

**NOTICE OF INTENT TO DIRECT AWARD A CONTRACT (NOI)
NWNOI-22-05**

Date Issued: October 12, 2021

Notice is hereby given by the City of New Westminster (City) of its intent to direct award a contract to HUB Cycling to purchase annual Ride the Road cycling skills training. It will allow the City to offer cycling skills training to all Grade 6 and Grade 7 students in the City's Middle Schools (Fraser River, Queensborough, and Glenbrook Middle Schools).

Supplier:

The service provider for this training is HUB Cycling.

Scope of Services:

HUB Cycling provides annual bike skills training courses on behalf of the City. The courses are delivered in either the spring or fall term each school year. Specifically included in the Scope of Services:

- Appointment of a designated (and Vulnerable Sector background-checked) Coordinator/Contact Person
- Liaison with the schools to determine how many students will be trained, where and when the training will take place
- Securing appropriate number of fully-trained (and Vulnerable Sector background-checked) staff, to deliver training sessions on a class-by-class basis
- Provision of enough bicycles to ensure that students who do not have one can also do the training
- Communications and events (promotion of the courses, celebration of course completion)
- Data-collection (administer a pre and post-training survey)
- Reporting (preparation of Final Report at the end of the year)

Background:

The annual cycling skills training courses are a core program of the City's Active Transportation portfolio. The training aligns with the goals of the Master Transportation Plan (MTP), to prioritize sustainable transportation modes and have 60% of all trips made by sustainable modes by 2031. In 2019 the City declared a Climate Emergency, and developed 7 Bold Steps with the goal of moving New Westminster towards a zero carbon future by 2050. Bold Step 2, (Car Light Community) specifically speaks to the promotion of cycling in the city.

Value:

The expected value of the purchase is around \$25,000 per year and the City would be using this NOI for up to a period of five (5) years, from 2023-2028.

The City has chosen not to proceed with a competitive process for the following reasons:

- Proven track record with provision of cycling skills training to Grade 6 and Grade 7 students in New Westminster over the last eight (8) years.
- Able to provide a product that is the same in format and reporting as previous years
- Absence of other providers of cycling skills training for middle-school aged students in the Lower Mainland
- Due diligence requirements, including a vulnerable sector background check, are met

Suppliers who wish to challenge this decision should submit a detailed written objection to the attention of: Patrick Shannon, Purchasing Manager by email to nwpurchasing@newwestcity.ca on or before 2:00 PM local time, Vancouver BC, Thursday October 26th, 2022:

Your written objections must include your ability to perform the contemplated work/services, availability and resources. These items will be the criterion used to determine whether the work/services will be contemplated.

The City will review the objection and where it is reasonable, the City may meet with the supplier concerning this NOI and may choose to release a competitive document.