



**REQUEST FOR PROPOSAL**

**Indigenous Event Planning services for the National Council of Indigenous Midwives (NCIM)**

The National Council of Indigenous Midwives (NCIM) invites you to submit a proposal in accordance with the requirements of the following solicitation. Proposals must be received by NCIM no later than the 24<sup>th</sup> of January, 2024, indicated in the table below.

<b>Issue Date:</b>	January 9, 2024
<b>Proposal Due Date:</b>	January 24, 2024
<b>Written questions and Proposals should be submitted via email to:</b>	Email: <a href="mailto:admin@indigenoumidwifery.ca">admin@indigenoumidwifery.ca</a> Subject: NCIM Event Planner

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## SECTION I – BACKGROUND AND OBJECTIVE

The **National Council of Indigenous Midwives'** (NCIM) mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. NCIM advocates for the restoration of midwifery education, the provision of midwifery services, and choice of birthplace for all Indigenous communities consistent with the U.N. Declaration on the Rights of Indigenous Peoples.

As active members of the Canadian Association of Midwives, we represent the professional development and practice needs of Indigenous midwives to the responsible health authorities in Canada and the global community.

Indigenous Midwives enable access to culturally-safe sexual and reproductive health care for Indigenous families, the return of birth to Indigenous communities, and a reduction in the number of medical evacuations for births in remote areas. For more information, visit: <https://indigenoumidwifery.ca/>.

### OBJECTIVE

The National Council of Indigenous Midwives is issuing a Request for Proposals (RFP) for Event Planning Services. The successful bidder(s) will be added to a select pool of consultants that will be contracted for specific project(s) by the National Council of Indigenous Midwives over the period January-December 2024.

## SECTION II – OVERVIEW AND SCOPE OF WORK

**RFP No:** 2024-001-NCIM

**RFP Date:** January 9, 2024

**RFP Title** **Event Planning Services** for the National Council of Indigenous Midwives.

**RFP Issued By:** National Council of Indigenous Midwives (NCIM).

**Submission of Questions regarding the RFP:**

Questions related to the RFP must be submitted in writing to [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca) no later than January 17<sup>th</sup>, 2024.

**Language of Proposals:**

The technical and cost proposals should be in English.

**Instructions for Submission of Proposals:**

In order to be considered, an electronic copy of the proposal must be submitted by January 24<sup>th</sup>, 2024, at 5PM EST to [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca). Please include subject line: "NCIM Event Planner".

**Interview Process:** Following receipt of qualified proposals, NCIM reserves the right to interview all bidders. Interview format will be presented to the offerors at the time of official notification of any interview.

**Award:**

NCIM will select the successful bidder(s) based on the qualifications and experience of the respondent and the respondent's experience providing these services in Canada.

Issuance of this request for proposals does not constitute an award commitment on the part of the National Council of Indigenous Midwives nor does it commit NCIM to pay for costs incurred by the bidders for the preparation and submission of a proposal.

## **SCOPE OF WORK**

NCIM is seeking an Event Planner professional or firm to support the development and implementation of events and resources to increase awareness and growth of Indigenous midwifery in Canada and to address anti-Indigenous racism within midwifery education and healthcare.

Since 2017, NCIM been providing subject matter expertise to the Canadian government and other stakeholders to support the work of restoring Indigenous midwifery and birth in communities. One of the strategies related to bringing back birth and restoring Indigenous midwifery includes addressing anti-Indigenous racism in midwifery education and care in Canada. We work together to gather information and share resources and recommendations with our stakeholders to improve midwifery education and care for Indigenous Peoples.

### *Duties and Responsibilities*

#### *Event Planning and Production*

- Plan and Execute Key Project Events: Virtual Report Launch in March 2024. The event will involve multiple speakers, stakeholders, and supplementary promotional materials and reports.
- Liaise with venue or all platform providers for all meeting requirements.
- Order supplies, audiovisual equipment, and translation services according to budgets.
- Manage event budget and provide periodic progress reports to Advocacy and Policy Advisor.
- Coordinate all event logistics.
- Prepare and distribute online evaluation for delegates and exhibitors and prepare final reports.
- Other key deliverables as need to advance our core project work.

#### **Language(s) required:**

The successful bidder(s) must be able to work with English text.

**Dates of Service:** January-December 2024

## SECTION III – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### A. Event Planning Services Proposal

Offerors' Event Planning Services Proposal should include all aspects of the Scope of Work and should include the following.

