



Assembly of First Nations Health & Social Development Secretariat

Request for Proposal

Bid proposal includes a copy of a proposal/budget for a First Nations Youth Summit tentatively to be held June 21 – 24, 2007. This information will be available at online afn.ca and is also available in print form on request from Donnie Garrow (613) 241-6789 ext. 369.

BACKGROUND

This is a request for proposals to select a consultant or consulting team to conduct fundraising for a budget to plan and host the Assembly of First Nation Youth Summit. The Summit will engage First Nation youth in discussion through holistic workshops within key areas/challenges that confront them.

It is envisioned that the AFN National Youth Summit (Summit) would provide First Nations Youth with the opportunity to network, discuss, and recommend positive action to address issues of major concern to them. This Summit will also produce a 5 Year national action plan on addressing Cultural, Economic, Political and Social (CEPS) issues that confront First Nations Youth. The CEPS Framework represents the approach adopted by the AFN-NYC in creating greater awareness and opportunities to ameliorate critical First Nation Youth concerns.

1. The overall purpose of the Summit is to provide:
 - a) Opportunity for discussion through holistically delivered workshops within areas of concern to First Nation Youth;
 - b) Opportunity to foster a national unified direction through the development of a 5 year national action plan on addressing Cultural, Economic, Political and Social (CEPS) issues that confront First Nations Youth;
 - c) Awareness of First Nations Youth priorities to First Nation Leadership; and an
 - d) Opportunity to gather in regional and nation specific forums throughout the Summit for networking purposes.

2. The key outcomes of the Summit will include:

- a) A Report that will be presented at the 2007 AFN Annual General Assembly and made available through the AFN NYC website;
- b) A 5 year national action plan on addressing Cultural, Economic, Political and Social (CEPS) issues that confront First Nations Youth; and
- c) Established networks between First Nation Youth, Organizations and Youth Initiatives.

DELIVERABLES

The contractor will provide the following:

- a) Identify potential and pertinent public and private sector resources for the Summit;
- b) Assist in negotiations to secure funding with contributors;
- c) Establish and maintain positive working relationship with potential and secured contributors and;
- d) Provide an overview that pertains to the project and a written report.

TIMELINE AND BID SUBMISSION

Bids shall be submitted to:

Wendall Nicholas

Social Development
Assembly of First Nations
Trebla Building
473 Albert
Ottawa, Ontario
K1R 5B4

It is the responsibility of the bidders to ensure that proposals are received at the required address before the closing date and time. Responses may be sent by mail, by fax or delivered in person.

A signed covering letter is to accompany your proposal.

Please indicate your telephone and fax numbers as well as an e-mail address.

PROPOSALS WILL NOT BE ACCEPTED AFTER 4:30 P.M., EASTERN TIME AND WILL BE RETURNED UNOPENED TO THE SENDER.

- a) Bids are due **Friday February 9, 2007, before 4:30pm Eastern time.**
- b) Selection of the contractor will be completed no later than **Friday February 16, 2007.** The contractor will outline the work schedule for each of the above deliverables within the bid.

SELECTION CRITERIA FOR CONTRACTOR

- a) Proven capabilities and experience in developing and delivering fundraising methodology and strategies;
- b) Experience with First Nation issues relevant to:
 - o Knowledge & experience in public and private sector resources and First Nations programs and organizations;
 - o Knowledge & experience of working with First Nation organizations;
 - o Sound understanding of issues relating to First Nation youth;
 - o Demonstrated experience in conducting fundraising report writing;
- c) Demonstrated experience in fundraising management;
- d) Include Curriculum Vitae & three (3) references;
- e) Provide a detailed work plan including activities, time line & budget and a writing sample of recent works related to the deliverables.
- f) Complete, sign and include appendix A and B of this RFP.

The AFN reserves the right to choose the firm/consultant that best meet the requirements, as described above, without incurring any obligation to any other bidders having responded to this request for proposals. The proposal that is lowest in cost shall not necessarily be chosen.

The person responsible for the contract reserves the right to accept any proposal without negotiating with the bidder. It is the responsibility of the bidder to obtain all information on the project before bidding.

PREFERENCE

Within the scope and meaning of appropriate Canadian Human Rights legislation, Aboriginal and Youth Bidders are encouraged to apply and will receive preferential consideration.

INTELLECTUAL PROPERTY

The AFN has determined that any intellectual property arising from the performance of the work under this RFP shall remain the property of the Assembly of First Nations, based upon the OCAP research principles.

For any additional information please contact Wendall Nicholas (613) 241 6789 ext. 338 or by email at wendalln@afn.ca .

Appendix A - Certification of Education and Experience

1. Offers, to be considered responsive, must contain the following certification:
“The Bidder hereby certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the work or part of the work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.”

- 2 . The AFN reserves the right to verify the above certification and to declare the bid non-responsive for any of the following reasons:
 - a. unverifiable or untrue statement;
 - b. unavailability of any person proposed on whose statement of education and experience the AFN relied to evaluate the offer and award the contract.

Signature

Date

Appendix B - Certification of Availability and Status of Personnel

Availability of Personnel

The Bidder certifies that, should it be authorized to provide services resulting from this solicitation, the persons proposed in its offer will be available to commence performance of the work within a reasonable time from contract award and will remain available to perform the work in relation to the fulfillment of this requirement.

Status of Personnel

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement and to submit such persons résumé to the AFN.

During the offer evaluation, the Bidder **MUST** upon the request of the AFN provide a copy of such written permission, in relation to any or all employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's offer from further consideration.

Signature

Date