



Request for Proposals Medals Supplier for BC Games Society

BC Games Society RFP Number: RFP25BCGS004 Issue date: March 3, 2025

Closing Time: Proposals must be received before 2:00 PM Pacific Time on: March 24, 2025

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound, or (3) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in Section 2.2:

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as signature.

OR

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to proposal@bcgames.org in accordance with the instructions at Section 2.3 of this RFP.

Regardless of submission method, proposals must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

GOVERNMENT CONTACT: Enquiries related to this RFP, including any requests for information or clarification may only be directed in writing to the following person who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

proposal@bcgames.org

Medals RFP Review Committee, BC Games Society

The cut-off for submitting any questions related to this RFP to the Government Contact will be **three (3) days** before the Closing Time. Questions received after this time may not be answered.

PROPONENTS' MEETING:

A Proponents' meeting will **not** be held.

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1 SUMMARY OF THE OPPORTUNITY

The BC Games Society (BCGS) is requesting proposals from qualified companies to **design, produce and deliver gold, silver, and bronze medals and matching lapel pins, as well as coach coins for the BC Winter and BC Summer Games.**

These awards recognize the achievement in sport and are our pinnacle recognition pieces. The medals, pins, and coach coins must be high quality and consistent with the overall branding of the BC Winter and BC Summer Games.

The successful contractor will work closely with BCGS staff to finalize designs and orders for each set of Games. This will include receiving order numbers and shipping details approximately four (4) months in advance of the Games.

The term of the agreement shall be for three-years, beginning September 1, 2025 to August 31, 2028.

Further details as to the scope of this opportunity and the requirements can be found in Sections 3, 4 and 5 of this RFP.

2 RFP PROCESS RULES

2.1 Definitions

Throughout this Request for Proposals, the following definitions apply:

“Addenda” means all additional information regarding this RFP including amendments to the RFP;

“BC Bid” means the BC Bid website located at www.bcbid.ca;

“BCGS” means BC Games Society;

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP;

“Contract” means the written agreement resulting from the RFP executed by BCGS and the successful Proponent;

“Contractor” means the successful Proponent to the RFP who enters into a Contract with the BCGS;

“Government Contact” means the individual named as the contact person for BCGS in the RFP;

“Government Electronic Mail System” or **“GEMS”** means the electronic mail system of BCGS;

“Ministry” means the ministry of the government of British Columbia issuing this RFP;

“must”, or **“mandatory”** means a requirement that must be met in order for a proposal to receive consideration;

“Proponent” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“Proposal” means a written response to the RFP that is submitted by a Proponent;

“Province” means Her Majesty the Queen in Right of the Province of British Columbia and includes the Ministry;

“Request for Proposals” or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by BCGS by Addenda; and

“should”, **“may”** or **“weighted”** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2.2 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent’s proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound. For proposals submitted via BC Bid attachment of the e-bidding key to an electronic proposal constitutes the signature of an authorized representative of the Proponent and is acceptable without additional signature.

2.3 Submission of Proposals

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax, except in the circumstances set out below. The Proponent is solely responsible for ensuring that, regardless of submission method selected, BCGS receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The maximum size of each attachment must be 10 MB or less (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent’s internet service provider);
 - (iii) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity) to reduce attachment file size to be within the maximum applicable size; Proponents should identify the order and number of emails making up the email proposal submission (e.g. “email 1 of 3, email 2 of 3...”);
 - (iv) For email proposal submissions sent through multiple emails the BCGS reserves the right to seek clarification or reject the proposal if the

BCGS is unable to determine what documents constitute the complete proposal;

(v) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The BCGS may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.

- c) Only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 2.9, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- e) The BCGS strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Government Electronic Mail System or BC Bid.
- g) While the BCGS may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Government Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Government Contact

immediately to arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the Government Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the BCGS confirming receipt of the email and all attachments within a half hour of the time the email proposal submission was sent by the Proponent.

An alternate submission method may be made available, at the BCGS's discretion, commencing one half hour before the Closing Time, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the BCGS before the Closing Time. The BCGS makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

2.4 Additional Information

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the BCGS at the Closing Location will prevail whether accurate or not.

2.6 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the Closing Time.

2.7 Firm Pricing

Prices will be firm for the entire Contract period unless the RFP specifically states otherwise.

2.8 Completeness of Proposal

By submitting a proposal the Proponent warrants that, if the RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in

the proposal or will be provided by the Contractor at no additional charge.

2.9 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the BCGS for purposes of clarification.

2.10 Conflict of Interest/No Lobbying

- a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the BCGS's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the BCGS involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Government Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or representative of the BCGS, including members of the evaluation committee and any elected officials of the BCGS, or with the media, may result in disqualification of the Proponent.

