



CCAB Event Production Services

Request for Proposals

Issued By: Canadian Council for Aboriginal Business (CCAB)

Request for Proposals Issued: January 11, 2021

Proposal Submission Deadline: 5:00 pm EST on Friday, February 5, 2021

CCAB shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed with a supplier.

Table of Contents

Statement of Purpose	2
Background Information	2
Scope of Services Required	3
Terms and Conditions	3
Submission Deadlines	4
Guidelines for Proposal Preparation	4
Evaluation and Award Process	5
CCAB Contact Person	5
Appendix A - Submission with References & Experience in Similar Projects	6
Appendix B - Production Proposal and Budget	9
Appendix C - Value-Added Bid Enhancements	10
Appendix D - CCAB Participation	10

Statement of Purpose

Canadian Council for Aboriginal Business (“CCAB”) is seeking bids from independent suppliers (“Bidder”) who have demonstrated professional competence and experience in event production (“Services”) as outlined in this Request for Proposal (“RFP”).

Background Information

Company Overview

CCAB is a national member-based organization. Our membership includes Indigenous businesses, community-owned economic development corporations, and companies operating in Canada. We are governed by a voluntary Board of Directors that are representative of our membership as patrons, Indigenous business members, and senior industry leaders. The staff is a team of dynamic professionals dedicated to economic reconciliation and growing the Indigenous economy for the benefit of all Canadians.

CCAB is a non-partisan/non-profit organization with a mission to promote, strengthen and enhance a prosperous Indigenous economy through the fostering of business relationships, opportunities, and awareness. We are supported through corporate funding, event sponsorship, and membership dues, with some support from government for research and program development.

CCAB Events

Due to COVID-19, all 2021 events are a combination of a virtual platform and live recording studio.

CCAB prides itself on organizing unforgettable events that inspire and empower. Our events whether virtual or in-person provide attendees with strategies to leverage new and existing business relationships, procurement opportunities, networking, and idea exchanges to increase business possibilities. Using an innovative and engaging platform we attract participants from across Canada and around the world including Indigenous and non-Indigenous business leaders, and heads of government, corporations, and institutions. Helping to rebuild the economy in 2021 continues to be CCAB’s focus as the country navigates through this economic crisis. Our innovative events can find solutions on how businesses can move forward, explore new possibilities, and strengthen the Indigenous economy and Canadian marketplace.

CCAB virtual events are a combination of a virtual event platform and/or live in studio. The studio must be in the Greater Toronto Area to accommodate CCAB staff and speakers.

Event Date	Event Name	Studio location	Event Platform
May 13, 2021	Indigenous Women in Leadership	Toronto	Virtual
Sept. 22, 2021	Business Recovery Forum	Toronto	In Studio / Virtual

Scope of Services Required

Canadian Council for Aboriginal Business (CCAB) is seeking an event production company to provide services for both events listed above. Below are the expected roles and responsibilities. Please refer to Appendix B for additional information.

- Work with CCAB to determine the best virtual platform that meets all requirements for mainstage, breakout sessions, networking, socializing, sponsor recognition, interactive components, high quality recording of event, detailed post event analytics reports
- Negotiate fees with platform and facilitate contract negotiations
- Work with CCAB on content; both live/in-studio and virtual components
- Work with CCAB on development and input of content on platform
- Develop and coordinate work back schedule with CCAB
- Attend production meetings as required
- Determine technical and A/V requirements for platform, studio, and costs associated with all live and virtual components
- Liaise with A/V companies (i.e., ensuring all requirements are met, Bidder will be responsible for managing A/V suppliers pre, during and post event) *(if applicable)*
- Create and finalize production schedule
- Create show flow, script, and technical run sheet
- Schedule virtual rehearsal times and instruct speakers, hosts, etc., where applicable
- Assist with speaker management, entertainment, host, etc.
- Manage technical crew for rehearsals and be onsite day of event in studio (if applicable)
- Call and manage all show production components
- Assist with setting up and facilitating gamification elements
- Assist with setting up virtual Tradeshow and Marketplace on platform
- Assist with setting up virtual Networking and Breakout Sessions on platform
- Other responsibilities as agreed upon between CCAB and Bidder

Terms and Conditions

Commencement and Termination of Services

The event production services CCAB is seeking, commences February 1, 2021 and terminates October 1, 2021 (depending on event date).

