

## REQUEST FOR PROPOSAL

### Purchase of Bus Services for the 2019 Canada Winter Games Host Society Red Deer

**COMPETITION #: 2019-03**

**CLOSING DATE: Friday, June 8, 2018**

2019 Canada Winter Games Host Society Red Deer  
5205 48 Avenue  
Red Deer, AB T4N 6X3  
403.340.8419  
<http://www.2019canadagames.ca/>  
[info@2019canadagames.ca](mailto:info@2019canadagames.ca)

# SECTION 1

# INSTRUCTIONS TO VENDORS

## 1. Background - The 2019 Canada Winter Games

From February 15 until March 3, 2019, Red Deer and central Alberta will host the 2019 Canada Winter Games. Featuring 19 sports, over 150 events and a major cultural festival, the 2019 Canada Winter Games will welcome up to 3,600 athletes, managers and coaches and more than 20,000 visitors. The 2019 Games will be the largest event ever hosted in Red Deer and central Alberta and one of the largest events to be hosted in Alberta in over three decades, since the 1988 Calgary Olympics.

The Canada Games is the nation's largest multi-sport competition for young athletes. Held every two years, alternating between summer and winter, the Canada Games is a key event in the development of Canada's young athletes and represents the pinnacle of interprovincial/territorial sport competition.

The 2019 Games will provide a stage for Canada's next generation of national, international and Olympic champions to compete. Over 20,000 visitors will travel to Red Deer to experience the Games and over five million viewers will tune in on TSN and RDS to watch the next generation of great athletes.

The 2019 Games will leave a lasting legacy of new and enhanced sport facilities and volunteer and leadership development that will benefit athletes and the broader central Alberta community for years to come.

This is our moment and we invite you to be a part of this moment that will forever transform our community.

## 2. Objective

The 2019 Canada Winter Games Host Society ('2019 Games' or 'Host Society') has to provide an in depth Bus Operations program for the 2019 Canada Winter Games in order to transport Participants, VIPs, and Games Family throughout the Games footprint and timeframe (February 14 until March 3 2019).

### The key objectives of this proposal are:

- Provide the Host Society with a suite of motor coaches, and additional buses that will help transport the 2019 Canada Winter Games Participants

### The following Hosting Standards (as described by the Canada Games Council) must be adhered to:

1. Where a competition venue is more than 30 minutes drive from the Games Village, the Host



Society must provide coach buses to transport athletes.

2. The Host Society must provide accessible transport between the airport and the Games Village for all participants, Major Technical Officials, Sponsored Medical Personnel, Media and Broadcast representatives, VIPs and VVIPs with a physical disability.

3. The Host Society must provide an airport welcome desk and transportation to and from the airport for provincial/territorial teams arriving on commercial/charter flights, Major Technical Officials, selected out of town Medical Personnel, Media and Broadcast representatives, VIPs and VVIPs.

### 3. Overview

This request for proposal (RFP) process is intended to lead to the award of a contract. The Host Society maintains full discretion over this RFP process and the award. The Host Society intends to evaluate proposals on the basis of evaluation criteria included in this proposal (see Section 2 – Proposal Evaluation Criteria), and to make an award based on the results of the Evaluation Point Rating and the Host Society’s assessment in its sole discretion of which proposal provides the best value and is in the Host Society’s best interests.

### 4. RFP Schedule

The following is the intended schedule for the proposal process. Vendors should comply with this schedule unless otherwise notified of any changes. All times noted are for Mountain Standard Time.

**RFP Posted:** Friday May 4, 2018  
**RFP Closes:** Friday June 8, 2018  
**Award:** To be within four weeks of closing date

### 5. Scope of Services Required

All trips under this contract shall start and end within the City of Red Deer, the City of Calgary, Kananaskis Country and the City of Edmonton. This listing is not intended to be all-inclusive, and must adhere to the Hosting Standards above. Days and timings are estimates and subject to change. Flexibility in the schedule is required in order to accommodate last minute schedule changes, and flight delays.

