

Request for Proposal

Catering Services



College of
Physicians
& Surgeons
of A l b e r t a

October 11, 2019

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Purpose

The College of Physicians & Surgeons of Alberta (“CPSA”) is requesting proposal from interested Caterers to serve as CPSA’s preferred contract caterers.

Deadline for proposals is October 31, 2019. Please send your submissions to:

Gail Jones
Senior Executive Assistant
College of Physicians & Surgeons of Alberta
2700 Telus House, 10020-100 St NW
Edmonton, AB T5J 0N3
Gail.Jones@cpsa.ab.ca
780-969-4970

College of Physicians & Surgeons of Alberta

Our Organization

CPSA is responsible for the regulation of the medical profession in Alberta. The main lines of business include:

- Register physicians
- Support continuing competence
- Investigate and resolve physician-related complaints
- Contribute to public policy affecting health care delivery
- Accredite health facilities
- Guide professional conduct and ethical behavior

CPSA’s web site is cpsa.ca

CPSA currently operates under the authority of the *Health Professions Act* and applicable regulations and bylaws.

CPSA’s governing Council includes physician members, public members and representatives from Alberta's medical schools. Physician members are elected annually by Alberta doctors, while public members and medical school representatives are appointed. CPSA staff, all located in Edmonton, number approximately 145. The Chief Executive Officer, who carries the title Registrar, is Dr. Scott McLeod.

Our Vision

The highest quality medical care for Albertans through regulatory excellence.

Our Mission

To protect the public and ensure trust by guiding the medical profession.

Project Definition

Introduction

Three selected Caterers will enter into a one year agreement with CPSA and will be responsible for, but not limited to the following:

- Each Caterer will be guaranteed to prepare and provide, at a minimum, meals for:

Number of Committee Meetings	Number of Attendees
3 – breakfast and/or lunch	5-9
8 – breakfast and/or lunch	10
8 – breakfast and/or lunch	11-17
1 (2 day meeting – with both breakfast and lunch required)	27

- Required to meet all related licensing and codes as may be legislated by the City of Edmonton.
- Menu options that include:

Meal	Type	Price
Breakfast Menu	Continental Hot Breakfast	Per Person
Lunch Menu	Light Lunch Soup/Sandwich Combo 3 Buffet Meal Options 3 Monthly Specialty Meals	Per Person
Dinner Menu	3 Buffet Meal Options 3 Monthly Specialty Meals	Per Person
Appetizer Menu	Hot Options Cold Options 2 monthly speciality	Per Person
Dessert Menu	Cookies Squares 2 monthly speciality	Per Person

Required Bidder Information

The following information must be included in your proposal to CPSA:

Menu

A menu to be in effect from January 1-December 31, 2020.

Proposed menu must include:

- Accurate pricing to be used as of January 1, 2020
- Any plans to charge an automatic gratuity or delivery fee

Please make a note of which meals can accommodate a dietary restriction.

Please Note: CPSA has a kitchen with a stove and oven onsite that the Caterer can use to prepare meals as well as plates, utensils and beverages so please do not add these fees to the proposal.

Expertise

Describe the firm's expertise, qualifications and experience with respect to culinary and catering experience that qualifies the proponent to be CPSA's Preferred Contract Caterer.

- Provide a copy of their valid City of Edmonton Business License;
- Provide a letter of good standing from the Alberta Worker's Compensation Board;
- Provide proof of comprehensive general liability insurance in a minimum amount of two million dollars (\$2,000,000.00);

Describe the process by which you propose to select suitable individuals/firms to which you would subcontract such activities.

Resources

Describe the expertise, qualifications and experience of each person who would be providing services to CPSA, including the proposed role of each individual. Also provide the contact information for the key personnel who would serve as the primary contacts for CPSA.

General Information

Please provide the process that would be followed to place an order for catering services.

Pricing Information

The proposals must include a detailed description of the basis for the charging of fees and expenses.

Conflicts of Interest

The proposals must identify any potential conflicts of interest known to the firm that may affect the provision of services to CPSA.

References

Please include three references. References for similar projects and/or organizations similar to CPSA are preferred.

Proposal Process

Schedule

October 11, 2019	RFP will be made available to invited firms.
October 31, 2019	All proposals must be submitted to CPSA by 4 pm on this day.
November 1- 15, 2019	Internal screening of proposals. CPSA will develop a short list of at least three firms whose references will then be contacted.
November 30, 2019	Selection of the successful firms will be made and negotiation of terms of engagement undertaken. Other short listed firms will be notified.
January 1, 2020	The successful firms will start the project.

Proposal Requirements

Proposals must not exceed 15 pages in length, including all attachments and appendices.

Proposals are to be submitted electronically in PDF format directly to CPSA via email, addressed to Gail Jones at Gail.Jones@cpsa.ab.ca.

Selection Criteria

Proposals will be evaluated against the following criteria:

- Demonstrated expertise, qualifications and experience to meet the requirements set out in the project definition.
- Variety of menu options
- References
- Fees charged

Those whose proposals are selected for further consideration may be asked to make a personal presentation to us and/or answer questions in advance of our final selection.

CPSA will not necessarily select the lowest cost proposal.

Proposal Conditions

Contingencies

This Request for Proposals (RFP) does not commit CPSA to award a contract. CPSA reserves the right to accept or reject any or all proposals or waive irregularities if CPSA determines it is in the best interest of CPSA to do so.

Acceptance or Rejection of Proposals

Proposals shall remain open, valid and subject to acceptance anytime up to three months after the proposal opening date and time. CPSA realizes that conditions other than lowest cost are important and will award contract(s) based on the proposal(s) that best meet the needs of CPSA.

Modifications

CPSA reserves the right to issue addenda or amendments to this RFP.

Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this proposal. It is the Proposer's responsibility to ensure that the proposal arrives on or before the specified time.

Incurred costs

This RFP does not commit CPSA to pay any costs incurred in the preparation of a proposal in response

to this request and the Proposer agrees that all costs incurred in developing its proposal are the Proposer's responsibility.

Negotiations

CPSA may require the firms selected to participate in negotiations, and to submit cost or other revisions of their proposals as may result from negotiations.

Final Authority

The final authority to award contracts as a result of this RFP rests solely with CPSA.

Contact Information

All inquiries should be directed to:

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