

Request for Proposal

ACCOMMODATION & HOSPITALITY PARTNERS

Niagara 2022 Canada Summer Games

The 2021 Canada Games Host Society, Inc., (also known as the Niagara 2022 Canada Summer Games) a non-profit organization, requests proposals for accommodation & hospitality partners that will satisfy the guest room & various hospitality requirements of hosting the Niagara 2022 Canada Summer Games. As per the standards identified by Canada Games, all secured accommodations shall be a minimum of CAA or Canada Select 3-Star rating.

Due to the postponement of our Games from August 2021 to August 6 to 21, 2022, there is a need to reissue the original RFP from September of 2018.

Proposals to be completed and submitted by 12:00pm on Friday, December 18, 2020 with notice of intention to submit a proposal by Monday, November 30, 2020.

Questions regarding this RFP should be directed to:

Paula Racher, Coordinator, Community Relations, pracher@2022canadagames.ca.

Electronic submissions of the proposal are preferred and should be submitted to pracher@2022canadagames.ca with "Proposal for Accommodation Partner" in the subject line. If submitting a hardcopy proposal, 2 copies must be delivered by the proposal deadline to:

Paula Racher
Manager, Events & Community Relations
Niagara 2022 Canada Summer Games
25 Corporate Park Drive, Suite 302
St. Catharines, ON L2S 3W2

Introduction

Since winning the bid to host the 2021 Canada Summer Games almost four years ago, Niagara's opportunity to welcome Canada's largest multi-sport event has truly captured the imagination and spirit of the Niagara Region. The Games, which were originally scheduled for the summer of 2021, were postponed to 2022 as a result of public health concerns relating to the COVID-19 pandemic. Now set to take place from August 6-21, 2022, the Niagara 2022 Canada Summer Games will provide a unique, once-in-a-lifetime opportunity for the Region to showcase itself on a national stage and deliver an unforgettable experience to participants of the Games, the people of Niagara and those visitors who'll attend the festivities.

The Games will be a powerful catalyst to help provide critical legacy in Niagara, and represents a tremendous opportunity for incredible growth. Niagara's vision for the Games is based on four pillars of growth:

- For the Games' participants;
- For Niagara, Ontario and Canadian sport development;
- For all of Niagara; and
- For the Canada Games.

The Niagara 2022 Canada Summer Games is scheduled over a period of 18 days in August 2022 welcoming over 5000 participants (athletes, coaches, officials, etc.) involving 20 sporting disciplines. This high-profile sporting event will also be certain to attract government officials, media, professional sport scouts, participant family & friends and of course the Niagara Region at large.

The Niagara 2022 Canada Summer Games are more than just sport. The vision of the Games is to Inspire, Transform and Unify the entire Niagara Region, comprising 12 municipalities and home to some of Canada's best sporting traditions, its greatest natural and man-made wonders (Niagara Falls and the Welland Canal, respectively) and its premiere wine region. Moreover, there are the Games beyond the Games – we will be driven to create Niagara 2022 as a model and showcase for environmental sustainability, for celebrating diversity and inclusion, for leveraging the unique power of experiential learning in partnership with Niagara College and Brock University and for fresh thinking and innovation.

About the Niagara Host Society

In order to prepare for the Canada Summer Games in Niagara, a Host Society was established in 2018. It is led by a Board of Directors that is composed of passionate, experienced and accomplished sport and community leaders. Mr. Doug Hamilton, a lawyer, Olympic medalist and World Champion rower, is the Chairman of the Board. He is joined by Dr. Barry Wright, the Host Society's Chief Executive Officer, in leading the organization's vision and mandate.

The goals of the Niagara Host Society are to:

- Provide a phenomenal experience for the athletes and other participants at the 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; and
- 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.

Scope of Work:

Room Blocks:

There are a total of eight (8) individual accommodation categories that are required for Games Time in August of 2022. They are as follows:

1. VIP Group
2. Canada Games Council
3. Games Mission Staff
4. Media & Broadcasting
5. Multi-Sport Service Organizations (**) Ideally together in same property
6. Future Host Society (**)
7. Niagara Host Society Internal
8. Friends & Family*

Number of Guestrooms per Block:

Please refer to Appendix A for room count & block allocations.

*Friends & Family Block – it is the intention of the 2022 Host Society to secure Sport Travel to manage the Family & Friends accommodation block. As such, interested properties will be requested to submit availability and guest room rates for this room block category under separate cover at a later determined date. However, an intent to quote for this specific room block will be required by the prescribed submission date of this RFP.

