



scəwəθən məsteyəx<sup>w</sup>

TSAWWASSEN FIRST NATION

# Request for Quotation

**FROM:**

**Catherine Huber**

**Acting Manager**

**Tsawwassen First Nation**

C: 604.802.7317

Email: [chuber@tsawwassenfirstnation.com](mailto:chuber@tsawwassenfirstnation.com)

**Issue Date: September 10, 2021**

RE: Food Services for the Tsawwassen First Nation qəʔis məstiməx<sup>wəwtx<sup>w</sup></sup> (Youth Centre)

---

## **Overview**

Tsawwassen First Nation (TFN) is requesting quotes from qualified service contractors ("**Proponents**") to provide food services for one year (October 2021 – October 2022) to youth registered in TFN's Youth Centre, as further described in this RFQ, including any addenda that may be issued (the "**Services**").

The Services must include all labour and activities associated with the planning and delivery of food services for Youth Centre programs.

TFN as a self-governing treaty First Nation, has similarities to BC local governments, but also to a province and to the federal government. The current population of Members is 500 which includes Members living off-lands. TFN also has a significant leaseholder population on Tsawwassen Lands. The Youth Centre prioritizes Tsawwassen Members and Tsawwassen Member children but is also open to other children living on and off Tsawwassen Lands.

## **Scope of Work and Specifications**

The TFN Youth Centre is fully equipped with a community kitchen that can accommodate food preparation for medium to large groups. The kitchen is stocked with supplies that support the proper preparation and storage of food, as well as the cleaning and maintenance items that are required to keep a kitchen running.

TFN requires the Proponent to develop meal plans, cook, and serve healthy meals and snacks to children and youth registered in TFN's Youth Centre. Further, the Proponent will need to clean and sanitize dishes, counter tops, tables, and chairs. TFN is looking for a Proponent that is also able to plan and deliver cooking lessons for children and youth. The successful Proponent will be expected to participate in team planning and support executing TFN events. More specifically, the successful Proponent will be expected to:

- prepare a weekly meal plan for youth ages 6 to 25;

- maintain proper food inventories and storage;
- ensure food is stored at safe temperatures;
- order and purchase groceries and supplies (on a weekly basis);
- set up, organize, and maintain the kitchen's workstations;
- prepare food that is in accordance with provincial health and food safety standards;
- clean and sanitize the kitchen after use;
- support meal services for offsite activities; and
- receive direction from TFN staff and collaborate to prepare meals that correspond to Youth Centre programs.

TFN will cover the cost of groceries and products needed to facilitate cleaning, and as such, those costs should not be considered as part of the quotation. Proponents' quotes should account for the cost of their time and labour for the Services.

### **Hours of Performance:**

The selected Proponent must commit 40 hours per week to providing the Services. The selected Proponent will regularly provide the Services between the hours of 10:00 A.M. - 6:00 P.M. Monday to Friday. However, the hours to provide the Services are subject to change based on TFN operational needs.

### **Reporting/Scheduling:**

The successful Proponent must coordinate all work in advance with TFN's Education and Skills Development Department, which manage the Youth Centre and must report back all completed work to a representative of TFN's Education and Skills Development Department.

### **Qualifications and Skills**

The successful Proponent must have the necessary skills and qualifications to perform the Services. Proponents should meet the following:

- experience as a cook, or other relevant experience;
- knowledgeable about proper food handling procedures, including successfully completing BC FOODSAFE Level 1;
- ability to create and follow standardized recipes;
- experience modifying recipes according to children's food preferences, allergies, and sensitivities;

- ability to work with children and youth ages 6 to 25, with different needs and requirements;
- knowledgeable about nutrition and preparing nutritious food options;
- ability to multitask, prioritize, and manage time efficiently;
- ability to work independently and be self-motivated;
- experience teaching cooking to children and youth;
- experience preparing traditional Coast Salish meals;
- experience preparing meals for medium to large groups;
- experience working in a community kitchen
- achieved a high school diploma or equivalent; and
- criminal record check required.