#### 1. Motor Coach/Mini Coach Services

February 14/15 2019 - 6 a.m. until 2 a.m., airport transfers, YYC to Red Deer

February 14, 2019 - airport transfer, YEG to Red Deer

February 15, 2019 - training, within Red Deer, Athletes’ Village to/from Sport Venues

February 15, 2019 - 5 p.m. until 11 p.m., Athletes’ Village to/from Opening Ceremony, Red Deer



February 16, 2019 - transfer synchronized swimmers to Satellite Village in Calgary  
February 21, 2019 - transfer Red Deer to/from Winsport's Canada Olympic Park  
February 21, 2019 - transfer synchronized swimmers back to Red Deer  
February 23/24, 2019 - 4 a.m. until 2 a.m., airport transfers, Red Deer to YYC, YYC to Red Deer, and YYC to Kananaskis)  
February 28, 2019 - transfer alpine participants, Kananaskis to Red Deer  
March 1, 2019 - transfer Red Deer to/from Winsport's Canada Olympic Park  
March 2, 2019 - Closing Ceremony, within Red Deer, Athletes' Village to/from Ceremony Venue  
March 3, 2019 - 5 a.m. until 9 p.m., airport Transfers, Red Deer to YYC

## 2. Accessible Coach/Paratransit Bus Services

February 14/15, 2019 - 6 a.m. until 2 a.m., airport transfers, YYC to Red Deer  
February 15, 2019 - Athletes' Village to/from Opening Ceremony  
February 16 until 22, 2019 - spectating athlete transport, within Red Deer  
February 23/24, 2019 - 4 a.m. until 2 a.m., airport transfers, Red Deer to YYC, YYC to Red Deer, YYC to Kananaskis  
February 24 until March 2, 2019 - training and competition, within Red Deer, para nordic  
February 24 until March 2, 2019 - training and competition, within Red Deer, para alpine  
February 25 until March 2, 2019 - spectating athlete transport, within Red Deer  
February 28, 2019 - transfer alpine participants, Kananaskis to Red Deer  
March 2, 2019 - 4 p.m. until 9 p.m., Closing Ceremony, within Red Deer, Athletes' Village to/from Ceremonies Venue)  
March 3, 2019 - 5 a.m. until 9 p.m., airport transfers, Red Deer to YYC

## 3. Mini-bus Services

February 16 until 21, 2019 - training and competition, synchronized swimming in Calgary  
February 24 until 27, 2019 - training and competition, alpine skiing in Kananaskis

Detailed bus hours and vehicle requirements are listed in tables 1 and 2.

All trips assigned to the contractor(s) shall be planned, scheduled and supervised by the 2019 Canada Winter Games Host Society.

### Vehicles:

- **Motor coach** - A vehicle of monocoque design that is designed and classified by the manufacturer as a "highway coach" and used for the purpose of transporting persons



between municipalities (intercity), suburban/commuter (scheduled public transport rural into urban) and is also authorized for hire or “charter” as a public service vehicle. Typical seating capacity at 47 to 56 passengers.

- **Mini-coach** - A motor vehicle that is designed and classified by the manufacturer as a “miniature bus” and used for the purpose of transporting more people than a multipurpose vehicle or minivan, but fewer people than a full sized motor coach, and is also authorized for hire or “charter” as a public service vehicle. Typical seating capacity at 11 to 24 passengers.
- **School bus** - A vehicle that is designed and classified by the manufacturer as a school bus and used for the purpose of transporting pupils and other authorized persons to or from school and is also authorized for hire or “charter” as a public service vehicle (public transport). Typical seating capacity at 47 to 56 Passengers.
- **Mini-bus** - A motor vehicle that is designed and classified by the manufacturer as a “miniature bus” and used for the purpose of transporting more people than a multipurpose vehicle or minivan, but fewer people than a full sized bus, and is also authorized for hire or “charter” as a public service vehicle. Typical seating capacity at 11 to 24 passengers.
- **Wheelchair accessible motor coach** - A vehicle of monocoque design that is designed and classified by the manufacturer as a “highway coach” fitted with a wheelchair lift and used for the purpose to transport wheelchair passengers between municipalities (intercity), suburban/commuter (scheduled public transport) and is also authorized for hire or “charter” as a public service vehicle. Typical seating capacity at 39-56 passengers.
- **Paratransit bus** - A motor vehicle that is designed and classified by the manufacturer as a “paratransit bus” and used for the purpose of transporting four (4) wheelchair passengers and eight (8) ambulatory passengers in addition to the driver.