2.11 Subcontractors

- a) Unless the RFP states otherwise, the BCGS will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under the Contract. The BCGS will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the

resources and experience of proposed sub-contractors, if applicable.

- b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.
- c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the BCGS's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the BCGS involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the Government Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- d) Where applicable, the names of approved subcontractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made to this list in the Contract without the written consent of the BCGS.

2.12 Evaluation

- a) Proposals will be assessed in accordance with the evaluation criteria. The BCGS will be under no obligation to receive further information, whether written or oral, from any Proponent. The BCGS is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.
- c) The BCGS may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

2.13 Contract

- a) By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the BCGS

on substantially the same terms and conditions set out in Appendix A and such other terms and conditions to be finalized to the satisfaction of the BCGS, if applicable.

- b) Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

2.14 Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to the BCGS within thirty days of notification of the successful Proponent, the BCGS may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

2.15 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the BCGS.

2.16 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a proposal and for subsequent finalizations with the BCGS, if any. The BCGS will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

2.17 Limitation of Damages

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

2.18 Liability for Errors

While the BCGS has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the BCGS, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is

intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

2.19 No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the BCGS in any way to award a Contract.

2.20 No Implied Approvals

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

2.21 Legal Entities

The BCGS reserves the right in its sole discretion to:

- a) disqualify a proposal if the BCGS is not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Contract with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the BCGS that the Proponent has the power and capacity to enter into the Contract;
- c) not to enter into a Contract with a Proponent if the Proponent cannot satisfy the BCGS that it is the same legal entity that submitted the Proponent's proposal; and
- d) require security screenings for a Proponent who is a natural person, subcontractors and key personnel before entering into a Contract and decline to enter into a Contract with a Proponent or to approve a subcontractor or key personnel that fail to pass the security screenings to the BCGS's satisfaction.

2.22 Reservation of Rights

In addition to any other reservation of rights set out in the RFP, the BCGS reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time, including the right to cancel the RFP at any time prior to entering into a Contract with a Proponent;
- b) in accordance with the terms of the RFP, to accept the proposal or proposals that it deems most advantageous to itself;

- c) to waive any non-material irregularity, defect or deficiency in a proposal;
- d) to request clarifications from a Proponent with respect to its proposal, including clarifications as to provisions in its proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the proposal;
- e) to reject any proposal due to unsatisfactory references or unsatisfactory past performance under contracts with the BCGS, or any material error, omission or misrepresentation in the proposal;
- f) at any time, to reject any or all proposals; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

2.23 Ownership of Proposals

All proposals and other records submitted to the BCGS in relation to the RFP become the property of the BCGS and, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the RFP, will be held in confidence. For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

2.24 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Proponent to prepare and submit a proposal.

2.25 Confidentiality Agreement

The Proponent acknowledges that prior to the Closing Time it may be required to enter into a confidentiality agreement with the BCGS in order to obtain access to confidential materials relevant to preparing a proposal.

2.26 Alternative Solutions

If more than one approach to deliver the services described in the RFP are offered, Proponents should submit the alternative approach in a separate proposal.

2.27 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If the RFP requires Proponents to provide the BCGS with personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the BCGS. Such written consents should specify that the personal information may be forwarded to the BCGS for the purposes of responding to the RFP and used by the BCGS for the purposes set out in the RFP. The BCGS may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the BCGS.

2.28 Trade Agreements

This RFP is covered by trade agreements between the Province and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement;
- b) New West Partnership Trade Agreement; and
- c) Trade, Investment and Labour Mobility Agreement; For more information, Proponents may contact the Government Contact.

3 SITUATION/OVERVIEW

3.1 BC Games Society Overview

The BCGS was established by the Provincial Government in 1977 to manage the staging of the BC Winter and BC Summer Games. Since then, these Games have provided young BC amateur athletes from around the province with the opportunity to participate in a competitive multi-sport event. The BC Winter and BC Summer Games are held every two years in even years. The next BC Winter Games will be held in Trail and Rossland from February 25 to March 1, 2026, and are expected to attract up to 1,200 participants. The next BC Summer Games will be held in Kelowna from July 22 to 26, 2026 and are expected to attract up to 3,730 participants. The following BC Winter Games will be held in Kamloops in February of 2028, while the following BC Summer Games will be held in Penticton in July of 2028.

3.2 Scope

The BCGS's objective is to successfully source the services of a qualified company to design, produce, and deliver medals, pins, and coach coins for the 2026 and 2028 BC Winter and BC Summer Games.

