reject and return, any Expression of Interest received after the Closing Time.

4.3 Form of Expression of Interest

Each Expression of Interest must consist of a letter in the form set forth in Schedule 2 and declaration of Supplier Code of Conduct compliance in the form of Schedule 4.

4.4 Lack of Information

Following receipt of an Expression of Interest, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the City's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Expression of Interest.

5 REVIEW OF EXPRESSIONS OF INTEREST

5.1 Evaluation by the City of Vancouver

The City will review the Expressions of Interest submitted to determine whether, in the City's opinion, each Respondent has demonstrated that it has the required experience and qualifications in order for it to advance in the City's procurement process. In doing so, the City currently expects to base its decision with respect to each Respondent on (i) whether the Statement of qualifications submitted by the Respondent has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements. The City currently expects to select a number of Respondents (“Pre-Qualified Respondents”); provided that:

- 5.1.1 the determination of which Respondents are designated as Pre-Qualified Respondents will be at the sole discretion of the City; and
- 5.1.2 the City reserves the right to limit the number of Respondents designated as Pre-Qualified Respondents.

5.2 Inquiries

The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with an Expression of Interest and may seek clarification from a Respondent's bankers and clients regarding any financial and experience issues.

5.3 Non-Conforming Expressions of Interest

Expressions of Interest which fail to respond to the questions set forth in Schedule 2 hereto or which fail to conform to any other requirement of these RFEOI Documents may be rejected by the City of Vancouver, in its discretion. Notwithstanding the foregoing or any other provision of these RFEOI Documents, the City may at its sole discretion elect to retain for consideration Expressions of Interest which deviate either materially or non-materially from the questions set out in Schedule 2 hereto or which otherwise fail to conform to any other requirement of these RFEOI Documents.

6 NOTIFICATION AND RFP PROCESS

6.1 Notification of Prequalification

Following the Closing Time, the City of Vancouver will only notify those Respondents which are selected as Pre-Qualified Respondents (or with which the City proposes to proceed to negotiate an agreement). The City of Vancouver thanks all other Respondents for their interest.

6.2 Changes after Pre-Qualification

Any change in the structure or formation of a Pre-Qualified Respondent will be subject to prior written approval of the City prior to the deadline for submission of proposals or tenders. The City may deny that approval if the change in the structure or formation of the Pre-Qualified Respondent, from that presented in the Expression of Interest, would have affected whether or not the Respondent would have been short-listed in the first instance.

6.3 The City of Vancouver Rights

- 6.3.1 The City may, without liability to any Respondent or Pre-Qualified Respondent, may:
- 6.3.1.1 amend the scope and description of the goods and services to be procured under the RFEOI varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
 - 6.3.1.2 reject or accept any or all Expressions of Interest;
 - 6.3.1.3 cancel the RFEOI process and reject all Expressions of Interest;
 - 6.3.1.4 cancel the RFEOI process and commence a new process in respect of the same with the same or an amended set of documents, information or requirements;
 - 6.3.1.5 request that any Respondent provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents; or
 - 6.3.1.6 terminate the RFEOI process and enter into direct negotiations with any party whether or not a Respondent.
- 6.3.2 By submitting an Expression of Interest, a Respondent acknowledges and agrees that these RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement (except on the limited terms and conditions expressly stated in Schedule 2), and that submission of an Expression of Interest by a Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other Respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated in Schedule 2 with respect to confidentiality).
- 6.3.3 The form of letter set forth in Schedule 2 also contains a release of the City's liability and other important terms and conditions that should be reviewed carefully by each Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.

6.4 Information Disclaimer

- 6.4.1 The City makes no representation, warranty or undertaking with respect to these RFEOI Documents and the City and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFEOI Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the City.

6.5 Security Requirements

The City reserves the right to require, as a condition of a contract entered into with any successful vendor, or as a condition to participation in [a request for proposals][an invitation to tender], that the vendor or directors or officers of the vendor consent to the City and its security partners conducting at the City's discretion, a security clearance investigation, including without limitation criminal records searches and such other security searches as the City may deem advisable, together with ongoing monitoring of the same.

