



N A C C A

REQUEST FOR PROPOSAL (RFP)

EVENT MANAGEMENT

2026 Frontline Worker's Conference

**Closing Time: Proposals must be received before
5:00 PM EST on: January 9, 2026**

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted electronically by email.
Please, include a copy of this cover page that is signed by an authorized representative of the Proponent.

Proponents should submit an electronic proposal to Stacey Fox, Quality Assurance Manager, sfox@nacca.ca

RFP Number: 2026_IEP FLWC EVENT PLANNING_001

National Aboriginal Capital Corporations Association, 338 Somerset St. West, Ottawa ON, K2P 0J9

Proposals must be received before Closing Time (5:00 PM EST) on January 9, 2026, to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal, the Proponent agrees to all the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals.
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print):

NAME OF AUTHORIZED REPRESENTATIVE (please print):

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

DATE

1.0 Request for Proposal

Third Party (external) Event Coordination services are required by the National Aboriginal Capital Corporations Association (NACCA) for a three (3) day event for 80-130 participants to take place in Sydney, NS (August 2026).

2.0 Background and Context

The National Aboriginal Capital Corporations Association (NACCA) is a membership-driven national association with a network of over 50 Indigenous Financial Institutions (IFIs). NACCA supports the IFI network, which offers financing to First Nations, Métis, and Inuit businesses and communities. NACCA is committed to the needs of IFIs and the Indigenous businesses they serve.

In 2017, NACCA initiated the Frontline Workers Conference (FLWC) with a focus to address identified gaps in capacity and strengthen the network.

NACCA seeks to solicit proposals and negotiate a Contract to provide all services necessary and appropriate to manage and execute the 'FLWC 2026'.

3.0 Timeline for Project

It is anticipated that work will commence by January 15, 2026. The duration of the contract will be eleven and a half (11.5) months from January to December 2026; Company representative to work with the Indigenous Entrepreneurship Program (IEP) Team to plan event:

January to August 2026 - Pre-planning activities

August 2026- Move-in/setup

August 2026 - Event execution

September - December 2026 - Post-event activities

4.0 Project Description

The selected contractor will manage all aspects of planning and delivering the FLWC 2026, a 3-day event including cultural activities and post-event activities. Responsibilities include:

- Full event planning and logistics coordination including excursions
- Program development in collaboration with NACCA's IEP Team
- Speaker engagement and management
- On-site Delegate registration management
- Budget & sub-contractor management
- On-site event delivery
- Post-event reporting and evaluation

The event will take place at the Membertou Trade & Convention Centre in the Mi'kmaq community located on Unama'ki - Cape Breton Island.

5.0 Project Duties

The intent is to have one service provider to manage the preparation, planning, execution, and post-event activities in collaboration with NACCA's IEP team. The deliverables will include:

I. Pre-Event planning:

- a. Project plan/critical path via weekly production meetings with the IEP team;
- b. Event preparation jointly with the IEP team;
- c. Recommend transportation options from local airport to venue and/or hotel(s) (ie charters);
- d. Recommend excursion/team building activity options to the IEP team;
- e. Support IEP team with recommendations for local workshop facilitators, notetakers, Master of Ceremonies and/or entertainment;
- f. Create a workplan/schedule for IEP team's roles onsite and event, for registration and other activities;
- g. Collaborative development of event templates/tools (such as design, invitations, signage, promotional materials) to be approved by the IEP team;
- h. Venue organization (including but not limited to room, catering, materials, AV, layout) as selected by the IEP team;
- i. Submission of related sub-vendor quotations & invoices to the IEP team to ensure contracts and payments can be processed in a timely manner (ie security deposits, material, printing, badges, lanyards, services, promotional items, audio & visual recording of events, catering, etc);
- j. Risk Assessment & Contingency Planning: Identify potential risks and develop backup plans.

