



NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

Request for Proposals (RFP)
Tulip Festival Concessions
2022



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1.0 INTRODUCTION

As the official gardener of Canada's Capital, the National Capital Commission (NCC) is responsible for designing the beds for the annual Canadian Tulip Festival, and planting close to one million tulips of 100 varieties, in 120 flower beds, across 30 different locations.

Founded by the Ottawa Board of Trade, the Canadian Tulip Festival was inspired by a suggestion from renowned photographer Malak Karsh, whose iconic photographs have forever immortalized the tulip. Beloved by generations, the Canadian Tulip Festival offers an unrivalled opportunity to reach one of the largest audiences in the city, and to align your brand with a piece of Ottawa's history, and our future.

The National Capital Commission is seeking interested Proponents to operate food concessions during the Tulip Festival within Commissionaire's Park surrounding Dow's Lake. Proponents will be bidding to secure a spot for the next two (2) years, with options to extend at the discretion of the National Capital Commission. Lots will be assigned by the NCC based upon logistical requirements.

Proponents are asked to submit a proposal of no more than ten (10) pages in their preferred language of French or English, outlining plans for successful operation. Please carefully read the evaluation components, as these will be the basis of submission evaluation and contract award.

Operators will have until Friday, April 8th, 2022, 1:00pm EST to submit their proposals to the Concession Agreement Authority.

The health and safety of the operators, employees and the public remain of top priority to the National Capital Commission, and all operations will be subject to Covid-19 public health guidelines and regulation.

2.0 INTERPRETATION

In the information for proposal, words importing the singular include the plural and vice versa, words importing gender include all genders and words importing persons include corporations and vice versa. All capitalized terms in this proposal documentation shall have the meaning given to such terms in the Concession Agreement, unless the context otherwise requires.



3.0 DEFINITIONS

Agent: Inside Edge Properties Limited.

Gross Revenue:

1. The entire amount of the sale price, whether for cash or otherwise, of all sales (including rentals, barter or leasing) of merchandise and services and of all other receipts whatsoever in respect of all business conducted from the Leased Premises, although orders may be filled elsewhere;
2. All rental income from banking machines and any other vending machine from which rental income is derived;
3. All sales by any sub-tenant, concessionaire, licensee, vending machine, coin operated machine or otherwise in the Leased Premises;
4. Any insurance, damaged goods claims, warranty or other proceeds received in lieu of income that would otherwise be included in Gross Revenue;
5. All deposits given on merchandise and services purchased from the Leased Premises and not refunded to purchasers; (vi) the selling price of all gift certificates;
6. All display fees, slotting allowances, promotional considerations, rebates or other payments received by the Tenant to stock, promote or advertise any product; and
7. All other receipts and receivables whatsoever (including all interest, instalment and finance charges) from all business conducted in the Leased Premises.

Each sale upon an instalment or credit basis will be included and treated as a sale for the full price in the month in which the sale is made, regardless of whether or when the Tenant receives payment. No deduction is allowed for uncollected or uncollectible credit accounts. Transactions through an internet website of the Tenant or an affiliate of the Tenant, where the sales are generated through a computer terminal located within the Leased Premises or are fulfilled from the Leased Premises, will be included in Gross Revenue. Refunds which relate to a sale made through a computer terminal located within the Leased Premises or fulfilled from the Leased Premises will be deducted from Gross Revenue only to the extent the sale was previously included in Gross Revenue.

Concession Agreement: A contract by which conveys the Leased Premises to another for a specified Term.

Leased Premises: Premises described, identified and outlined for operations. The Landlord reserves the right in its unfettered discretion to adjust the location, configuration and size of the Leased Premises, as well as assigning lots to successful Proponents.



Leasehold Improvements:

1. All improvements, fixtures, installations, alterations and additions from time to time made, erected or installed to or in the Leased Premises, in addition to, beyond or replacing the base building standards, including millwork and affixed wall units , doors, hardware, light fixtures, carpeting and other applied floor finishes, and heating, ventilating and air conditioning equipment and other building services; and
2. Alterations, improvements and equipment made or installed for the exclusive benefit of the Tenant elsewhere in the project.

