

MÉTIS NATION OF ONTARIO

REQUEST FOR PROPOSALS

The Métis Nation of Ontario (MNO) is seeking professional services to plan, coordinate, organize and oversee the MNO's 2019 Annual General Assembly (AGA) being held in Sault Ste. Marie, ON, August 22-25, 2019.

Release Date: Tuesday, March 19, 2019

Closing Date: Sunday, March 31, 2019 @ 11:59pm EST

1. OVERVIEW OF SERVICES REQUIRED

The Métis Nation of Ontario (MNO) is seeking professional services to plan, coordinate, organize and oversee the MNO's 2019 Annual General Assembly (AGA) being held in Sault Ste. Marie, ON, August 22-25, 2019.

The successful contractor will coordinate and oversee all aspects of logistical and other planning for the successful hosting of the AGA. The MNO is seeking a firm that is knowledgeable in Indigenous programming, event planning, travel coordination, meeting logistics, and all other aspects to ensure the event is a success.

THE MÉTIS NATION OF ONTARIO

Founded in the early 1990's, by the will of Ontario Métis, the Métis Nation of Ontario (MNO) represents the collective aspirations, rights and interests of Métis people and communities throughout Ontario. The MNO has a democratic, province-wide governance structure. Every four years Métis citizens have the opportunity to choose their provincial and regional leadership, by voting in province-wide ballot box elections.

In addition, MNO Community Councils have been established throughout the province. They get their mandate to support local governance from the MNO through signed Community Charter agreements, and work collaboratively with the MNO and other Community Councils to represent the rights and interests of regional rights-bearing Métis communities throughout the province.

As the only recognized provincial Métis governance structure in Ontario, the MNO has advanced the Métis rights agenda through the precedent setting Powley case. The MNO has established bilateral and tripartite processes with the federal and provincial governments and in December of 2017 signed an MNO-Canada-Ontario Framework Agreement for Advancing Reconciliation with the Government of Ontario and the Government of Canada. The MNO also has a negotiated accommodation agreement with the provincial government on Métis harvesting rights.

The MNO, through its province-wide infrastructure delivers a range of programs and services in the areas of health, labour market development, education and housing to Ontario Métis and other Indigenous people. More than 200 people work for the MNO in 30 offices throughout the



Métis Nation of Ontario
Education and Training

Métis Nation
of Ontario 
— 25 YEARS —

province.

A. EVENT OBJECTIVES:

Event Scope: X Multiple Venue

Event Type*: X General Business Meeting X Training Meeting X Trade Show X Other Special Events

Event Frequency: X Annual

B. KEY DATES, TIMES, & LOCATIONS

Primary Event Facility Name: Quattro Hotel & Conference Centre

Event Location City: 229 Great Northern Rd, Sault Ste. Marie, ON

Published Event Start Date*: August 22, 2019

Published Event End Date*: August 25, 2019

2. NATURE AND SCOPE OF WORK

The Contractor agrees to undertake a number of tasks related to the coordination of the MNO AGA to take place in August 2019 in Sault Ste. Marie, Ontario.

Pre-Event Planning Activities:

- Identify potential venues in Sault Ste. Marie for meetings, events, and accommodations;
- Negotiate and finalize contracts with AGA venue/hotels;
- Initiate contracts/call for proposals with suppliers such as audio-visual, catering, transportation, and other etc.;
- Initiate contact with client on drafting AGA agenda and program;

- Initiate contact with local organizers (local Community Council) to provide information and begin the planning process for cultural and social activities for the AGA;
- Prepare AGA invite to delegates and staff through a registration database; the registration database will confirm attendance and travel information
- Confirm and book travel and accommodations for delegates
- Ongoing work on additional venues - campsite and cultural activity site;
- Ongoing review of hotel (rooming lists) and conference venue arrangements for set up, audiovisual and other requirements;
- Ongoing work with MNO on agenda development, AGA kit development, VIP gifts, and other requirements as needed;
- Ongoing coordination of exhibitors;
- Ongoing liaison with local organizers;
- Regularly review delegate registration and track updates accordingly;
- Regularly meet with MNO to provide an update on the AGA Planning;
- Review the finalization of arrangements with various suppliers including the processing of contracts and deposits required - ongoing;
- Review the confirmation of speakers, presenters, special guests and Senators, and book and confirm their travel arrangements
- Prepare and process expense claims and professional fee cheques (as required) for speakers and presenters;
- Oversee the purchase of gifts for speakers/presenters and special guests;
- Prepare on-site script document detailing all activities/announcements required based on agenda for PCMNO Executives;
- Finalize documents for meeting kits and coordinate the copying of all kit material;
- Oversee the purchase of all necessary supplies for the conference;
- Prepare AGA Event Overview binder for MNO;
- Review all meeting logistics with conference venue (including catering, audio-visual, security, and other internal groups).

