



**REQUEST FOR PROPOSALS
RFP No. 114b**

**2010 Cultural Olympiad
Co-Presentation of Cultural Events**

ISSUED BY:

Vancouver Organizing Committee for the 2010
Olympic and Paralympic Winter Games
("VANOC")

February 1, 2008

Summary of Opportunity:

This Call for Proposals is issued by VANOC to obtain proposals from cultural organizations who wish to participate with VANOC as part of the 2010 Cultural Olympiad. Proposals for Cultural Olympiad 2010 will be accepted until September 30, 2008.

**DEMANDE DE PROPOSITIONS
DP no 114b**

**Coprésentation d'événements culturels
pour l'Olympiade culturelle 2010**

ÉMISE PAR :

Comité d'organisation des Jeux olympiques et
paralympiques d'hiver de 2010 à Vancouver
(« COVAN »)

Le 1^{er} février 2008

Résumé de l'offre :

Cette demande de propositions est émise par le COVAN afin d'obtenir des offres de la part d'organismes culturels qui souhaitent participer avec le COVAN à l'Olympiade culturelle 2010.

Les propositions pour l'Olympiade culturelle 2010 seront acceptées jusqu'au 30 septembre 2008.

CLOSING AND CONTACT INFORMATION CLÔTURE ET COORDONNÉES

Closing Time:

Call for Proposals for 2010 will close September 30, 2008 at 18:00 Pacific Daylight Saving Time

Closing Location:

400 - 3585 Graveley Street
Vancouver, B.C. V5K 5J5
Canada

Contact Person:

Melodie Williams
Procurement
Vancouver Organizing Committee for the 2010
Olympic and Paralympic Winter Games
400 - 3585 Graveley Street
Vancouver, B.C. V5K 5J5
Canada
Telephone: (778) 328-2010
Facsimile: (778) 328-2011
E-mail: procurement@vancouver2010.com

A Proponent may submit a Proposal in either English or French. If a Proponent submits a Proposal in French, VANOC reserves the right to translate such French version into English, whereupon such English translation will govern and VANOC shall be entitled to rely on such English translation. Upon a written request from such Proponent, VANOC will deliver a copy of any such French translation to such Proponent. Any contract ultimately entered into between the successful Proponent and VANOC will be in English.

If a Proponent needs assistance in interpreting some aspect or wording of the document from English to French, the Proponent may send an e-mail to the VANOC Contact Person referenced above to ask questions regarding the specific words or sections that are causing difficulty. The VANOC Contact Person will respond to such requests by email in the language of the Proponent. If the response involves the provision of clarifying information that is additional to that already contained in the Request for Proposals, then VANOC will provide the response to all Proponents in accordance with Section 4 of the Terms and Conditions of this Request for Proposals.

Date et heure de clôture :

Le 30 septembre 2008 à 18 h (heure avancée du Pacifique) pour l'Olympiade culturelle 2010

Lieu de clôture :

3585, rue Graveley, bureau 400
Vancouver (C.-B.) V5K 5J5
Canada

Personne-ressource :

Melodie Williams
Approvisionnement
Comité d'organisation des Jeux olympiques et paralympiques d'hiver de 2010 à Vancouver
3585, rue Graveley, bureau 400
Vancouver (C.-B.) V5K 5J5
Canada
Téléphone : (778) 328-2010
Télécopieur : (778) 328-2011
Courriel : procurement@vancouver2010.com

Un proposant peut soumettre une proposition en anglais ou en français. Si un proposant soumet une proposition en français, le COVAN se réserve le droit de traduire cette version française en anglais. Par la suite, cette traduction anglaise aura précedence et le COVAN sera en mesure de se fier à cette traduction anglaise. À la demande écrite du proposant, le COVAN lui fournira un exemplaire de cette traduction vers l'anglais. Tout contrat par la suite conclu entre le proposant retenu et le COVAN sera conclu en anglais.

