

The Project and Proposals

CONTRACT #	DESCRIPTION	CLOSING
HIYGK-001	Schedule and coordinate 50 virtual meetings with companies having active expansion projects	2021-11-19 4:00 PM EST

1. Purpose of Request

The Kingston Economic Development Corporation invites lead generation companies to develop a campaign yielding 50 qualified meetings with companies seeking to expand into Eastern Ontario.

The requirements for the responses to this Request for Proposal (RFP) are described in this document and the proposal must meet all the requirements as outlined.

The Kingston Economic Development Corporation at its sole discretion reserves the right to refuse any proposal and to re-issue this RFP.

2. Time Schedule

Kingston Economic Development Corporation will follow this timetable:

Item	Timeline
Release of RFP	November 8, 2021
Submission deadline	November 19, 2021 – 4:00 PM EST
Project Start date	December 2021

Any addendum shall form an integral part of this RFP. If any addendum is issued, the partners may at their sole discretion extend the deadline for submission of responses for a reasonable period.

3. Instructions to Proposers

- A. The proposal along with any supplementary material should be sent to Ben McIlquham by email: mcilquham@kingstoncanada.com

The Kingston Economic Development Corporation
366 King Street East, Suite 420
Kingston, ON K7K 6Y3
Ben McIlquham
613 532 1853

- B. All proposals must be received no later than 4:00 PM on Friday, November 19, 2021. Proposals shall be opened on the same business day. No telephone proposals will be accepted.
- C. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Standard brochures and literature are acceptable. Special bindings, display presentations, etc. are not desired. Emphasis should be on completeness and clarity of content.
- D. Kingston Economic Development Corporations will notify the firm selected by December 2021.
- E. All proposals must include the following information:
- The names and contact information of individuals from all firms who will be working on the project and their areas of responsibility
 - Specific experience of the firm relative to the proposed project
 - An outline or summary of products proposed and project delivery schedule (lead time) for components within proposal parameters.
 - A summary sheet listing all project aspects quoted within the proposal
 - References

4. Selection Criteria

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Kingston Economic Development Corporation reserves the right to modify any or all dates at its sole discretion.

The Kingston Economic Development Corporation is committed to enhancing the environmental, economic, social, and cultural sustainability of our organizations and our community through the thoughtful purchasing of goods and services. Although the purchase price is an important element in the evaluation of proposals, other factors are considered valuable in evaluating Responses.

The following scoring system will be used to evaluate each accepted proposal:

	Description	
i.	Company Profile, References, and Relevant Experience	30%
ii.	Pricing & Related Costs * Prices quoted in Canadian Dollars, excluding taxes	70%
	Total	100%

Each proposal will be independently evaluated on factors i and ii.

Kingston Economic Development Corporation reserves the right to select the best category price from multiple vendors.

5. Terms and Conditions

- A. Kingston Economic Development Corporations reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
- B. Kingston Economic Development Corporations reserves the right to request clarification of information submitted and to request additional information from any proposal.
- C. Kingston Economic Development Corporations reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute the contract within ten (10) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of thirty (30) days to sell to Kingston Economic Development Corporations, the services described in the attached specifications, or until one or more of the proposals have been approved by Kingston Economic Development Corporation's administration, whichever occurs first.
- E. Kingston Economic Development Corporations shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
- F. The term of any contract resulting from this RFP will extend from the date the contract is signed until the deliverables are deemed complete. It is understood by all parties that the successful proponent shall be required to undertake the work in a diligent and timely manner.

6. Project Details and Scope

A. Project Authority and Involvement

- The selection of any successful Proponent will be by the Kingston Economic Development Corporation. The award of this RFP requires the approval of the Kingston Economic Development Corporation's Board of Directors.

B. Inquiries

- Any clarification of this document, or request for additional information, must be received in writing by email to the RFP Contact listed on the title page of this document.

C. Proposal Content

Each proposal submitted must include a demonstrated understanding of the objectives, scope, and particulars of the goods and services required. Proposals must include:

- i. **Signed irrevocable offer**
- ii. **Pricing and Related Costs:** Prices must be in Canadian dollars and must include all associated costs and includes delivery charges. The prices submitted will be considered the maximum the Kingston Economic Development Corporation must pay.
- iii. **Contact Information & References:** A minimum of three references. References shall be of recent projects of similar scope or magnitude undertaken by the proponent. Each reference will include the name of the client, contact name, address, email, and telephone numbers.
- iv. **Company Profile:** Submissions shall include the legal name and form of the firm, a company profile, specifies the parent company if applicable, including years in business, and an indication of financial stability. Provide a summary of your staff complement. An overview of the responding firm's experience in multi-regional, national, or international settings, and any other relevant information about the responding firm.
- v. **Relevant Experience:** Excerpts from similar projects completed to date demonstrating the skills of key project personnel and consultant team experience. Excerpts will be held in confidence and returned if requested.
- vi. **Timeline and Deliverables:** A detailed description of the proposed work plan that will be undertaken for this project, including estimates of person-hours and fees associated with each task.
- vii. **Conflict of interest:** A disclosure of any possible conflicts of interest with the Kingston Economic Development Corporation or the City of Kingston.
- viii. Failure to provide all components may result in the rejection of your submission.

