



Request for Proposal #2019-08

Page 1 of 3

- #2019-08:** Business Continuity, Logistics and Support 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 provide business continuity support to the IFMO project and executive support to the Interim Fire Marshal.
- Please note that while the contract provides a wide range of support services to the IFMO project, this contract is not a project manager role.
- Specific services will include;
- Virtual executive assistant to the Interim Fire Marshal (and other executive support assigned)
 - Project scheduler – utilizing project management software perform data updates, perform ad-hoc and scheduled reporting and support the project team,
 - Information technology administration (website, social media accounts, Office 365 SharePoint, etc.)
 - Event coordination and travel logistics including cash management of flights & hotel as required
 - Logistic support for meetings (including , scheduling & presentation support, on-site technical support, etc.)
- RFP Responses:** In your RFP response please include the following information;
- (all submissions are subject to verification)*
- Contract rate (total & applicable taxes)
 - Available start date
 - Ability to travel to support planned and ad-hoc events



Request for Proposal #2019-08

Page 2 of 3

- Information to support how you have the competency, expertise or experience to deliver the following services;
 - Project Management - two years' experience in project management team environments including utilization of project management software, milestone reporting and project records management.
 - Information technology management – 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.
 - Executive Support - two years' experience in an administrative support role, preference given for executive support experience.
- Preference for the following;
 - Two years previous experience working in First Nations Emergency Services environments
 - Knowledge and experience of fire service including NFPA standards, training, fire prevention and public education
 - Knowledge of First Nations customs, culture and language
- Ability to perform travel and logistics bookings for the IFMO project team as and/when required. This contract requires the ability to cash manage IFMO project travel which will be reimbursed on invoice.
- 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>)



Request for Proposal #2019-08

Page 3 of 3

Closing Date:

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