Each vehicle provided by the Contractor(s) in the performance of this contract shall be supplied, licensed, maintained, operated and equipped in accordance with the applicable statutes, regulations and legislation of Federal, Provincial and Municipal authorities.

Each vehicle shall in the sole opinion of the Contract Administrator, be kept in a clean condition.

## 6. Proposal Requirements

1. Proposals should be submitted, **along with Proposal Form “A” and “B” attached**, in the form required herein as follows:

**Mailed, hand-delivered or emailed to:**

Sandra Nairn  
Coordinator, Procurement  
[purchasing2019@2019canadagames.ca](mailto:purchasing2019@2019canadagames.ca)  
5205 48 Avenue  
Red Deer AB, T4N 6X3  
403.848.0815



2. Proposals are due at the location specified above, before the closing time.
3. If a vendor is of the view that there are discrepancies or omissions in the RFP documents, or that any clarification is required, the vendor should contact Kira Csikos - Manager, Transportation at [kcsikos@2019canadagames.ca](mailto:kcsikos@2019canadagames.ca) or 403.848.2584 and she shall respond in writing or, if in agreement that there is a requirement for amendment or clarification, will issue an addendum. The Host Society may, at any time prior to the closing date and time, issue additional information, clarifications or modifications to the RFP by written addendum issued by the Procurement Coordinator or their designate only. It is the Vendor's sole responsibility to ensure they have received all addendums prior to submitting their proposal. It is the vendor's responsibility to monitor the Host Society's website and download addendums posted. All addendums become part of the proposal documents and receipt of addendums shall be acknowledged by the vendor on Proposal Form "A", Section 4.
4. Vendors are required to submit two (2) copies of their proposal if mailed or hand delivered. Proposals may be submitted in a larger envelope or box, but such envelope or box must be sealed. The envelope must be clearly visible on the outside of the package.
5. The Host Society may negotiate a final offer with the selected proposer.

## 7. Proposal Conditions

1. In its sole and absolute discretion, and without limiting the generality of the Host Society's discretion under this RFP, the Host Society:
  - a. may modify or amend this RFP including the schedule, the RFP requirements, the scope of services, or any other terms, whether material or not, and may cancel or suspend this RFP.
  - b. need not necessarily accept the lowest price, the highest ranked, or any proposal, and may reject or accept any or all proposals.
  - c. may reject a proposal which fails to meet the requirements of this RFP
  - d. assess any proposal on the basis of any one or more of the evaluation criteria set forth in this RFP, which criteria are not intended to be exhaustive, and/or any other criterion or factor considered appropriate by the Host Society, and select any proposal which the Host Society considers to offer the best value and to be in its best interests.
  - e. accept any proposal which in any manner, whether substantially or not, fails to comply with any of the requirements of this RFP, whether or not such requirements are expressed in mandatory terms or such noncompliance is substantial.
  - f. negotiate one or more of the highest ranked proposals with respect to fee, the scope of services or any other component of such proposal(s).
2. The Host Society shall have no liability as a result of issuance of this RFP. No vendor shall have any claim against the Host Society for any compensation of any kind whatsoever as a result of participating in this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, breach of any duty, or any other cause



of action whatsoever.