Landlord: The National Capital Commission and its Agent.

Operating Costs: In respect of any fiscal year the total of all costs, expenses and amounts, incurred or accrued in that fiscal year for or with respect to ownership, management, operation, administration, maintenance, repair, upkeep, insurance, supervision, decoration, cleaning and upgrading of the Leased Premises and the determination and allocation of such costs, expenses and amounts, whether incurred or accrued by or on behalf of the Landlord or by or on behalf of the Landlord’s Agent including, without limitation and without duplication:

- a) The cost of providing and maintaining security, landscaping, gardening, recycling and refuse removal;
- b) Property taxes;
- c) The cost of all insurance required to operate the Leased Premises; and
- d) The rental or lease cost of all rented or leased equipment acquired for the operation or maintenance of the Leased Premises.

Tenant: The selected Proponent for a Leased Premises

4.0 CONFIDENTIALITY

1. All documentation and information obtained by the Proponent, the Proponents business partners, representatives, and other third parties associated with the Proponent in respect of this proposal, are the property of Landlord, and must be treated as confidential and must not be used for any purpose other than for responding to this proposal and for fulfilling any subsequent agreement with the Landlord. Upon the request, all such documentation and information, and copies thereof, must be returned to the Landlord.
2. Proponents shall not disclose, without the Landlord’s prior written approval, any details pertaining to their proposal, and/or the selection process in whole or in part to any business partners, representatives, or other third parties associated with the Proponent in respect of this



proposal except to such of them to whom disclosure is necessary in connection with this proposal and who have agreed to be bound by the obligations of confidentiality under this proposal. Proponents shall not issue a news release or other public announcement pertaining to details of their proposal, this proposal and/or the selection process without the Landlord's prior written approval.

3. Proponents must ensure that the Proponent, the Proponent's business partners, representatives, and other third parties associated with the Proponent in respect of this proposal do not disclose or publicize at any time any of the information provided to it by The Landlord or its Agent, or any of the information obtained in connection with this proposal without the prior written consent of the Landlord.
4. Any violation of this provision will result in the rejection of the Proponents proposal and disqualification from further participation in this proposal process.

5.0 EXAMINATION OF DOCUMENTS

By submitting a proposal, the Proponent agrees they have ascertained the extent of its obligations under this proposal and any resulting agreement, by calculation and by examination of the documents concerning this proposal. The Proponent shall not, under any pretense whatsoever, make any claim because of errors or omissions that may exist in the documents associated with this proposal.

6.0 CONCESSION AGREEMENT AUTHORITY

All enquiries and questions regarding this proposal and the completion of a proposal must be directed, in writing, to the following Concession Agreement authority:

Ryan Aubertin, Leasing Manager
Inside Edge Properties
464 Bank Street, Suite 200, Ottawa, Ontario K2P 1Z3
Telephone: (343) 803 3496
Email: raubertin@ieproperties.com



Questions will be answered to the best of the Concession Agreement Authority’s ability, knowledge and as quickly as possible. However, there is no obligation to respond to any questions.

In accordance with COVID-19 health and safety protocol, proposals shall be submitted via electronic copy directed to the above Concession Agreement Authority.

All proposals are to be submitted to raubert@ieproperties.com no later than Friday, April 8th, 2022 at 1:00:00 pm.

7.0 PREPARING THE PROPOSAL

1. The Proponent must comply with all mandatory requirements;
2. The Proponent must demonstrate its understanding of, and its ability to meet the requirements set out in the proposal information document; and
3. The proposal should completely and thoroughly address each element of the requirement as described in the proposal information document.