7. Compensation

Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

Project Details and Scope

1. Introduction

The Kingston Economic Development Corporation is leading a comprehensive economic development strategy and is seeking a lead generation company to identify and schedule **50 prequalified meetings** with the following scoring criteria:

- **20 Score A Leads**
- **20 Score B Leads**
- **10 Score C Leads**

Scoring explained:

- **Score A Lead:** Companies having expansion projects within the next 1-2 years creating a minimum of 20 new jobs with Eastern Ontario as a potential site for the project with a minimum revenue of \$50M.
- **Score B Lead:** Companies having expansion projects within the next 1-5 years with Eastern Ontario as a potential site for the project
- **Score C Lead:** Companies seeking an R&D partnership with a Kingston based organization

Target sector:

- Life Sciences, Health Innovation, Medical Devices & Equipment, Health Data, Biosciences and Biotech.

Target Geographies:

- North America, United Kingdom, Europe, Japan, China, South Korea

2. Project Costs

The project budget must show the total all-inclusive setup cost in Canadian dollars (excluding applicable taxes) including travel and any other administrative expenses. The cost for each scoring lead criteria A,B and C should be identified. Taxes shall be shown as a separate line item on all invoices. Submissions must be set out in a clear and concise format and must include all associated costs. If no fees are recorded it will be assumed there are no such fees, and invoices will be paid accordingly.

3. Background of the Project

The Kingston Economic Development Corporation is currently operating under its new Integrated Economic Development Strategy developed in 2020. The strategy is directed by two specific actions. As part of the Integrated Economic Development Strategy, the City of Kingston and Kingston Economic Development is introducing two fundamental shifts for the community: a fully integrated and collaborative community, and, a cluster approach for driving short- and long-term economic growth potential. The cluster approach will focus multi-agency activities towards a common goal and use resources more effectively. Through this strategy, Kingston will focus on

two main sectors – Health and Health Innovation and Sustainable Manufacturing. By positioning these two clusters, Kingston will retain and grow its existing job base, facilitate ecosystems for companies to connect and collaborate, invest in strategic business infrastructure, support entrepreneurial activities, and encourage large-scale foreign direct investment.

4. Assumptions

The successful proponent shall ensure the any information, products, deliverables and/or communication (as defined in the AODA Integrated Accessibility Standard 191/11) produced pursuant to the Contract shall be in conformity with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Kingston Economic Development Corporation and the City will be provided with a full text master document that contains all the original text and alternate text which describes any non-text content.

Proponents must take into account the following assumptions in preparing and submitting proposals:

- I. Prices quoted must be in Canadian dollars
- II. Harmonized Sales Tax (HST) is extra and must be shown as a separate line item on all invoices
- III. Submissions are irrevocable for 120 days
- IV. Prices provided must be firm for the contract period. The successful vendor will be required to submit such substantiating documentation as is deemed necessary to verify any challenged invoices
- V. No guarantee or warranty is given or implied as to the total amount that may or may not be ordered from the resulting contract. The Kingston Economic Development Corporation/City of Kingston reserves the right to increase or decrease the quantities as required
- VI. No proponent is relieved from supplying all components necessary to render the materials and/or services fit for the use specified in the governing documents merely because detailed specifications on the various components are not set out in the documents. All submissions shall be deemed to propose goods which are fit for use

Any contravention of the above items may lead to cancellation of the Contract.

5. Resource Requirements

Proponents must detail any resources they will provide and require as part of their proposal. This includes their resources, partners, third-party consultants, and sub-contractors, as well as resource requirements they are assuming will be provided outside of those defined in the Available Resources section.

6. Reporting

Meeting with the project team: This project will begin with an initial start-up kick-off meeting with the Lead Generation team and the Kingston Economic Development Corporation Project Management Team.

Monthly updates: These updates to the Kingston Economic Development Corporation project team will outline progress on the timelines and plan based on the approved work plan.

7. Interim and Final Reporting

The successful proponent will provide, on a monthly basis, a written status report to the project team. The updates must outline the work completed and provide an estimate of financial commitments.

The final report should include all the names and contact details of the employees contacted along with the outreach outcome.

Prices will be subject to verification at any time. The successful proponent will be required to submit such substantiating documentation as the Kingston Economic Development Corporation deems necessary to verify pricing on invoices. The successful proponent must provide reporting on all products delivered upon request.

The successful proponent shall be responsible for complying with all applicable laws and regulations related to the subject matter of this RFP.

8. Formal Contract

If a preferred proponent is ultimately selected for service delivery, the proponent shall be prepared to enter into a contract in a form that is satisfactory to the Kingston Economic Development Corporation/City of Kingston's Legal Services, that will allow the partners the use of concepts, products, processes produced or resulting from the services rendered by the proponent in connection with the project or which are otherwise developed or first reduced to practice by the proponent in the performance of the services for this project. This request for proposal shall constitute part of the terms and conditions of the contract award.