



To: All Members, Event and Service Providers, Communities, and Other Interested Persons

Re: Request for Proposal to Host 2015 IDBF World Dragon Boat Racing Championships

Date: February 1, 2011

Hello,

Dragon Boat Canada / Bateau-Dragon Canada ("**DBC**"), the national governing body for the sport of dragon boat racing in Canada, intends to submit to the International Dragon Boat Federation ("**IDBF**") a bid to host the 2015 IDBF World Dragon Boat Racing Championships (the "**2015 World Championships**"). DBC proposes to host the 2015 Championships over one week (including practise days) with the races taking place over three or four days (including one weekend) during July or August, 2015.

DBC is seeking proposals from persons interested in teaming with DBC to host the 2015 Championships. Included is a request for proposal (the "**RFP**"). The RFP includes information on how the 2015 Championships will be run, the infrastructure needed and what is needed to stage a successful event.

All questions regarding the RFP and the process should be made in writing and submitted by email to Chloe Greenhalgh, DBC Executive Director, at director@dragonboat.ca.

We look forward to receiving your submission.

Sincerely,

Matt Smith
President
Dragon Boat Canada / Bateau-Dragon Canada



2015 IDBF WORLD DRAGON BOAT RACING CHAMPIONSHIPS (THE “2015 CHAMPIONSHIPS”)

REQUEST FOR PROPOSAL FOR HOSTING OF 2015 CHAMPIONSHIPS

ISSUE DATE: FEBRUARY 1, 2011

CLOSING DATE: FEBRUARY 28, 2011

**ADDRESS: Dragon Boat Canada / Bateau-Dragon Canada
P.O. Box 51517
Toronto, Ontario M4E 1C0
Attention: Chloe Greenhalgh, Executive Director
Email: director@dragonboat.ca**



1. REQUEST FOR PROPOSAL

1.1 Introduction

Dragon Boat Canada / Bateau-Dragon Canada (“**DBC**”), the national governing body for the sport of dragon boat racing in Canada, intends to submit to the International Dragon Boat Federation (“**IDBF**”) a bid to host the 2015 IDBF World Dragon Boat Racing Championships (the “**2015 World Championships**”). DBC is proposing to host the 2015 World Championships over a week (including practise days) with the racing taking place over three or four days (including one weekend) during July or August, 2015.

The 2015 World Championships is a one-time event.

1.2 Invitation

This request for proposal (“**RFP**”) is an invitation to DBC members, event and service providers, and other interested persons (“**Respondents**”) to submit proposals that may lead to their subsequent opportunity to team with DBC to host the 2015 World Championships.

Respondents are invited to submit a proposal on as many components of this RFP as they wish. Respondents who wish to include subcontracted facilities or services within their proposals must indicate the supplier to whom the facilities or services would be subcontracted.

It is important to note that certain standards must be adhered to in hosting the 2015 World Championships. The race course and the site are required to meet the standards as laid out in, and the 2015 World Championships will be conducted in accordance with, IDBF’s Competition Regulations and Rules of Racing.

The Respondents selected pursuant to this RFP will be required to negotiate and enter into written contract(s) in a form satisfactory to DBC. All proposals are submitted on the express understanding that the selection of a proposal for discussion with DBC shall not result in a contract, nor shall it create any obligation on DBC to enter into further discussions. DBC expressly disclaims any obligations to any Respondent with respect to the creation of a legal relationship or legal duties before the signing of a contract.

DBC reserves the right to accept or reject any or all proposals, to enter into negotiations with one or more Respondents, and to waive any irregularities and omissions in the submission process

This RFP is not intended to be a formal competitive bidding process or to necessarily result in the engagement by DBC of any Respondent for the hosting of the 2015 World Championship. This RFP shall not in any way restrict DBC’s ability to retain outside suppliers for the provision of any facilities, equipment or services as DBC deems appropriate.

2. INFORMATION FOR RESPONDENTS

2.1 Timetable

The tentative schedule for this RFP is provided below. Although every attempt will be made to meet all dates, DBC reserves the right to modify any or all dates at its sole discretion:



Release of RFP:	February 1, 2011
Questions:	February 11, 2011 (12:00 noon, Toronto time)
Responses to Questions:	February 17, 2011
Closing Date:	February 28, 2011 (9:00 p.m., Toronto time)
Notification of Short List:	March 4, 2011
Last Day for Discussions:	March 17, 2011
Final Notification:	March 18, 2011

2.2 Costs Incurred by Respondents

All costs and expenses by Respondents in the preparation and submission of proposals or any work performed in connection therewith are the sole responsibility of Respondents. No payment will be made for any proposals submitted to or received by DBC or for any other effect required of or made by Respondents in preparing, submitting or presenting their proposals.

