



February 7, 2019

Request for Proposal (“RFP”)

RFP2019-02-28

for

Paper Bags for BC Cannabis Stores

The BC Liquor Distribution Branch is requesting proposals from qualified and experienced companies to supply and deliver **Paper Bags for BC Cannabis Stores**. Details of this requirement are in the attached.

Closing Time:

Proposals must be received before 2:00 PM Pacific Time on February 28, 2019.

Closing Location:

Liquor Distribution Branch, 2625 Rupert Street, Vancouver, British Columbia V5M 3T5

Any queries regarding this document are to be directed only to Cristine Estrada, Sourcing & Vendor Performance via email at LDBSVP@BCLDB.com.

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1.0 INTRODUCTION

- 1.1 Her Majesty the Queen in Right of the Province of British Columbia, as represented by the General Manager of the Liquor Distribution Branch and Administrator of the Cannabis Distribution Act is one of the largest distributors and retailers of beverage alcohol in Canada, generating \$1.08 billion (2016/17) in net income on annual sales of \$3.33 billion. The LDB operates a province-wide, retail/wholesale beverage alcohol business, within a mixed public-private model, and a province-wide, retail/wholesale non-medical cannabis business, within a mixed public-private model.
- 1.2 The LDB has a workforce of approximately 4,000 full- and part-time employees; operates approximately 198 BC Liquor Stores across the province; one BC Cannabis Store in Kamloops, BC, and an online BC Cannabis Store; 3 beverage alcohol distribution centres in Vancouver, Delta and Kamloops (end -state to include a total of two distribution centres, once the transition from Vancouver to the Delta distribution centre is complete); a non-medical cannabis distribution centre in Richmond; and has a Head Office facility in Vancouver.
- 1.3 The LDB purchases beverage alcohol from more than 600 suppliers and manufacturers within the province, across the country and around the world and distributes beverage alcohol to more than 1,600 retail outlets, including rural agency stores; licensee retail stores; on-site manufacturer stores; off-site manufacturer stores, private wine stores; and duty free stores - in BC. The LDB purchases non-medical cannabis from more than 35 licensed producers across the country and currently distributes non-medical cannabis to private retail stores, BC Cannabis Stores, and to customers from the online BC Cannabis Store.
- 1.4 The LDB is a unique government entity that operates with similar independence to a Crown Corporation, but under the direction of a General Manager / Chief Executive Officer.

2.0 TERMS AND CONDITIONS REGARDING PROPOSALS & SUBMISSION

2.1 Application of Terms and Conditions

The following terms and conditions apply to this Request for Proposal (“RFP”). A Proponent’s submission of a proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the LDB. Provisions in proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

2.2 Definitions

Throughout this Request for Proposal the following definitions apply:

- a) “Agreement” means the written agreement / contract resulting from this Request for Proposal executed by the LDB and the successful Proponent which agreement will be in the form of the government’s General Services Agreement including a completed Appendix A-1 and other applicable Appendices;
- b) “BCCS” or “Stores” means the British Columbia Cannabis Stores;
- c) “Closing Time” means the date and time set out in section 2.3 of this Request for Proposal;

- d) “Closing Location” means the location set out in section 2.3 of this Request for Proposal;
- e) “Contractor” means the successful Proponent to this Request for Proposals who enters into a written Agreement with the LDB;
- f) “LDB”, “Liquor Distribution Branch” or “British Columbia Liquor Distribution Branch” means Her Majesty the Queen in Right of the Province of British Columbia, as represented by the General Manager of the Liquor Distribution Branch and Administrator of the Cannabis Distribution Act;
- g) “must” or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;
- h) “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal;
- i) “Request for Proposal” or “RFP” means the process described in this document;
- j) “RDC” means the Richmond distribution centre located in Richmond BC; and
- k) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

2.3 Submission

The LDB will NOT accept proposals via e-mail or facsimile.