Work Performance

Performance of the work will be offsite – the successful Bidder to carry out work in their office location and all communications will be via email, video conferences or telephone.

Intellectual Property

The Bidder shall not use any intellectual property of CCAB, including but not limited to, CCAB and CCAB partner and sponsor logos, registered trademarks, or trade names of CCAB, at any time without the prior written approval of CCAB.

Withdrawal or Amendment of Proposal

A Bidder may withdraw or make amends to a proposal by providing written notice to the CCAB contact person before the proposal submission deadline. A proposal may not be withdrawn or amended after the proposal submission deadline. CCAB has no obligation to return withdrawn or amended proposals.

CCAB Membership

If awarded the contract, the Bidder must become a CCAB member at their own expense unless they are already a current CCAB member. For more information:

<https://www.ccab.com/membership/join-and-renewal/>.

Submission Deadline

All proposals are due by 5:00pm EST on February 5, 2021. Any late proposals will not be evaluated.

Schedule of Deadlines

Item	Date
1. RFP distribution to bidders	January 11, 2021
2. Intent to bid	January 20, 2021
3. Deadline for question submission	January 25, 2021
4. Responses to questions	January 29, 2021
2. Proposal submission due	February 5, 2021
3. Final bidder selection	February 12, 2021
4. Announcement of successful bidder(s)	February 15, 2021

Guidelines for Proposal Preparation

All materials submitted in response to the RFP become the property of CCAB and will not be returned. Proposals are submitted at the sole expense of the sender. It is the applicant's responsibility to secure proof that his/her proposal has been received by the CCAB within the prescribed time limit.

Required Bid Submission Documents

The submitted proposals are to include each of the following sections:

- Appendix A - Submission with References & Experience in Similar Projects
- Appendix B - Production Proposal and Budget
- Appendix C - Value-Added Bid Enhancements
- Appendix D - CCAB Participation

Evaluation and Award Process

The proposals are evaluated by the CCAB Director of Marketing and those with a vested interest and involvement in the selection. All proposals are subject to a comprehensive analysis and evaluation, based upon the best overall value to CCAB.

CCAB intends to retain the successful Bidder pursuant to a “Best Value” basis, not a “Low Bid” basis. For CCAB to properly evaluate the proposals received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted above.

The successful bidder is required to sign a service agreement with the CCAB for services provided.

Selection Criteria

All bids submitted are graded based on the following criteria:

- Appendix A (40) - Submission with References & Experience in Similar Projects
- Appendix B (40) - Production Proposal and Budget
- Appendix C (10) - Value-Added Bid Enhancements
- Appendix D (10) - CCAB Participation

TOTAL: 100 points (converted to a percent)

Contact Person

Please submit clearly marked proposals to:
Kate Maynard, Marketing, Events & Awards
Canadian Council for Aboriginal Business
Email: kmaynard@ccab.com

Please submit in PDF format. Proposals are not accepted after the deadline. Any questions concerning requirements, contractual terms and conditions, or proposal format must be directed to the contact person listed above.

APPENDIX A – Submission with References & Experience in Similar Projects (40 pts)

CCAB reserves the right in its discretion to negotiate modifications to any proposal received without becoming obligated to offer to negotiate with any other vendor(s).

SUBMITTED BY: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

WEBSITE: _____

NAME AND CONTACT INFORMATION OF AUTHORIZED REPRESENTATIVE(S):

NAME: _____ (print)

POSITION: _____ (print)

TELEPHONE NO: _____

EMAIL ADDRESS: _____

BRIEF BIOGRAPHY/RESUME OF COMPANY

Please use the space below or attach a brief biography/resume of company.

REFERENCES: Please provide information and details on three (3) relevant clients that you have worked with on virtual events in 2020.

Reference #1

NAME: _____

COMPANY _____

POSITION: _____

TELEPHONE NO: _____

EMAIL ADDRESS: _____

PROJECT(S) & DETAILS: _____

PROJECT LINK(S) (if available): _____

Reference #2

NAME: _____

COMPANY _____

POSITION: _____

TELEPHONE NO: _____

EMAIL ADDRESS: _____

PROJECT(S) & DETAILS: _____

PROJECT LINK(S) (if available): _____

Reference #3

NAME: _____

COMPANY _____

POSITION: _____

TELEPHONE NO: _____

EMAIL ADDRESS: _____

PROJECT(S) & DETAILS: _____

PROJECT LINK(S) (if available): _____

I/We _____ the undersigned HEREBY DECLARE AND ACKNOWLEDGE:

THAT I / WE have examined the documentation and information contained in this RFP and its appendices, and acknowledged the requirements and conditions contained therein.