8.0 SUBMISSION OF PROPOSAL

It is the sole responsibility of the Proponent to:

1. Return a digitally signed original of the proposal;
2. Return completed and signed Appendix “A” – Proposal Form;
3. Direct its proposal to the Concession Agreement Authority;
4. Ensure that the Proponent’s full legal name and contact information are clearly visible on the proposal;
5. Provide a comprehensive and sufficiently detailed proposal, including all requested details that will permit a complete evaluation; and
6. Deliver their proposal in the appropriate manner to the Concession Agreement Authority.

Proposals received on or before the stipulated closing date and time will become the property of Landlord and will not be returned. All proposals will be treated as confidential until opened.



9.0 LEGAL NAME

Proposals shall clearly indicate the complete legal name, address and telephone number of the Proponent. Proposals shall be signed above the typed or printed name of the signatory and title of the signatory. The signatory shall have the authority to bind the Proponent to the submitted proposal.

10.0 REVISION OF PROPOSAL

Changes to proposals after their submission to the Landlord are prohibited.

11.0 RESERVE RIGHTS

1. For the purpose of evaluating the proposals, the Landlord is not obligated to do any one or all of the following:
 - To seek clarification of or confirm any information or data provided by the Proponent;
 - To contact any reference provided by the Proponent; and
 - To interview the Proponent and/or any person proposed by the Proponent.
2. The Landlord reserves the right to accept or reject any and/or all proposals; to waive irregularities and technicalities; to enter into negotiations with Proponents on any or all aspects of their proposal, request a resubmission; and to cancel and/or re-issue this proposal at its sole and absolute discretion. Any response received may or may not be rejected by the Landlord depending on available competition and requirements of the Landlord. The Landlord reserves the right to negotiate with the sole responsive Proponent to ensure best value.
3. There is no obligation on the part of the Landlord to award the Leased Premises to the highest priced Proponent and reserves the right to award an agreement in a negotiated agreement, which is most advantageous, and in the best interests of the Landlord. The Landlord shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and the Landlord's decision shall be final. The Landlord also reserves the right to investigate, as deemed necessary, the ability of any Proponent to operate the Leased Premises. The Proponent shall provide information to the Landlord that it deems necessary to make this



determination. The Landlord reserves the right to subsequently modify the Concession Agreement based on the Proponent's performance and/or the Landlord's needs.

4. The Landlord reserves the right to assign successful Proponents to available and appropriate lots without being required to provide corresponding reasoning.
5. The Proponent agrees that the exercise of any right described herein shall be without liability on the part of the Landlord for any damage or claim brought by a Proponent because of same nor shall the Proponent seek any recourse of any kind against Landlord because of same.

12.0 LIMITATION OF LIABILITY

The Landlord does not accept any responsibility for any verbal information or advice or any errors or omissions, which may be contained in this document or any documentation, disclosed or otherwise provided by or with information for proposal document. The Landlord does not make any representations or warranties either express or implied, with respect to the completeness or accuracy of this information for proposal document and any supporting documentation, or any information or opinion contained herein. Any use or reliance on the information for the proposal or on any information or opinion contained herein, or documentation disclosed or otherwise provided by or with this document, is at the risk of the Proponent, and the Landlord shall not be liable for any action, cost, loss, damage, injury and/or liability whatsoever incurred by any person arising out of the same. The Proponent is responsible for obtaining its own independent legal, accounting, engineering and other advice with respect to their proposal.

13.0 AWARDING OF AGREEMENT

The Landlord assumes that the Proponent has read the information for proposal document. If a Concession Agreement is awarded to the Proponent as a result of their submission to this information for proposal document, the resulting Concession Agreement will consist of the terms and conditions detailed in the proposal, however it is the intent of the Landlord to allow for some flexibility with respect to said terms and conditions in order to arrive at a mutually agreeable Concession Agreement. It is not the intent of Landlord to allow for new or significantly altered terms and conditions. If a Concession Agreement cannot be negotiated with the highest ranked Proponent, the Landlord reserves the right to terminate negotiations with that Proponent and



enter into negotiations for the conclusion of a Concession Agreement with the next highest ranked Proponent or not enter into an agreement with any of the Proponents.

