



EXPRESSION OF INTEREST

NWEOI-23-03

Social Enterprise Café - Youth Job Training Program

Closing Time:

Tuesday, March 21st, 2023
3:00 PM, Local Time, Vancouver BC

Closing Location:

upload to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions

Further requests for information :

Purchasing: Patrick Shannon, SCMP
Purchasing Manager

Email: nwpurchasing@newwestcity.ca

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Expression of Interest, we hereby propose to supply the Services in accordance with the Expression of Interest and as outlined in this Proposal.

CORPORATION OF THE CITY OF NEW WESTMINSTER

EOI PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1** The City of New Westminster is seeking a qualified Proponent provide restaurant training for youth. See Appendix A for an outline of the expected outcomes and deliverables. It is understood that this program may need to rely on other external funding to deliver the program.
- 1.2** The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.3** This is an expression of interest, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Response to the City.
- 1.4** The city, at its discretion, reserves the right to;
- a) Use this EOI to shortlist suppliers to proceed with a future Request For Proposal;
 - b) Directly award a contract to a supplier who demonstrates that they are able to provide all the requirements under this EOI;
 - c) Modify this EOI at any time.
- 1.5** Respondents will be solely responsible for their own expenses incurred in connection with this EOI, including in preparing and submitting a Response and in any subsequent negotiations with the City.
- 1.6** This EOI shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** By submitting a response, the Respondent confirms that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City of New Westminster or their immediate families which might in any way be seen or perceived to create a conflict of interest.
- 1.8** All documents submitted to the City in response to this EOI or as part of any subsequent negotiation will become the property of the City, and will not be returned.
- 1.9** Respondents should be aware that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA) ("Act"). A Proponent may stipulate in their Response that a portion(s) of their Response that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Response in response to a request made under the Act, even if the Proponent has stipulated that part of their Response is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.
- 1.10** All information provided by the City to a Proponent in connection with this EOI is provided on a confidential basis, and Respondents will not disclose any such information to any person

CORPORATION OF THE CITY OF NEW WESTMINSTER

(other than the Proponent's legal advisers or consultants) without the City's prior written consent, nor may any Proponent publicize or advertise its involvement with this EOI process without the prior written consent of the City.

- 1.11 Respondents shall not contact City elected officials, officers or employees directly or indirectly regarding this EOI, except as indicated in this EOI.
- 1.12 By submitting a response, the Respondent confirms that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City of New Westminster or their immediate families which might in any way be seen or perceived to create a conflict of interest.
- 1.13 The City will evaluate all submitted valid Responses. The City will not necessarily accept any or all Responses. The object of the evaluation and selection process is to identify the Response that, in the City's opinion offers the best value for the services requested.

2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK

- 2.1 Public Safety Canada has identified New Westminster youth (defined as ages 12 – 25 years) as at high risk of being involved in gangs and using guns in violent crime. Through the recent announcement of Minister of Public Safety, the Building Safer Communities Program will provide the City with program funding for a total of four (4) years for several initiatives.
- 2.2 Funding is set from April 1st of each year and ends on March 31st of the following year. This EOI covers the services required from April 1st 2023 to March 31st 2026. The City reserves the right to continue using the services as outlined in this EOI for an additional period of two (2) years
- 2.3 Appendix A outlines the services required and expected outcomes.
- 2.4 Estimated budget for this initiative is ~\$136,500 for 2023/2024 and \$201,200 for year 2024/2025. Currently there is no funding for this initiative for 2025/2026.