2.3 Acceptance of Terms

In submitting a proposal, each Respondent represents that the Respondent has read, completely understands, and accepts the terms and conditions of this RFP in full.

2.4 Clarification

It is the responsibility of each Respondent to seek clarification of any matter that it considers unclear before submitting a proposal. DBC is not responsible for any misunderstanding on the RFP on the part of the Respondent.

Questions regarding the RFP should be directed to Chloe Greenhalgh, Executive Director, director@dragonboat.ca.

Please provide a reply e-mail when submitting questions. Questions will only be responded to by e-mail.

DBC reserves the right to clarify any proposal after the Closing Date by seeking further information from the Respondent without becoming obligated to clarify or seek further information from any other Respondent. Respondents are cautioned that any clarification sought will not be an opportunity either to correct errors or to change a proposal in any substantive manner.

2.5 Submission of Proposals

Closing Date and Time: February 28, 2011, 9:00 p.m. (Toronto time)

Each Respondent is required to submit one complete copy of its proposal directly to DBC by e-mail by **[9:00]** p.m. (Toronto time) on February 28, 2011 or by mail post-marked no later than February 28, 2011, to the following address and contact person:

Dragon Boat Canada / Bateau-Dragon Canada
P.O. Box 51517
Toronto, Ontario M4E 1C0
Attention: Chloe Greenhalgh, Executive Director
Email: director@dragonboat.ca

Adjustments to proposals by telephone will not be accepted. If a Respondent wishes to make any change to its proposal, it may do so by written submission sent by e-mail or letter, provided such written adjustment is received before the Closing Date and time set out above.

2.6 Non-Exclusive

Any contract awarded as a result of this RFP will be non-exclusive. DBC may at its sole discretion obtain facilities, accommodations, equipment and other services from other sources during the term of any contract.



2.7 Non-Exclusive Negotiations

DBC reserves the right to enter into discussions and/or negotiations with one or more Respondents.

2.8 Errors and Omissions

DBC will not be held liable for any errors or omissions in any part of this RFP. The information contained in this RFP is supplied solely as a guideline for Respondents and is not guaranteed to be accurate, nor is it necessarily comprehensive. Nothing in this RFP is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

2.9 No Announcements; Confidentiality

No publicity or news release relating to this RFP, any proposal submitted in response to this RFP, the acceptance of any such proposal or the entering into of any contract may be released by any Respondent without prior review by DBC and the prior written approval of DBC.

No Respondent shall at any time before, during or after completion of any contract divulge any confidential information communicated to or acquired by the Respondent or disclosed by DBC.

2.10 Rights Reserved

All proposals, correspondence, documentation and other information ("**Work**") provided to DBC by a Respondent in connection with, or arising out of, this RFP will become the property of DBC and will not be returned. Each Respondent irrevocably assigns to DBC all right, title and interest such Respondent may have in such Work and agrees to sign such documentation as requested by DBC to confirm such rights, including ownership of such Work. Each Respondent expressly and irrevocably waives in favour of DBC all moral rights arising under the *Copyright Act* (Canada) or at common law that it, as author, has with respect to such Work, including the right to attribution of authorship, the right to restrain any distortion, mutilation or other modification of any such Work and the right to prohibit any use of any such Work in association with a product, service, cause or institution that might be prejudicial to its honour or reputation.

2.11 Language

All proposals, materials and other information relating to this RFP are to be in English.

2.12 Currency

All sums of money are to be stated in Canadian currency.

3. INSTRUCTIONS TO RESPONDENTS

3.1 Content of Proposal

Proposals should be brief and must contain, at a minimum, the following information:

- (a) information about the Respondent and its activities, including: (i) date of formation; (ii) jurisdiction of formation; (iii) location of head office; (iv) Canadian service and support structure; and (v) experience with the provision and support of the services described in the proposal;
- (b) the name of any DBC member or member of DBC's board of directors with whom the Respondent is associated;
- (c) a description of the Respondent's understanding of the requirements to meeting the RFP objectives;
- (d) a list of proposal assumptions;



- (e) a description of available support and resources to successfully perform the proposal;
- (f) if the 2015 World Championships would be held in conjunction with another event, including the name of such event, the number of crews customarily attending such event, the dates and times of such event, the expected spectators at such event, and any special arrangements that would be required to accommodate both events;
- (g) the name, address, telephone and fax numbers, and e-mail address for the contact person for the Respondent;
- (h) a statement that the Respondent understands and agrees to be bound by the terms and conditions set out in this RFP;
- (i) if the proposal is based on any partnership, teaming arrangement, joint venture or other commercial relationship established to deliver the requirements set out in this RFP, define the roles and responsibilities of each participant, including the designation of the lead proponent, provide the information required in this section for each participant and contain a clear undertaking that each participant agrees to be bound by the RFP process and any resulting contract;
- (j) if your proposal is determined by DBC to be an alternate acceptable proposal, whether you wish to be considered as a back-up site and, if so, the time line for the latest date on which a final decision would have to be made; and
- (k) any other information the Respondent considers relevant.