Each Proponent is to submit copies of their proposal as follows:

- a) one (1) signed original hardcopy and
 - b) one (1) CD / DVD or USB containing:
 - i. one (1) electronic PDF copy of the signed original hardcopy and
 - ii. one (1) electronic read/writeable Word/Excel version
- submitted to and received at the Closing Location by:
- Liquor Distribution Branch
2625 Rupert Street
Vancouver, British Columbia V5M 3T5

Attention: Cristine Estrada, Sourcing & Vendor Performance

before 2:00 PM Pacific Time (Closing Time) on February 28, 2019 in a sealed envelope clearly marked RFP2019-02-28 – PAPER BAGS FOR BC CANNABIS STORES including the Proponent company name and address. The hard copy of the proposal must be signed by the Proponent in the appropriate and authorized fashion (see section 2.11 below).

2.4 Late Proposals

Proposals received after the Closing Time will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the LDB at the Closing Location will prevail whether accurate or not.

2.5 Eligibility

Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in the LDB’s opinion, give rise to a conflict of interest in connection with the project described in this RFP. This includes, but is not limited to, involvement by the Proponent in preparation of this RFP. If a Proponent is in doubt as to whether there might

be a conflict of interest, the Proponent should consult with the LDB's contact person as noted below, prior to submitting a proposal.

2.6 Proponents' Questions

A Proponent may submit questions via email to LDBSVP@BCLDB.com, and request that the question and response not be circulated to other Proponents in order to protect the Proponent's strategy.

The LDB reserves the right to judge if the question points to an error or shortcoming in the RFP. If that is the case, the LDB reserves the right to ignore the Proponent's request and will notify all interested Proponents of the error and what corrective action to take. If the information is not critical, but the LDB judges it fair to circulate the response to all Proponents, the enquiring Proponent will be given the opportunity to withdraw the question and receive no response. No other Proponents will be informed of the question.

If none of the above conditions exist and the question reveals a Proponent's unique proposal strategy, the LDB will honour the Proponent's request and respond by fax or email only to the enquiring Proponent.

All questions shall be sent by e-mail to LDBSVP@BCLDB.com. The final date for the receipt of questions from Proponents to the LDB is requested by **February 14, 2019**. The LDB will endeavour to answer questions by **February 21, 2019**, however any questions received after **February 14, 2019** may not be answered.

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the LDB, including the evaluation committee and any elected officials of the Province of British Columbia, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the LDB.

Information obtained from any other source is not official and should not be relied upon.

2.7 Modification of Proposal

The LDB reserves the right to modify the RFP documents at any time in its sole discretion. The LDB may terminate the RFP process without awarding an Agreement at any time on notice to all Proponents. The LDB may, but is not bound to, provide Proponents reasons for rejecting any or all proposals or for terminating the RFP process.

2.8 Liability for Errors

While the LDB has used considerable effort to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the LDB, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

2.9 Changes to Proponent's Proposal

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the Closing Time. The Proponent will not change the wording of its proposal after the Closing Time and no words or comments will be added to the proposal unless requested by the LDB for purposes of clarification.

The LDB will be under no obligation to receive further information, whether written or oral, from any Proponent.

2.10 **Completeness of Proposal**

By submission of a proposal, the Proponent warrants that, if this 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 successful Proponent at no charge.

2.11 **Signing of Proposals**

All proposals **must** be signed by a person authorized to sign on behalf of the Proponent. The signatory **must** sign the **Proponent Section** as it appears on Appendix B, leaving the rest of the section unaltered.

Failure to sign a proposal as required will cause the proposal to be disqualified.

2.12 **Ownership of Proposals**

All proposals submitted to the LDB become the property of the LDB. They will be received and held in confidence by the LDB, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP.

2.13 **Use of Request for Proposals**

Any portion of this document, or any information supplied by the LDB in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the LDB in relation to this RFP.

2.14 **Acceptance of Proposals**

This RFP should not be construed as an agreement to purchase goods or services. The LDB is not bound to enter into an Agreement with the Proponent who submits the lowest priced proposal or with any Proponent.

Proposals will be assessed in accordance with the evaluation criteria. Evaluation of the proposals will be by a committee of employees of the LDB.

It is the intent of the LDB to enter into an Agreement with the Proponent who has the highest overall ranking.

2.15 **Proposal Validity**

Proposals are irrevocable and will remain open for acceptance for ninety (90) days after the Closing Time.

2.16 **Agreement**

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into an Agreement with the LDB on the terms set out in the attached Appendix D - General Services Agreement. **No revisions which are clearly contrary to the terms and conditions of the Agreement will be accepted by the LDB.** The completed Appendix A-1 or a similarly formatted and completed statement of work will be attached to and form part of the Agreement.

