

REQUEST FOR PROPOSAL: LEGAL PARTNER FIRM

RFP Issued: May 10, 2024

OVERVIEW AND BACKGROUND

viaSport BC (viaSport) is an independent not-for-profit organization and a legacy of the Vancouver 2010 Olympics and Paralympic Games operating as the provincial government's lead agency responsible for promoting and developing amateur sport in British Columbia.

viaSport's purpose is to lead the development and growth of amateur sport in BC by working closely with the Ministry of Tourism, Arts, Culture and Sport to steward the provincial government investment in amateur sport. viaSport works directly with [viaSport Designated Sport Organizations](#) in BC to build a stronger more effective sport system, while striving to work collaboratively with all stakeholders to build public trust and confidence in amateur sport.

Vision: British Columbians are truly healthy and connected because they value and participate in sport experiences that are safe, inclusive and welcoming.

Purpose: To lead the development and growth of amateur sport in BC - bringing more families to the field of play, more fans into the stands, more athletes to the podium, more sporting events to the province, and more supporters of the system.

Values: Collaboration - We take the time to build meaningful and lasting connections with our team and all players across amateur sport, understanding that by working together, we will accomplish more.

Inclusive - We succeed as a team, organization, sport sector, and province when everyone is welcome, feels a sense of belonging, and is given the opportunity to meaningfully contribute and develop.

Accountability - We approach our strategic leadership and coordinating role with sincerity and passion, carrying out our daily actions consistently and responsibly for the love of sport.

PURPOSE OF RFP

viaSport is seeking to identify and select a law firm with expertise in the nonprofit sector to provide legal guidance and support in all aspects of our operation.

SCOPE OF SERVICES

The selected firm shall be available to perform the following legal services, as requested by the CEO and/or COO:

- Prepare the annual proceedings of the Society, including:

- the annual report, and the electronic filings of the annual report with the BC Registrar of Companies.
- Review drafts of contracts, agreements, and leases.
- Advise on social enterprise and charitable requirements.
- Advise on employment matters.
- Review operational, fiscal and other policies, as well as organizational bylaws.
- Advise on Human Resources policies and/or procedures.
- Advise on organizational privacy, data controls, and risk mitigation.
- Advise on responses to requests for information from third parties.
- Defend lawsuits, administrative claims, or other legal claims.
- Conduct litigation as necessary.
- Provide trademark assistance, filing, and monitoring.
- Generally, advise on legal issues upon request.

EXPERTISE REQUIRED

The firm should describe its experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas:

- Nonprofit
- Contracts and agreements
- Privacy, data control, governance, and risk; and
- General business operations.

The firm should provide a description of the qualifications of attorneys available to deliver services. Descriptions should include:

- Professional and education background of each attorney.
- Prior experience of the individual attorneys with respect to the required experience listed above. Include resumes only of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

Additionally, if applicable, provide a description of any experience advising organizations comparable to viaSport.

PRICING

The firm's proposed price should include information on the hourly billing rates of each attorney or other legal staff who are expected to deliver the services and charges for expenses, if any, such as legal research, copies, and electronic communication.

Please include:

- An offer of in-kind services, products or value-add contribution in support of the Initiative and/or in support of viaSport's vision/mission. viaSport will acknowledge the in-kind contribution through a sponsorship recognition package equal to the value of the contribution.

Any price offerings from potential firms must be valid for a period of 60 days from the due date of the proposals and for a period of three years.

PROPOSAL EVALUATION

viaSport's COO and appropriate staff will review proposals and make recommendations to the CEO for final approval. The COO and/or CEO may request a meeting with some qualified potential firms prior to final selection. Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified within the proposal.
3. The firm's experience with similar clients and legal matters (please provide references).
4. Cost.
5. In-kind contribution
6. Interviews, if conducted.

All proposals must follow the required format, being:

- Electronic submission.
- Page Limit: 10, including cover page.
- Attorney Qualifications section should be attached and part of the page limit.
- Page Size: 8 ½ x 11; portrait.
- Font Size: 12. Double-spaced.
- Margins: 1" minimum on the top, bottom, and sides of all pages.
- All pages must be numbered; double-sided printing is acceptable.
- Do not use material in proposals dependent on color distinctions, animated electronics, etc.
- Do not include attachments other than those requested or required by this RFP.

Failure to follow the required format may result in disqualification of a proposal.

viaSport reserves the right, at their sole discretion:

- Without explanation to the prospective firm, at any time choose to discontinue this RFP without obligation to any prospective firm;
- Accept other than the lowest priced offer;
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and;
- Award more than one contract.

TIMELINES

- RFP submissions are due by May 31, 2024.
- Submission review, and virtual meetings (if needed) will occur until June 15, 2024.
- References and consultant selection will occur by June 28, 2024.

CONTACT AND PROPOSAL SUBMISSION

You may contact viaSport's COO, Jason Elligott if you require clarifications or have questions. Email: jasone@viasport.ca. Submission deadline: May 31, 2024.

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