DBC encourages Respondents to include with their proposals any supplementary information and materials, including video presentations and other enhancements.

3.2 Appendices

Respondents shall include in their proposals completed versions of the appendices listed below:

Appendix A	-	Checklist
Appendix B	-	Form of Offer
Appendix C	-	Details of Proposal

3.3 Conflicts of Interest

Each Respondent must declare in its proposal any actual or potential conflict of interest which exists now or may exist in the future in respect of its participation in the RFP process, the submission of its proposal and, if selected, the performance of its responsibilities pursuant to the contract and how the Respondent will address such situations. DBC will determine, in its sole discretion, whether any situation constitutes or may constitute an actual or potential conflict of interest and reserves the right, in its sole discretion, to disqualify any Respondent where DBC determine there exists or may exist an actual or potential conflict of interest or may impose such terms and conditions as a condition of awarding contracts as DBC may determine, in its sole discretion, are necessary or advisable to deal with any actual or potential conflict of interest. If no actual or potential conflict of interest exists or could exist, please so state this in your proposal.

3.4 Evaluation Criteria

Relevant factors that will be considered in the selection of successful Respondents will include, but not be limited to, related experience, potential conflicts of interest, reputation, and past working relationships, as well as other tangible and intangible factors considered important by DBC. DBC reserves the right to weight each of these factors on a case-by-case basis in making its decision.



3.5 Contract

Each Respondent who is selected to team with DBC to host the 2015 World Championship or to provide equipment or other services will be required to enter into a contract in a form satisfactory to DBC. The contract will incorporate the terms of this RFP and any representations made by a Respondent in its proposal.

4. DISCLAIMER

DBC MAY, IN ITS SOLE DISCRETION, ELECT NOT TO SUBMIT A PROPOSAL TO THE IDBF TO HOST THE 2015 WORLD CHAMPIONSHIPS OR, IF SUBMITTED, MAY RE WITHDRAWN BY DBC. ANY BID OR SUBMISSION MADE TO THE IDBF TO HOST THE 2015 WORLD CHAMPIONSHIPS MAY BE REJECTED IN THE SOLE DISCRETION OF THE IDBF. DBC ASSUMES NO RESPONSIBILITY OR OBLIGATION AND MAKES NO REPRESENTATION THAT IT WILL MAKE A PROPOSAL TO THE IDBF OR PURSUE A PROPOSAL, IF ANY, MADE TO THE IDBF.

ALL RESPONDENTS ACKNOWLEDGE THAT ALL ARRANGEMENTS REGARDING THE HOSTING AND STAGING OF THE 2015 WORLD CHAMPIONSHIPS IS SUBJECT TO REVIEW AND APPROVAL BY THE IDBF.

5. GOVERNING LAW

This RFP and each of the proposals and other materials contemplated by or delivered under or in connection with this RFP are governed by and are to be construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein and treated in all respects as an Ontario contract, without regard to principles of conflicts of law that would impose the laws of another jurisdiction. DBC and all Respondents hereby irrevocably and unconditionally submit to the non-exclusive jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom.



2015 IDBF WORLD DRAGON BOAT RACING CHAMPIONSHIPS

• APPENDIX A – CHECKLIST •

Note:

1. Proposals must comply with all the mandatory requirements listed.
2. Respondents are required to check off the appropriate column (“Yes”) beside each mandatory requirement on the Checklist to indicate compliance.
3. Respondents are required to submit this Checklist and the information / documentation requires as part of their proposals.

MANDATORY REQUIREMENT	YES
Form of Offer (Appendix B)	
Details of Proposal (Appendix C)	

Name of Respondent:	
Signature on behalf of Respondent:	
Name of person signing:	
Date:	



2015 IDBF WORLD DRAGON BOAT RACING CHAMPIONSHIPS

• APPENDIX B – FORM OF OFFER •

TO: DRAGON BOAT CANADA / BATEAU-DRAGON CANADA (“DBC”)

Respondent’s Legal Name:	
Respondent’s Mailing Address:	
Telephone Number(s):	
Fax Number(s):	
Name of Contact:	
E-Mail:	

Reference is made to the Request for Proposal to Host the 2015 IDBF World Dragon Boat Racing Championships issued by DBC on February 1, 2011 (the “RFP”). All capitalized terms used herein and not defined herein have the meanings attributed to them in the RFP.