### **Eligibility**

As a condition of award, the successful Proponent would be required to meet the following requirements or provide the equivalent:

- registered and in good standing with WorkSafeBC;
- obtain a TFN Business Licence;
- agree to TFN's standard form of services agreement; and
- obtain insurance coverage, as required by TFN.

These items are not required as part of a quotation submission but will be required prior to entering into an agreement with TFN for the Services.

### **Evaluation**

Quotations will be evaluated in accordance with the TFN Procurement Policy ([http://tsawwassenfirstnation.com/wp-content/uploads/2019/07/Procurement\\_Policy\\_February\\_2010.pdf](http://tsawwassenfirstnation.com/wp-content/uploads/2019/07/Procurement_Policy_February_2010.pdf)). TFN will provide preference to Proponents that are owned by or employ Tsawwassen Members, as described in the TFN Procurement Policy. Proponents are strongly encouraged to indicate their link to TFN in their quotations.

TFN may, in its sole discretion, reject or retain for its consideration quotations which are nonconforming with the instructions in this RFQ, including for failure to comply with the process for submission.

## **Terms and Conditions of this RFQ**

- a) This RFQ is not an offer to enter into any contract of any kind. The RFQ is an invitation for quotations to be considered for selection of a contractor for the Services. The submission of a quotation does not create any obligation on TFN to enter into an agreement.
- b) TFN may negotiate with one or more preferred Proponents and reserves the right to negotiate with proponents who submit a quotation outside of this RFQ process.
- c) The budget for the Services will need to be approved by TFN decision-makers based on this RFQ, although a certain amount has been budgeted for Youth Centre food services. TFN reserves the right to cancel this RFQ or revise the scope of the Services; or to reissue the same RFQ or a different request document in relation to the Services.
- d) This RFQ may be amended only by an addendum. Proponents are responsible for obtaining all addenda issued by TFN.
- e) Proponents are advised that TFN may be required to disclose documents submitted in response to this RFQ pursuant to the TFN *Freedom of Information and Protection of Privacy Act* ("**FIPPA**"). Subject to the provisions of FIPPA, TFN will use commercially reasonable efforts to safeguard the confidentiality of any information identified by the Proponent as confidential but shall not be liable to any Proponent or their team member if such information is disclosed in accordance with applicable law.
- f) TFN and their elected or appointed officials, employees, contractors, advisors and representatives shall not be liable for any information or advice or any errors or omissions that may be contained in this RFQ or the addenda, appendices, data, materials or documents (electronic or otherwise) attached or provided to the Proponents pursuant to this RFQ or otherwise with respect to the Services.
- g) All costs and expenses incurred by each Proponent in the preparation and delivery of an RFQ quotation, including providing any additional information shall be borne solely by the Proponent.
- h) **LIMITATION OF LIABILITY:** By submitting a quotation, each Proponent agrees that:
  - a. neither TFN nor any of its elected or appointed officials, employees, contractors, advisors or representatives will be liable for any claim arising out of or related in any way to this process, including but not limited to costs of preparation of the quotation, loss of profits, loss of opportunity or for any other claim; and
  - b. each Proponent waives any claim for any compensation of any kind, including claims for cost of preparation of the quotation, loss of profit or

loss of opportunity, arising out of or related in any way to this RFQ, including, without limitation, any claims in respect of TFN's decision to (i) not accept a Proponent's quotation, (ii) award a contract to any other Proponent or (iii) cancel this process, and by submitting a quotation, each Proponent will be deemed to have agreed to waive such right or claim.

The submission of a quotation constitutes the agreement of the Proponent that the above "Terms and Conditions of this RFQ" are accepted by the Proponent. Any Proponent who does not accept such terms and conditions in their entirety must not submit a quotation.

### **Quotation Submission**

- a) Proponents are asked to submit their quotations by 4:30pm on October 11, 2021 by emailing Catherine Huber, at [chuber@tsawwassenfirstnation.com](mailto:chuber@tsawwassenfirstnation.com).
- b) Proponents should provide a list of at least three references that are able to confirm the Proponent will be able to perform the required tasks satisfactorily. TFN reserves the right to check references provided by Proponents. TFN will have the right to verify any information received, including any references, and, for that purpose, the Proponent shall be deemed to consent to and authorize the release of such information to TFN.