



Request for Proposals

***Coffee Shop/Vendor for the NL Innovation Centre***

Date of Issue: February 7, 2024  
Submission Deadline: February 21, 2024

## The Innovation Centre

The Innovation Centre (IC) is focused on fostering collaboration and technology growth to accelerate the development of the innovation-driven economy across the province and the Atlantic Region.

The Innovation Centre is an initiative born out of the innovation community and broader ecosystem. It is supported by techNL, in partnership with Energy NL, Canada's Ocean Supercluster (OSC), and Energy Research & Innovation Newfoundland & Labrador (ERINL) with support from many other companies, organizations, and volunteers.

Together, we are building a globally focused, but NL-driven, world-leading Innovation Centre that integrates, increases and diversifies the province's innovation capacity. More information can be found at <https://technl.ca/innovationcentre/>.

## The Location and Building

The IC is located at 710 Torbay Road, St. John's, NL (access will be from Torbay Road or White Rose Drive). It is ideally located near the airport, with highway access, and nearby many industry partners. There is a large open parking lot, that is free for visitor use.

The IC is a renovated, 54,143 sq ft building, strategically situated centrally within a growing innovation district, with companies such as Verafin and Exxon located nearby. It will be a collaborative physical space, designed to address the technology development needs of industry and established and growing companies through unique programming, access to special technology assets, proximity to other innovators, provision of opportunities for collaboration, and as a demonstration space providing visibility.

## Coffee Vendor Location & Services

We are seeking to **partner** with an established NL business that will **lease and operate a cafe** within the front reception and lounge space of the IC (we consider this space to be a public convening, collaboration, and celebration space). The front reception & lounge account for a total of 1,356 sq ft (about half the area of a tennis court), with assorted seating and spaces for working, meeting, & socializing (see appendices for renderings). The reception area and boardroom will remain usable space for members of the Innovation Centre.

To enhance the experience and environment for our members, partners, and the broader community, we are looking for a business that strives to offer unique, innovative, high-quality food and beverages. The core objectives and what is required to proceed are identified below.

## Objectives

- To partner with and lease cafe space to an innovative business that is committed to developing and offering a unique food and beverage experience for IC members, partners, and the broader community.
- To support the expansion of an existing local business, whose vision and philosophy align with those of the Innovation Centre.

All members and partners of the innovation centre should be aligned with the overarching philosophy of “converge, collaborate, cocreate”. We are looking for an established business who is passionate about pursuing new and innovative activities. We are particularly interested in businesses that are open to engaging in the innovation ecosystem we are developing and supporting. While we are looking to partner in setting up a cafe, we are always interested in supporting and amplifying home-grown innovation across all industries. If there are opportunities for us to expand our partnership in ways that align with our mandate, we would be open to exploring in the future.

## Vendor Qualifications

### Experience

- The chosen vendor business must have a proven track record of operating a successful coffee shop within their current/past location(s). Operating a bar (experience serving alcohol) is a strong asset. The number of years of operating experience will be considered in the evaluation criteria.

### Licensing and Certifications

- The chosen vendor must be able to provide evidence of proper documentation confirming they have a successful record of obtaining and maintaining proper licensing and certificates.
- The chosen vendor will be responsible for ensuring they obtain all required inspections, permits and licenses necessary to open and operate the cafe (the IC will support the applications as necessary).
- Experience using the province’s new Restaurant Bundle Checklist (via BizPal) is an asset.

## Scope of Services

### Products

- Must be able to provide drip coffee, espresso & espresso-based drinks, and a selection of hot/cold beverages.
- In terms of coffee, we are particularly interested in local vendors/roasters/small scale producers of high-quality or specialty coffee. We are looking to provide our community & their guests with a unique experience.
- In terms of food products, we are looking for businesses that can offer simple & healthy breakfast to-go/lunch to-go options (preference for locally sourced options).
- The ability to serve and offer beer/alcoholic beverages is a requirement. Strong consideration would be given to sourcing from local breweries and/or local crafted beverages.

