



Request for Proposal #2019-03

Page 1 of 3

#2019-03: Engagement Lead Contract

Term: April 1, 2019 – March 31, 2020 (subject to funding and contract terms)

Contract Rate: To be determined subject to submissions, project scope and funding

Project Description: Reporting to the Interim Fire Marshal, the successful contractor will lead defined engagement coordination for the IFMO project. The Interim Fire Marshal will be the engagement lead including performing the presentations.

Specific services will include;

- Working with the IFMO project team, ISC and relevant First Nations organizations support the development of enhanced engagement activities.
- Development of engagement session decks and related collateral.
- Engagements planning including selection of dates, participants, locations and venues to ensure optimal engagement reach.
- Coordinating with the Business Continuity contractor for event logistics.
- Coordinating with the selected third party facilitator to ensure engagement sessions are conducted in an impartial and fact-finding manner.
- Budget planning and monitoring of engagement resources to ensure all financial targets are successfully met in coordination with AFAC financial oversight.
- Perform all ad-hoc and planned reporting including summary reports and progress reports.
- Identify collateral engagement and information sessions and make



Request for Proposal #2019-03

Page 2 of 3

recommendations to the IFMO project team for return on investment related to participation.

RFP Responses:

(all submissions are subject to verification)

In your RFP response please include the following information;

- Contract rate (total & applicable taxes)
- Available start date
- Ability to travel to planned and ad-hoc events
- Information to support how you meet the competency, expertise or experience requirements to deliver the following services;
 - First Nations Engagement - experience in performing or participating in a national or regional engagement initiative in collaboration with Indigenous political organizations and the federal government
 - Engagement reporting – experience and/or expertise including website development, Advanced Microsoft Office Suite, video meeting software, MS SharePoint, Social Media applications and project management software
 - Event Management - two years' experience with logistics and coordination of events and will support associated project events
 - Federal funding framework - Experience negotiating framework agreements and service contracts with Federal and Provincial governments
- Expertise in First Nations fire service including;
 - Previous experience working in First Nations emergency services environments
 - Experience developing and leading projects and new initiatives
 - Experience managing a team of professionals and subject matter experts
 - Knowledge and experience working with fire codes, building



Request for Proposal #2019-03

Page 3 of 3

codes and fire protection acts

- Knowledge and experience of NFPA standards
- Knowledge and experience of Fire Service training and standards
- Knowledge of First Nations customs, culture and language
- Experience developing First Nations fire service programs
- Knowledge of fire service software applications
- Proof of contractor status or agency secondment (the following link provides clarification; <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110.html>)

Closing Date:

Please email your RFP response in a PDF document to info@afac-acpi.ca, by 5:00 PM EST February 15 2019.