

Unama'ki Institute of Natural Resources

REQUEST FOR PROPOSALS (RFP)

**PROJECT TITLE: 2023 Collaborative Environmental Planning Initiative (CEPI)
Etuaptmunk (Two Eyed Seeing) Conference Coordinator.**

PROPOSAL DUE DATE: May 19th, 2023 – 5 pm Atlantic

E-mailed bids will be accepted.

CONTACT PERSON: Annie Johnson; Email: annie@uinr.ca; Phone: (902) 379-2163

CONSULTANT ELIGIBILITY: This procurement is open to those consultants that satisfy the minimum qualifications stated herein and that are available for work in CANADA.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
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1. INTRODUCTION

1.1. PURPOSE

The Bras d'Or Lakes Collaborative Environmental Planning Initiative (CEPI) looking to hire a Conference Coordinator to support the "*Muiwatmnej Etuaptmumk*" conference November 13th – 15th, 2023.

As Canada and the Indigenous population of this country strives to work together in the spirit of reconciliation and with the passing of UNDRIP on June 21, 2021, the CEPI will be hosting a celebration of Etuaptmumk (Two-Eyed Seeing) Conference in the fall of 2023. This conference will invite participants from organizations looking to include Etuaptmumk in their daily practices and processes. This conference will also provide attendees with the means and understanding of applying Etuaptmumk to their daily work duties.

1.2. BACKGROUND: ABOUT THE BRAS D'OR CEPI

The Bras d'Or Lakes Collaborative Environmental Planning Initiative arose in response to a request by the Cape Breton First Nations Chiefs in 2003 to develop an overall environmental management plan for the Bras d'Or lakes and watershed. Workshops have been held with over 250 people in attendance to engage government partners from all levels – First Nations, Federal, Provincial and Municipal - and the broader community of the Bras d'Or Lakes watershed in this process. The CEPI also successfully hosted a Sustainable development conference in 2016 with David Suzuki as the Keynote speaker with over 300 attendees and also successfully hosted a Changing Climate/Changing Economies conference for CEPI Youth in 2018. CEPI also co-hosted a Climate Change Adaptation forum with the Bras d'Or Lakes Biosphere Region Association in 2019 inviting biosphere reserve representatives from across the country. The Bras d'Or Lakes CEPI continues to address environmental management issues around the Bras d'Or Lakes, and has long been a champion of Etuaptmumk, or Two-Eyed Seeing.

1.3. OBJECTIVES AND SCOPE OF WORK

The Coordinator will provide administrative and logistics support under the direction of the CEPI Management Committee and Etuaptmumk Conference Task Team in organizing this event. In doing so, the role will be responsible for all aspects of events coordination, including confirming the conference program and agenda (e.g., ceremonies, events, sessions), securing speakers and facilitators (as needed), venue logistics, catering arrangements, audio and visual arrangements, correspondence with participants, maintaining relevant systems, databases, and webpages as well as coordinating financial reimbursements and payment, where required. In addition, the Coordinator will provide support in obtaining sponsorship and media partners for the CEPI Etuaptmumk Conference.

This conference will take place on November 13, 14, and 15 and will be hosted at the Membertou Trade and Convention Centre and lodging at the Hampton Inn in Membertou, with some field trips happening around the Bras d'Or Lakes. The Conference Coordinator should be able to demonstrate relevant experience and strong skills in the organization and coordination of

events of a similar nature and size. The ideal candidate should have the ability to work effectively independently with guidance from the Task Team and possess excellent written and verbal communication skills. An interest in community development and sustainability, in general, is considered an asset.

