



Request for Proposal #2019-09

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#2019-09: Engagement Support Contract

Term: Seven months - April to October 2019 (subject to funding and contract terms)

Contract Rate: \$30 per/hour (plus applicable taxes and approved expenses)

Project Description: Reporting to the Engagement Lead, the successful contractor will provide support to the IFMO project.

Specific services will include;

- Analysis of community demographics to match engagement session participants
- Confirm invitees (not delegates) are attending
- Clarifying with attendees in advance the terms of their reimbursement
- Research and develop contact lists for invitations
- Email and telephone communication with invitees
- Analyzing response rates

RFP Responses: In your RFP response please include the following information;

(all submissions are subject to verification)

- Contract rate (total & applicable taxes)
- Available start date
- Information to support how you have the competency, expertise or experience to deliver the following services;
 - Research contact information
 - Identify appropriate individuals within organizations
 - Email communication



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- Telephone communication
- Event attendance / invitation response analysis
- Understanding of First Nations communities, governance and band administration
- Ability to communicate effectively with First Nations
- Proof of contractor status or agency secondment (the following link provides clarification; <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110.html>)

Opening Date: This RFP opportunity opens on March 10, 2019

Closing Date: Please email your RFP response in a PDF document to info@afac-acpi.ca, by 5:00 PM EST April 8, 2019.