

# TOURISM VICTORIA

**Request for Information  
Broker for Group RRSP Program  
Issue Date: Wednesday, August 2, 2017**

**Closing Date and Time:**

Submissions will be accepted up to 5:00 pm on Wednesday, August 16, 2017.

**Questions:**

Questions must be received before 5:00 pm on Wednesday, August 9<sup>th</sup>, 2017.

**Contact Person:**

All enquiries and questions regarding this Request for Information (RFI) including any request for information and clarification, should be directed in writing to Tourism Victoria's HR service provider, Engaged HR. Ruth Eden [Ruth@EngagedHR.com](mailto:Ruth@EngagedHR.com)

Questions asked directly to Tourism Victoria staff members will not be answered.

**Delivery of Proposals:**

Proposals must be submitted by email, in PDF format, to Ruth Eden, [Ruth@EngagedHR.com](mailto:Ruth@EngagedHR.com) by the specified closing date and time.

**Background:**

Tourism Victoria is the official not-for-profit destination marketing organization that works in partnership with over 900 business members and municipalities in the Greater Victoria area and surrounding communities in British Columbia, Canada.

**Our Mission**

We inspire the world to experience our destination.

**Our Vision**

Tourism Victoria will be internationally recognized as a leader in sustainable tourism development, ensuring Greater Victoria remains one of the top destinations in the world.

**Organizational Profile:**

Tourism Victoria provides employment to 40 team members who operate in a range of positions throughout the organization. The current RRSP program at Tourism Victoria is an individual based program; employees are provided with a lump sum contribution each pay period to invest how they choose.

## Eligibility Criteria:

Eligible proponents must be in BC and have experience and expertise in providing brokerage services for Group RRSP programs. Proponents that are not brokers or who do not provide Group RRSP services will not be considered.

## Summary of Requirement:

A pillar in the Tourism Victoria Human Resources Strategy is to create a great place to work and implementing a robust Group RRSP plan for employees across the organization is an important factor in the strategic retention of employees and is a key component of our HR Strategy. Currently, Tourism Victoria offers an individualized RRSP contribution program and the intention is to move to a Group RRSP program.

As a result, Tourism Victoria is seeking a Broker to assist with the management and implementation of the Group RRSP program. It is expected that the successful proponent to this RFI will offer the following services:

### Program Launch Phase

- assist Tourism Victoria with plan design and governance
- obtain quotes from various companies to fulfill the Trustee role in the program
- negotiate the fee structure associated with the program
- assist Tourism Victoria with final contracting process, ensuring policy contracts are current and accurate
- assist Tourism Victoria with employee communications and education

### Annually thereafter or at another agreed upon time frame

- provide insights and recommendations into current and future Group RRSP investment trends
- review the plan fee structure, employee participation and CAP Guidelines compliance
- review the investment policy and options, performance and default fund and policy
- ensure an effective education program and communication strategy is in place

## Anticipated Schedule:

Issue Date of RFI	Wednesday, August 2 <sup>nd</sup> , 2017
Question Period Closing Date	Wednesday, August 9 <sup>th</sup> , 2017
Closing Date of RFI	Wednesday, August 16 <sup>th</sup> , 2017
Interviews	Mid to late August
Contract	Early September

The timeline for implementing this Group RRSP program begins with the issuance of this RFI and the intention is to have the Group RRSP program fully implemented by January 1, 2018.

## RFI Requirements:

Proponents must submit the following information in their submission to this RFI, within a submission document that is no more than 4 pages long.

- a description of the Proponent's relevant experience and qualifications in delivering Group RRSP brokerage services to non-profit organizations similar to Tourism Victoria.
- a description of the Proponent's client base, including client testimonials and references
- a description of the depth and breadth of the Proponent's Trustee relationships

## RFI Evaluation Criteria:

Submissions meeting the eligibility criteria will be further assessed against the following evaluation criteria.

	Criterion	Weight	Minimum score
<b>Proposal</b>			
	<b>Skills and Experience</b> <ul style="list-style-type: none"> <li>- Proponent's relevant experience and qualifications in delivering Group RRSP brokerage services.</li> <li>- Assessment of the depth and breadth of the Proponent's Trustee relationships</li> </ul>	40	30
	<b>Non-profit experience</b>	10	0
	<b>References</b>	20	15
	<b>Sub-Total (Proposal)</b>	<b>70</b>	45
<b>Interview</b>		<b>30</b>	25
	<b>Total (Proposal and Interview)</b>	<b>100</b>	70

## Interview

Proponents who have been shortlisted by Tourism Victoria after evaluating their proposal will be invited for an interview. To be considered for the shortlist, a Proponent must meet the minimum score for the proposal component of the evaluation.

It is Tourism Victoria's intention to shortlist and interview (in-person, video conferencing or phone call) the top three (3) Proponents with the highest scoring proposals. Tourism Victoria reserves the right to decrease or increase the number of those shortlisted depending on the clustering of scores for proposals. Proposals not meeting the minimum scores will not be considered further. Shortlisted Proponents will be notified via phone or email.

## RFI Acceptance and Rejection:

- Submissions received after the specified time on the closing date will be rejected.
- Submissions that do not meet a minimum level of quality against the RFI requirements will not be considered.

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- Tourism Victoria may disqualify submissions that are incomplete.
- Tourism Victoria reserves the right to:
  - o Award the RFI, in part or in whole, to one or more proponents;
  - o Accept or reject any or all submission, and waive irregularities and informalities at its discretion; and,
  - o Withdraw the request for information.
- By submitting a proposal, the Proponent waives any right to contest in any legal proceeding or action the right of Tourism Victoria to award the contract to whomever it chooses, in its sole discretion, and for whatever reasons Tourism Victoria deems appropriate.