The Landlord shall not be obligated to any Proponent in any manner until a Concession Agreement has been duly executed.

14.0 GENERAL INFORMATION

14.1 Proposed Term of Concession Agreement

1. The intent is for the Concession Agreement to run for a two (2) year period commencing on May 7th, 2022 (the “Commencement Date”) and ending on May 22nd, 2023. Please note that these proposed dates are subject to change.
 - a) 2022 proposed operating season: May 7th, 2022 – May 23rd, 2022
 - b) 2023 proposed operating season: May 6th, 2023 – May 22nd, 2023
2. The Landlord shall have the right, in its unfettered discretion, to extend the Concession Agreement for successive periods, and adjust the Commencement Date.
3. Proponents must agree to open and operate, on the leased premise, for a minimum total of twelve (12) days within operating season.
4. The proposed operating seasons and dates are subject to COVID-19 restrictions and public health recommendations. As such, NCC reserves the right to adjust and/or cancel any and all dates within the operating season.

14.2 Permits

The Tenant will apply for any licenses related to the operation of the Leased Premises. Including, but not limited to: liquor license, public health inspections, and food safety inspection.

14.3 Net Concession Agreement

It is intended that the Concession Agreement be absolutely net to the Landlord. The Landlord shall be entitled to receive the full amount of the rent in all circumstances. The Tenant shall make all payments required to be made by it under this Concession Agreement as and when due without any prior demand therefore and without deduction, abatement, set-off or compensation. The Tenant shall be responsible for all costs or obligations with regard to the Leased Premises



and except for those matters which are the responsibility of the Landlord pursuant to an express provision of this Concession Agreement. Without limiting the generality of the foregoing, in those instances in which a matter is stated to be the responsibility of the Tenant, such responsibility shall include the responsibility for all related costs and expenses.

14.4 Use of the Concession Leased Premises

The Tenant will operate and conduct its operation in the Leased Premises in a good and business-like manner so as to comply with all requirements of health authorities and of provincial, municipal and federal authorities and using good management practices and in this regard, the Tenant shall:

1. Maintain, renew and replace its fixtures in or on the Leased Premises so that they will be suitable for the operation of the Tenant's business;
2. Continuously, actively and diligently operate its business in the whole of the Leased Premises, in an up-to-date, first class and reputable manner befitting a facility of the nature of the Leased Premises;
3. Maintain on the Leased Premises a complete stock of merchandise so that there will be produced by the Tenant's business in the Leased Premises the maximum amount of sales;
4. Keep display windows neatly dressed. Display windows and illuminated signs (if any) will be kept illuminated by the Tenant during normal business hours. The Tenant shall not place, hang, display or affix goods and/or signage to the interior or exterior glazing without the Landlord's prior written consent; and
5. Keep the Leased Premises, all signage, canopies and awnings and any sidewalks and other areas adjacent to the Leased Premises clean and free of refuse, and other obstructions, and shall comply with any laws governing the condition or cleanliness of the Leased Premises.

14.5 Official Languages

The Tenant shall ensure that all goods, services and information (including all menus) made available visible or provided to the public and customers will be provided in both official languages of Canada.

14.6 Percentage Rent

1. Percentage rent is payable at the end of each operating season in the amount of twenty (20) percent of gross sales over \$4,250 for push carts and \$12,500 for food trailers, plus, applicable taxes;
2. On or before the 15th day of the month following the end of each operating season, the Tenant shall deliver to the Landlord a written statement in a form acceptable to the Landlord



certified to be correct by the Tenant showing in reasonable detail the Gross Revenue in the immediately preceding operating season; and

3. The Landlord is entitled at any time and from time to time to have all or any of the accounting records and procedures of the Tenant, and/or any other person affecting the determination of Gross Revenue, audited or examined by an independent practising qualified accountant or expert designated by the Landlord.