1.4 Deliverables

- Reporting to the Etuaptmumk Conference Task Team, providing input and assistance with Conference program development, organizing pre-conference events (e.g., Elder and Youth sessions), and coordinating the delivery of all conference-related activities (e.g., field trips).
- Support the maintenance of systems for Conference participant registration, including maintenance of online payment (as relevant) and registration systems.
- Prepare and disseminate written event materials, including - but not limited to - programs, brochures, postcards, invitation letters, conference surveys, speaker notes, and other documents.
- Manage high-quality, courteous, and responsive email correspondence with various event speakers and participants to answer inquiries and provide relevant information.
- Provide support with travel logistics / financial or visa assistance for speakers and other significant participants if necessary.
- Liaise with the chosen venue on a range of services and planning tasks, including - but not limited to - catering, audio-visual, translation, furniture, and equipment.
- Liaise with UINR's finance team to help with the processing and coding of invoices and contracts with venues and other support providers (e.g., printers, photographers, etc.)
- Assist the CEPI Etuaptmumk Conference Task Team in marketing the event through online and web-based tools.
- Support the Director of Administration in identifying, cultivating, and soliciting funding sponsors and media partners for the event.
- Support events follow-ups, such as the filing of archival materials (slides, notes, recordings, etc.) and processing speaker or member reimbursement forms.
- Assist with post-event survey compilation, helping to collect, analyze and present information that provides insight into the success of our conference.
- With the assistance of the audio & video technicians, compile a final report/proceedings from the workshop.

1.5 Qualifications

- Undergraduate or graduate degree in a relevant subject or an equivalent combination of relevant experience and education and training.
- Strong interest in sustainable or “green” meetings and events
- Experience working with Indigenous communities, particularly with Mi'kmaq communities is an asset.

- Good experience working on special events (conferences, galas, auctions, other types of events, etc.) gained through internships, volunteerism, and/or employment.
- Proficiency with Microsoft Office applications: Word, Excel, PowerPoint, and Outlook.
- Excellent interpersonal and teamwork skills.
- Strong organization and problem-solving skills and the ability to comfortably juggle several different tasks and deadlines at any given time.
- Strong written and verbal communication skills and ability to communicate effectively with others (via e-mail, skype, phone, and in person).
- Motivated independent worker with high standards, attention to detail, and initiative to take action.
- Strong internet and fact-finding skills and some experience in communicating via social media.
- Ability to work independently once provided with direction by the Etuaptmunk Task Team, and comfortable working with line manager in a remote location.
- Comfortable with flexible working hours (specifically in the 3-4 weeks leading up to our major event).
- Comfortable with promoting events and asking for event funding.
- Committed to contributing to positive social, economic, and environmental change.
- Experience working/interning/volunteering for a not-for-profit organization with staff members based in multiple locations.

FUNDING

Any contract awarded as a result of this procurement is contingent upon UINR's ability to secure funding for this conference.

2. GENERAL INFORMATION FOR CONSULTANTS

All communication between the Consultant and the UINR upon release of this RFP shall be with the Executive Director as follows:

Name	Annie Johnson
E-Mail Address	annie@uinr.ca
Mailing Address	PO Box 8096 Eskasoni, NS B1W 1C2
Physical Address for Delivery	4102 Shore Rd Eskasoni, NS B1W 1C2
Phone Number	(902) 379-2163

Any other communication will be considered unofficial and non-binding on the UINR.

2.1. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	May 8, 2023
Proposals due	May 19, 2023
Announce “Apparent Successful Contractor” and send notification via fax or e-mail to unsuccessful proposers (contingent on funding approval)	June 2, 2023
Begin contract work	June 5, 2023

The UINR reserves the right to revise the above schedule.

2.2 SUBMISSION OF PROPOSALS

Consultants are required to submit two (2) copies of their proposals. The proposal, whether emailed, mailed, or hand-delivered, must arrive at the UINR no later than 5 pm Atlantic on May 19, 2023.

Consultants mailing proposals should allow average delivery time to ensure timely receipt of their proposals. Consultants assume the risk for the method of delivery chosen. The UINR assumes no responsibility for delays caused by any delivery service.

Consultants emailing proposals must be submitted electronically as an attachment to an e-mail to Lisa Young, Executive Director, at the e-mail address listed in Section 2.1. E-mail attachments shall be in Microsoft Word format or PDF. The UINR does not assume responsibility for problems with Consultant’s e-mail. If the UINR ’s email is not working, appropriate allowances will be made.

Late proposals will not be accepted and will automatically be disqualified from further consideration. All proposals and any accompanying documentation become the property of the UINR and will not be returned.

Consultants should allow sufficient time to ensure timely receipt of the proposal. Late proposals will not be accepted and will automatically be disqualified from further consideration.