The following are the specifications for the expected design and order.

a) Design Specifications

i. Medal Specifications (See Appendix A)

- Round Medallion 3" diameter
- 6mm thick
- 3 dimensional design - raised 3-layer design on front, recessed text on back
- Zinc Die Cast
- Plating – Shiny Gold, Shiny Silver, Antique bronze (matte finish on recessed areas)
- Sublimated ribbon 2cm wide and 86 cm long (43 cm folded and sewn)

ii. Pin Specifications (See Appendix B)

- Round 1" lapel pin
- 3 dimensional design - raised 3-layer design on front (to match medal)
- Zinc Die Cast
- Plating – Shiny Gold, Shiny Silver, Antique bronze (matte finish on recessed areas)

iii. Coach coin Specifications (See Appendix C)

- Round coin 2.25" diameter
- 3 dimensional design – raised 3-layer design on front
- Zinc Die Cast
- Plating – Shiny Gold (matte finish on recessed areas)

iv. Design

- Price quote must be based on current medal, pin, and coin design (Appendix A, B, and C)
- Alternate artwork and associated pricing may also be submitted. Alternate designs must maintain the quality (medal diameters and thickness) and brand consistency.
- [Photographs of the medals, pins, and coins are available at this link.](#)
- [BC Games Graphic Standards Guide can be found at this link.](#)

b) Estimated Production Quantity (subject to change)

- BC Winter Games Medals: 325 Gold, 325 Silver, 325 Bronze = 975 Total per Games (x 2 Games)
- BC Summer Games Medals: 600 Gold, 600 Silver, 600 Bronze = 1,800 total per Games (x 2 Games)
- BC Winter Games Pins: 325 Gold, 325 Silver, 325 Bronze = 975 Total per Games (x 2 Games)

- iv. BC Summer Games Pins: 600 Gold, 600 Silver, 600 Bronze = 1,800 total per Games (x 2 Games)
- v. BC Winter Games Coach Medallions: 360 per Games (x 2 Games)
- vi. BC Summer Games Coach Medallions: 550 per Games (x 2 Games)

c) Order, Packaging and Delivery

- i. Orders for each set of Games will be placed separately. It is not possible to order medals for all four Games at one time.
- ii. Final quantity will be provided four (4) months prior to each set of Games
- iii. Medals and medal pins must be individually packaged for protection
- iv. Delivery is expected to the Host Community a minimum of six (6) weeks prior to the start of the Games

4 CONTRACT

4.1 Contract Terms and Conditions

The term of the agreement shall be for three-years, beginning September 1, 2025 to August 31, 2028.

The terms and conditions of the resulting contract will be substantially similar to the template provided as Appendix D.

The term includes supplying medals, pins and coach coins for the:

- Trail-Rossland 2026 BC Winter Games, February 25-March 1
- Kelowna 2026 BC Summer Games, July 22-26
- Kamloops 2028 BC Winter Games, March 1-5
- Penticton 2028 BC Summer Games, July 19-23

4.2 Service Requirements

The Contractor's responsibilities will include the following:

- a) The successful Proponent will be expected to work closely with BCGS staff throughout the term of the contract; and
- b) The successful Proponent will provide the design, production, and delivery of medals, pins, and coach medallions for the 2026 and 2028 BC Winter and Summer Games.

5 REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds BCGS’s expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

5.1 Expertise and Experience

5.1.1 RELEVANT EXPERIENCE

Proponents should provide relevant background and credentials information for key personnel who will be involved in the delivery of the services. Proponents should have at least five (5) years experience delivering similar products and service.

5.1.2 REFERENCES

Proponents should provide a minimum of three (3) references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent’s own organization or from named subcontractors are not acceptable.

BCGS may in its sole discretion, but is under no obligation to, check Proponent and subcontractor references without first notifying the Proponent or its subcontractors. BCGS reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent’s and any subcontractor’s performance under any past or current contracts with BCGS or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

Further to BCGS’s reservation of rights under Section 2.22, if the Proponent is deemed unsuitable by BCGS in its sole discretion due to unsatisfactory references, or if the proposal is found to contain material errors, omissions or misrepresentations, the Proponent’s proposal may be rejected.

5.1.3 VALUE-ADDED SERVICES

The Proponent should detail if they are able to provide the following:

- Ability to organize and package medals and pins by sport for delivery to the Host Community.
- Additional product categories for possible additional recognition orders.
- Additional value provided to the BC Games Society in terms of pricing and/or additional products for use as recognition or gifting etc.

Response Guidelines for Expertise and Experience

1. Name a contact person for the Proponent, and include this person’s address, phone and fax numbers, and email address. This information will not be evaluated but will be used to contact the Proponent as required.
2. Describe how the Proponent will meet the relevant experience requirements set out in Section 5.1.1.