Si un proposant a besoin d'aide pour interpréter certains aspects du document de l'anglais au français, cette personne peut transmettre un courriel à la personne-ressource du COVAN indiquée ci-haut afin de poser des questions au sujet des mots particuliers ou des sections particulières qui présentent des difficultés. La personne-ressource du COVAN répondra à ces demandes par courriel, dans la langue du proposant. Si la réponse exige de clarifier des renseignements qui sont complémentaires à ceux qui se trouvent déjà dans la demande de propositions, le COVAN fournira la réponse à tous les proposants, conformément à la section 4 des modalités et conditions de la demande de propositions.

TABLE OF CONTENTS

Cover Page (page one)

Closing and Contact Information (page two)

Table of Contents

Terms and Conditions:

- Section 1: Introduction
- Section 2: Invitation
- Section 3: Communications: Questions & Answers
- Section 4: Closing
- Section 5: Proposal Preparation/Submission
- Section 6: Proposal Evaluation and Award
- Section 7: RFP and/or OPEN CALL Terms and Conditions
- Section 8: Contract Requirements

Schedules:

- Schedule 1: Fee Schedule
- Schedule 2: VANOC Sponsors

CALL FOR PROPOSALS

Cultural Olympiad 2010

1. INTRODUCTION

To touch the soul of the nation – that is the mission of the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games. The Cultural Olympiad is key to expressing that soul both within our borders and around the world. Culture is the second pillar of the Olympic movement: as sport brings the world to Canada's door to compete, culture opens the door so the world can discover us.

To engage the community and help build legacies that will last beyond 2010, VANOC will create and produce the Cultural Olympiad. The Cultural Olympiad is envisioned to showcase the contemporary Canadian imagination through a series of three festivals of popular and fine arts each consisting of performances and exhibitions by a bold spectrum of creators. From contemporary to classical to aboriginal artists in music, theatre, dance, media, literary, visual, interdisciplinary, culinary and street art, there will be something for everyone in these culturally-diverse, multi-faceted celebrations.

At the core of the Cultural Olympiad are free and ticketed events that are expected to attract audiences in excess of 2 million in the Greater Vancouver/Whistler corridor. Television, online, broadband and mobile platforms will vastly extend the spirit and power of the celebration – sharing the experience with regional, national and international audiences.

VANOC envisions the Cultural Olympiad as a collaboration between VANOC and the Canadian arts community. VANOC wishes to enter into arrangements with established arts and cultural organizations for the co-presentation of the events and exhibitions of the Cultural Olympiad. VANOC will create and promote a unified identity and marketing focus to the Cultural Olympiad. VANOC is looking for events and activities representative of artistic excellence, innovation and cultural diversity to associate with the Cultural Olympiad. While the event will be presented as part of the Cultural Olympiad, care will be taken also to promote the individual identity of the co-presenting cultural organizations. The intent is to maximize public engagement and participation in the Olympic and Paralympic Games, to celebrate culture as the second pillar of the Olympic Movement, and to build positive legacies for the arts and cultural community.

VANOC will build the Cultural Olympiad in partnership with regional and national arts and cultural organizations, enhancing existing seasonal and festival activity to create a dynamic program of events that will showcase the remarkable breadth of our creative community and its connections to the world. VANOC may contribute financial and promotional resources and event production support to these partnerships.

Event Dates:

Cultural Olympiad 2010 (Olympic and Paralympic Arts Festival)

January 22 – March 21, 2010

2. INVITATION

Arts and cultural organizations interested in co-presenting an event, exhibition or installation with VANOC in the Metropolitan Vancouver / Whistler corridor as part of the Cultural Olympiad during 2010 are invited to submit their proposal to one of the following websites:

English

<http://www.vancouver2010.com/en/CultureEducation/CulturalOlympiad/OpenCall/CallForExpressionsOfInterest2010>

French

<http://www.vancouver2010.com/fr/CultureEducation/CulturalOlympiad/OpenCall/CallForExpressionsOfInterest2010>

A single organization may submit their proposal alone or in collaboration with other arts and cultural organizations. One organization should be designated as the lead proponent.

Timeframes within which the proposed events must take place:

Cultural Olympiad 2010 January 22 – February 28 and/or March 12 – 21, 2010

The lead Proponent must have been in operation for a minimum of two years and fall under one of the following categories:

- Not-for-profit professional arts and cultural organization (Circus, Culinary Arts, Dance, Festival, Film/Video, Interdisciplinary, Literary Arts, Media Arts, Museum, Music, Opera, Performance Art, Street Arts, Theatre, Visual Arts, Other)
- Aboriginal arts and cultural organization
- Educational institution or museum

Proponents must have a history of presenting, exhibiting, and/or producing professional arts and cultural events in public context.