3.0 RESPONSE INSTRUCTIONS

- 3.1 Responses should be submitted electronically in one (1) Adobe (PDF) file with Subject **NWEOI-23-03 Youth Job Training Program** Submission" in the Subject to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions
- 3.2 The City will receive Responses at the location and time indicated on the title page of this Expression of Interest.
- 3.3 It is the Proponent's responsibility to ensure that the City receives its Response prior to the closing time indicated on the title page of this Expression of Interest. The City does not accept facsimile, electronic mail, or other unsealed Responses.
- 3.4 Requests for clarification or further information should be made in writing only to the individual from the City identified on the first page of this EOI. The City may respond to enquiries that it, in its sole discretion, considers relevant to this EOI. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time indicated on the title page of this EOI. The City may record enquiries and post

CORPORATION OF THE CITY OF NEW WESTMINSTER

written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

4.0 **SUBMISSION REQUIREMENTS**

4.1 Responses should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All Responses must include and clearly identify:

- a) **Cover Page:** Front page of this EOI with the required Proponent information filled out and signed.
- b) **Executive Summary: 5%** (1 page) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project
- c) **Organization Experience: 25%** (2 pages max) Review Appendix A that outlines the requirements and expected outcomes and provide one (1) example of where you provided similar services in the past. The City understands that the requirements and expected outcomes are unique and you may not have done something exactly the same, the City would look at other work you have done that is similar in nature.
- d) **Project Team Experience: 20%** Indicate who the key employees are and provide brief bios, describing each person’s role in this project and their qualifications and experience.
- e) **Methodology: 40%** (2 pages max) Using Appendix provide a brief overview of how you would provide the services to deliver the expected Outcomes.
- f) **Value Add: 5%** Provide a description of your organization’s unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project
- g) **Social and Sustainability: 5%** Social and Sustainability is important to the City, for this question we are asking for your social and sustainable policy and process:
 - Explain how your company addresses anti-racism, diversity, inclusion and equity;
 - Demonstrating a deep understanding of Truth and Reconciliation
 - Explain how your company promotes sustainability (locally and in your operations), i.e. do you have a carbon footprint reduction plan? How do you manage waste in your facility or on a job-site?

For best results in this section, be authentic, do not just copy and paste from your organizations marketing pamphlet. We want to clearly see how your organization is making a difference.



Appendix A

Initiative #3: Create a Social Enterprise Café for Youth Job Training

BUSINESS REQUIREMENTS & SCOPE OF WORK

The intention is for the development of knowledge from this program, to fill gaps at the community/recipient level, including research, and sharing of information and/or best practices related to gun and gang violence. The knowledge gained will be used to assist at risk youth, and this will be a collaborative effort with stakeholders, service providers, families etc. The information will be shared to partners, while maintaining confidentiality where required, and the knowledge will be used to improve future decision-making among partners.

Outcomes:

- Launch a youth run social enterprise café to train youth in all aspects of managing and running a café store front
- Launch the pilot phases of the Warehouse Management module for food collection,
- Launch the Commercial Driving module as it expands its surplus food collection program
- Provide bicycle mechanics training as it proves to be popular with the youth and there is a need for trained bike mechanics in the industry,
- Generate food for the New Westminister Youth HUB,
- Provide gang awareness training and assistance with gang extraction,
- Provide youth, with known barriers to education and employment, a unique opportunity to learn a trade, secure employment, become self-sufficient and maintain their mental health, and
- Decrease gang recruitment in New Westminister and youth involved gun violence.

Measurement:

- Youth are trained in several areas of the café management, bicycle repair and other relevant areas and are prepared to transition into paying positions in the community
- It is anticipated that approximately 15 to 20 at-risk youth will participate in the training at the café and 15 to 20 at-risk youth will participate in the warehousing program.
- Youth are gainfully employed at the café and in the community
- The quality of life for at-risk youth is improved and they are able to support themselves where required
- Appropriate data is collected confidentially and used to make effective decisions for the betterment of services for this target population

CORPORATION OF THE CITY OF NEW WESTMINSTER

- Weekly gang awareness and extraction support is provided where required and
- Fewer youth choose gang life and participate in violent crime.

Cost and Fees

Eligible Expenditures	Year 2023-2024	Year 2024-2025
Salaries wages & Benefits:	\$76,200	\$151,400
Professional and consultant costs		
Rent and Utilities	\$50,000	\$50,000
Office equipment	\$5,000	
Minor renovations to program facility (\$10,000 or less)		
Translation and simultaneous interpretation costs		
Meals and/or refreshments for participants	\$5,000	
Honoraria	\$500	\$200
Culturally Appropriate Expenses		
Total:	\$136,500	\$201,200