



Request for Proposal #2019-06 AMENDED

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- #2019-06:** Research & Communications Services
- 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:** The contract will provide communications and research services to support the development of the Indigenous Fire Marshal Office. The proposal will include developing a communications plan that includes milestones, key communications strategy, communications deliverables and associated research in collaboration with various components identified with the project plan.
- Specific services include;
- Development of a communications plan that includes milestones and key deliverables and incorporates a strategic approach that ensures the IFMO project provides relevant and required information dissemination to all key audiences and political organizations.
 - Identify current and emerging communications risks that can be mitigated by planned information dissemination.
 - Identify all relevant organizations, political entities and communities that require information updates.
 - Develop a print media and social media schedule and respond to ad-hoc communications initiatives.
 - Budget planning of the communications plan to ensure all financial targets are successfully met in coordination with AFAC financial oversight.



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- Perform all ad-hoc and planned reporting including summary reports and progress reports.
- Perform communications plan evaluation and make recommendations to the IFMO project team for return on investment or impact on current communications strategy.

RFP Responses:

(all submissions are subject to verification)

In your RFP response please include the following information;

- Your proposed Project Communications Plan. This will form the contract scope should you be the successful proponent.
- Contract rate (total & applicable taxes)
- Available start date
- Ability to travel to planned and ad-hoc events
- Information to support how you have the competency, expertise or experience to deliver the following services;
 - Communications - experience developing a national or regional communication plan in collaboration.
 - Research – experience and/or expertise performing research to support the various IFMO activities and evaluation frameworks identified.
 - Communications collateral – planning and development of all communications media including print and information support material.
 - Marketing - Experience developing and managing marketing strategies to support organizational or initiatives marketing objectives.
- Expertise in First Nations fire service including
 - Previous experience working in First Nations emergency services environments



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- Experience developing and leading communications projects and new initiatives
- Knowledge and experience working with First Nations fire service initiatives related to communications and research including knowledge and relevance of fire codes, building codes and fire protection acts and NFPA standards
- Knowledge of First Nations customs, culture and language
- 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.