



## **ASSEMBLY OF FIRST NATIONS REQUEST FOR PROPOSAL (RFP)**

### **Call for Bids to Host the Assembly of First Nations 2025 Annual General Assembly**

#### **INTRODUCTION**

The Assembly of First Nations (AFN) is a national advocacy organization that works to advance the collective aspirations of First Nations.

The AFN hosts at least two Assemblies each year where mandates and directives for the organization are established through resolutions directed and supported by the First Nations in Assembly, (elected Chiefs or proxies from member First Nations.)

The AFN is also guided by an Executive Committee consisting of an elected National Chief and Regional Chiefs from each province and territory.

#### **OBJECTIVE**

The objective of this Request for Proposals (RFP) is to select a bidder to provide a high quality of professionalism, integrity, and confidentiality in carrying out the work which pertains to the AFN Charter.

The AFN is seeking a venue to host the AFN's Annual General Assembly that meets the space requirements listed in this RFP.

The selection will be reviewed by an internal committee and recommended proposals/venues will be presented to the Executive Committee who will select the successful proposal.

## **PROPOSAL SUBMISSION INSTRUCTIONS**

All proposals shall be received by the AFN no later than June 7, 2024, 5:00pm EDT.

All proposals will clearly identify the name of the proponent and the note “RFP for Bid to Host AFN’s 2024 Annual General Assembly” in the subject line of email.

Individuals shall indicate whether they identify as Indigenous and what Indigenous community acknowledges their membership. Corporate entities shall do the same for the ownership of the entity and for those who will conduct the work under the AFN.

Late submissions will not be accepted and will not be considered without exception. The use of the fax, mail or courier services for delivery of a bid will not be accepted.

### **PROPOSAL SUBMISSION REQUIREMENTS**

All proposals shall include the following information:

- Meeting space for 3000 people in plenary, trade show space for a minimum of 125 8x10 booths, and 24 breakout rooms: 12 regional caucus room, mental wellness/safe space room, Youth and LGBTQ2IA Councils room, Knowledge Keepers and Veterans room, Women’s Council and Council of Women Leaders room, media/press room, Co-Chair Assistant room, CEO room, National Chief office, National Chief Conference room, Resolution Team room, Hybrid room, AFN Office, and an extra room for last minute meetings.
- All meeting space must be available in one facility.
- Meeting space should be available from Sunday to Thursday to accommodate AV set up and pre-assembly meetings (Executive Committee meeting, Chiefs’ Committee meetings, Council meetings, and dialogue sessions).
- 2200 hotel rooms available within the city limits.
- All meeting space and hotel rooms must be available in July 2023.

## **RIGHTS OF THE AFN**

The AFN reserves the right to:

- a) reject any or all proposals received in response to this Request for Proposals;
- b) enter into negotiation with one or more bidders on any or all aspects of their respective proposals;
- c) accept any proposal in whole, or in part;
- d) cancel and/or re-issue the modified version of a given RFP requirement at any time;

- e) award one or more contracts;
- f) verify all information provided with respect to a given RFP requirement, including the right to request a confirmation of the bidder’s legal status and signed documentation; and
- g) award contracts without competition for follow-up work, if any, to the selected bidder for a given project requirement.

**EVALUATION CRITERIA**

The AFN will select the Proponent(s) which, in the AFN’s sole discretion, best serves the needs of the AFN. The following is a summary of the general considerations that will be used to determine the Proponent(s) that will be selected:

1. Meeting the Space Requirements and dates	40%
2. Overall Experience and Demonstrated Results	10%
3. Budget Approach and Cost Effectiveness	30%
4. Terms and Conditions	20%
 Total	 100%

**TIMETABLE**

The following dates are set forth for informational and planning purposes and may be changed at the AFN’s sole discretion, at any time prior to the Proposal Submission Deadline.

Description of Deliverables	Due Date
Deadline to submit Proposal	June 7, 2024
Internal Committee Review	June 10-21, 2024
Recommendations to Executive Committee	June 28, 2024
Executive Committee Decision	July 7, 2024

## MISCELLANEOUS PROVISIONS

**Price** [\*note: this section can be adjusted based on details of the RFP]

Bidders must provide a firm fixed price for venue meeting space including HST.

AFN will evaluate costs pertaining to food and beverage, audio-visual, and other related costs in a separate process, with recommendations from the successful bidder.

### **Confidentiality**

Responses to this RFP will be considered as confidential information by the AFN and will be used solely for the purposes of selecting the successful bidder.

### **Questions/Responses/Submission**

All on-time proposals will be acknowledged. Only those submissions that meet the deadline will be considered.

Requests for clarification and/or questions and all final submissions should be sent to:

**Jonathan Thompson, Vice President of Operations and Administration**  
Assembly of First Nations  
Telephone: (613) 241-6789 extension 235  
Electronic Mail: [jthompson@afn.ca](mailto:jthompson@afn.ca)

Responses to this RFP must be received by the close of business (5:00pm EDT) on June 7, 2024.