

**ATLANTIC POLICY CONGRESS OF FIRST NATIONS
CHIEFS SECRETARIAT**

REQUEST FOR PROPOSALS (RFP)



Mi'kmaq Maliseet Atlantic Youth (MMAYC) Biennial Conference Coordinator

ISSUE DATE: Thursday, November 18, 2021

CLOSING DATE: Thursday, December 2, 2021, at 4:30 p.m.

CONTACT PERSON: Jarvis Googoo, Associate Director of Health
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RFP

MMAYC Conference Coordinator

1. PURPOSE

This RFP's purpose is to hire a Conference Coordinator (Coordinator) for the upcoming Biennial MMAYC (virtual) Youth Health Conference taking place (tentatively) from February 23-24, 2022. The Coordinator will be responsible for handling all the logistics of the Conference.

2. BACKGROUND

Atlantic Policy Congress of First Nations Chiefs Secretariat

The Atlantic Policy Congress of First Nations Chiefs Secretariat (APC) is a policy research organization that analyzes and develops culturally relevant alternatives to federal policies that impact on the Mi'kmaq, Maliseet, Passamaquoddy, and Innu communities and people. In APC's health section, we work with First Nations and Inuit Health Branch-Atlantic region (FNHIB), Atlantic First Nations communities, and organizations to both ensure culturally appropriate health care services and to close the gap in health status between First Nations communities and Canadians.

APC Secretariat works closely with the Mi'kmaq, Maliseet, Passamaquoddy, and Innu First Nations communities. APC Secretariat also works in partnership with Health Canada and other Indigenous organizations such as the Confederacy of Mainland Mi'kmaq (CMM), Union of Nova Scotia Mi'kmaq (UNSM), Union of New Brunswick Indians (UNBI), Mawiw, and the Mi'kmaq Confederacy of Prince Edward Island (MCPEI).

MMAYC and the Biennial MMAYC Conference

The purpose of the Mi'kmaq Maliseet Atlantic Youth Council (MMAYC) is to provide Atlantic First Nations youth with practical goals and solutions to enhance mental, physical, emotional and spiritual well-being. MMAYC strengthens and advances the goals and responsibilities of youth resulting in a greater self-identity and independence through a strategy that incorporates traditional and modern-day practices.

MMAYC is committed to developing integrative and inclusive solutions that promote

opportunities for personal and professional capacity development for First Nations youth. The vision is to embrace the voice of the youth by the youth, to improve the overall quality of life while empowering First Nations youth.

The last MMAYC Biennial conference took place on August 17-19, 2018, at the University of New Brunswick (UNB). Approximately 100 attendees participated in the Conference, and it was considered a great success, receiving fantastic reviews from the youth participants.

APC, in collaboration with MMAYC, will be hosting its Biennial Youth Health Conference on February 23-24, 2022. The event will be held virtually. A central theme for the Conference has not yet been determined; however, the central foci will be “youth” and “health.” The MMAYC Conference Planning Committee will work to identify a specific theme.

3. SCOPE

APC requires the services of a Coordinator to handle the Biennial MMAYC Youth Health Conference (Conference) logistics.

The Coordinator will be responsible for promoting, and advertising, contacting potential attendees and participants, registrations, and keeping the APC Associate Director of Health, Health Policy Analyst, as well as the Conference Planning Committee updated on related conference planning as well as potential issues and proposed solutions.

The Coordinator is also responsible for working with those offering addresses, sessions, performance, etc... to obtain relevant information and content for the sessions ahead of time as well as developing and executing the agenda.

The Coordinator is required to provide virtual presenter and participant management. This will require providing Information Technology (IT) service and working with APC staff and the organization’s IT service. Furthermore, the Coordinator will be required to use the following technology: RingCentral, Sched, and Eventbrite.

The Coordinator will work with APC staff and organizational IT services to ensure that all relevant information is uploaded to the website, such as links to registration, links to conference, and any post-conference video material.

A master of ceremonies (MC) will be contracted to manage the agenda during the event.

A summary report on the logistics and statistical analysis (including representing aggregated data) of participants must be submitted following the event. This should include information such as including participants' names and home community.

The contract will commence as soon as possible until March 31, 2022

4. METHODOLOGY

To navigate the logistics for, and execution of, the Biennial MMAYC Conference as well as to submit summary report following the completion of the event.

5. DELIVERABLES, SCHEDULE, AND COST

Complete handling of planning the logistics of the Conference.

Verbal or written updates/progress reports must be completed upon request.

Estimated costs should be detailed in proposal submitted.

A final report will be expected.

A contract will be developed between APC and the Coordinator detailing the terms and conditions for the work.

6. CRITERIA SELECTION COMMITTEE

APC will have a select group of experienced individuals sit on the Selection Committee.

7. OWNERSHIP OF PROGRAM MATERIALS

APC will have complete and full ownership and use of all reports and materials (works) produced by the Coordinator under this project and shall have copyright therein. In consideration of entering into the agreement, the Coordinator must agree, in writing, to waive all moral rights (as defined by the *Canadian Copyright Act*) in any works in which copyright subsists.

8. REQUEST FOR PROPOSAL PROCESS

8.1 Closing Date

Each proposal must be received no later than 4:30 p.m. (AST) on Thursday, December 2, 2021. The anticipated start date of the services is Wednesday, January 5, 2022. Proposals may be sent by e-mail or hard copy (mail or courier). Receipt of proposal submissions will be acknowledged via e-mail upon receipt, provided a valid e-mail accompanies the proposals.

An electronic copy in Word is required.

8.2 Late Proposals

Late proposals will not be accepted and will be returned to the bidder.