### **8. Proposal Evaluation**

After the closing date, the proposal envelopes will be opened and the contents will be separated. The proposals will be forwarded to the Evaluation Committee for evaluation in accordance with proposal evaluation criteria as set forth in Section 2 “Proposal Evaluation Criteria”.

### **9. Proposal Award**

Award of this proposal will result in the signing of a contract by the successful vendor in a form acceptable to the Host Society in its sole discretion and agreed upon between the Host Society and the successful vendor.

## **SECTION 2 PROPOSAL EVALUATION CRITERIA**

### **1. Method of Evaluation**

An Evaluation Committee will evaluate and recommend the selection of a Supplier based on proposal submission, sponsorship contribution, references, and price. The highest-ranking proponent will be recommended to the Host Society.

### **2. Proposal Evaluation**

The objective of the evaluation process is to select a vendor capable of providing the services identified below in the technical evaluation chart. In their proposals, proponents shall provide responses to the technical requirements and otherwise demonstrate through samples, publications, narrative explanation and references that they have the necessary qualifications to undertake the services as described in this RFP.

In their proposal, proponents shall clearly show how their qualifications will be utilized to the Host Society’s benefit.

### **Contribution or Consideration for Sponsorship Rights:**

Proposals will be evaluated based on what, if any, the companies will provide as a specified amount of contribution or consideration for sponsorship rights of the Host Society granting successful bidder(s) the rights associated with the appropriate sponsorship level. Refer to the [2019 Games Sponsor Key Benefits](#). Please also see Appendix I

**Preference is given to proponent’s that show a clear interest for providing a contribution or consideration for sponsorship rights.** The contributions may be in the form of cash donations, price discounts, Value In Kind supply of equipment, legacy options and/or labour or other



acceptable alternatives as determined solely by the Host Society. All technically compliant bids shall be evaluated on the basis of the price tendered for the work, including as the Host Society shall elect, the valuation of the contributions defined above. The Host Society reserves the right to evaluate and negotiate separately with all vendors for the base cost of the tender either separately or in conjunction with the consideration offered by the bidder in respect to the sponsorship rights.

### **3. Overview of the Evaluation Process**

The proposal packages will be opened by the Senior Director, Administration & Finance or their designate on the closing date and given to the Evaluation Committee.

The Evaluation Committee will evaluate all proposals using the following steps:

1. Determine whether proposals meet the RFP criteria;
2. Evaluate proposals based on technical and experience criteria outlined in this proposal document;
3. Determine ranking of proposals based on technical and experience evaluation points system (maximum 170 points);
4. Reject proposals where technical and experience score did not meet or exceed threshold (135 points);
5. Conduct reference checks of proponents who have met or exceeded the technical and experience score threshold and assign points (maximum 50);
6. Reject proposals where reference score did not meet or exceed threshold (40 points);
7. Assign points for price of proponents who have met or exceeded the reference score threshold and assign points (maximum 100);
8. Determine change in ranking that reference checks and price may have affected;
9. Finally, tally points and determine highest-ranked proposal and rankings of other proposals (maximum 320 points);
10. Share and recommend to the Host Society the highest ranked proposal.

### **4. Key Evaluation Criteria**

Proponents must provide clear and concise information in response to the following requirements set forth in this section:

1. Proof the proponent has demonstrated experience in providing bus services for, and service to, complex organizations and/or events such as the Canada Games. Clearly outlined services that will be included and which services will be additional to quote.
2. References are provided with contact information.
3. Signed declaration indicating that there is no conflict of interest between this account and





other client accounts of the proponent.

**Proponents should note that failure to meet any of the requirements set forth in this section will likely result in your proposal being rejected.**

**5. Evaluation Point Rating [Two Threshold Requirements]**

Proposals will be assessed on a point rating system, outlined below, with a maximum 170 technical and experience points, a maximum of 50 reference points and a maximum of 100 price rate points. This is used to determine each proponent’s strategic and technical fit to the needs described in the proposal documents. The technical points will be added together with the reference and price points (outlined below) to determine a final point score.