14.7 Base Rent

Base rent is payable in the amount of \$850 per pushcart and \$2,500 per food trailer. The Proponent shall deliver weekly installments of 33.33% of the total base rent payable to the Landlord in accordance with the schedule outlined below.

Week (2022)	Payment
Week 1: May 9, 2022 by 5:00pm EST	33.33% of Base Rent
Week 2: May 16, 2022 by 5:00pm EST	33.33% of Base Rent
Week 3: May 23, 2022 by 5:00pm EST	33.33% of Base Rent
Week (2023)	Payment
Week 1: May 8, 2023 by 5:00pm EST	33.33% of Base Rent
Week 2: May 15, 2023 by 5:00pm EST	33.33% of Base Rent
Week 3: May 22, 2023 by 5:00pm EST	33.33% of Base Rent

In the case of closures and/or adjustments to the operating season, base rent will be applied pro rata and adjusted accordingly.

14.8 Concession Agreement

The Landlord shall prepare the Concession Agreement to be entered between the Landlord and the selected Proponent, based on the Landlord’s standard form and with the specific terms of the proposal incorporated therein. The selected Proponent shall execute and return the Concession Agreement to the Landlord within ten (10) days of receiving it. The Concession Agreement shall not conflict with any of the terms of the Proponent’s proposal, but the selected Proponent acknowledges that the terms will be considerably elaborated upon in the Concession Agreement.



15.0 EVALUATION OF PROPOSAL

15.1 Mandatory Minimum Requirements

The NCC will review all submitted proposals and may further engage with prospective proponent(s), if the proposal meets each of the following mandatory requirements.

1. **Official Languages:** The submitted proposal clearly demonstrates the ability to provide any public offerings or communications in both official languages.
2. **Fresh and Greywater Management:** The submitted proposal clearly demonstrates the ability to manage fresh and greywater, and must be compatible with local regulation, environmental policy and the outdoor festival format.
3. **Concession Stand Power Requirements:** The submitted proposal confirms that the concession operation draws 60 amps or below to operate.

NCC may request additional information from respondents if it is not clear that the three (3) mandatory minimums are met.

15.2 Other Proposal Requirements

In no more than ten (10) pages, provide a proposal that addresses the below requirements in the following order with clearly defined headings (see Appendix “A” for RFP Form):

15.2.1 Operational Experience

Demonstrate the capability of operating a concession operation. Provide examples of current successful locations/businesses, understanding of supply chains and logistics, and day-to-day operation of a business.

15.2.2 Personnel

Submit information related to the qualifications and experience of all personnel who will be assigned to the Leased Premises. Submissions may include: resumes, documentation of accreditation, language capabilities and references. Please refer to **Mandatory Requirement #1**.

15.2.3 Menu

Submit a complete list of foods and beverages being offered at the Leased Premises, along with a proposed pricing model.



15.2.4 Sustainable Initiatives

Submit sustainable initiatives associated with the operation of the Leased Premises. Submission may include: energy efficiency, cleaning routines, etc.

15.2.5 Operational Capabilities

Indicate plans for fresh and greywater management and concession power requirements, noting that a maximum of 60 amps can be provided. Please refer to **Mandatory Requirement #2 and #3**.



Appendix A

Proposal Form

The following RFP Form is intended to guide Proponents in the completion of their submission. The NCC asks that Proponents complete the following Form and return it to the Concession Agreement Authority by Friday, April 8th, 2022 at 1:00PM EST.

If you need more room than what has been provided below, you may add additional pages to the RFP Form, noting a maximum page limit of ten (10) pages, not including appendices.

Tulip Festival Proposal Form

Proponent Name: _____

Company Name: _____

Contact Information

Email: _____

Phone: _____

Address: _____

Proposal Information

The Proponent is pursuing the use of:

Food Trailer Number of Food Trailers* *max allowed: 3

Push Cart Number of Push Carts* *max allowed: 5

Required Permits and Documentation:

Permit Health and Safety Certification

Licence Insurance* *must supply 15 days prior to each operating season



Operational Experience

Please give a brief history of your business and personal experience, as per Section 15.2.1.