II. Event Execution

- a. Venue setup: including but not limited to meeting space, catering, audio-visual, oversee layout, signage, tech setup, and décor installation.
- b. Sub-vendor and sub-activity management (catering, AV, coffee service, transportation);
- c. Registration and attendee management: Manage check-in, distribute materials, and assist attendees; First point of contact for attendee questions and inquiries;
- d. Marketing/Promotion: Prepare and distribute materials/package delegate kits to attendees;
- e. Program Flow Monitoring: Ensure sessions, speakers, and activities run on schedule
- f. Vendor & Staff Coordination: Maintain communication with all teams for smooth operations.
- g. Technical Support: Troubleshoot AV, lighting, and other tech issues.
- h. Safety & Compliance Oversight: Monitor crowd control, emergency protocols, and accessibility.
- i. Real-Time Problem Solving: Address unexpected issues quickly and efficiently.

III. Post Event Management

- a. Venue Breakdown & Cleanup: Coordinate teardown and ensure the venue is returned in good condition.
- b. Final Payments & Reconciliation: Coordinate submission of final or pending invoices and reconcile the budget jointly with the IEP team.
- c. Performance Evaluation: Analyze feedback, attendance, success metrics, and
- d. Documentation & Reporting: Compile event summary, lessons learned and share insights for future events.

6.0 Reporting and Final Deliverables

The deliverables from the Event Coordinator include a range of outputs and achievements demonstrating successful planning, execution, and evaluation of the event:

- Comprehensive Event Plan: A detailed event plan outlining timelines, milestones, and tasks.

- Event Program Design: Develop a well-structured digital event program with description of presentations and working sessions. A list of confirmed speaker profiles and workshop facilitators will be selected by the IEP team.
- On-site Registration: A well-organized registration process ensuring accurate attendee information and managing registration queries and attendance.
- Event Budget: An effectively managed conference budget with regular updates to the IEP team on budget status and financial projections.
- Sub-contractor Selections/Acquisitions: Identify and secure sponsors and partners aligned with the conference's objectives.
- On-site Management: Successful on-site management during the conference, ensuring a smooth experience for attendees, including coordination of staff, volunteers, and external contractors.
- Curate Excursions: Coordinate and manage half-day excursions, offering delegates the opportunity to visit and engage with local Indigenous businesses, communities, and cultural sites.
- Post-Event Evaluation: Provide a post-event evaluation report, lessons learned, with recommendations for future event in PDF or word format provided within 60 days of the event.

7.0 Qualifications

Proven success coordinating Indigenous, international, or high-profile conferences

- Deep understanding of Indigenous cultures, ceremony, and protocols
- Strong logistical, budget management, and stakeholder engagement skills
- Excellent written and verbal communication
- Ability to manage complex, multi-partner projects

Extra consideration will be given to proposals where both the event management firm and/or its production/technical partners are Indigenous-owned or Indigenous-led.

8.0 Evaluation Criteria

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

E1. Previous Event Coordination experience*

E2. Staff experience and detailed description of resources, capacity and expertise, including qualifications and/or experience

E3. Project Plan with timelines and milestones

E4. Cost/Pricing

E5. References and/or testimonials**

**Prior experience(s) with NACCA or other indigenous organization(s) would be considered an asset.*

***Where possible, include at least one from an indigenous organization.*

9.0 Submission Requirements

Proponents should ensure that they fully respond to all requirements in the RFP to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- ☐ Signed cover page
- ☐ Executive summary of the key features of the proposal
- ☐ The body of the proposal, including:
 - ☐ A draft work plan and cost-estimate*
 - ☐ Resume or organizational profile
 - ☐ Portfolio of recent event coordination projects
 - ☐ At least two (2) client references or testimonials
- ☐ All documents should be submitted in PDF or Microsoft Word (.docx) format

** Proposals should include all costs/fees and taxes (including travel for one site visit where applicable).*

Questions and/or soft copy proposals should be directed to:

Stacey Fox

Quality Assurance Manager, NACCA

sfox@nacca.ca

Deadline: Friday January 9, 2026, by 5:00 pm EST