



**Request for Proposal**

**Consultant - Events Engagement**

Proposals will be accepted until:

**December 12, 2020**

**Michael Leger**  
**Chair - Events Committee**

**Aboriginal Chamber of Commerce**  
**ADDRESS - Suite 100-259 Portage Avenue, Winnipeg, MB**  
**POSTAL CODE - R3B 2A9**  
EMAIL ADDRESS - [admin@aboriginalchamber.ca](mailto:admin@aboriginalchamber.ca)



## 1. Instructions

### 1.1. Request for Proposals

The Aboriginal Chamber of Commerce intends to engage the services of a full service event planning and management consultant to coordinate and manage (4) events for the Aboriginal Chamber of Commerce. The objective of this request for proposal is to provide the Aboriginal Chamber of Commerce with a qualified contractor capable of carrying out the work herein defined. The Aboriginal Chamber of Commerce acknowledges that all events undertaken by the contractor must follow the Manitoba Public Health Guidelines and Protocols and as a result may be required to be held remotely, virtually and in limited size. The applicants submission will form the basis for evaluation, interview and selection.

RFP Issued: December 4, 2020

Information Session: To be Determined – based on consultant questions – all questions will be answered at such a session or will be distributed by email.

**Proposal Must be Received by: 5:00 PM December 12, 2020**

### 1.2. Inquiries

Inquiries of a technical or procedural nature should be directed to:

Michael Leger - Chair, Events Committee

PHONE NUMBER - (204) 237-9359

EMAIL ADDRESS - [admin@aboriginalchamber.ca](mailto:admin@aboriginalchamber.ca)

### 1.3. Proposal Submission

Proposals shall be submitted by email to Michael Leger at the following email address:

[admin@aboriginalchamber.ca](mailto:admin@aboriginalchamber.ca)



#### 1.4. Proposal Conditions

This Request for Proposal represents the requirements for an open and competitive process. Any proposals received after the closing date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the applicant submitting a proposal outsources or contracts any work to meet the requirements contained herein, the particulars must be clearly stated in the proposal. Additionally, costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name, description and relevant experience of the organizations or individuals being contracted.

Contract terms and conditions will be negotiated with the proponent upon selection of the winning proposal. All contractual terms and conditions will be subject to review by the Aboriginal Chamber of Commerce and will include scope, budget, schedule, and other necessary items pertaining to the project. The Aboriginal Chamber of Commerce reserves the right to reduce or expand the scope of the work during the negotiation of contract terms and conditions.

Issuance of this RFP does not obligate the Aboriginal Chamber of Commerce to award a contract to any consultants or to pay costs incurred by the consultants in preparing a proposal or otherwise in relation to this RFP. The consultants are solely responsible for any costs in relation to the preparation of and submission of proposals. The proposals and accompanying documentation submitted by proponents become the property of the Aboriginal Chamber of Commerce and will not be returned.



### **1.5. Contract for Deliverables**

The successful consultant will enter into a contract for services with the Aboriginal Chamber of Commerce based upon the information contained in this request for proposal and the successful consultant's submission and any modifications thereto. Consultants may include their standard terms of engagement.

### **1.6. Schedule**

The Consultants aware of potential or pending difficulties to deliver the work in accordance with the Aboriginal Chamber of Commerce target schedule shall notify the Aboriginal Chamber of Commerce in their proposal submission.

### **1.7. Limitations of Damages**

Each Consultant, by submitting a proposal, agrees that it will not claim damages in any court proceeding or other dispute resolution forum in respect of the proposal process, including but not limited to representation made or purported to have been made at any time before, during or after the proposal process, including the interview, selection and negotiation phases, in excess of amount equal to the reasonable costs incurred by the Consultant in preparing its proposal and each Consultant specifically waives all other claims, in contract, tort or any other legal theory, including any claim for loss of profits or loss of business opportunity.