Proponents are expected to review, understand and ensure that they can comply with the terms and conditions of the Agreement.

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of the completed Agreement will constitute the Agreement

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.

If a written Agreement cannot be negotiated within 30 days of notification of the successful Proponent, the LDB may, at its sole discretion at any time thereafter, terminate negotiations with the Proponent and either negotiate an Agreement with the next qualified Proponent or choose to terminate this RFP process and not enter an Agreement with any Proponent.

2.17 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the LDB, if any. If the LDB elects to reject all proposals, the LDB will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Agreement, or any other matter whatsoever.

2.18 Limitation of Damages

Further to the preceding paragraph, Proponents by submitting a proposal agree that they will not claim damages for whatever reason, relating to the Agreement or in respect to 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 Agreement is made with the Proponent.

2.19 Subcontracting

If the Proponent uses the services of a subcontractor, they shall identify the subcontractor, describe the authorizations/qualifications of the subcontractor, and describe what portions of the service will be assigned to the subcontractor. The Proponent must describe the contractual arrangement contemplated with each subcontractor and describe generally the control and delegation of responsibilities anticipated in that arrangement.

The Proponent's decision to use a subcontractor will not modify or abrogate the responsibility of the Proponent for the acts, omissions, nonfeasance, malfeasance or misfeasance of any and all subcontractors.

Nothing contained in the Agreement shall create a contractual relationship between a subcontractor and the LDB.

If two Proponents, having no formal corporate link, jointly submit, one Proponent must be prepared to take overall responsibility for the successful integration of the services provided and this must be clearly defined in the Proposal.

To the extent that a Proponent proposes that all or any portion of the provision of goods and/or services contemplated in this RFP would be undertaken by one or more subcontractors or other third parties, the Proponent shall identify such subcontractors and/or other third parties for approval by the LDB. The LDB reserves the right to refuse the use of any subcontractor(s). All subcontractors and third parties of the Proponent shall be bound by the Terms and Conditions of this RFP.

2.20 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 this RFP requires Proponents to provide the LDB with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent to forward this information to the LDB from each of those employees, before forwarding such personal information to the LDB. Copies of such consents must be provided to the LDB, upon such request.

3.0 SUSTAINABILITY

- 3.1 The LDB is committed to being an environmentally responsible retailer. As a public sector organization covered by BC's *Greenhouse Gas Reduction Targets Act*, the LDB is required to operate as a carbon neutral organization and publicly report annually environmental sustainability measures taken. The most recent of the LDB's annual Carbon Neutral Action Report can be found here: <http://www.bcldb.com/corporate-social-responsibility/sustainability/retail/environmental-and-climate>
- 3.2 As stated in the Province of British Columbia's [Guidelines for Procurement of Environmentally responsible Products and Services](#), "where feasible and cost effective, the Government of British Columbia will acquire products and services that are environmentally responsible."
- 3.3 In line with these commitments, the LDB is interested in purchasing products that embody environmental responsibility in their design, manufacture, distribution, use, and disposal - with an aim to reduce waste, improve energy efficiency, and limit toxic by-products.
- 3.4 Similarly, the LDB dedicated to contracting services from Proponents who employ environmental responsibility in their management, administration, and operations.
- 3.5 As part of their submission, Proponents should explain their product's environmentally responsible features including third-party certification where applicable (e.g., Forest Stewardship Council, Sustainable Forestry Initiative, CSA Group, Energy Star, Ecologo, etc.) and their organization's corporate sustainability initiatives (e.g. B Corp, ISO Certification, LEED, greenhouse gas reporting, etc.).

3.6 BUSINESS CONTINUITY AND EMERGENCY MANAGEMENT PLAN

- 4.1 The LDB expects Proponents to have a Business Continuity and Emergency Management Plan in place to provide uninterrupted service in the event that the LDB or the Proponent is affected by a disaster or an event that temporarily disrupts business operations.
- 4.2 Business Continuity is the ability of an organization to provide critical services and support for its customers, including the public, and to maintain its viability before, during, and after a disruptive event.
- 4.3 Emergency Management Plan is the set of approved procedures and advance arrangements to ensure continuity of the organization's critical business due to a business interruption.
- 4.4 Business Continuity Strategy (also Recovery Strategy) is the approach or method by which an organization secures the resources needed to ensure business process recovery. Typical strategies include: alternate site arrangements, mobile recovery, quick ship/drop ship, consortium-based solutions, etc.