Proponents should have ongoing artistic leadership and must pay artistic contributors for their services in accordance with generally accepted professional standards.

Deadlines for Proposal submission (as referenced in Page 2):

Cultural Olympiad 2010 Proposal Deadline:

September 30, 2008 at 18:00 Pacific Daylight Saving Time

Proposals will be evaluated at the time they are submitted.

This CALL FOR PROPOSALS (OPEN CALL) is a request for proposals and not a call for tenders. The issue of this OPEN CALL and/or the submission of a Proposal does not create any legal rights, obligations or liabilities or a contractual or other legal relationship of any kind between or among VANOC and any or all Proponents, save and except only that in consideration of VANOC extending this invitation to a Proponent, by submitting a Receipt Confirmation Form and/or a Proposal, a Proponent agrees to be bound by this OPEN CALL, whether or not a Contract is awarded.

3. COMMUNICATIONS - QUESTIONS AND ANSWERS

Proponents should direct all communications to the VANOC Contact referenced on page two of this OPEN CALL. VANOC shall not be responsible for information Proponents receive from any other source.

Questions must be in writing, and may be submitted by e-mail only.

4. CLOSING

Proposals should be delivered by e-mail at or before the respective Closing Time. VANOC may not consider late-delivered Proposals, unless the Proponent is able to demonstrate to VANOC's satisfaction that exceptional circumstances prevented the timely delivery of its Proposal and that VANOC's consideration of the late Proposal would not result in prejudice to Proponents which submitted Proposals on time. All Proposals, including late proposals, will be kept by VANOC.

5. PROPOSAL PREPARATION/SUBMISSION

5.1 Proponents should include the following in their Proposal, using the forms provided on the web pages mentioned in Section 2.

(a) **Organizational Profile (maximum 250 words)**

Name and full business address
Telephone and Fax Numbers
E-mail address
Website (if available)
Name of Primary Contact
Position of Primary Contact
Number of years of operation

(b) **Project Title and Description** (maximum 25 words)

(c) **Project Date(s)**

(d) **Project venue** (must be within the Metropolitan Vancouver/Whistler corridor)
Specify whether the venue is confirmed or proposed.

(e) **Projected Attendance**

(f) **Project Overview** (maximum 500 words)

Provide a synopsis of the project including information on key artists, collaborators and other relevant information. Specify whether artists are confirmed or proposed.

- (g) **Compatibility with Cultural Olympiad Priorities** (maximum 250 words)
Describe how the project meets the Cultural Olympiad's priorities of artistic excellence, innovation and cultural diversity.
- (h) **Organizational Profile** (maximum 250 words)
Provide a brief overview of your organization, including its mandate, presentation and production history, community role and other relevant information.
- (i) **Promotional Plan** (maximum 250 words)
Briefly describe your marketing and communications plan for the project including key dates, promotional materials and advertising plans.
- (j) **Project Partners**
List any organizations with which you are collaborating and define their roles.
- (k) **Sponsors**
Please name any corporate or other sponsors associated with your project, and describe what acknowledgement they will be entitled to receive. Please refer to Schedule 2 for a list of all VANOC Sponsors.
- (l) **Project Budget**
Provide project revenue and expense information on the budget template provided with this OPEN CALL as Schedule 1. Do not include allocations for general overhead or operational expenses.

5.2 Proposals should conform to the following requirements:

Proponents should not use any logos of VANOC, the International Olympic Committee (including the five interlocking Olympic Rings), the Canadian Olympic Committee, the International Paralympic Committee, the Canadian Paralympic Committee or the Vancouver 2010 Olympic and Paralympic Winter Games for decorative or other purposes in their Proposal documents.

Proposals should be in English, or in French accompanied by a full English translation. The English language version of the Proposal governs, and the Contract will be in the English language.

Proponents must submit their Proposals using the forms provided on the web pages mentioned in Section 2.

