

# Request For Proposal (RFP)

**Procurement Reference Code: PrideSecurity006**

Procurement Contact Reference: [laura@pridetoronto.com](mailto:laura@pridetoronto.com)

Date of issue: **December 1<sup>st</sup>, 2023**

Deadline for submitting inquiries: **January 12<sup>th</sup>, 2024**

Deadline for bid submissions: **January 18<sup>th</sup>, 2024**

## Who We Are

Founded 1981, Pride Toronto continues a legacy that is deeply intertwined with the rich, progressive history of Toronto's queer community. From a small gathering of dedicated activists fighting for their right to love and be seen, to the vibrant celebration we know today, Pride has been a long time in the making. Today, Pride Toronto supports our communities in the pursuit of our unequivocal rights to be known, be heard, be understood, be accepted, be respected, and to celebrate the beauty of who we are. Our Vision is that, no matter who you love or how you identify, you will be safe, valued, equal, and proud.

## Bid Information

This RFP seeks interested and qualified bidders who are committed to proactively partnering with Pride Toronto to supply and manage all security requirements for the Pride Toronto Festival. This includes suggesting best practice to ensure safety is of top priority and supplying guards for both daytime and overnight shifts that will be necessary for the festival duration.

## Qualifications

We are seeking a proven, high performing, licensed contractor/organization with experience in supplying and managing security needs for large scale festival events. Preference will be given to organizations that directly employ a large amount of guards, have proven sensitivity training, and have experience in music-related events. The contractor should have extensive knowledge in proper procedures and public safety.

## Milestones

The following are key milestones for solicitation.

- An information session will take place on January 10<sup>th</sup>, 2024 from 1:00pm-3:00pm. **Attendance is strongly recommended.** Please register to attend [here](#).
- Questions & clarifications must be submitted by Jan. 12<sup>th</sup>, 2024.
- Proposals are due on January 18<sup>th</sup>, 2024 in PDF format.  
All proposals must be electronically sent by 11:59 pm to [laura@pridetoronto.com](mailto:laura@pridetoronto.com).  
**Please include the Procurement Reference code in the subject line.**
- The contract will be awarded on February 1<sup>st</sup>, 2024.

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## Confidentiality

- The terms of this RFP and all information provided are to be treated by your company as strictly confidential and proprietary. All data and information is to be used solely for the purpose of responding to this inquiry. At any point, should Pride Toronto feel that there is or has been a breach of this request, they reserve the right to eliminate the bidder for consideration of this RFP.
- All proposals submitted will become the property of Pride Toronto and will be held confidential. Any copies of the proposal will be provided to Pride Toronto employees and contractors on a need-to-know basis only.

## Scope of Work

- The contractor will be required to expertly manage all security needs in their designated location including the supply of guards, scheduling and overall management to ensure safe spaces and public safety. Specific areas can be identified in Annex A.
- The contractor will be required to consult and provide insight on public safety measures to ensure that locations are properly staffed.
- The contractor will be required to provide all necessary staffing, materials, equipment and needs to complete the job and will be fully responsible for their staff.
- The contractor will be responsible for managing their team and schedules to ensure consistent coverage.
- The contractor should ensure backup services are available and suitable in the event of staffing issues or any other mishaps that could result.
- The contractor understands that their guards may be required to check COVID vaccine passports and the legal drinking age of patrons attending the festival.
- The contractor understands that they will be required to work closely with Pride Toronto's security liaison to ensure all staff attendance is tracked, and that all important information or emergency needs are met while on site. Pride Toronto will provide an Emergency Action Plan and resources to the contractor so ensure communication lines are always open and protocols are followed.

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## Evaluation

The evaluation criteria for proposal includes:

- 1) Proposal Requirements (required)
- 2) Bidders qualifications (40%)
  - a) Must be a licensed organization with experience and performance in supplying security for large scale events and contracts of a similar size.
  - b) Proven track record of directly employing a large number of full-time security guards.
  - c) Proven experience in public safety and security management.
- 3) Service (45%)
  - a) The ability to provide the scope of services requested
  - b) Capability to support large scale events (staffing, scheduling, etc.)
- 4) Financial Benefit (10%)
  - a) The lowest price bid will not be the determining factor in awarding the contract. Pride Toronto may award the contract to the bidder whose proposal, in our opinion, represents the lowest and best value bid.
- 5) Support towards the 2SLGBTQ+ (5%)
  - a) How has your organization supported the community, whether past, present or future.

## Proposal Requirements

- 1) Company Bio and key personnel including the amount of guards the company directly employs as well as necessary insurance documents with a minimum coverage of 2 million liability.
- 2) Provide an overview of your management strategy and estimates of guards hourly daytime rate, overnight rate, supervisor rate and/or any additional costs associated.

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- 3) Describe your process and approach to managing and staffing a location on the festival footprint. Include how attendance of guards will be tracked as well as shift turnover.
- 4) Provide case studies and references from 3 clients contracts that are similar in scope.
- 5) Advise on your billing structure.

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## Annex A

Pride Toronto Festival Footprint reference can be found [here](#) (Please note this is a draft based on 2023 and items are subject to change. A final CAD will be provided to vendors for reference.)

Specific Areas that will require security during the Pride Festival weekend:

Area	Location
Wellesley Stage, capacity 3,500 people	15 Wellesley St E, Toronto, ON M4Y 1G2
South Stage, capacity 200 people	On Gould St, about 150' West of Church St.
Garden Stage, capacity 200 people	241 Church St E, Toronto, ON M5A 2E5 (Former Gas station on the south east corner)
Main Stage, capacity 2000 people	TBD
Church St. Public School, capacity 200 people	83 Alexander St, Toronto, ON M4Y 1B7
Alexander Parkette, capacity 60 people	16 Alexander St, Toronto, ON M4Y 1B4
Paul Kane Parkette, capacity 100 people	58 Wellesley St E, Toronto, ON M4Y 1G2
StreetFair	Spanning along Church St. from Bloor St. south to Dundas St and running east & west from Jarvis St. to Yonge St. E.

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***\*Please note that areas and locations are subject to change and locations may be added to or removed. This is just to give you a reference of the geographical spaces that comprise the festival footprint. Please note as well that multiple security companies will be hired at Pride's discretion and you may only be awarded 1 location/activation.***

## **Festival Information**

- The Pride festival runs from Friday June 28<sup>th</sup> – Sunday June 30<sup>th</sup> 2024. Services will begin as early as Wednesday June 26<sup>th</sup>, 2024.
- The Pride festival attracts about 2 million unique visitors over the festival weekend.
- Please be advised that sensitivity training will be required at the discretion of Pride Toronto. Should this be an issue, please do not bid on this contract.
- Please be advised that you will be required to follow all provincial/municipal health and safety regulations that might include but are not limited to wearing masks/protective gear at all times and ensuring that all staff associated can provide proof of vaccination upon entering the space.
- Please be advised that this RFP is for a physical, in-person festival. Should public health regulations restrict Pride Toronto from hosting a physical festival, Pride reserves the right to cancel this RFP.