The above Respondent hereby offers to team with DBC to host the 2015 World Championships and/or to provide the equipment and/or to perform the services as indicated in the Details of Proposal annexed hereto in accordance with the terms and conditions outlined in the RFP.

The Respondent hereby acknowledges and agrees that:

- (a) it has examined the RFP in its entirety and accepts the terms and conditions set out therein;
- (b) it does hereby offer to enter into a contract with DBC in accordance with the terms and conditions set out in the RFP and this proposal;
- (c) the information it is providing is complete and accurate;
- (d) the RFP and this proposal do not create any legal obligation or legal duties or restriction on DBC’s rights under the RFP;
- (e) the Respondent does not and will not have any conflict of interest in making this proposal or, if selected, in performing its obligations under the RFP or the contract (except as noted below); and
- (f) if the proposal is selected by DBC, in whole or in part, it will finalize and execute a contract with DBC in accordance with the RFP.

The Respondent encloses herewith, as part of the proposal, responses to all mandatory submission requirements.

The following is a list of situations, each of which may be a conflict of interest or any instance of unfair advantage, or appears as potentially a conflict of interest or unfair advantage in the Respondent’s submitting this proposal or the contractual obligations of the Respondent under any contract:



**DRAGON BOAT CANADA
BATEAU-DRAGON CANADA**

The following individuals participated in the preparation of this proposal:

Name (and Affiliation, if any)	Address	Telephone Number and Email

DATED at _____, this _____ day of February, 2011.

Name of Respondent:	
Signature on behalf of Respondent:	
Name of person signing:	
Date:	



2015 IDBF WORLD DRAGON BOAT RACING CHAMPIONSHIPS

• APPENDIX C – DETAILS OF PROPOSAL •

Section 1	
Venue	
<i>Provide complete details of the site (including site plan, amenities, facilities both on and off the field of play)</i>	
a	History of the venue (e.g., year opened, upgrades, etc.)
b	Details of any previous major Championship events, international and national regattas (provide information about the number of crews and competitors in the main regattas listed).
c	Booths (locations, numbers of booths for vendors, food, information, etc.)
d	Commentary and public address systems
e	Score and video-boards (for spectators, crews), including size, number, and location.
f	Team facilities (tents, meeting rooms, etc.)
g	Race visibility / sight lines. (Can spectators see the entire race course, can they walk along the shore from start to finish?)
h	Grandstands (permanent or temporary)

Section 2	
Proposed Budget	
A	Provisional Budget (revenue and expenses): sponsorship plan, government grants, proposed fees
B	Proposed revenue sharing with DBC, with built-in breakdown of responsibilities for both DBC and the Respondent.



**DRAGON BOAT CANADA
BATEAU-DRAGON CANADA**

Section 3

Legacy

A

Legacy. Why do you want to host the 2015 Championships? What are the benefits to your city, area, province and/or Canada?

Section 4

Accommodation and Travel

Provide complete details of available accommodations

a

Transportation (public, costs, etc.) between airport(s), hotel(s), and site

b

Provide a summary of available accommodation, including hotels, universities, camping, etc. and include price range, facilities, capacity, etc.

c

Provide an officials travel and accommodation plan

d

Describe local tourist attractions and other areas or items of interest (must be open in the weeks leading up to, during and after the 2015 Championships)

Section 5

Race Course

Complete details of the race course

a

Starters area: description of the installations at the start (e.g., on land or floating?). Specify whether permanent or temporary and whether existing or planned to be constructed.

b

Finish area: description of the existing installations at the finish, specifically, the finish tower size and layout; the Timing System, Photo Finish and Commentary Points (specify whether permanent or temporary). Also describe any future plans.

c

Type of Timing System used

d

Motor Boats - Description of the type (catamaran, rubber, other) and the number of motorboats available to be used by:

- i. Umpires Boats (size and motor sizes) Number Available
- ii. Media Catamarans (size and motor sizes) Number Available
- iii. Rescue Boats (passenger capacity and motor size) Number Available

e

List opportunities for coaches to view racing (ability to use video cameras on shore/platform/etc)



DRAGON BOAT CANADA
BATEAU-DRAGON CANADA

f	The Regatta Course - Description of the stretch of water (lake, canal, etc.) on which the regatta venue is located (no current allowed). Please state the dimensions of the entire body of water including total length and width.
g	Water Depths (complete information for all lanes etc.)
h	Quality of the Regatta Course Water - algae, health issues, weeds
i	Marshalling area (covered, overall size, etc.)