Method of Reservation and Payment per Block Affiliation:

Affiliation	Method of Reservation	Method of Payment	Additional Requirements
VIP Group	Individuals to book own	Individuals Pay Own - Full Folio	-Welcome Desk for Lobby Area -Hospitalty Room/ VIP Lounge central to guests, on a lower floor, with opportunity to have Niagara College sponsor and supply F&B elements. -Private Business Office. N22 to supply required equipment. -Welcome Gifts, preferred as VIK Sponsorship component.
Canada Games Council	Individuals to book own	Individuals Pay Own - Full Folio	
Media and Broadcasting	Individuals to book own	Individuals Pay Own - Full Folio	Preference to have breakfast included in the rate.
Games Mission Staff	Individuals to book own	Individuals Pay Own - Full Folio	
Multi-Sport Service Organizations	Individuals to book own	Individuals Pay Own - Full Folio	Request same property as Future Host Societies
Future Host Societies	Individuals to book own	Individuals Pay Own - Full Folio	Request same property as Multi-Sport Organizations
Niagara Host Society Internal	Rooming List	As identified per individual reservation	
Friends & Family, via Sport Travel	Individuals to book own	Individuals Pay Own - Full Folio	

Each successful property should have the ability to provide a reservations link, allowing to confirm their reservations online as well as through other traditional reservations methods.

Guest Room Rates:

Identified by group block name - ie, "Future Host Society" - corresponding guest room rates are to be quoted not by individual property guestroom type, but instead by classification of either (1) standard room accommodations and/or (2) suite accommodations.

Rates to be quoted as a flat rate, single or double occupancy, and not by weekday/weekend or based on a minimum number of nights confirmed. It is the assumption by 2022 CSG that rates quoted will be available pre & post the quoted room block. Please advise in your proposal the number of pre & post dates available.

Rates to be quoted per room, per night and in Canadian Funds. All applicable taxes and/or additional fees are to be clearly identified. Preference will be given to nightly rates below \$225.00, net of applicable taxes and fees.

Please also identify any additional fees on property, such as parking. A discounted daily parking rate is preferred.

Commission:

As part of the financial budget included in Niagara's winning bid for the Niagara 2022 Summer Summer Games was the opportunity to offset operating expenses by generating a revenue stream associated with guest room accommodations. A minimum of 5% commission is being requested for the room blocks identified above. The only exception is the Niagara Host Society Internal room block, which is the financial responsibility of the Niagara 2022 Canada Summer Games Host Society.

Guest Room Policies & Procedures:

Please clearly identify your organization's policies and procedures pertaining to the following:

- Attrition
- Room Review | Cut-Off Dates
- Complimentary Room Allowance
- Individual Room Guarantee / Cancellation
- Check-in & Check-out Time(s)

Please note that the general standards identified by Canada Games Council for the above items are as follows:

- 30% Attrition Allowance
- 21 day (preferably 14) cut-off/release date
- 1:25 complimentary room allowance
- 48 hour guarantee / cancellation
- 4pm Check-in & 12pm Check-out

Proposal Requirements

- Provide a company profile indicating properties attributes and amenities.
- Proof of property CAA and/or Canada Select rating.
- Property must be AODA compliant.
- Properly identified the desired room blocks / events that your property is quoting for. You do not have to quote on all blocks for proposal submission.

Anticipated Schedule

- RFP issued November 23, 2020
- Notice of Intent to Submit due to 2022 CSG November 30, 2020
- Proposals due to 2022 GSG December 18, 2020
- Review of submissions in early January 2021
- Site Inspections, if required, to follow in January | February 2021
- Contract Negotiations January | February 2021

Proposal Evaluation

Proposals are due to 2022 CSG by 12pm, Friday, December 18, 2020. Selection criteria are outlined below and will be used to evaluate proposals.

Please note it is the desire of the 2022 CSG to utilize multiple properties throughout the Niagara Region to fulfill the needs of the games however, 2022 CSG will intend to negotiate contract terms with the most qualified accommodation & hospitality partners.

This RFP does not commit 2022 CSG to award a contract or pay any costs incurred in the preparations or submission of proposals. 2022 CSG reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the accommodation & hospitality partners in any manner deemed to be in the best interest of the 2022 CSG.

Selection of the successful proposal will be made by 2022 CSG based upon the bidder's:

- Availability and Responsiveness to work scope and program needs (35%)
- Identified percentage of guestroom rebate (25%)
- Cost effectiveness (20%)
- AODA compliance (10%)
- Sustainability Initiatives (10%)

Contract Terms

The awarded property(ies) will engage into individual contract agreement(s) with the 2022 CSG.

This RFP does not commit to pay any costs incurred in the preparation of a proposal or to procure or contract for services. 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.

Thank you.



Paula Racher
Manager, Events & Community Relations

Niagara 2022
Canada Summer Games



Jeux d'été du Canada
Niagara 2022

Appendix A – Guest Room Block Allocations

