



REQUEST FOR PROPOSAL (CONTRACT WORK) RFP-2010-AFAC-001

The Aboriginal Firefighters Association of Canada (AFAC) is currently comprised of First Nations Fire & Emergency Services organizations that represent regional components across Canada. The core purpose of AFAC remains to establish a standardized associated body of First Nations fire officials to improve conditions of fire prevention, fire suppression training and fire department capacity.

AFAC is seeking to identify and select an outside independent contractor to coordinate a national fire fighting conference event, including training. The remainder of this document provides information that will allow a service provider to understand the scope of the project and develop a proposal in the format desired by AFAC.

Event Management

The successful vendor will be required to manage all aspects of event coordination including liaison with First Nations community representatives, facility rentals acquisitions, adherence to training schedule, catering, publicity, marketing, public relations, entertainment, acquiring local event staff, reporting, budget management and other event duties.

PROPOSAL SUBMISSION GUIDELINES

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to AFAC in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

AFAC reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between AFAC and the selected Vendor(s). The submitted proposals are to include each of the following sections:

1. Quote RFP-2010-AFAC-001;
2. Executive Summary of experience working with First Nations;
3. Demonstrated experience in event management;
4. Bid costs for time, based on an hourly rate (contract maximum will be defined by the scope of each event managed);
5. Appendix: Company Overview – Summary or biography of organization or consultant entity (Business number/GST #/ Insurance/etc); and,
6. In addition to the above the vendor submission must include the following statement:

If selected for contract I/we agree to provide the services specified within the conditions indicated at the stated price. I/we acknowledge that payment will be made upon receipt of satisfactory completed work.

Name
Authorized signature
Date signed

Closing Date: 4:30 pm, Thursday, June 17, 2010

Please direct any enquiries and submit all bid proposals to

Carolyn Stock

Email: cstock@fness.bc.ca

Fax: 604.669.9832

First Nations' Emergency Services

102 - 70 Orwell Street, North Vancouver, BC V7J 3R5