Proposals scoring less than a total threshold of 135 technical points will be considered technically unacceptable.

Proposals that meet or exceed the 135 technical point threshold will have their references checked. Proposals scoring less than a total threshold of 40 reference points will also be considered unacceptable.

**A. Technical and Experience Evaluation**

In their proposal, agencies shall clearly show how their qualifications will be utilized to the 2019 Canada Winter Games benefit through the following:

	<b>TECHNICAL AND EXPERIENCE EVALUATION</b>	<b>Maximum Points</b>
<b>1.</b>	<p><b>Company/ Organization</b></p> <ul style="list-style-type: none"> <li>Clearly demonstrate that the Company/Organization has an extremely comprehensive understanding of bus operations and services in the areas listed in this Request for Proposal. <b>(25 points)</b></li> </ul>	<b>25</b>
<b>2.</b>	<p><b>Capability</b></p> <ul style="list-style-type: none"> <li>Company/Organization shall have a proven record of having provided this service requirement, including a record of having provided similar Bus Services to other Organizations, Events, Government (Municipal or other levels) or Agencies of similar size and scope of operations. <b>(25 points)</b></li> <li>Company/Organization shall have the technical expertise, communications skills, resources, flexibility and imagination to deal with the various complex issues of an organization such as</li> </ul>	<b>50</b>



	the 2019 Canada Winter Games. <b>(25 points)</b>	
<b>3.</b>	<b>Sponsorship</b> <ul style="list-style-type: none"> <li>Contribution or Consideration for Sponsorship Rights. <b>(30 points)</b></li> </ul>	<b>30</b>
<b>4.</b>	<b>Other services</b> <ul style="list-style-type: none"> <li>Describe what services are included and what services will be additional to the stated costs. <b>(15 points)</b></li> </ul>	<b>15</b>
<b>5.</b>	<b>Sustainability</b> <ul style="list-style-type: none"> <li>One of the values of the Host Society is to inspire people to embrace sustainability by demonstrating leadership in enhancing the economic, social and environmental benefits of the games to achieve a positive legacy for the community. Please provide information with regards to initiatives you undertake to promote sustainable practices such as; promote social inclusion; maximize recyclability and use recycled content; reduce waste; conserve natural resources, materials and energy; increase durability; reduce toxicity and minimize packaging. <b>(10 points)</b></li> </ul>	<b>10</b>
<b>6.</b>	<b>Past Relevant Experience</b> <ul style="list-style-type: none"> <li>Provide any past relevant experience. <b>(25 points)</b></li> </ul>	<b>25</b>
<b>7.</b>	<b>Experience: References</b> <ul style="list-style-type: none"> <li>For each reference provide a brief description of the services provided. <b>(15 points)</b></li> </ul>	<b>15</b>
	<b>THRESHOLD – TECHNICAL AND EXPERIENCE EVALUATION</b>	<b>135</b>
	<b>TOTAL TECHNICAL AND EXPERIENCE EVALUATION</b>	<b>170</b>

Proposals scoring less than 135 points on the technical and experience evaluation will be considered technically unacceptable and will be rejected.

#### **B. References Evaluation**

	<b>REFERENCES EVALUATION</b>	<b>Maximum Points</b>
<b>8.</b>	Provide the names and telephone numbers of at least three current clients for reference checks. <b>(50 points)</b>	<b>50</b>
	<b>THRESHOLD - REFERENCES EVALUATION</b>	<b>40</b>



	<b>TOTAL REFERENCES EVALUATION</b>	<b>50</b>
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### C. Price Evaluation

	<b>PRICE EVALUATION</b>	<b>Maximum Points</b>
<b>9.</b>	<p><b>Price</b></p> <ul style="list-style-type: none"> <li>Estimated price cost to the Host Society</li> </ul> <p>Lowest priced proponent = 100 points</p> <p>Lowest price/proponents price x 100 points = points awarded to proponent (i.e. lowest price = \$500, proponent X price = \$550)</p> <p><math>500/550 \times 100 = 91</math> points to proponent</p>	<b>100</b>
	<b>TOTAL PRICE EVALUATION</b>	<b>100</b>

The proposal with the greatest number of points totalled is the highest ranked proposal.