THAT I / WE are compliant with the conditions contained in the RFP.

THAT all statements in this proposal are true and accurate in all respects.

THAT full disclosure has been made of any conflict of interest or potential conflict of interest.

THAT I / WE do hereby offer to enter a contract to do all the work as described in the RFP and to complete the work to the full and complete satisfaction of CCAB for the sum bid.

THAT my/our submission is irrevocable after close of bidding for a period of not less than thirty (30) calendar days from that date.

THAT the undersigned are duly authorized to execute this proposal on behalf of:

Name of Vendor: _____

Authorized Signature: _____

Position: _____

Contact Telephone # _____

Dated at _____
City / Province

This _____ Day of _____, 2021

APPENDIX B – Production Proposal and Budget (40 pts)

EVENT PRODUCTION PROPOSAL

- Please provide an event production proposal and budget for EACH event indicated below.
- Budget includes all costs associated with producing a virtual event. Platform, A/V, rentals, expenses, event production fee, and travel related costs (if applicable). Budget does not include HST/PST/GST

1) Indigenous Women in Leadership – May 13, 2021

DRAFT Overview: A 4-hour virtual event celebrating, honouring, and learning from Indigenous women who lead both in business and the community. An opportunity to connect, learn and socialize in a unique virtual setting.

Time	Event	Description
2:00 pm	Opening Remarks	CCAB, Lead Sponsor
2:15 pm	Keynote Speaker/ Q & A	TBD
3:15 pm	Round Table/Panel/Q & A	TBD
4:15 pm	Award Sponsor/Award Presentation /Recipient Speech/Q & A	30-minute presentation
4:45 pm	Break to get ready for Cocktails	
5:00 pm	Cocktail -Networking/Social (45 min – 1 hour)	Random social/networking rooms

2) Business Recovery Forum – September 22, 2021

DRAFT Overview: A live full day in-studio and virtual event. Building on the success of the 2020 Business Recovery Forum, the event offers virtual discussions and presentations to help members, Indigenous businesses, and entrepreneurs continue their efforts to *rebuild the economy* through 2021. Keynote speakers, interactive sessions, and mainstage presentations build around the 4 pillars of CCAB's Progressive Aboriginal Relations (PAR) program. Award presentations include Aboriginal Economic Development Corporation (AEDC), Award for Excellence & PAR certified-level recipients.

Time	Event	Description
9:00 am	Registration	Registration Opens. Networking and Greetings
9:00 am	Networking Rooms	Networking Rooms. Marketplace and Virtual Tradeshow
10:00 am	Opening Remarks	Host, Elder, CCAB, Sponsor
10:20 am	Keynote Speaker	40 minutes (with Q & A)
11:00 am	Session #1	Possibly hosting multiple simultaneous sessions
11:50 am	Award Presentation	Video and virtual presentation
12:00 pm	15 min Break	
12:15 pm	Session #2	Possibly hosting multiple simultaneous sessions
1:00 pm	Breakout Sessions	4-6 /30-minute Breakout/Interactive Sessions

1:30 pm	Lunch/Networking/Break	
2:00 pm	Session #3: PAR Pillar	Possibly hosting multiple simultaneous sessions
2:50 pm	Award for Excellence	Video and virtual presentation
3:00 pm	Session #4: PAR Pillar	Possibly hosting multiple simultaneous sessions
4:00 pm	Mainstage	Presentation
4:30 pm	Awards	Ceremony and Awards (up to 20 virtual awards)
5:30pm	Closing Remarks	

APPENDIX C – Value-Added Bid Enhancements (10 pts)

1. Have you worked with CCAB before? (Y/N) _____
 - a. If yes, describe: _____
2. Do you offer a charitable discount? (Y/N) _____
 - a. If yes, describe: _____

APPENDIX D – CCAB Participation (10 Pts)

1. CCAB membership (Y/N) _____

If yes, CCAB membership level _____
2. PAR Program Participation (Y/N) _____

PAR Committed or Certified Level _____
3. CCAB Certified Aboriginal Business (Y/N) _____