**Narrative** - Offerors shall submit a complete narrative and/or supporting materials addressing all benefits provided under their Event Planning Services Package and their capabilities to perform the scope of work. **Please consider the following when submitting your proposal.**

1. What are your core services?
2. How many years have you been in business?
3. Where are your event planners located?
4. What are your standard days/hours of operation?
5. Describe briefly your experience servicing non-profit organizations, professional organizations and/or health organizations.
6. Describe your experience working with Indigenous led organizations
7. Briefly describe your event planning process.
8. What is your process for safeguarding proprietary information?
9. Provide examples of comparable event planning work.

### Completed Attachment A – Cover Sheet

**Completed Attachment B – Past Performance/References** - A minimum of two (2) client references worked with in the past two years on an activity that is similar to this Scope of Work. Include the contact information (names, company or organization, phone number and email). This document must be signed by the offeror. ***\*This is not required for suppliers who have worked with NCIM in the past three years.***

**Completed Attachment C – Cost Proposal** - The cost proposal should include a detailed breakdown of costs on a per hourly and/or per page and/or per deliverable basis. Please specify if any discounts or non-profit rates are being offered. If your company has a pricing chart, please attach it.

### B. Questions

Questions regarding this RFP may be submitted IN WRITING VIA EMAIL no later than January 17<sup>th</sup>, 2024. Questions shall be submitted to: [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca).

### C. Submission of Offers

Proposals must be received no later than **January 24<sup>th</sup>, 2024**.  
Proposals shall be submitted via email to: [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca).  
Subject: NCIM Event Planner

*Note: Any proposal received after the above date and time will not be considered*

## SECTION IV – EVALUATION CRITERIA

### A. General Information

NCIM intends to evaluate proposals in accordance with the following criteria and select offeror(s) whose proposal(s) best fit the evaluation criteria.

### B. Evaluation Criteria

Selections will be made based on whose services will ensure the best possible quality in keeping with the most efficient process in terms of quality versus cost.

We welcome all prospective offeror(s) to submit their applications. At NCIM, we value the diverse perspectives and unique lived experiences that offerors bring to the table. Lived experience is taken into consideration when determining the level of qualification. NCIM is an Indigenous led and governed organization. Indigenous offerors are strongly encouraged to apply. Non-Indigenous candidates must have a commitment to working within an anti-oppressive framework.

Offers will be evaluated based on the following criteria:

1. Ability to provide the best option and prices:
  - Provide best overall solution to Event Planning requirements
  - Offer should be very competitive technically and financially
2. Portfolio
  - Quality of work
  - Innovation and creativity
  - Companies with Indigenous organizations/clients will be considered an asset.
3. Experience and Skill
  - Certification or demonstration of qualifications
  - Experience in Event Planning in the areas of health care, non-profits, and professional associations is a plus.
  - Experience/knowledge of working with Indigenous organizations will be considered an asset.
  - Must be willing to work within an anti-oppressive framework.
4. Saving Time
  - Fast turn-around time
  - Ability to meet deadlines
  - Event Planning contact(s) must be available via phone and email for questions and revisions
5. Good Reputation
  - Quality assurance
  - References
  - Billing done in a timely manner

### C. Non-Profit Pricing

NCIM is a non-profit organization. Offerors should provide any and all discounts available to NCIM based on its status as a non-profit organization.

### D. Acceptance of Offer and Award

NCIM reserves the right to select a proposal in whole or in part, or not to select a proposal, in accordance with the best interests of NCIM.

**ATTACHMENT A – PROPOSAL COVER SHEET**

**2024-001-NCIM**

Company Name:

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Name of Person to be Contacted in Case of Questions Regarding this Proposal:

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Telephone of Contact Person Named Above:

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Email of Contact Person Named Above:

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Name of Individual Authorized to Sign Contracts on Behalf of Company Named Above:

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Title of Authorized Individual:

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**Certification:**

**By signing below, I certify that the information provided is true and correct, that it shall remain valid for a minimum of 90 days, and that I am authorized to respond to this solicitation on behalf of the Company named above. I further understand that NCIM retains the right to reject, in whole or in part, any and all bids for any reason.**

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Signature of Authorized Individual

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Date



**ATTACHMENT B – REFERENCES/PAST PERFORMANCE**

**2024-001-NCIM**

*Complete the table below providing information for at least 2 past/current customers for whom your company provided services similar to the ones for which you are submitting a proposal. Past customers listed below must be available to speak with a NCIM staff member during the evaluation process.*

Offer or Signature (Mandatory): \_\_\_\_\_

**REFERENCES/RECOMMENDATIONS**

<b>Past Customer's Company Name</b>	<b>Past/Current Customer Contact Person</b>	<b>Phone &amp; Email Information for Contact Person</b>	<b>Company Address</b>	<b>Description of Services Provided</b>	<b>Date(s) Work Performed</b>

**ATTACHMENT C – PRICE QUOTE**

VENDOR NAME: \_\_\_\_\_