4.5 Ensure the Proposal responses address the following, as noted below and in Section 8. ADDITIONAL CRITERIA / REQUIREMENTS:

- a) Provide a Business Continuity and Emergency Management Plan with reference to parts of the plan that may affect the services being provided to the LDB, including a sample copy of the organization's escalation list;
- b) Describe in detail the approach to providing uninterrupted service to the LDB province wide. Indicate what backup resources are available and what plans are in place to respond to potential business interruptions.
- c) What contingency and emergency plans does the organization follow to ensure contractual obligations occur during any event (e.g. local disaster affecting the Proponent's primary facility, service disruptions, pandemic outbreak, etc.)

5.0 BACKGROUND

5.1 The LDB is requesting proposals from qualified, experienced, and sustainably responsible companies to supply and deliver paper bags for use at its BC Cannabis Stores. The bags will be used to carry various purchases such as cannabis flowers, oil and/or accessories.

5.2 In 2018, the first BCCS was opened in Kamloops. Up to fifteen (15) more Stores are expected to open in the coming year. The continuous uninterrupted supply of paper bags is imperative to BCCS. The LDB is seeking Proponents who can fulfill an increase in demand for paper bags as new Stores open.

6.0 SCOPE OF WORK

6.1 Proponents are required to fill out the relevant pricing and proposed bag information in Appendix A-1 Pricing Information & Specification Form. Proponents must include any volume price breaks that may be available.

6.2 Proponents are to propose, supply, and deliver paper bags that closely meet the following LDB requirements:

- a) propose one (1) large paper bag **with** handle and propose one (1) large bag **without** handle that closely meet the following requirement:
 - i. size dimension of 10" x 5" x 13" (w x g x l), a variance of no more than 10% is acceptable;
 - ii. natural kraft paper with a base weight of approximately 60 grams per square meter;
 - iii. with a minimum 40% post-consumer recycled content; and
 - iv. displays the words "Recyclable" and "made from 40% post-consumer recycled content" or other applicable amount on the outside of the bag.
- b) propose one (1) medium paper bag **without** handle that closely meets the following requirement:
 - i. size dimension of 8.125" x 6" x 14" (w x g x l), a variance of no more than 10% is acceptable;
 - ii. natural kraft paper with a base weight of approximately 100 grams per square meter;
 - iii. with a minimum 40% post-consumer recycled content; and
 - iv. displays the words "Recyclable" and "made from 40% post-consumer recycled content" or other applicable amount on the outside of the bag.

- c) propose one (1) small paper bag **without** handle that closely meets the following requirement:
 - i. size dimension of 5.25” x 3” x 11.25” (w x g x l), a variance of no more than 10% is acceptable;
 - ii. natural kraft paper with a base weight of approximately 60 grams per square meter;
 - iii. with a minimum 40% post-consumer recycled content; and
 - iv. displays the words “Recyclable” and “made from 40% post-consumer recycled content” or other applicable amount on the outside of the bag.
- d) each bag must have a printed BCCS logo (as supplied by LDB). For specifications drawings, see Appendix E;
- e) logos must be printed using vegetable oil or water-based ink; and
- f) must be 100% recyclable/compostable material, preferably using starch-based glues.

6.2 Proponents must provide one (1) sample for each proposed bag for a maximum total of 4 samples for evaluation.

6.3 The LDB is continuing to adjust product specifications to meet growing and changing demands of the BC cannabis market. As such, all bag specifications and styles are subject to possible changes throughout the Agreement. The LDB will work with the successful Proponent to determine if modifications are required or other styles are more suitable as needs change.

6.4 The Agreement with the successful Proponent is not exclusive and the LDB does not guarantee any minimum volumes. For new products, specification changes, and pilot runs, the LDB reserves the right to request for quotation from other service providers to ensure best value is achieved and to determine other market options.

6.5 The table below shows the average monthly usage of bags for the first BCCS collected over the first three months of operation. The usage provided is an estimate only. Quantities may increase as more Stores are opened. Quantities may change at the LDB’s sole discretion.