2.3 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the UINR.

2.4 REVISIONS TO THE RFP

If it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals, who have made the Executive Director aware of their interest. If you downloaded this RFP from the UINR website located at www.uinr.ca, you are responsible for sending your name, e-mail address, and telephone number to the Executive Director for your organization to receive any RFP addenda.

The UINR also reserves the right to cancel or reissue the RFP in whole or in part before the execution of a contract.

2.5 RESPONSIVENESS

All proposals will be reviewed by the Executive Director to determine compliance with administrative requirements and instructions specified in this RFP. The Consultant is specifically notified that failure to comply with any part of the RFP may result in the rejection of the proposal as non-responsive.

The UINR also reserves the right at its sole discretion to waive minor administrative irregularities.

2.6 MOST FAVORABLE TERMS

The UINR reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Consultant can propose. There will be no best and final offer procedure. The UINR does reserve the right to contact a Consultant for clarification of its proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP.

Contract negotiations may incorporate some or all of the Consultant's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the UINR.

2.7 COSTS TO PROPOSE

The UINR will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, in the conduct of a presentation, or in any other activities related to responding to this RFP.

2.8 NO OBLIGATION TO CONTRACT

This RFP does not obligate UINR to contract for services specified herein.

2.9 REJECTION OF PROPOSALS

The UINR reserves the right at its sole discretion to reject any proposals received without penalty and not to issue a contract due to this RFP.

2.10 COMMITMENT OF FUNDS

The Director of the UINR or their delegate is the only individual who may legally commit the UINR to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

3. PROPOSAL CONTENTS

The Proposal must contain the following elements:

- A. **Conference Experience** – Include a complete description of the Consultant’s experience in conference development and management
- B. **Work Plan** - Include all conference deliverables and the proposed tasks, services, activities, etc., necessary to accomplish the project scope defined in this RFP. This section of the proposal must contain sufficient detail to convey to members of the evaluation team the Consultant’s knowledge of the subjects and skills necessary to complete the project.
Include any required involvement of UINR staff.
- C. **Project Schedule** - Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
- D. **Outcomes and Performance Measurement** – Describe the impacts/outcomes the Consultants propose to achieve as a result of the delivery of these services, including how these outcomes would be monitored, measured, and reported to UINR.
- E. **Risks** - The Consultant must identify potential risks that are considered significant to the success of the project.
Include how the Consultant would propose to effectively monitor and manage these risks, including reporting risks to the UINR.
- F. **Deliverables** – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements outlined in Section 1.2, Objectives and Scope of Work.
- G. **Project Management**
 - 1. **Project Team Structure/Internal Controls** - Provide a description of the proposed project team structure, including any subcontractors.
 - 2. **Staff Qualifications/Experience** - Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel. Provide resumes' for the named staff, which include information on the individual’s particular skills related to this project, education, experience, significant

accomplishments, and any other pertinent information. The Consultant must commit that the staff identified in its proposal will perform the assigned work. Any staff substitution must have the prior approval of the UINR.

H. Experience of the Consultant

1. Indicate the experience the Consultant and any subcontractors have in the following areas associated with
 - a. Conference planning and logistics involved in managing the conference.
 - b. Their knowledge of sustainable development initiatives and community economic development.
2. Indicate other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract.
3. Include a list of contracts the Consultant has had during the last five years that relate to the Consultant's ability to perform the services needed under this RFP. The list of the contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

I. References

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for the Consultant and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current UINR staff as references. By submitting a proposal in response to this Work Request, the vendor and team members grant permission to UINR to contact these references and others who, from UINR's perspective, may have pertinent information. UINR may or may not, at UINR's discretion, contact references. The UINR may evaluate references at the UINR's discretion.

J. Identification of Costs

Identify all costs in CND dollars, including expenses to be charged for performing the services necessary to accomplish the contract's objectives. The Consultant is to submit a fully detailed budget, including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

4. EVALUATION AND CONTRACT AWARD

4.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by the UINR, which will determine the ranking of the proposals.

4.2. NOTIFICATION TO PROPOSERS

- The UINR will notify the Successful Contractor of their selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail or facsimile.