Request for Proposal
Toronto 2017 NAIG Host Society - Event Logistics Request for Proposal
Submission Date: Friday, August 26, 2016 at 4:00 pm EST
(electronic submission or via mail) to Michael Cvtikovic (Michael.Cvtikovic@naig2017.to)

Contact:
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Description of Service Requirements
The Toronto 2017 North American Indigenous Games Host Society (“2017 NAIG”) is soliciting responses to this Request for Proposal (“RFP”) for an agency to service the event production needs of its Games. The organization is looking for a company to guide the Host Society of event logistical needs for Opening and Closing Ceremonies, cultural villages and sport venues.

Company Profile/Background
The purpose of the North American Indigenous Games (NAIG) is to improve the quality of life for Indigenous peoples by supporting self-determined sports and cultural activities which encourage equal access to participation in the social/cultural fabric of the community they reside and which respects Indigenous distinctiveness.

From July 16-23, 2017, more than 5,000 Indigenous athletes and cultural performers will join teammates and coaches from around North America. These participants will put forth their personal best in the following 14 core sports; 3-D Archery, Athletics, Badminton, Baseball, Basketball, Canoe/Kayak, Lacrosse, Golf, Rifle Shooting, Soccer, Softball, Swimming, Volleyball, Wrestling. Additionally, two cultural villages will showcase the spirit of the Games daily.

The vision for the 2017 NAIG in Toronto is to provide Indigenous youth with the opportunity to participate in high quality programming while allowing them to shine and inspire Indigenous Peoples of all ages and abilities to participate in sport and physical activity.

RFP Requirements
2017 NAIG is looking for a company to delivery with excellence in the following areas:

- Assist in the venue overlay design for all venues including 14 sports, cultural villages and Opening and Closing Ceremonies.
- Develop event signage and pageantry for all venues.
• Work with 2017 NAIG to identify fencing and tenting needs for all venues.
• Provide or work with third party supplier to meet the needs identified and lead set up of the venues.
• Provide staging, lighting and A/V for Opening Ceremonies, Closing Ceremonies and cultural villages.
• Working with the Creative Director, 2017 NAIG staff and volunteers, provide support to lead logistics of Opening and Closing Ceremonies.
• Identify needs for storage containers, and timing of movement for equipment and logistically lead movement of these items.

The below chart outlines the venues being used for the 2017 North American Indigenous Games July 16-22, 2017.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Ceremonies</td>
<td>York Lions Stadium @ York University (July 16, 2017)</td>
</tr>
<tr>
<td>3D Archery</td>
<td>Hamilton Angling and Hunting Association</td>
</tr>
<tr>
<td>Athletics</td>
<td>University of Toronto Scarborough (Cross Country) / York Lions Stadium @ York University</td>
</tr>
<tr>
<td>Badminton</td>
<td>Toronto Pan Am Sports Centre</td>
</tr>
<tr>
<td>Baseball</td>
<td>University of Toronto Scarborough</td>
</tr>
<tr>
<td>Basketball</td>
<td>Humber College - North Campus / Tait McKenzie Centre @ York University</td>
</tr>
<tr>
<td>Canoe/Kayak</td>
<td>Allan A. Lamport Regatta Course (Toronto Island)</td>
</tr>
<tr>
<td>Golf</td>
<td>Don Valley Golf Course</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Gaylord Powless Arena &amp; Iroquois Lacrosse Arena</td>
</tr>
<tr>
<td>Rifle Shooting</td>
<td>Toronto International Trap &amp; Skeet Club</td>
</tr>
<tr>
<td>Soccer</td>
<td>Ron Joyce Stadium, Alumni Field @ McMaster University</td>
</tr>
<tr>
<td>Softball</td>
<td>Turner Park, Hamilton</td>
</tr>
<tr>
<td>Swimming</td>
<td>Toronto Pan Am Sports Centre</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Humber College - North Campus / Tait McKenzie Centre @ York University</td>
</tr>
<tr>
<td>Wrestling</td>
<td>David Braley Athletics Centre @ McMaster University</td>
</tr>
<tr>
<td>Closing Ceremonies</td>
<td>York Lions Stadium @ York University (July 22, 2017)</td>
</tr>
</tbody>
</table>
Proposal Deliverables and Timelines

Submission Guidelines:
Submissions of proposals must be received no later than **Friday, August 26, 2016 by 4:00 pm EST to Michael Cvitkovic.** Submission by email is acceptable. Each proposal must contain detailed information on the functions as outlined above as well as detailed information on the financial remuneration for services that is expected from NAIG. In certain circumstances additional information may be requested.

