



# ABORIGINAL HOUSING SOCIETY OF PRINCE GEORGE

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## Request for Proposal

### Café Vendor

**Introduction:** For almost 30 years, the Aboriginal Housing Society of Prince George (AHSPG) has been providing safe, health and affordable housing for Aboriginal people of all incomes, ages and capabilities.

AHSPG services over 1,200 people in Prince George on the Lheidli T'enneh territory.

**Request for Proposal:** The Aboriginal Housing Society of Prince George (AHSPG) is inviting qualified and experienced individuals or entities to submit proposals for the lease and operation of a café in the community gathering space within our building. The purpose of this initiative is to enhance community engagement and provide a welcoming space for residents and visitors. The café is expected to offer a diverse menu featuring soup, sandwiches, specialty coffees, teas, and cold drinks. Our vision is to create a warm and welcoming environment that not only provides delicious and nourishing food and beverages, but also celebrates the rich Indigenous heritage and reflects the values and traditions of the Indigenous community.

*"To ensure that Indigenous Peoples of all income levels, ages and capabilities have access to safe and affordable housing that promotes inclusivity and health living through supporting successful tenancies."*

**Location:** The café will be situated in the community gathering space of the Aboriginal Housing Society of Prince George's office building, ensuring a central and accessible location for residents and the wider community.



**Scope of Services:** The successful candidate(s) will be responsible for:

1. Outfitting the café space with equipment and supplies.
2. Designing and implementing a menu that includes soup, sandwiches, specialty coffees, teas, and cold drinks.
3. Managing day-to-day operations of the café.
4. Providing excellent customer service to residents and visitors.
5. Maintaining a clean and inviting café and seating space.
6. Complying with all business requirements.
7. Complying with all health and safety regulations and licensing.

**Proposal Submission Guidelines:** Interested parties are requested to submit a comprehensive proposal that includes the following:

1. Introduction and background of the proposing entity or individual.
2. Describe your connection to Indigenous culture and tradition.
3. State your experience in the food and beverage industry, specifically in café or similar operations.
4. Propose a menu, pricing, and sourcing of ingredients.
5. Include an operational plan, including staffing, hours of operation, and customer service approach.
6. Include a financial proposal, including the proposed lease terms and any revenue-sharing arrangements.
7. Provide references from previous clients or landlords, if applicable.



**Selection Criteria:** Proposals will be evaluated based on the following criteria:

1. Experience and expertise in café operations.
2. Menu creativity and alignment with the community's preferences.
3. Financial viability and proposed lease terms.
4. Track record of providing excellent customer service.
5. Understanding and commitment to community engagement.

**Timeline:**

1. Release of Request for Proposal: 2 February 2024
2. Deadline for Submission of Proposals: 8 March 2024
3. Proposal Evaluation Period: 11-15 March 2024
4. Announcement of Selected Candidate: 18 March 2024
5. Commencement of Lease Agreement: 1 April 2024



**Submission Instructions:** Proposals must be submitted electronically to [julia@ahspg.ca](mailto:julia@ahspg.ca) no later than March 8<sup>th</sup>, 2024. Late submissions will not be considered.

**Contact Information:** For inquiries or additional information, please contact Julia Sundell, Executive Director at (250) 564-9794 or [julia@ahspg.ca](mailto:julia@ahspg.ca).

The Aboriginal Housing Society of Prince George reserves the right to accept or reject any proposal and to negotiate with the selected candidate(s) based on the merits of their proposal. We look forward to reviewing your submissions and selecting a partner who shares our commitment to community engagement and excellence.