Small	Medium	Large
13,200	3800	1900

6.6 The successful Proponent must have an ability to provide continuous uninterrupted supply of paper bags to support new Store openings as they occur. Proponents are asked to describe their lead time and factors that impact lead time in Section 8.0 ADDITIONAL REQUIREMENTS.

6.7 The successful Proponent will provide, upon request, reports to the LDB detailing the usage of paper bags, shipping costs, tracking statuses of the LDB’s current and previous purchase orders and any other information as requested and other documents supporting requirements (e.g. recycled content in the paper bags).

- 6.8 The LDB will pay for paper bags only after they have been delivered and inspected at the LDB site. If the paper bags are rejected or are later found to be defective, then notwithstanding prior payment, the Contractor will pay all transportation charges, both ways, on the rejected paper bags and either credit or refund the cost of the defective bags, in the LDB's sole discretion.
- 6.9 Payment terms are Net 30.
- 6.10 The LDB is required to comply with various environmental regulatory requirements and will require certain information from the successful Proponent, including weight of the paper bags. Proponents must include the weight corresponding to the total of 1,000 paper bags in their pricing submission (see "weight of paper bag per 1000 kg" Appendix A1 - Pricing Information & Specification Form).

7.0 MANDATORY CRITERIA

- 7.1 These requirements must be met in order for a proposal to be compliant and receive consideration:
- a) the proposal **must** be received by the Closing Time;
 - b) the proposal **must** be in English;
 - c) the Appendix B - Proponent Section is completed and **must** be signed by an authorized signatory in the format required (see section 2.11); and
 - d) the requested samples as per 8.0 ADDITIONAL REQUIREMENTS, must be included in the proposal package.

8.0 ADDITIONAL CRITERIA / REQUIREMENTS

- 8.1 These additional requirements should be included in the proposal submission to enable a complete evaluation:
- a) provide Financial / Pricing Information as requested in Appendix A and A-1;
 - b) provide samples of bags for each option proposed, which includes:
 - i. bag with the proposed size dimension, proposed paper type with proposed ink printed on it with graphic imprint (i.e. not necessarily LDB graphic); and
 - ii. a clear label/description of what will be produced (i.e. supplier part number, handle/no handle, size (i.e. small, medium, large), size dimension in inches, gusset size in inches, gsm, weight of paper bag 1000 pcs, sustainability attributes);
 - c) describe the regular lead time (in weeks) from receipt of order to delivery and the location of where the goods are shipping from;
 - d) describe the strategy for the inventory management, storage, distribution/logistics and other factors that will allow for rush orders and regular lead time; describe applicable subcontractors and their impact on lead time;
 - e) describe the sourcing/manufacturing process, capacity, capability to fulfill orders rush consistently, shipping and order problems, return policies and procedures;
 - f) describe usage reporting capabilities and where possible, provide samples of reports;
 - g) provide a Proponent Overview that includes, but not limited to:
 - i. complete legal company name and address;

- ii. number of employee(s);
 - iii. nature of company (e.g. sole proprietorship, corporation, partnership, joint venture);
 - iv. description of the Proponent company, history and background, including years of operation and experience providing similar requirements;
 - v. corporate head office, and branch location address(es) if applicable;
 - vi. describe briefly how the LDB's account will be managed, including in addition to information requested about candidates, the Proponent's proposed key personnel, their roles and responsibilities, qualifications, level of knowledge, experience, areas of expertise and the Proponent's escalation process to demonstrate its ability to meet the LDB's requirements;
- h) provide financial documentation and/or other assurances of corporate and financial stability to perform this service. Has the Proponent, ever materially defaulted on its contractual commitments? If yes, please explain;
 - i) describe the Proponent's process that will be followed to rectify the multiple failing paper bags provided to the LDB, should this unlikely event occur. This process should include at a minimum:
 - a) investigation procedure;
 - b) process for recalling inventory; and
 - c) turn-around time required to supply compliant paper bags.
 - j) recent and relevant references (minimum of 3) for the Proponent (or Proponent's employee(s) or subcontractor(s), as applicable) of clients that have similar requirements as stated in this document. Include contact information, duration of engagement, and brief description of work;
 - k) provide a copy of the Proponent's WorkSafeBC clearance letter;
 - l) provide information on the company's Green Initiatives and Sustainability initiatives as per section 3.0;
 - m) provide information on the company's Business Continuity and Emergency Management Plan as per section 4.0; and
 - n) identify any value added services or functions as they relate to this requirement. These value added services would be in addition to what is required, but would complement the services or function the Proponent provides, at no additional charge to the LDB. Unless addressed elsewhere in this proposal, is there anything else about the Proponent's experience, whether directly or indirectly relevant that may be useful background information if awarded this Agreement?

