



REQUEST FOR PROPOSAL (RFP)

RFP #24-43-TOR

Tourism Vernon Contractor – Meetings, Incentives, Conferences & Events (MICE) Coordinator and Travel Trade Services

Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by The Corporation of the City of Vernon (the “City”) to prospective proponents to submit proposals for the provision of **Meeting, Incentives, Conventions and Events (MICE) and Travel Trade Tourism Services**, as further described in the Part A: The Services.

Tourism Vernon is looking for a qualified contractor to work with our team to support Vernon’s MICE (meetings, incentives, conferences and events) and Travel Trade Sector events.

This position is pivotal in driving sales and revenue growth and focusing on promoting Vernon as a premier tourist destination to groups. The ideal candidate will possess a robust background in sales, particularly within the hospitality sector, be widely familiar with the provincial, national and international tourism networks and stakeholders, as well as demonstrate exceptional communication and negotiation skills.

The RFP documents and registration form have been posted and are available for download at:

URL: <https://vernon.bonfirehub.ca/opportunities/81342>

Click the link above or type the address into your browser to go to the portal; register as Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

Bid Submission:

Proposal together with all other attachments as identified in the RFP “*Submission of Proposals*”, to be uploaded to the City of Vernon procurement portal (Bonfire)

RFP Timetable:

Event:	Date:
Issue Date of this RFP	Tuesday, September 24, 2024
Deadline for Questions	Thursday, October 10, 2024, 2:00 PM PT
Last Day for Issue of Addenda	Wednesday, October 16, 2024, 2:00 PM PT
RFP Closing Date and Time:	Tuesday, October 22, 2024, 2:00:00 PM PT
Shortlisting for Interviews	Week of October 22, 2024
Interviews	Week of October 28, 2024
Notice of Award Date (estimated)	November 1, 2024

The RFP timetable is tentative only, and may be changed by the City at any time. Bids received after the Submission Deadline will not be accepted.

Contact:

Romona Marshall, Manager, Procurement Services

rmarshall@vernon.ca

Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A. Note that any questions being submitted are only available for viewing by the City of Vernon. Should questions arise that result in answers that have a material value to the project, they will be issued via an addendum for all proponents to view.

The City of Vernon reserves the right to accept or reject all or part of any proposal, and to accept the Proposal in total or in part, or to accept the Proposal which it deems most favourable in the interest of the City of Vernon.