



# Ottawa Bicycle Club

## Rideau Lakes Cycle Tour Coordinator – Request for Proposal

**Purpose:** The Ottawa Bicycle Club is seeking proposals to provide event coordination for the club's largest event, the 2016 Rideau Lakes Cycle Tour (RLCT).

**Background:** 2016 will mark the 45<sup>th</sup> consecutive year that the Ottawa Bicycle Club has organized the RLCT. The event, a cycle tour from Ottawa and Perth to Kingston (Saturday) and return (Sunday), is a season highlight for many cyclists with around 2000 participants expected in 2016. The tour has, and will continue to be about the ride; the event has no cause or charity connection. As well, the event is an Ontario Cycling Association sanctioned tour. The date for the 2016 tour is June 11-12.

**Duties:** The coordinator retained for this event will be responsible for the following – all in conjunction with the RLCT committee and the Club's administrator. It is intended that the coordinator report to the RLCT committee chair (a member of the Club's board of directors):

### 1) Planning

- a. Budgeting – in consultation with the RLCT committee chair, prepare a budget and monitor expenses in the preparations for the event.
- b. Suppliers, Contracts and Sponsors – identify relevant suppliers and needs for required products/services; draw up contracts with suppliers, with all contracts to be signed by the RLCT chair. This includes contacting and making arrangements with event sponsors.
- c. Permits and Insurance – identify and complete applications for required permits and insurance coverage, with all such documents to be signed by the RLCT chair
- d. Route Planning – perform route reconnaissance, propose changes, be aware of any road works expected to overlap with the event. Contact organizations along the route (e.g. service clubs, municipalities, media outlets).
- e. Safety – review the Emergency Action and Response Plan, be one of the key contacts in the plan during the event and direct volunteer route marshalls.
- f. Volunteer Coordination – recruit volunteers for the event operations

- g. Material Preparation – Prepare materials for participants and volunteers for the check-in, checkout and en route (e.g. signage, rest stops)
    - h. Communications Plan – using appropriate social, website and print media, develop and implement a communications plan for the event.
    - i. Committee Meetings – be present and actively participate in all RLCT committee meetings.
- 2) The Event
  - a. Be present at the Ottawa checkout (Saturday morning from 6:30-10:30 a.m.) to assist registrars
  - b. Be on route after Ottawa registration closes and be contactable by cell phone, txt and email at all times
  - c. Be present in Kingston late Saturday afternoon until the last rider arrives around 6:30 p.m.
  - d. Be present at the Kingston checkout to assist registrars (6:30 to 9:30 a.m.)
  - e. Be on route after registration closes and be contactable by cell phone, txt and email at all times.
  - f. Be present at Ottawa check-in until the last rider arrives and check-in closes around 6:30 p.m.
- 3) Post Event
  - a. Lead a detailed de-briefing with the RLCT committee, summarizing relevant issues in a written report to the director for reporting to the board of directors.
  - b. Coordinate the volunteer appreciation dinner.
  - c. Assist in the completion of any required reports (i.e. accident reports).

**Proposal Requirements:** Proposals should include time and cost estimates related to the general categories of tasks outlined in the Duties for the 2016 RLCT and consider the following requirements:

- The bidder must have experience in the planning, management and operations of sporting events.
- The bidder must include a resume for the individuals(s) involved in the bid and references (event name, description of services and contact information) for up to two similar events they have direct involvement in planning, managing and operating within the past 5 years.
- Identify any challenges in completing similar tasks in these events and mitigations for these challenges.
- Indicate whether services can be provided in both English and French. Please note this is an asset, but not a requirement.

**Deadline:** We will accept proposals until 9 November 2015.

**Submission Details:** Please submit proposals electronically to [rlct.coordinator.rfp@gmail.com](mailto:rlct.coordinator.rfp@gmail.com)

**Provided Information:** A copy of the 2015 RLCT Report will be available upon request.

**Contact Information:** Please direct all questions to [rlct.coordinator.rfp@gmail.com](mailto:rlct.coordinator.rfp@gmail.com).

The Ottawa Bicycle Club reserves the right not to enter into a contract with any of the bidders or to modify aspects of the proposal through discussions with the potential coordinator.