6. PROPOSAL EVALUATION AND AWARD

6.1 **Evaluation:** VANOC will evaluate Proposals to determine the Proposal that, in VANOC's opinion, represents the most advantageous Proposal to VANOC and will consider **without limitation** any or all of the following:

- Degree to which the submission meets the Cultural Olympiad's priorities of artistic excellence, innovation and cultural diversity;
- Degree of artistic exchange or collaboration within the proposed project;

- Experience and organizational capacity of the lead partner and collaborating organization(s);
- Audience reach and impact;
- The need to create a balanced and diverse program of events for the Cultural Olympiad;
- Potential sponsorship conflicts with VANOC corporate sponsors and/or the potential association with corporate sponsors who are not VANOC sponsors;
- Financial viability of the co-presentation, as demonstrated by a complete and balanced project budget that includes
 - detailed expenses specific to the project;
 - diverse revenue sources; and
- Other considerations relevant to producing a major international arts and cultural festival.

The foregoing criteria are not necessarily exhaustive or listed in order of importance and will not necessarily be weighted equally in terms of importance. VANOC will, in its sole discretion, determine the weighting to be given to the evaluation criteria established for this OPEN CALL.

6.2 **Negotiation:** VANOC may, but is not bound to, negotiate contract terms and conditions and/or any other matter(s) with one or more, but not necessarily all or any, Proponents concurrently and/or sequentially, before award of a Contract. VANOC may negotiate different terms and conditions or other matters with different Proponents, and is not bound to offer the same terms to all Proponents. VANOC is not bound to negotiate with any Proponent(s).

6.3 **Privilege:** VANOC may award a Contract to the Proponent that, in VANOC's opinion, offers the most advantageous Proposal to VANOC. VANOC may reject any or all Proposals. The Proposal having the lowest price(s) or lowest cost to VANOC, or any Proposal, will not necessarily be accepted. VANOC may terminate the OPEN CALL process without awarding a Contract at any time. VANOC may, but is not bound to, provide to Proponents reasons for rejecting any or all Proposals or for terminating the OPEN CALL process. Unless a Proponent clearly articulates that its Proposal is only open for acceptance in its entirety, VANOC shall be entitled to accept all or any portion of the Proposal.

7. TERMS AND CONDITIONS – RFP AND/OR OPEN CALL

7.1 **Compliance Undertaking:** By submitting a Proposal each Proponent undertakes to comply with the terms and conditions of this OPEN CALL. VANOC may disqualify a Proponent, and/or reject a Proposal submitted by any Proponent, that violates such terms and conditions or otherwise fails to comply with the requirements of this OPEN CALL. Notwithstanding the foregoing, VANOC may waive any violation or non-compliance, whether or not material, and/or may consider the same in evaluating a Proposal.