8.3 Evaluation and Selection

Each proposal will be evaluated by the Selection Committee. APC will be solely responsible for the decision as to which proposal may be chosen as the successful one. APC reserves the right to accept any or all parts of a proposal.

Proposal will be evaluated according to the following criteria. Scoring is based on the following maximum values totaling 100%.

8.3.1. Work Outline and Methodology

VALUE: 25

A response to this RFP must outline the methods for accomplishing the proposed project, if methodology is contained in the proposal, address its adequacy to the project. Describe what, where, when, how and in what sequence work will be carried out during the contract term. Consider how each task may be carried out; what services or interaction is required from the First Nation/organization. Identify any distinct and substantive qualifications for undertaking the proposed contract such as concepts relevant to the requirement expectations. How strong is the research methodology? Research methods may include quantitative and /or qualitative methods and must show an ability to generate valid and reliable results.

8.3.2. Qualifications and Demonstrated Experience

VALUE: 20

Response must describe previous projects that the project team has worked on that are related in size and scope of this project. The response should provide a brief narrative of the successes encountered during the contract. Indicate which of the proposed firms and project staff were involved in each contract. First Nations/organizations reserves the right to investigate references projects, contract references and research other projects on which the respondent has worked.

8.3.3. Proposed Project Staff

VALUE: 25

Describe the work to be performed by the individuals you name to perform essential functions and detail specific qualifications and substantive experience directly related to the proposed contract. A response prepared specifically for this proposal is required. Marking resumes often include non-relevant information which may detract from evaluations of proposal. Focus on individual's specific duties and responsibilities and how the project experience is relevant to the proposed contract. Competence of the consultant/team should be demonstrated. This includes:

- Knowledge of the topic and literature in the field;
- Research qualifications;
- Demonstration of an effective historical relationship and involvement with First Nation communities; and
- Knowledge of the region.

8.3.4 Objectives and Services

VALUE: 15

The proponent's response to this RFP should demonstrate the comprehension of the objectives and services for the proposed contract. The response should not merely duplicate the deliverables set forth within this RFP. They should define any assumptions made regarding a proponent's proposal response to this RFP.

8.3.5. Quality of Proposal

VALUE: 5

Committee will rate this based on their perception of the clarity, completeness, and presentation of proposal. This criterion is not used to rate colour, graphics, or other visual techniques, but only for content.

8.3.6. Cost and timing of Study

VALUE: 10

The proponent shall include a response discussing:

- Both current and potential time commitments of proposed project staff to other clients and projects;
- Projected workload of each associated firm proposed for involvement in this project;
- Adequate support personnel, and other resources to provide services required;
- Other Resources of technical capabilities available to the proponent which will specifically benefit the project; and,
- Budget and its justification.

9. DEBRIEFING

At the conclusion of the RFP process, all consultants will be notified.

10. ESTIMATED TIME FRAMES AND PROCESS

The following timetable outlines the anticipated schedule for the RFPs and contract process. The timing and the sequence of events resulting from the RFP may vary and shall ultimately be determined by APC and the selection committee.

Request for Proposals issued: Thursday, November 18, 2021

Request for Proposals closes: Thursday, December 2, 2021

Anticipated date for Proposals evaluations: Thursday, December 9, 2021

Anticipated date for contract to be developed: Wednesday, December 15, 2021

Anticipated start date for Coordinator: Wednesday, January 5, 2022

11. REQUEST FOR PROPOSAL PREPARATION 11.1 Signed Proposals

Each consultant must ensure that the proposal is signed by a person authorized to sign on behalf of the company/institution in response to this request for a proposal.

11.2 Electronic Version of the Proposal

Proposals that are submitted by mail must also be submitted with one electronic copy (Word Format).

11.3 Notification and Correspondence

All notices and correspondence will be sent to the principal consultant unless a request is made for the APC to correspond with someone other than the principal consultant.

Questions: Questions may be addressed by e-mail to Jarvis Googoo, APC Associate Director of Health, jarvis.googoo@apcfn.ca. However, in the interest of fairness and transparency, all questions will be answered in writing and sent to all respondents or potential respondents.

11.4 Changes to Proposal Wording

The Coordinator will not change the proposal's wording after closing and no words or comments will be added to the proposal unless requested by APC for clarification purposes.

11.5 Working Language of the APC

The working language for the RFP and all proposals must be in English

11.6 Researcher's Expenses

The Coordinator is solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with APC, if any. If APC elects to reject all proposals, APC will not be liable to any applicants for any claims, whether for costs or damages incurred by the proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

11.7 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

11.8 Firm Pricing

Prices will be firm for the entire contract period unless this RFP specifically states otherwise.

Currency and Taxes

Prices quoted must be:

A. In Canadian dollars; and

B. APC is HST exempt and the successful applicant will be provided a copy of its HST exemption letter.

12.1 Definition of Contract

Notice in writing to an applicant that it has been identified as the successful candidate and the subsequent full execution of written contract will constitute a contract for the goods or services and no consultant will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

12.2 Liability for Errors

While APC has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for consultants. The information is not guaranteed or warranted to be accurate by APC, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve consultants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

12.3 Modification of Terms

APC reserves the right to modify the RFP's terms at any time in its sole direction. This

includes the right to cancel this RFP at any time prior to entering a contract with the successful applicant.

12.4 Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to APC, become the property of APC. They will be received and held in confidence by APC.

12.5 Use of Request for Proposals

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

12.6 Confidentiality of Information

Information pertaining to the APC obtained by the consultant as a result of participation in this project is confidential and must not be disclosed without written authorization from APC.