7 CONFLICTS/COLLUSION/LOBBYING

7.1 Conflicts of Interest Generally

Each Respondent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

7.1.1 an elected official or employee of the City; or

7.1.2 related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent's Expression of Interest by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.2 Former City Employees

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFEOI obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.3 Other Clients

Each Respondent must disclose whether the Respondent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFEOI would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the City and the Respondent's or its subcontractors' duties to such third party. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.4 Collusion

Each Respondent is required to disclose whether the Respondent is competing for purposes of the RFEOI with any entity with which it is legally or financially associated or affiliated. Each Respondent must also disclose whether it is cooperating in any manner in relation to the RFEOI with any other Respondent responding to the RFEOI. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.5 Lobbying

Each Respondent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFEOI or sought, other than through the submission of its Expression of Interest, to influence the outcome of the RFEOI process. The City will evaluate

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each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEI in light of the particular matter.

SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS

RFEOI Section Reference	
1.1 - 1.5	<p>Description of Products and Services:</p> <p>The City seeks Expressions of Interest from Respondents to complete the following:</p> <ul style="list-style-type: none"> (a) Review the five scenarios and select relevant themes of interest to conduct engagement and analysis. (b) Conduct outreach & engagement and gather community insight (e.g. interviews, group discussions) to identify relevant considerations about this community based on themes and scenarios. (c) Communicate the process and objectives of scenario engagement to participating attendees. (d) Identify and provide any relevant supports so attendees may meaningfully participate, such as facilitation, interpretation, childminding, honoraria, etc. (e) Attend and participate in online orientation sessions, workshops, and regular check-ins with City staff and possibly other community partners. (f) Generate inputs and support validation efforts on themes and scenarios to support policy testing. (g) Review and provide feedback on graphic illustrations (e.g. scenario graphic novel) and materials to be published. (h) Administer funds to staff and volunteer supporting the abovementioned work, as well as participant supports (eg. honoraria), as required.
2.1 & 5.1	<p>Evaluation Criteria</p> <p>Qualifications, relevant experience and capability of the Respondent;</p> <ul style="list-style-type: none"> (a) Availability and capacity to take on work; (b) Proven experience engaging with community members, substantiated by past work and/or community references; (c) Lived experience, knowledge of and networks in under-represented community, assets of community, the barriers to engagement encountered; (d) Ability to meet insurance and bonding requirements. <p>Note: The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.</p>

SCHEDULE 2 – LETTER OF EXPRESSION OF INTEREST

[Letterhead paper of the Respondent or participant responsible for a joint venture, including full postal address, telephone and facsimile.]

Date: *[Insert]*

TO: THE CITY OF VANCOUVER (the “City”)

RE: EXPRESSION OF INTEREST -- REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20210114 (the “RFEI”) IN RESPECT OF QUALIFICATIONS FOR SCENARIO ENGAGEMENT EQUITY SEEKING GROUP

1. **Who are you? (approx. 100 words)** Describe your organization or organizations if you are a partnership. Also, please list names of specific persons who may be assuming a substantial role in this project.
2. **What experience do you have? (approx. 100 words)** Describe some of your work (past or present) to support your community. If a specific person may be assigned to this work, please provide describe their experience.
3. **Which community are you looking to engage? (approx. 50 words)** The City is looking to engage under-represented equity-seeking communities, especially people from racialized communities and those who face barriers because of their gender, sex, ability, age, language. Please be as specific as you can.
4. **What might be barriers to engaging your community, and what approach would you take? (approx. 100 words)** Describe some supports necessary for your community to participate meaningfully, and what role your organization can take to provide them.
5. **What is your organization’s capacity to complete this work in the timeline provided?**
We recognize the timeline is tight; please let us know what challenges you might have - the City may be able to accommodate (e.g. adjustment of the scope) to make it feasible for your involvement.
6. **What questions would you like answered to help make your decision to participate?**
We would like the opportunity to address any questions or concerns you may have which may support your involvement. A City staff person may follow up with you to answer your questions.
7. **Do you meet the requirements?**
At this time, the City is only able to enter into an agreement with registered organizations that carry WorkSafeBC coverage and, in some cases, general liability insurance. If you are applying under an agreement with an organization that meets this requirement, please provide details of that arrangement.