### Equipment

- The IC has a maximum budget of \$30,000.00 allocated to provide critical equipment needed to set up the cafe. The successful vendor will work with the IC to review and confirm the appropriate equipment. If the allocated budget is not enough, the vendor will be responsible for additional purchases beyond the budget.

- The vendor will be responsible for providing and maintaining consumable goods, dishware, and flatware.
- The vendor will be responsible for maintaining/replacing equipment and for cleanup/maintenance of the cafe space/bar area.
- The successful vendor may also choose to install their own standard equipment within reason (e.g. fits within the space).
- The IC will provide chairs for the bar and will furnish the rest of the front reception and lounge area.

#### Partnership/Lease

- We are interested in developing a partnership with the successful vendor- terms to be discussed and negotiated based on the successful proposal submitted.
- Terms of the lease will be negotiated and finalized with the successful vendor.

#### Quality Assurance

- Strong consideration will be given to the business that prioritizes outstanding producers and local roasting of freshly harvested green coffee beans.
- If there are complaints shared with the IC, they will be passed along to the business to review & assess.

#### Sustainability and Corporate Social Responsibility (CSR)

- Please include any commitment to sustainability in sourcing coffee beans.
- Please include any information on any environmentally friendly practices.

#### Proposal Submission Information & Requirements

- This RFP will be posted for two (2) weeks.
- Please keep the proposal submission length to 5-10 pages maximum. In addition, please feel free to attach any additional or supporting documentation in an appendices section.
- Please submit all applications in **PDF form, via email**, with the subject line: **IC CAFE RFP SUBMISSION**. Contact information is listed below.

The required components of the proposal include: a cover letter, company overview, explanation of alignment with IC, cafe set-up and operations proposal (to include list of equipment requirements, roadmap/checklist from successful awarding to opening cafe, etc). See below for full details:

- Company contact information (or designated company contact), including name, email address, and phone number.
- Short biography of company, including year of establishment, location(s), current coffee bean supplier, and other relevant experience as a coffee vendor/shop.
- Past partnerships and collaborations (if any).
- Explanation of fit between your organization and the Innovation Centre.
- Proposal for cafe set-up and operations, including but not limited to:

- Proposed hours & days of operation,
- Listing and pricing of food & beverages,
- Opportunities for social events for the building and community,
- Space usage needs/expectations/needs (e.g. any layout needs for the space),
- Roadmap to opening the cafe, with approximate dates/timelines.
- Detailed list of equipment requirements.
- Food safety plan including food safety quality assurance standards and checklists.
- Confirmation of existing relevant certificates & licenses.
- Estimate of lease payment expectations/ general expectations.
- Estimate of vendor’s anticipated capital investment required.
- Proof of capability to financially run the café (revenue model).
- Confirmation of additional internal storage or external lay-down space needs.

### Schedule

- RFP release date: February 7, 2024
- RFP due date: February 21, 2024
- Decision communicated: February 23, 2024

### Evaluation Criteria

Criteria	Details
Alignment with IC mandate and goals (e.g. innovation & collaboration)	<ul style="list-style-type: none"> <li>● Acknowledgment of businesses broader commitment to innovation and/or collaboration and/or interest in working on unique projects within the community.</li> </ul>
Past operating experience	<ul style="list-style-type: none"> <li>● Relevant experience (number of years).</li> <li>● Experience with local partnerships, collaboration, and events.</li> </ul>
Health and safety	<ul style="list-style-type: none"> <li>● Adequate demonstration of past health and safety measures.</li> <li>● Sufficient plan for health and safety compliance within the Innovation Centre.</li> </ul>
Existing Supplier(s)	<ul style="list-style-type: none"> <li>● Demonstration of existing coffee bean and food supplier(s).</li> </ul>
Liquor license	<ul style="list-style-type: none"> <li>● Proof of liquor license.</li> <li>● Experience serving alcohol.</li> </ul>
Roadmap/timeline to opening	<ul style="list-style-type: none"> <li>● Appropriate timeline for opening with key activities.</li> </ul>
Sustainability and CSR	<ul style="list-style-type: none"> <li>● Demonstration of specific commitments or practices (asset).</li> </ul>
Pursuit of Innovation	<ul style="list-style-type: none"> <li>● Has demonstrated prior experience innovating within industry.</li> <li>● Has expressed interest in innovating within industry.</li> </ul>
Capacity to financially run cafe	<ul style="list-style-type: none"> <li>● Has a revenue model/plan.</li> <li>● Has capital to support the set-up necessary.</li> </ul>

### Terms and Conditions

- Lease terms will be shared and negotiated with the successful vendor.
- All proposals received will be considered strictly confidential.
- The lowest cost proposal, or any proposal provided, will not necessarily be accepted.