- 7.2 **VANOC Inquiries:** VANOC may request that a Proponent submit further information or clarification regarding its Proposal, and the Proponent should comply promptly and fully with any such request. VANOC may meet with any Proponent to receive a presentation regarding its Proposal and/or discuss all or any part thereof and/or to negotiate. VANOC may make inquiries of third parties, and conduct such other investigations regarding a Proponent, its Proposal (or any part thereof) as VANOC considers advisable. VANOC is not bound to do any of the foregoing in respect of any or all Proponents.
- 7.3 **Investigation:** VANOC does not represent, warrant or otherwise assume responsibility for the accuracy and completeness of information contained in this OPEN CALL or provided in connection therewith, except to the extent otherwise provided in any Contract that may be awarded pursuant to this OPEN CALL. Each Proponent is responsible for making all such inquiries, investigations and assessments as it considers necessary or advisable to determine the price(s) and other terms and conditions of its Proposal. If a Proponent discovers any error, ambiguity or inconsistency in the OPEN CALL or documents issued relating thereto, it shall promptly notify VANOC's Contact Person and seek correction or clarification.
- 7.4 **No Lobbying:** Proponents should communicate only with VANOC's Contact Person, or such other persons as VANOC's Contact Person may direct with regard to particular matters. Proponents shall not engage in any form whatsoever of lobbying to influence the outcome of this OPEN CALL, including communication for such purposes with any director, officer, employee, agent, consultant or advisor of VANOC (except as aforesaid) or any Unrelated Party, whether before or after submission of a Proposal. For the purposes of this OPEN CALL, "Unrelated Party" means and includes the Government of Canada, the Province of British Columbia, the City of Vancouver (including without limitation its Board of Parks and Recreation), the Resort Municipality of Whistler, the City of Richmond, the District of West Vancouver, the Canadian Paralympic Committee, the Canadian Olympic Committee, the International Olympic Committee, the International Paralympic Committee and every past or present director, officer, employee, councillor, representative, agent or volunteer of the foregoing entities.
- 7.5 **Costs:** All costs incurred by a Proponent in connection with the preparation of its Proposal and participation in this OPEN CALL process are for the account of and will be paid when due by the Proponent regardless of whether the OPEN CALL process is terminated, the Proponent is disqualified, the Proponent submits a Proposal, or such Proposal is accepted or rejected.
- 7.6 **VANOC Liability:** None of VANOC, its directors, officers, employees, consultants, advisors or any Unrelated Party shall have any liability to any Proponent as a result of the exercise of any discretion, or any other act or omission by any of them under or in relation to this OPEN CALL, and each Proponent irrevocably and unconditionally waives all claims against any of the aforesaid arising out of or relating to this OPEN CALL.
- 7.7 **Confidentiality and Publicity:** Each Proponent agrees to keep the contents of its Proposal, and the fact that it has submitted a Proposal, confidential, whether or not a Contract is awarded. VANOC shall have the right, but not the obligation, to disclose the identity of successful Proponents on the VANOC website, and on the Province of British Columbia's 2010 Commerce Centre and/or BC Bid websites. VANOC shall also have the right, but not the obligation, to make a public announcement or issue a news release to the media regarding the award of any Contract, provided that VANOC will obtain the

successful Proponent's consent to the text used in any such release, such consent not to be withheld, delayed or conditioned unreasonably.

- 7.8 **No Marketing Rights:** Proponents acknowledge that, notwithstanding VANOC may exercise certain publicity rights relating to the Contract award as contemplated in Section 7.7, no Proponent, whether successful or not, shall acquire any marketing or publicity rights relating to its Proposal or any Contract ultimately executed. Without limitation, no Proponent shall publicly disclose or promote its relationship with VANOC, including, by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, news releases to the media, brochures, website content or other written materials without the express prior written consent of VANOC. No Proponent shall have the right to use the identification "VANOC", "Vancouver 2010", the official emblem, logo or mascot of the Games or any other identification of VANOC, the International Olympic Committee, International Paralympic Committee, Canadian Olympic Committee or Canadian Paralympic Committee, as reference or means of promotion or publicity, without the express prior written consent of VANOC and the IOC
- 7.9 **Ownership of Documents:** VANOC shall acquire ownership of all Proposal documents submitted, and shall not be obliged to return the same to any Proponent, provided however, that the foregoing does not entitle VANOC to ownership of designs or other intellectual property rights of a Proponent that is embodied in any Proposal (except to the extent the Proponent has included any VANOC intellectual property in its designs). VANOC retains ownership of the OPEN CALL and all documents issued by it relating thereto, including all designs and other intellectual property rights embodied therein. A Proponent may use the OPEN CALL and such documents only for the purpose of preparing and submitting a Proposal and for no other purpose whatsoever.
- 7.10 **Conflict of Interest:** Each Proponent shall endeavour to avoid any relationships that would create an actual or perceived conflict of interest involving the Proponent during the period when Proposals are being prepared and/or evaluated and until a Contract is awarded or the OPEN CALL process terminated, whichever shall first occur. Each Proponent shall promptly disclose to VANOC any such actual or perceived conflict of interest of which it becomes aware.
- 7.11 **VANOC Security:** VANOC reserves the right to require, as a condition of the contract entered into with any successful respondent, (1) that the respondent's personnel consent to VANOC and its security partners conducting, at VANOC's discretion, a security clearance, including, without limitation, a criminal records search and such other security searches as VANOC may deem advisable, together with ongoing monitoring of same; and (2) that the respondent cooperate with VANOC and its security advisors in implementing any security programs implemented by VANOC in connection with the Cultural Olympiad.
- 7.12 **No Implied Terms or Conditions:** No covenants, agreements, representations, warranties, terms or conditions will be implied in this OPEN CALL.