Personnel

Please include a list of employees who will be working on the premises, resumes, certifications, and degree of fluency in both official languages as per Section 15.1.2. Also see **Mandatory Requirement #1** for additional detail.



Menu

Please present your proposed menu to be served on the Premises and the proposed pricing model, as per Section 15.2.3.

Sustainable Initiatives



Please identify the sustainable initiatives to be implemented throughout your operation, as per Section 15.2.4.

Operational Requirements



Water Resource Management

The proponent indicates that they will be responsible for the management of grey and freshwater supplies, as per Section 15.2.5. Please refer to **Mandatory Requirement #2**.

Yes

No

Plan for water resource management:

Power Supply Requirements



Does operation of the concession stand require power supply hookup? Please refer to **Mandatory Requirement #3.**

Yes, I require _____ amps

No

Alternative Sustainable Energy Source(s), if applicable:

Appendix B

Proposal Evaluation

Operational Experience (Maximum: 10 points; Category Weight: 25%)

	Unsatisfactory (1 Point)	Marginal (2 Points)	Satisfactory (3 Points)	Good (4 Points)	Exceptional (5 Points)
Industry Experience	No demonstrated proof of operational experience within the realm of concession management or food service.	The proponent has operated a successful business within the same (or a related) field of concession management or food service for one (1) year.	The proponent has operated a successful business within the same (or a related) field of concession management or food service for two (2) years.	The proponent has operated a successful business within the same (or a related) field of concession management or food service for three (3) years.	The proponent has operated a successful business within the same or a related field of concession management or food service for four or more (4+) years.
Operational Resources	The proponent does not indicate any existing resources (staff, capital, equipment, established partnerships, etc.) for successful operation of the concession.	The proponent has limited access to existing resources for successful operation, indicating stable, dedicated access to only one (1) of the following: - Concession stand/trailer	The proponent has some access to existing resources for successful operation, indicating stable, dedicated access to two (2) of the following: - Concession stand/trailer*	The proponent has good access to existing resources for successful operation, indicating stable, dedicated access to three (3) of the following: - Concession stand/trailer*	The proponent has substantial access to existing resources for successful operation, indicating stable, dedicated access to all four (4) of the following: - Concession stand/trailer*

		<ul style="list-style-type: none"> - Experienced staff pool from a secondary or related enterprise - Established inventory connections already in use (supply chain management) - Local partnerships (confirmed by letter of support) 	<ul style="list-style-type: none"> - Experienced staff pool from a secondary or related enterprise - Established inventory connections already in use (supply chain management) - Local partnerships (confirmed by letter of support) <p>*must include</p>	<ul style="list-style-type: none"> - Experienced staff pool from a secondary or related enterprise - Established inventory connections already in use (supply chain management) - Local partnerships (confirmed by letter of support) <p>*must include</p>	<ul style="list-style-type: none"> - Experienced staff pool from a secondary or related enterprise* - Established inventory connections already in use (supply chain management)* - Local partnerships (confirmed by letter of support)* <p>*must include</p>
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Personnel Qualification and Experience (Maximum: 15 points; Category Weight: 25%)

	Unsatisfactory (1 Point)	Marginal (2 Points)	Satisfactory (3 Points)	Good (4 Points)	Exceptional (5 Points)
Personnel Experience	The proponent's team consists of no staff with experience in relevant domains.	The proponent's team consists of 1%-25% of staff with experience in relevant domains, as demonstrated through history of successful operation, submission of resumes, or letters of reference, OR confirmation of access to an established staff pool from a secondary or related enterprise.	The proponent's team consists of 26%-60% of staff with experience in relevant domains, as demonstrated through history of successful operation, submission of resumes or letters of reference, OR confirmation of access to an established staff pool from a secondary or related enterprise.	The proponent's team consists of 61%-80% of staff with experience in relevant domains, as demonstrated through history of successful operation, submission of resumes or letters of reference, OR confirmation of access to an established staff pool from a secondary or related enterprise.	The proponent's team consists of 81%-100% of staff with experience in relevant domains, as demonstrated through history of successful operation, submission of resumes or letters of reference, OR confirmation of access to an established staff pool