### 6. Proposal Scoring and Awarding of Contract

The proposal scores will be finalized based on the results of all the above factors. Subject to the terms and conditions of this RFP, the proposal with the highest final score out of a total of 320 points (combination of technical points, reference points, and price/rate schedule points) will be recommended for award. In the event that the Host Society considers that two or more proposals offer substantially the same value, the Host Society may give priority to the proposal based on proponent location in the following order:

1. Region (central Alberta)
2. Province (Alberta)
3. Canada
4. Other



## SECTION 3

## PROPOSAL FORM "A"

### 2019 Canada Winter Games Host Society Red Deer Bus Services

1. I/We hereby submit a Proposal for the Bus services proposal in accordance with the requirements of this RFP.
2. I/We have carefully examined all of the contents of this RFP, including the RFP terms and conditions.
3. In the event of our proposal being accepted, I/we agree to enter into a contract with the 2019 Canada Winter Games Host Society Red Deer.
4. I/We acknowledge receipt of, and have taken into consideration, the following addendums issued during this Request for Proposals: # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_
5. Proposal Closing Time: **Friday, June 8, 2018**
6. I/We acknowledge the proposal scores will be finalized based on the results of all the factors outlined in the proposal package, and that the Host Society will select a proposal which provides the Host Society with the best value and which the Host Society determines is in its best interests.

Proponent's Business Name:

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Proponent's Business Address:

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Printed Name(s):

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Title(s):

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Signature(s):

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## SECTION 4

## PROPOSAL FORM “B”

### Contribution or Consideration for Sponsorship Rights

Companies may provide to the Host Society, a specified amount of contribution or consideration for sponsorship rights of the Host Society granting successful bidder(s) the rights associated with the appropriate sponsorship level. Refer to 2019 Canada Winter Games Sponsorship Rights & Benefits - Bronze and Silver levels for an example of sponsorship benefits (Appendix I). For any questions or for more information on benefits at other levels please contact Steven Kwasny, Manager of Partnerships and Stakeholder Relations at [skwasny@2019canadagames.ca](mailto:skwasny@2019canadagames.ca)

**Preference is given to proponent’s that show a clear interest for providing a contribution or consideration for sponsorship rights.** The contributions may be in the form of cash donations, price discounts, Value In Kind supply of equipment, legacy options and/or labour or other acceptable alternatives as determined solely by the Host Society. All technically compliant bids shall be evaluated on the basis of the price tendered for the work, including as the Host Society shall elect, the valuation of the contributions defined above.

The Host Society reserves the right to evaluate and negotiate separately with all vendors for the base cost of the tender either separately or in conjunction with the consideration offered by the bidder in respect to the sponsorship rights.

### Contribution or Consideration for Sponsorship Rights:

Cash \$ \_\_\_\_\_ and/or

Discount to Base Cost \_\_\_\_\_% and/or

Other (i.e. Value In Kind Supply), as detailed hereunder:

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## Appendix I

# 2019 Canada Winter Games Benefits

### Bronze \$50,000+

#### Rights

- Authorized trademark user of the 2019 Games logo, official mascots and sport pictograms
- Authorized trademark user of the 2019 Sponsor logos and right to be designated at respective level
- Right to advertise your association with the Games
- Right to co-brand merchandise (not for resale)
- Presenting Sponsor of a "D" property (based on availability)