8. CONTRACT REQUIREMENTS

Successful Proponents will be required to enter into an agreement with VANOC. Final contract requirements and contract terms and conditions will be determined after evaluation of proposals and selection of service providers.

SCHEDULE 1 FEE SCHEDULE

CULTURAL OLYMPIAD PROJECT FINANCIAL INFORMATION

PROJECT-SPECIFIC EXPENSES

Artistic Costs

Performance or Exhibition Fees	\$	-
Rehearsal Fees	\$	-
Curatorial Fees	\$	-
Accommodation	\$	-
Transportation	\$	-
Hospitality / per diem	\$	-
	<u>\$</u>	-
Total Artistic Costs	\$	-

Production Costs

Venue Rental	\$	-
Technical Personnel	\$	-
Technical Equipment Rental	\$	-
Other Technical Costs (please specify)	\$	-
Set / Costume Design & Rental	\$	-
Other Production, Exhibition or Installation Costs (please specify)	\$	-
	<u>\$</u>	-
Total Production Costs	\$	-

Promotional Costs

Advertising	\$	-
Marketing Materials	\$	-
Event Programs	\$	-
Other Promotional Costs (please specify)	\$	-
	<u>\$</u>	-
Total Promotional Costs	\$	-

TOTAL EXPENSES \$ -

PROJECT-SPECIFIC REVENUES

Ticket Sales	\$	-
Other Earned Income	\$	-
Public Sector Grants		
Federal	\$	-
Provincial / Territorial	\$	-
Municipal	\$	-
Private Sector		
Foundation Grants	\$	-
Cash Sponsorships	\$	-
In-Kind Sponsorships	\$	-
Other Project Revenues (please specify)	\$	-
Proponent Contribution	\$	-
Proposed VANOC Contribution	\$	-
	<u>\$</u>	-

TOTAL REVENUES \$ -

Net Surplus / (Deficit) (Note: Budget should balance)

SCHEDULE 2
LIST OF VANOC SPONSORS WITH PRODUCT CATEGORY DESCRIPTIONS

Sponsor	Product Category for VANOC sponsorship
Worldwide Partners	
Coca Cola	Non-alcoholic Beverages
Atos Origin	Information Technology
General Electric	Select products, goods and/or services from GE Energy, GE Healthcare, GE Transportation, GE Infrastructure, GE Consumer & Industrial, GE Advanced Materials and GE Equipment Services
McDonalds	Retail Food Services
Omega	Timing, Scoring and Venue Results Services
Samsung	Wireless (or mobile) multifunctional communication equipment, devices & enablers
Visa	Consumer Payment Systems
Panasonic	Video & Audio Equipment and Recording Media
Acer	Computer Hardware
National Partners	
Bell Canada (premier national partner)	Telecommunications
Hbc (premier national partner)	General Merchandise Department Stores
Royal Bank of Canada (premier national partner)	Banking
General Motors of Canada	Automotive
Petro-Canada	Oil and Gas
RONA	Home Improvement
Official Supporters	
Air Canada	Airline
British Columbia Lottery Corporation	Lotteries and Gaming
Canadian Pacific	Rail Freight Services
Insurance Corporation of British Columbia	Vehicle Insurance
Jet Set Sports	Hospitality Packages and Services
Royal Canadian Mint	Minting of Circulation, Precious Metal and Base Metal Numismatic and Bullion Coins
Ricoh Canada	Document Solutions
Teck Cominco	Mining and Metals
Britco	Modular Structures
Saputo	Packaged Dairy Products
Tickets.com	Ticketing Agency
Sun Microsystems	Computer Network Servers
Official Suppliers	
Birks	Jewellery
Dow Chemical Canada	Insulation Materials and Heat Transfer Fluids
EPCOR	Water Utility
Haworth	Office Furniture and Modular Architecture
Nortel	Converged Network Equipment
TransCanada	Natural Gas Pipeline Operator
Vincor Canada	Wine
Weston Bakeries	Bread and Baked Goods
Workopolis	Online Recruitment
3M	Large Format Graphics (building and vehicle wrap graphics)