MÉTIS NATION OF ONTARIO
REQUEST FOR PROPOSALS

Project Title: Métis Nation of Ontario Canoe Expedition 2023 - Historic Métis Clothing

Release Date: Monday, November 7, 2022.
Q&A Session: Please contact Simon Sutherland
Closing Date: Thursday, December 15, 2022 @ 4:30pm

INTRODUCTION

The MÉTIS NATION OF ONTARIO (MNO) is seeking tenders from experienced tailors for the fabrication of historically accurate Métis clothing for the MNO Canoe Expedition program (MCEx) 2023. This Request for Proposals (RFP) is for a quote for one male and one female set of historic Métis clothing and a presentation on the historical significance and utility of the clothing. Additional sets of historic clothing will be required when the full complement of participants has been determined. This year, it is anticipated that there will be a need for up to 25 historically accurate Métis clothing.

It is possible that MNO will require the experienced tailor of the winning bid to be available to travel in order to facilitate proper sizing of the historically accurate Métis clothing due to volume. Dates can be coordinated, and travel will be paid for by the MNO.

Selected candidates will be contacted to meet with the Canoe Expedition team to present and discuss their proposal. The MNO is open to suggestions as to approaches to deliver the services in the most cost-effective way.

OVERVIEW OF SERVICES REQUIRED

The MNO requests price quotes to fabricate historically accurate Métis clothing similar to those worn during the time period the 1800’s -1850’s in Ontario. Historic clothing will be worn by MNO canoe expedition participants making presentations about Métis people, culture, and history. All patterns and materials used to fabricate the clothing must be historically accurate. Preference will be given to candidates who have sample work and/or experience in producing historic Indigenous clothing.

NATURE AND SCOPE OF WORK

The successful candidate will work in close consultation with the MNO. Specifically, the successful candidate will:

Métis Nation of Ontario
Education and Training
1. Be prepared and available to travel in order to facilitate proper sizing of the historically accurate Métis clothing due to volume.
2. Coordinate and provide all materials required for the fabrication of historical clothing.
3. Meet program timelines in providing completed historical clothing.
4. Create and provide a presentation on the clothing, regarding its historical relevance and utility.

**Key Milestones:**

- January 2023 - Tailor chosen
- February 2023 – Sizing/measurements determined for participants
- April 2023 – Determine adjustments/alterations where required
- May 2023 – Draft presentation provided to MNO for feedback
- May 2023 – Delivery of final presentation deck
- June 2023 – Delivery of historical clothing

**COST**

The total cost of the project is to reflect the cost of sets of historic clothing both male and female for up to 25 people and must be inclusive of, but not necessarily limited to:

- **Male Historic Clothing (per set):** Costs related to all materials and supplies, and time for sizing and fabrication. This includes:
  - 1 pair of voyageur pants
  - 1 voyageur shirt
  - 1 bandana
  - 1 sash

- **Female Historic Clothing (per set):** Costs related to all materials and supplies, and time for sizing and fabrication. This includes:
  - 1 Ojibway strap dress OR skirt and chemise
  - 1 kerchief
  - 1 sash

- **Presentation:** Costs related to development time.

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

**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:
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.

2. **Project Team**

This section should include all team members and should detail their qualifications and roles in this project.

3. **Relevant Experience**

The proposal must outline and include the following:
- Experience and knowledge in generally working with Métis, First Nation or Inuit governments or Indigenous organizations.
- Demonstrated experience in the fabrication of historical clothing.
- Demonstrated knowledge of the historical significance and utility of Métis historical clothing.
- Demonstrated ability to work collaboratively and respectfully with Indigenous communities.
- Understanding of Métis culture and history.

The experience may be supported with project description(s) and examples submitted.

4. **Methodology**

The tailor should detail the proposed methodology to achieve the project objectives. The consultant should demonstrate a clear understanding of the work involved by addressing the following factors:
- Objectives
- Client input
- Meetings
- Schedules
- Per item cost
- Risks and concerns
- Significant events or activities.

5. **References**

- Please supply three relevant reference letters including contact information.

6. **Fees**
- The consultant shall submit a proposal based on a per-item basis which shall be inclusive of the time required to complete the work.

**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:

Simon Sutherland  
Manager – Post Secondary Education  
simons@metisnation.org

All bids must be submitted electronically.

Proposals received after December 15, 2022 @ 4:30pm will not be considered.

**PROJECT SCHEDULE**

- RFP Release Date: November 7, 2022  
- Closing Date: December 15, 2022  
- Project Completion: June 2023

**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 the “PROPOSAL RESPONSE GUIDELINES” section.

**PERIOD OF AGREEMENT**

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

**TERMS AND CONDITIONS**

1. The 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.
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.
3. Contractors may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of written notice.
4. The contractor must identify any information in its proposal that it considers to be confidential or proprietary.
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 MNO.

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

7. The MNO may rely on the criteria which the MNO deems relevant, even though such criteria may not have been disclosed to the bidder.

8. The MNO may contact any one or more bidders to request clarification or further information without any obligation to contact other bidders. Such additional clarification shall be provided promptly by the bidder to the MNO. The MNO may, but is not obligated to, amend or revise the bid based on the clarification or further information.

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

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

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