					from a secondary or related enterprise.
Personnel Bilingualism*	The proponent's team consists of one (1) fully bilingual customer-facing staff member, fluent in both French and English.	The proponent's team consists of two (2) fully bilingual customer-facing staff members, fluent in both French and English; OR 15%-29% of staff are fluent in both French and English	The proponent's team consists of three (3) fully bilingual customer-facing staff members, fluent in both French and English; OR 30%-59% of staff are fluent in both French and English	The proponent's team consists of four (4) fully bilingual customer-facing staff members, fluent in both French and English; OR 60%-79% of staff are fluent in both French and English	The proponent's team consists of five or more (5+) fully bilingual customer-facing staff members, fluent in both French and English; OR 80%-100% of staff are fluent in both French and English
Accreditations	The proponent does not provide proof of any accreditation (e.g. letter of reference, accreditations in a relevant field).	The proponent provides proof of one (1) accreditation in a relevant field, such as membership in the Canadian Restaurant Association, World Flair Association, Certified Wine Sommelier and / or another relevant group. Proof may consist of membership status confirmation, a reputable letter of reference, or another form of industry-recognized accreditation.	The proponent provides proof of two (2) accreditations in a relevant field, such as membership in the Canadian Restaurant Association, World Flair Association, Certified Wine Sommelier and / or another relevant group. Proof may consist of membership status confirmation, reputable letters of reference, or another form of industry-recognized accreditation.	The proponent provides proof of three (3) accreditations in a relevant field, such as membership in the Canadian Restaurant Association, World Flair Association, Certified Wine Sommelier and / or another relevant group. Proof may consist of membership status confirmation, reputable letters of reference, or another form of industry-	The proponent provides proof of four or more (4+) accreditations in a relevant field, such as membership in the Canadian Restaurant Association, World Flair Association, Certified Wine Sommelier and / or another relevant group. Proof may consist of membership status confirmation, reputable letters of reference, or another form of industry-

				recognized accreditation.	recognized accreditation.
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Menu (Maximum: 10 points; Category Weight: 20%)

	Unsatisfactory (1 Point)	Marginal (2 Points)	Satisfactory (3 Points)	Good (4 Points)	Exceptional (5 Points)
List of Offerings	The proponent does not submit a list of goods being offered.	The proponent submits a partial list or vague reference to the goods being offered.	The proponent submits a complete list of goods being offered.	The proponent submits a complete list of goods being offered, including: - a pricing model; OR - demonstrating the presence of local influences in their offerings (e.g. sourcing local foods for menu items, relevant local partnerships, etc.).	The proponent submits a complete list of goods being offered, including: - a pricing model; AND - demonstrating the presence of local influences in their offerings (e.g. sourcing local foods for menu items, relevant local partnerships, etc.)
Realistic Menu	The Leased Premises cannot feasibly accommodate the proponent's proposed menu due to site restrictions; OR the proposal	With a few modifications, the proponent's menu is feasible for the constraints of the Leased Premises; OR the proposal incompletely	As is, the proponent's menu feasibly conforms to the constraints of the Leased Premises; the proposal clearly explains how the	As is, the proponent's menu conforms to the constraints of the Leased Premise, the proposal clearly explains how the menu will fit within an outdoor festival	As is, the proponent's menu conforms to the constraints of the Leased Premises, the proposal clearly explains how the menu will fit within an outdoor festival

	does not clearly explain how the menu offerings will fit within an outdoor festival format	explains how the menu offerings will fit within an outdoor festival format	menu will fit within an outdoor festival format	format, AND: - presents unique menu items to bring added interest to the Tulip Festival; OR - highlights local influences.	format, AND: - presents unique menu items to bring added interest to the Tulip Festival; AND - highlights local influences.
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Sustainable Initiatives (Maximum: 10 points; Category Weight: 20%)