3. Provide a minimum of three (3) references specific to the experience cited, each of which includes a contact name, phone number and email address.
4. Describe how the Proponent will meet the value-added requirements set out in Section 5.1.3

5.2 Approach – Production and Delivery

5.2.1 Approach

The Proponent should detail how they plan to meet the Scope of Work (medal and pin specifications, design, production, and delivery) detailed in 3.2 Scope.

Response Guidelines for Approach

1. Describe how the Proponent’s methodology and approach that will be used to meet the Scope of Work requirements details in section 3.2. Proponent to address all points listed in section 3.2.

5.3 Price

Prices quoted will be deemed to be:

- a) in Canadian dollars;
- b) inclusive of duty, FOB destination, and delivery charges where applicable; and
- c) exclusive of any applicable taxes.

Response Guidelines for Price

1. Bidders should consider the following in their pricing calculation:

- Price per medal unit (medal and ribbon)
- Price per pin
- Set up charges (dies, molds)
- Delivery to the Host Community (Fort St. John, Maple Ridge, Vernon and Prince George)
- Any miscellaneous expenses

Bidder should provide pricing in the following format:

Games	Price per Unit - Medal & Ribbon Price per Unit - Pin	Set Up	Delivery	Total per Games
2026 Winter				
2026 Summer				
2028 Winter				
2028 Summer				
	Total cost for four events			

It is the responsibility of the bidder to ensure due diligence in the preparation of their fee quote.

6 PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the “Proponent Response”.
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7 EVALUATION

Evaluation of proposals will be by a committee formed by the BCGS and may include employees and contractors of the BCGS and other appropriate participants.

The BCGS’s intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The proposed timeline for the RFP process is as follows:

March 3, 2025	Opening of RFP
March 24, 2025, at 2:00 pm PST	Closing of RFP
March 25 – April 4, 2025	Review of submissions
By May 31, 2025	Contract awarded
September 1, 2025	Commencement of services

*Please note that timelines may vary based on availability of both candidate/organization and the BCGS Proposal Review Committee over the months of April and May

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP and in accordance with Section 2.3.
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound, or (3) be submitted by using the e-bidding key on BC Bid (if applicable) in accordance with the requirements set out in Section 2.2.
Prior to signing the contract, the successful Proponent will provide proof that they are registered to conduct business in the Province of British Columbia

7.2 Weighted Criteria

Proposals meeting all the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight
Expertise and Experience (section 5.1.1)	15
References (section 5.1.2)	5
Value-Added Services (section 5.1.3)	5
Approach – Production and Delivery (section 5.2)	15
Price (section 5. 3)	60
TOTAL	100

Appendix A – BC Games Medal Specifications

BC GAMES MEDAL SPECIFICATIONS

FRONT

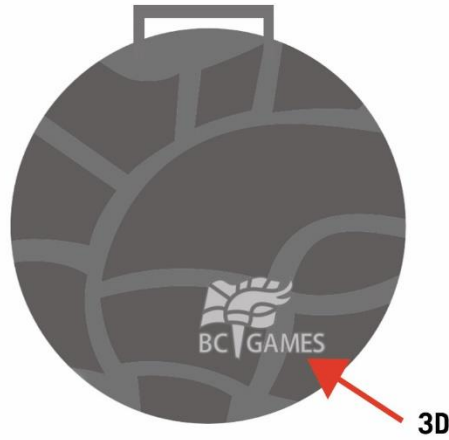
GOLD

- 1st LEVEL (HIGHEST LEVEL)
- 2nd LEVEL (MIDDLE LEVEL)
- 3rd LEVEL (LOWEST LEVEL)



NICKEL

- 1st LEVEL (HIGHEST LEVEL)
- 2nd LEVEL (MIDDLE LEVEL)
- 3rd LEVEL (LOWEST LEVEL)



ANTIQUE BRONZE

- 1st LEVEL (HIGHEST LEVEL)
- 2nd LEVEL (MIDDLE LEVEL)
- 3rd LEVEL (LOWEST LEVEL)



BACK



- BACK**
- RAISED
 - RECESSED

ZINC DIE CAST
 FROSTED BACKGROUND
 POLISHED RAISED SURFACES
 3D LOGO (HIGHEST LEVEL)
 3" DIAMETER
 6 MM THICK
 PLATING: GOLD, NICKEL,
 ANTIQUE BRONZE

Appendix B – BC Games Pin Specifications

Pins:

FRONT

1 inch



- Raised Highest level
- Raised Mid level
- Lowest level

Appendix C – BC Games Coach Coin Specifications

FRONT

- 3D
- RAISED METAL
- 485 C

BACK

- RAISED METAL
- Blue 072 C
- 485 C
- 605 C
- 446 C



D=57.15MM

Appendix D – Sample BCGS Contract

See separate document.