9.0 FORMAT OF PROPOSAL

9.1 Proponents should ensure they include the following in their proposals:

- a) a completed Appendix A and Appendix A1 - Pricing Information & Specification Form, as requested;
- b) a completed Appendix B - Proponent Section (Mandatory Requirement) and signed by a Proponent's authorized signatory in the format required;
- c) a Proponent Overview, as noted in Section 8.0 ADDITIONAL CRITERIA;

- d) other information the Proponent is providing in response to this RFP including as applicable: Table of Contents and a short summary of the key features of the Proponent's proposal;
- e) sample bags as proposed by the Proponent in Appendix A-1 Information & Specification Form;
- f) appendices, as applicable appropriately tabbed and referenced.

10.0 TERM OF AGREEMENT

The term of the Agreement is for two (2) years to commence on or about April 1, 2019 with options to extend for four (4) periods of up to two (2) years each to be exercised at the discretion of the LDB.

11.0 SCHEDULE OF EVENTS

11.1 The following schedule is planned. The LDB reserves the right to cancel or change the schedule at any time.

Anticipated Event	Expected Date
RFP issued	February 7, 2019
Questions received by	February 14, 2019
Answers provided by	February 21, 2019
RFP closes	February 28, 2019
Proposals evaluated by	March 15, 2019
Final selection by	March 18, 2019
Project start date by	April 1, 2019

12.0 EVALUATION CRITERIA

All proposals will be evaluated based on the following criteria and the associated weighting and scoring and in conjunction with Sections **6.0 SCOPE OF WORK & 8.0 ADDITIONAL CRITERIA**. Proponents are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Proponents to demonstrate that it meets the requirements specified in the RFP and encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposal. Proponents not meeting the minimum score requirements in any one category will be excluded from further consideration during the evaluation process.

EVALUATION CRITERIA	WEIGHTING	MINIMUM
Corporate relevant experience, qualifications, resources, inventory capacity, turnaround	20	50%

times/lead times, lead times, product rectification process, value-added as described in Section 8.0.		
Pricing Unit Price – 80% Volume Discount – 20%	55	n/a
Percent recycled content and green product information, sustainability	10	n/a
Proposed product (including but not limited to sample, quality, meet specifications, size and material suitability)	15	n/a

- 13.2 **Shortlisting:** The LDB will evaluate all compliant proposals against the evaluation criteria (noted in section 11.0), then the LDB may, in its sole discretion, choose to create a Proponent shortlist of the highest ranked Proponents.

During the evaluation process, the LDB may decide to evaluate the Proposals in stages and create a Proponent short-list. Only Proponents on this short-list will be considered for further evaluation or for award, in the event that a decision to make an award is made.

- 13.3 **Interviews:** The LDB may request the short-listed Proponents to provide additional information or details for clarification of its proposal to LDB, including by attending interviews, supplying samples, furnishing technical data. It is intended that the shortlisted Proponents will be contacted by LDB for interviews, demonstration and/or presentation and each Proponent will be allotted the same amount of time. The interviews / demonstrations and/or presentations will take place at: 2625 Rupert Street, Vancouver, British Columbia, V5M 3T5. Although the preference of the LDB is to conduct interviews in person, at the sole discretion of the LDB, shortlisted Proponents may be able to arrange to teleconference, videoconference or perform their demonstration and/or presentation via the Internet.

The LDB may require an in-depth assessment of the leading Proponent's capabilities and may meet with the Proponent at its facility (Site Visit) and may request to meet with any of the Proponent's proposed sub-contractor(s), as applicable, to discuss the Proponent's proposal.

The LDB will award the shortlisted Proponents a maximum of 25 points for the interview stage.