- Proposed costs must be represented in Canadian dollars.
- techNL reserves the right to use alternate service providers.
- No payment will be made for the preparation and submission of proposals for this project.
- No fee will be made on the cost of work incurred to remedy errors or omissions for which the consultant is responsible.
- techNL reserves the right to meet with all, or any, of the applicants during the proposal evaluation stage to clarify information in the submissions and seek additional detail which may be used in the evaluation.
- The Innovation Centre reserves the right to re-issue the RFP without penalty.

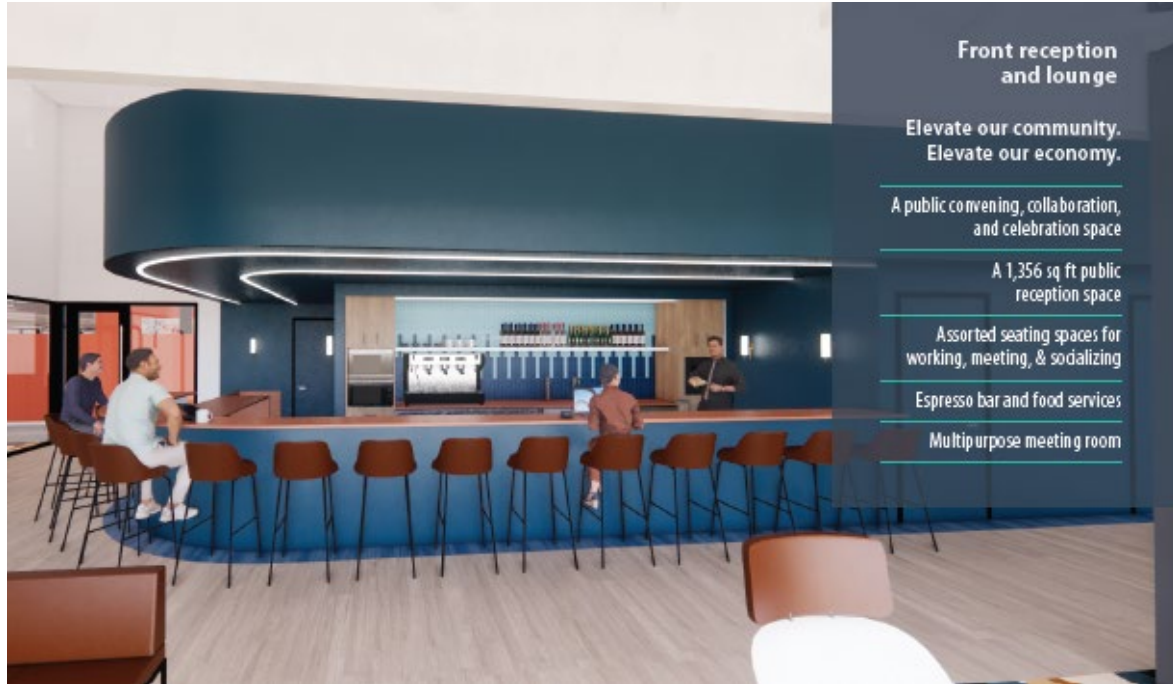
**Contact Information:**

Please direct all questions and submit proposals with the subject line **IC CAFE RFP SUBMISSION**, via email (PDF format), to:

**Meagan Kay-Fowlow**  
**President of the Innovation Centre**  
[meagan@technl.ca](mailto:meagan@technl.ca)

## Appendix 1

### Front Innovation Centre Reception, Lounge, and Cafe



Front Reception and Lounge layout (café bar, storage space, & work area= 384 sf)