Onsite at Event Activities:

- Manage and set-up on-site registration;
- Set-up on-site office (supplies and equipment);
- Confirm set-up of meeting rooms at various venues

- Ensure all contracted suppliers such as audio-visual, minute-taker, report writers, catering, security, etc. are in place and have all requirements;
- Manage and coordinate AGA Trade Show; and,
- Trouble-shooting activities that may arise unexpectedly on site.

Post Event Activities:

- Follow-up with suppliers requesting copies of final invoices; and,
- The contractor will provide a coordination report within six weeks of the end of the event and this report will include: recommendations; cost of conference; copies of all invoices and expenses; status report on outstanding invoices; etc.

General Requirements

- Applicant will have experience and knowledge in working with Métis, First Nation or Inuit governments or Indigenous organizations;
- Demonstrated knowledge in event planning and meeting coordination;
- Demonstrated ability to work collaboratively and respectfully with Indigenous communities;

3. COMPENSATION

Terms and timelines for payment will be specified in the finalized retainer and contract for services.

4. PROPOSAL RESPONSE GUIDELINES

To ensure a proposal is considered for evaluation it must include all the information requested and be presented in the order described below:

4.1 Cover Letter

The cover letter must:

- Clearly reference the project title and number of the RFP;
- Be dated and signed by a person authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the bidding contractor;
- Include a statement indicating your understanding of the proposed services and requirements;
- Highlight relevant qualifications experience;
- Indicate the capacity to provide the services.

4.2 The Proposal - Qualifications and Experience

The proposal must outline and include the following:

- Experience in coordinating travel logistics and other meeting requirements for 400+ attendees
- Applicant will have experience and knowledge in generally working with Métis, First Nation or Inuit governments or Indigenous organizations;
- Demonstrated knowledge in developing conference programming and agendas that are specific to the Métis Nation of Ontario Annual General Assembly;
- Demonstrated ability to work collaboratively and respectfully with Indigenous communities; and
- Understanding of Métis culture and history.

4.3 References

- Please supply three relevant reference letters including contact information

4.4 Costs and Charges

- Provide the hourly rates for the team proposed to conduct the work.

5. SUBMISSION

As a potential supplier of these professional services, you are invited to submit a proposal in accordance with the terms and conditions detailed in this document to the following contact:

Jade Bourbonniere
Executive Assistant
JadeB@metisnation.org

Proposals received after Sunday, March 31 @ 11:59pm EST will not be considered.

6. PROJECT SCHEDULE

- RFP Release Date: March 19, 2019
- Closing Date: March 31, 2019
- Project Completion: September 31, 2019

7. SELECTION PROCESS

Upon closing, all proposals will be reviewed for completeness. Only completed proposals will be brought forward for further consideration and final decision.

Eligible proposals will be evaluated based on the response guidelines in Section 4 as follows

8. PERIOD OF AGREEMENT

The term of any contractual agreement will be from the date of the award to be defined in the retainer agreement.

9. TERMS AND CONDITIONS

9.1. The Métis Nation of Ontario (MNO) will not be responsible for any costs incurred by a contractor in preparing and submitting proposals and/or attending interviews. The MNO accepts no liability of any kind to a contractor prior to the signing of a contract.

9.2. Submission of a proposal shall not obligate, nor should it be construed as obligating the MNO to accept any such proposal or to proceed further with the project. The MNO may, in their sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.

9.3. Contractors may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of written notice.

9.4. The contractor must identify any information in its proposal that it considers to be confidential or proprietary.

9.5. The contractor will be expected to comply with the MNO's conflict of interest policy, and must identify any areas of potential conflict in its work with other clients and will be expected to work in the best interests of the Métis Nation of Ontario.

9.6 All proposals and accompanying documentation received under this competition will become the property of the MNO and will not be returned.

9.7. The MNO reserves the right to accept or reject, in whole or in part, any or all proposals.

9.8. The MNO reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.

9.9. The contractor's proposal shall form part of the contractual agreement by attachment and will be incorporated by reference.