	Unsatisfactory (1 Point)	Marginal (2 Points)	Satisfactory (3 Points)	Good (4 Points)	Exceptional (5 Points)
Waste Reduction	The proponent does not indicate any plans for waste material reduction (e.g. food containers, utensils, straws, etc.)	The presence of single use items is limited and some compostable containers, utensils, straws, etc. are indicated for use; OR the proposal incompletely explains implementation of some waste reduction efforts.	The presence of single use items is limited and most containers, utensils, straws, etc. indicated for use are compostable AND the proposal adequately explains implementation of the waste reduction plan.	There is no presence of single use items and only compostable containers, utensils, straws, etc. are indicated for use, AND the proposal clearly explains implementation of the waste reduction plan.	There is no presence of single use items and only compostable containers, utensils, straws, etc. are indicated for use, the proposal clearly explains implementation of the waste reduction plan, AND the proponent indicates a compost management plan.

Sustainable Operations	The proponent does not indicate any plans to implement sustainable initiatives in their operation (e.g. "green" cleaning materials, policies, technologies, etc.)	The proponent indicates one (1) sustainable initiative that will be implemented in their operation (e.g. "green" cleaning materials, policies, technologies, etc.); OR the proposal incompletely explains implementation of sustainable initiatives.	The proponent indicates two (2) sustainable initiatives that will be implemented in their operation (e.g. "green" cleaning materials, policies, technologies, etc.) AND the proposal adequately explains implementation of sustainable initiatives.	The proponent indicates three (3) sustainable initiatives that will be implemented in their operation (e.g. "green" cleaning materials, policies, technologies, etc.) AND the proposal clearly explains implementation of sustainable initiatives.	The proponent indicates four or more (4+) sustainable initiatives that will be implemented in their operation (e.g. "green" cleaning materials, policies, technologies, etc.) AND the proposal clearly explains implementation of sustainable initiatives.
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Operational Capacities (Maximum: 10 points; Category Weight: 10%)

	Unsatisfactory (1 Point)	Marginal (2 Points)	Satisfactory (3 Points)	Good (4 Points)	Exceptional (5 Points)
Water Management*	The proponent indicates that they will be responsible for the management of their grey and fresh water supplies, but does not clearly demonstrate how water resources will be managed.	The proponent indicates that they will be responsible for the management of their grey and fresh water supplies and somewhat demonstrates how water resources will be managed.	The proponent indicates that they will be responsible for the management of their grey and fresh water supplies and adequately demonstrates how water resources will be managed.	The proponent indicates detailed plans for the management of their grey and fresh water supplies and clearly demonstrates how water resources will be managed.	The proponent indicates plans for the management of their grey and fresh water supplies, clearly demonstrates how water resources will be managed, AND includes sustainable initiatives they will

					implement for water management.
Identified Power Supply Requirements*	The proponent requires 31-60 amps for concession operation.	The proponent requires 16-30 amp for concession operation.	The proponent requires 1-15 amp for concession operation.	The proponent does not require power supply for concession operation.	The proponent does not require power supply AND demonstrates alternative sustainable energy source(s) for concession operation.

***Mandatory Minimums (must be met in order to score proposal on evaluation matrix):**

1. **Official Languages:** The submitted proposal clearly demonstrates the ability to provide any public offerings or communications in both official languages.
2. **Fresh and Greywater Management:** The submitted proposal clearly demonstrates the ability to manage fresh and greywater, and must be compatible with local regulation, environmental policy and Festival operations.
3. **Concession Stand Power Requirements:** The submitted proposal confirms that the concession operation draw 60 amps or below to operate.

NCC may request additional information from respondents if it is not clear the three (3) mandatory minimums are met.