## 2. Terms of Reference

### 2.1. Background

The first of its kind in Canada, the Aboriginal Chamber of Commerce (ACC) was created in 2004 with a mandate of bringing together Indigenous and Non-Indigenous business owners to provide a unified voice and to help strengthen, improve, and raise the profile of the Indigenous business community.

### 2.2. Scope of Work

- a) Develop and maintain project planning processes, such as:
  - i) Prepare event agenda and content creation
  - ii) Manage committee's agenda items and actions items;
  - iii) Provide any update related to the agenda & actions items to the organizing team;
  - iv) Record minutes;
  - v) Support the ACC: Events Committee team organizing with coordination of presentation files, presentation times and locations;
  - vi) Create a plan for registration and other activities; prepare and distribute material/package to attendees;
  - vii) Virtual events software management
  - viii) Venue organization;
  - ix) Develop and monitor critical path and milestones;
  - x) Track expenditures;
  - xi) Provide project status updates to organizing committee;
  - xii) Be easily accessible to meet online or via conference call on a regular frequency;
  - xiii) Venue expenditures-facility rental, catering, audio-visual, security;
- b) Act as primary capacity for event logistics, such as:
  - i) Enabling accessibility for event attendees on event software solutions



- ii) Venue coordination, including but not limited to audio-visual, jointly with ACC;
  - iii) Sub-vendor and sub-activity management including exhibitors, online information booths if applicable;
  - iv) Registration and attendee management jointly with ACC;
  - v) First point of contact for attendee questions and inquiries;
  - vi) Collateral development (such as program, design, advertising) previously approved by ACC Communications team;
  - vii) Presenter and special guest coordination (such as key-note, ministerial);
  - viii) Event preparation (such as event order, online floor plans [if applicable], online room assignments [if applicable]) jointly with ACC
- c) Provide the following deliverables:
- i) Event program and invitations;
  - ii) Organizing committee meeting agendas and action-items;
  - iii) Housekeeping notes for Master of Ceremonies;
  - iv) Online participant packages;
  - v) Project plan/critical path;
  - vi) Expenditure tracking tool;
  - vii) Sub-vendor agreements within allocated event budget, including negotiated rates (if applicable);
  - viii) Online registration system and reports;
  - ix) Signage/Advertising;
  - x) Floor plans (software permitting);
  - xi) Final Report after the completion of each event

**To be noted: All events will be restricted to online/video/webinar format due to COVID 19. It is understood that several of the above planning process may or may not be irrelevant due to Manitoba restrictive protocols. Finally, the ACC will be hosting a 3<sup>rd</sup> annual procurement event in early/mid March 2021, it is expected that this event will be a core focus point.**



### 2.3. Project Timeline

Project initiation and planning phases must show progress no later than one week after contract being awarded. The complete scope of work is to be completed no later than March 19, 2021. A project schedule is to be submitted with the proposal.

### 2.4. Budget

The total budget for this project is set at \$45,000. All proposals must include proposed costs, inclusive of all expenses, to complete the tasks described in the project including a proposed schedule for payment.

## 3. Proposal Contents

All consultants are required to provide the following information with their submission.

- Letter of transmittal signed by authorized individual stating that the proposal will remain in effect for a period of 30 calendar days after the deadline for submission of proposals.
- A profile of the firm outlining history and a listing of relevant experience.
- A description of the consultant's understanding of the project objectives, outcomes and vision.
- A description of methodology explaining each project task including what will be expected of the consultant and the Aboriginal Chamber of Commerce with respect to each task and how the tasks achieve the project objectives and outcomes.
- A detailed schedule of all activities, including milestones, project meetings, consultations, and reports for the project.
- A complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.



- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work.

#### 4. Proposal Evaluations

Proposals will be evaluated based on, but not limited to, the selection criteria listed in this section.

- Understanding of project objectives/outcomes and vision.
- Project Methodology.
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Ability to meet the target timelines.
- Project Deliverable.
- References.
- Interview (if required).

Proposals must be submitted to the Aboriginal Chamber of Commerce at the email address provided.