- 13.4 **References and Due Diligence:** References of the leading Proponent will be reviewed. Business and financial stability of the leading Proponent may be reviewed. The LDB will not enter into an Agreement with a Proponent with unsatisfactory references or business and financial instability, or without the required valid certification(s) and licensing documentation relevant to this RFP and intended requirements of the LDB. If this occurs, the LDB may then choose to go to the next highest ranked Proponent and enter into an Agreement with them.

APPENDIX A

PRICING INFORMATION

1. The Proponent's pricing and strategy information is to be:
 - a) quoted in Canadian dollars;
 - b) completed in detail on Appendix A-1 - Pricing Information & Specification Form Pricing must be firm for the Agreement's one year unless stated otherwise;
 - i. inclusive of duty, where applicable, all shipping and delivery charges to FOB RDC, initial set up fee for graphic print for the first production,
 - ii. exclusive of applicable sales taxes (PST, GST, HST, etc.) and are to be identified and shown separately.
2. Proponents are to include any volume price breaks that may be available. Clearly state the quantity break and the discount (%) that will be provided from the base price (per unit price). For evaluation purposes, price breaks will be evaluated at 1,000 units,
3. The LDB expects shipping costs will be inclusive for orders shipping to other Lower Mainland areas. The paper bags will be priced by the Proponent F.O.B. LDB's distribution center in Richmond, BC (RDC).
4. No expenses will be paid pursuant to the Agreement except without pre-approval from the LDB.

Please note that in order to be properly evaluated; all pricing aspects on Appendix A-1 must be completed. Proposals with incomplete pricing information may receive a 0 for this criterion.

APPENDIX B

PROPONENT SECTION

The enclosed proposal is submitted in response to the LDB RFP2019-02-28 PAPER BAGS FOR BC CANNABIS STORES including any addenda. Through the submission of this proposal, we agree to all the terms and conditions of the Request for Proposal including that should our proposal be successful, we will enter into an Agreement with the LDB in the form of the attached the government's General Services Agreement and proposed Appendices. We agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposal, including the Proposal and Submission section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

The Proponent acknowledges receipt of the following RFP Addenda (if applicable):

Addendum No.	Date

Signature of Authorized Representative	Legal Name of Proponent (and doing business as name, if applicable)
Printed Name of Authorized Representative	Address of Proponent
Title:	Authorized Representative
Date:	Phone #:
GST Number:	Fax #:
	E-mail:

APPENDIX C



CERTIFICATE OF INSURANCE

Freedom of Information and Protection of Privacy Act
 The personal information requested on this form is collected under the authority of and used for the purpose of administering the Financial Administrator Act. Questions about the collection and use of this information can be directed to the Director, Client Services, Core Government and Crowns at 250 356-8915, PO Box 9405 STN PROV GOVT, Victoria BC V8W 9V1.
Please refer all other questions to the contact named in Part 1.

Part 1 To be completed by the Province

THIS CERTIFICATE IS REQUESTED BY and ISSUED TO (Name of office) BC Liquor Distribution Branch		AGREEMENT IDENTIFICATION NO.
PROVINCE'S CONTACT PERSON NAME & TITLE		PHONE NO.
MAILING ADDRESS 2625 Rupert Street, Vancouver BC		FAX NO. (604) 252-3381
CONTRACTOR NAME		POSTAL CODE V5M 3T5
CONTRACTOR ADDRESS		POSTAL CODE

Part 2 To be completed by the Insurance Agent or Broker

INSURED	NAME	POSTAL CODE	
	ADDRESS		
OPERATIONS INSURED	PROVIDE DETAILS		
TYPE OF INSURANCE <i>List each separately</i>	COMPANY NAME, POLICY NO. & BRIEF DESCRIPTION	EXPIRY DATE YYYY/MM/DD	LIMIT OF LIABILITY/AMOUNT

This certificate certifies that policies of insurance described herein are in full force and effective as of the date of this certificate and comply with the insurance requirements of the Agreement identified above, except as follows:

AGENT OR BROKER COMMENTS:

AGENCY OR BROKERAGE FIRM	ADDRESS	PHONE NO.
NAME OF AUTHORIZED AGENT OR BROKER (PRINT)	SIGNATURE OF AGENT OR BROKER ON BEHALF OF THE ABOVE INSURER(S)	DATE SIGNED

APPENDIX D
General Services Agreement
(Sample)
(Attachment)