



Request for Proposal #2019-10

Page 1 of 2

#2019-10: Engagement Sessions Facilitation Contract

Term: April 1, 2019 – November 31, 2019 (subject to funding and contract terms)

Contract Rate: To be determined by submissions and budget.

Project Description: Project Description: Reporting to the Engagement Lead, the successful contractor will provide facilitation services for the upcoming engagement sessions for the IFMO project that will be developed and scheduled over the spring and fall of 2019. The contractor will work closely with the IFMO engagement team which will include the Lead, subject matter experts, communications and participant selection resources.

Specific services will include;

- Engagement session presentations, engagement session questions, performance measurements (number of sessions, participant levels, demographic representation, community type representation, etc.)
- Engagement facilitation including an unbiased approach, data collection and related tasks.
- Engagement reporting that meets qualitative and quantitative standards.
- Coordination with AFAC assigned resources to ensure a coordinated action plan to meet the engagement timelines within budget and timelines.
- Attending IFMO project administration meeting as scheduled or required

Specific services that will be performed by AFAC and does not form tasks performed by the contractor;

- Venue coordination including booking, catering and associated logistics



Request for Proposal #2019-10

Page 2 of 2

- Management of invitation or assignment of resources to perform invitation reach
- Participant travel claims

RFP Responses:

(all submissions are subject to verification)

In your RFP response please include the following information;

- Ability to travel to planned and ad-hoc events
- Information to support how you have the competency, expertise or experience to deliver the following services;
 - Previous experience working in First Nations emergency services environments
 - Experience developing and delivering engagement sessions
 - Experience in measuring and reporting on qualitative and quantitative standards
 - Experience managing projects within budgetary and time constraints
 - 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.