#### Recognition

- Sponsor Category Framed Plaque
- Medal Presentation Opportunities (based on availability)
- Recognition Board at Games Headquarters
- Banner stands recognizing your support at designated level displayed at Host Society Pre-Games Events
- Composite signage displayed at entrance of all competition venues
- Banner stands recognizing your support designated level displayed inside all Games venues
- Name mentions in scripting at select venues
- Corporate logo or name listed at designated level in Games newsletter
- Advertisement in Games Souvenir Program (Quarter Page)
- Corporate logo listed at designated level in all Games produced publications
- Website banner advertisement
- Corporate profile and hot link
- Opportunity to embed Canada Games countdown clock on your website
- Name or logo listed at designated sponsor level on Games' website
- Corporate logo listed in sponsor e-newsletter, upon signing

#### Hosting & Hospitality

- Exclusive Sponsorship Pins (8)
- VIP Sponsor Gifting (8)
- Games Passes (8)
- Tickets to Opening Ceremony (8)
- Tickets to Closing Ceremony (8)
- Tickets to Games Festivals (8)
- Opportunity to purchase additional tickets during an exclusive pre-sale



- Host Society Sponsor Reception Invitations (8)
- Canada Games Council Hall of Honor Reception Invitations (2)
- Pre-Opening Ceremony VIP Reception Invitations (8)
- Pre-Closing Ceremony VIP Reception Invitations (8)
- Access to pre-Games community events
- Access to Games Mascot
- Merchandise discount on two days (10 per cent)
- VIP Accreditation (Access to VIP Lounges, VIP Transportation, Games Pass) (8)
- Personalized volunteer sign-up process with corporate employees
- Consultation and support from Host Society to achieve your business objectives

#### Media

- Name or corporate logo listed at sponsor category in local newspaper
- Sponsor category recognition on local radio
- Press Release to announce your sponsorship
- Sponsor category recognition on Games social media platforms

### Silver \$150,000+

#### Rights

- Exclusive Sponsorship of the Games in designated product category
- Authorized trademark user of the 2019 Games logo, official mascots and sport pictograms
- Authorized trademark user of the 2019 Sponsor logos and right to be designated at respective level
- Right to advertise your association with the Games
- Right to co-brand merchandise (not for resale)
- Presenting Sponsor of a "C" property (based on availability)

#### Recognition

- Sponsor Category Framed Plaque
- Medal Presentation Opportunities (based on availability)
- Recognition Board at Games Headquarters
- Banner stands recognizing your support at designated level displayed at Host Society Pre-Games Events
- Composite signage displayed at entrance of all competition venues
- Banner stands recognizing your support designated level displayed inside all Games venues
- Name mentions in scripting at select venues
- Corporate logo or name listed at designated level in Games newsletter
- Advertisement in Games Souvenir Program (half page)
- Corporate logo listed at designated level in all Games produced publications
- Website banner advertisement
- Corporate profile and hot link



- Opportunity to embed Canada Games countdown clock on your website
- Name or logo listed at designated sponsor level on Games' website
- Corporate logo listed in sponsor e-newsletter, upon signing

### **Hosting & Hospitality**

- Exclusive Sponsorship Pins (10)
- VIP Sponsor Gifting (10)
- Games Passes (10)
- Tickets to Opening Ceremony (10)
- Tickets to Closing Ceremony (10)
- Tickets to Games Festivals (10)
- Opportunity to purchase additional tickets during an exclusive pre-sale
- Sponsor Summit Invitations (2)
- Host Society Sponsor Reception Invitations (10)
- Canada Games Council and Host Society Opening Reception Invitations (2)
- Canada Games Council Hall of Honor Reception Invitations (2)
- Pre-Opening Ceremony VIP Reception Invitations (10)
- Pre-Closing Ceremony VIP Reception Invitations (10)
- Access to pre-Games community events
- Access to Games Mascot
- Merchandise Discount on two days (15 per cent)
- VIP Accreditation (Access to VIP Lounges, VIP Transportation, Games Pass) (10)
- Personalized volunteer sign-up process with corporate employees
- Activation space provided at Games venue TBD (\*activation is at the cost of the sponsor) (\$200,000+)
- Consultation and support from Host Society to achieve your business objectives