Proposals will be evaluated based on the overall value of the deliverables, the competency and background of the organization, and the viability of the remuneration presented.

Proposal Instructions
By following these instructions, providers will submit pertinent information in a manner that allows a fair, objective and consistent evaluation of all proposals. RFP recipients are expected to follow these instructions. 2017 NAIG is under no obligation to award a contract to any bidder who responds to this RFP. 2017 NAIG reserves the right to accept or reject any or all bids and to take exception to any RFP specifications or requirements. 2017 NAIG reserves the right to make an award solely on the proposals submitted or to negotiate further with selected providers. Please note 2017 NAIG will not pay for any costs associated with the submission of the proposal. All costs will be paid by the bidding company. Providers should include proposed solutions in their response, along with detailed descriptions of similar projects they have delivered for other clients.

<table>
<thead>
<tr>
<th>Project</th>
<th>Deliverable</th>
<th>Anticipated Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RFP Process Opens</strong></td>
<td>RFP distributed</td>
<td>August 19, 2016</td>
</tr>
<tr>
<td><strong>RFP Closes</strong></td>
<td>RFPs due to the Host Society</td>
<td>August 26, 2016; 4pm</td>
</tr>
<tr>
<td><strong>Review of Submissions</strong></td>
<td>Short listed submissions will be notified</td>
<td>August 29, 2016</td>
</tr>
<tr>
<td><strong>Presentations</strong></td>
<td>Finalists invited to make a presentation to Host Society</td>
<td>August 31, 2016</td>
</tr>
<tr>
<td><strong>Contract Awarded</strong></td>
<td>Successful RFP is notified</td>
<td>September 1, 2016</td>
</tr>
</tbody>
</table>
Please remember the response to the RFP should also include the following specific elements to the proposal:

1. Company Details
   a. Description
   b. Years in business
   c. Address
   d. Website
   e. Phone
   f. Email
   g. Primary Contact

2. Experience
   a. Previous Clients
   b. Examples/images of previous projects/experiences
   c. 2017 NAIG encourages companies within the Indigenous community to apply, in addition to those organizations who have experience working with Indigenous stakeholders.

Proposal Format
All proposals must adhere to the format below to be considered compliant.

Section 1: Executive Summary
Section 2: Experience
Section 3: Services as referred above
Section 4: Pricing
Appendix: (any additional information the company considers relevant)

The following subsections will briefly describe the desired content of each section.

Executive Summary

Here the company should describe their overall approach to this job, and their understanding of the project as a whole. The proposing company should also discuss their background and why they feel they are qualified to fulfill the needs of this RFP. Companies should also identify any attributes they feel they have which would be viewed as a beneficial to NAIG.

Information to include:

Legal name and address of company, contact person(s) for the RFP including names, addresses, phone numbers, fax numbers, and email addresses.
Experience

The response should include specific examples of projects overseen and pros and cons while working with these types of projects. Actual references will be noted in the next section of the proposal. It is not required that the references be the same as the experience examples.

Pricing

Companies must submit detailed, firm price proposals including any additional costs expected. This is also a good area to include how any of your sales processes are conducted and timelines for payment. These prices are to be inclusive of all costs.

Appendices and Other Information

Use an Appendix to include any information that you believe is relevant to your firm’s ability to meet the needs of this RFP that has not been requested anywhere else.

- This could include comparable campaigns or examples of previous work completed.
- Must have a point person that can be contacted and is available to receive phone calls and/or emails from a representative at 2017 NAIG.

Confidentiality and Use of Information

Participant, in consideration of being given this opportunity, agrees to treat all the information contained in this document as confidential to 2017 NAIG. The information is to be used by Participant only for the purpose of preparing a response, and will not be disclosed to third parties. The information in this document may not be used or shared with other parties for any other purpose, without first obtaining 2017 NAIG written consent.

Submission and Selection

Proposals must be submitted by August 26, 2016 by 4:00 pm EST to Michael Cvitkovic (Michael.Cvitkovic@naig2017.to). You will be notified if any further questions arise. Short listed proposals will be notified August 29, 2016 and invited to make a presentation to the Host Society August 31, 2016. Final selection will be made by Thursday, September 1, 2016.