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1. This Expression of Interest is made with the full understanding and agreement that:
 - (a) any information submitted during qualification may be subject to verification by the City of Vancouver, including during evaluation of any subsequent proposal or tender;
 - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFEOI (and consistent with this Expression of Interest) if the City invites the Respondent to participate in a request for proposals or invitation to tender;
 - (c) the City of Vancouver may:
 - (i) amend the scope and description of the goods and services to be procured under the RFEOI varying them from those described in the RFEOI, or amend the qualifications that may be required to meet the City's requirements;
 - (ii) reject or accept any or all Expressions of Interest;
 - (iii) cancel the RFEOI process and reject all Expressions of Interest;
 - (iv) request any respondent to provide additional information or clarification or goods samples or demonstrations without requesting such information from all respondents; or
 - (v) terminate the RFEOI process and enter into direct negotiations with any party whether or not a respondent; and
 - (d) the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.

2. The Respondent acknowledges and agrees that the RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Expression of Interest by the Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).

Respondent Name(s): _____

Signature: _____ Date: _____

Name of Signatory: _____

Title of Signatory: _____

Mailing Address: _____

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Telephone No.:

Key Contact Person:

E-mail:

Society No.: _____

WorkSafeBC Registration
No.:

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Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.

2. **NAMED INSURED** *(must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)*

BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS

DESCRIPTION OF OPERATION

3. **PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)**

INSURER _____	Insured Values (Replacement Cost)	-
TYPE OF COVERAGE _____	Building and Tenants' Improvements	\$ _____
POLICY NUMBER _____	Contents and Equipment	\$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss	\$ _____

4. **COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)**

Including the following extensions:	INSURER _____
√ Personal Injury	POLICY NUMBER _____
√ Property Damage including Loss of Use	POLICY PERIOD From _____ to _____
√ Products and Completed Operations	Limits of Liability (Bodily Injury and Property Damage Inclusive) -
√ Cross Liability or Severability of Interest	Per Occurrence \$ _____
√ Employees as Additional Insureds	Aggregate \$ _____
√ Blanket Contractual Liability	All Risk Tenants' Legal Liability \$ _____
√ Non-Owned Auto Liability	Deductible Per Occurrence \$ _____

5. **AUTOMOBILE LIABILITY INSURANCE** for operation of owned and/or leased vehicles

INSURER _____	Limits of Liability -
POLICY NUMBER _____	Combined Single Limit \$ _____
POLICY PERIOD From _____ to _____	<i>If vehicles are insured by ICBC, complete and provide Form APV-47.</i>

6. **UMBRELLA OR** **EXCESS LIABILITY INSURANCE**

Inclusive) -	Limits of Liability (Bodily Injury and Property Damage
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Self-Insured Retention \$ _____

7. **PROFESSIONAL LIABILITY INSURANCE**

INSURER _____	Limits of Liability
POLICY NUMBER _____	Per Occurrence/Claim \$ _____
POLICY PERIOD From _____ to _____	Aggregate \$ _____
	Deductible Per Occurrence/Claim \$ _____

If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date: _____

8. **OTHER INSURANCE**

TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____
TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER _____ Dated _____

**SCHEDULE 4 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE
DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <<https://policy.vancouver.ca/AF01401P1.pdf>>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of _____(vendor name), I declare that I have reviewed the SCC and to the best of my knowledge, _____(vendor name) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (include all violations/convictions that have occurred in the past three years as well as plans for corrective action).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of _____(vendor name).

Signature: _____

Name and Title: _____