### **Media**

- Name or corporate logo listed at sponsor category in local newspaper
- Sponsor category recognition on local radio
- National TV high impact media package (30 second commercial ads on TSN/RDS) (\*commercial creation is at the cost of the sponsor)
- Press release to announce your sponsorship
- Sponsor category recognition on Games social media platforms
- 30 second ad during Opening and Closing Ceremonies (based on availability)





## Appendix II

### Estimated Quantities - Daily Bus Hour and Unit Requirements

**Table 1: Approximate Daily Bus Hours by Service Type:**

Service Type	Feb 14	Feb 15	Feb 16	Feb 17	Feb 18	Feb 19	Feb 20	Feb 21	Feb 22	Feb 23	Feb 24	Feb 25	Feb 26	Feb 27	Feb 28	Mar 1	Mar 2	Mar 3	Total
Airport Transfer	80	14	-	-	-	-	-	-	-	106	4	-	-	-	-	-	-	104	<b>310</b>
Airport Transfer	31	5	-	-	-	-	-	-	-	48	-	-	-	-	-	-	-	24	<b>108</b>
Airport Transfer	28	3	-	-	-	-	-	-	-	52	-	-	-	-	-	-	-	37	<b>120</b>
Training and Competition	-	120	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>120</b>
Training and Competition	-	-	12	15	14	14	-	9	-	15	15	13	13	16	-	-	-	-	<b>136</b>
Training and Competition	-	-	-	-	-	-	-	-	-	-	12	18	18	20	5	-	-	-	<b>73</b>
Officials Transport	-	-	32	32	32	32	32	32	24	-	-	32	32	32	32	32	32	-	<b>408</b>
Opening/Closing Ceremonies	-	192	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>192</b>
Opening/Closing Ceremonies	-	54	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45	-	<b>99</b>
To/from Calgary and Kananaskis	-	-	12	-	-	-	-	28	-	-	-	-	-	-	16	24	-	-	<b>80</b>
To/from Calgary and Kananaskis	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	-	-	-	<b>8</b>
Spectating Athlete Shuttle	-	10	20	20	20	20	32	32	22	-	-	-	-	-	10	13	11	-	<b>210</b>
<b>Total Bus Hrs Required</b>	<b>139</b>	<b>398</b>	<b>76</b>	<b>67</b>	<b>66</b>	<b>66</b>	<b>64</b>	<b>101</b>	<b>46</b>	<b>217</b>	<b>31</b>	<b>63</b>	<b>63</b>	<b>68</b>	<b>71</b>	<b>69</b>	<b>88</b>	<b>165</b>	<b>1864</b>

\*Bus Hour - Means one (1) vehicle scheduled and available for performing the work for one (1) hour.



**Table 2: Total Daily Bus Units:**

Time Period	Feb 14	Feb 15	Feb 16	Feb 17	Feb 18	Feb 19	Feb 20	Feb 21	Feb 22	Feb 23	Feb 24	Feb 25	Feb 26	Feb 27	Feb 28	Mar 1	Mar 2	Mar 3	Total
Motor Coach	14	7	3	-	-	-	-	5	-	15	5	-	-	-	4	3	-	14	70
Mini Coach	4	2	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	2	14
Accessible Motor Coach	4	2	-	-	-	-	-	-	-	8	-	-	-	-	2	-	-	5	21
Accessible Bus	-	9	2	2	2	2	4	4	2	-	2	2	2	2	1	1	2	-	39
School Bus	-	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10
Mini Bus	-	-	3	3	3	3	2	3	2	1	1	3	3	3	2	2	2	-	36
<b>Max Daily Total Units Required</b>	<b>22</b>	<b>30</b>	<b>8</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>12</b>	<b>4</b>	<b>29</b>	<b>8</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>9</b>	<b>6</b>	<b>4</b>	<b>21</b>	<b>190</b>

Legend
Motor Coach
Mini-coach
Wheelchair Accessible Motor Coach
Paratransit Bus
Mini-bus
School Bus

