



REQUEST FOR PROPOSAL

Gate Admissions

1) PROJECT: BACK TO BATOCHÉ FESTIVAL

Proposals submitted after the due date will not be considered. Consultants accept all risks of late delivery submittals regardless of fault. Métis Nation Saskatchewan reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate Métis Nation Saskatchewan to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFQ does not obligate Métis Nation Saskatchewan to accept or contract for any expressed or implied services.

Please Print Clearly

RFP Number: 2019-006	Business/Organization:
RFP Name: Gate Admissions	Contact Person:
Date Issued: Friday May 17, 2019	Address:
Contact Person: Colleen Shalley	Phone:
Phone #: 306-230-5427	City:
Email: backtobatochedays@gmail.com	Prov:
Deadline: Friday May 31, 2019 @ 2PM	PC:
	Email:
	Website:

2) SUBMITTAL REQUIREMENTS

The Back to Batoche Festival is seeking a qualified contractor for **GATE ADMISSION** services for the event. The Back to Batoche Festival is held July 18-21, 2019 at Batoche SK. This event is of vital importance to the Métis people from across Canada and the homeland. The vendor is asked to submit a proposal for the following:

Supplies and duties include but are not limited to:

- 24 hour gate management from July 18, 2019 – July 21, 2019
- Supply a minimum of five people at one time
- Gate admissions would be responsible for selling festival bracelets to guests upon entrance
- Gate admissions would be responsible for checking in pre-booked campers
- Gate admissions would be responsible booking in new campers who choose to register at the gate
- Gate admissions team would be responsible for money management
- Contractor will provide all materials and supplies required for successful gate admissions
- Travel will be a major component of the expenses will be reimbursed at an approved mileage rate contingent upon advance approval. The successful vendor will look for ways to mitigate travel costs wherever possible and practical

Please list professional training:

Please list professional licenses: (if any)

GST Number: _____



Number of Personal: _____

Description of Personal:

Description of Services:

Amount of Contract: _____

3) QUALIFICATIONS

This project will require the firm or individual to have the following qualifications:

- Minimum 2 years of related experience
- Familiarity working with Indigenous peoples, organizations or events
- Experience working in rural locations

4) PROPRIETARY PROPOSAL MATERIAL

Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

5) EVALUATION CRITERIA

Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects;
- Proposals within budget restrictions and timeframes

6) QUESTIONS

Questions regarding this project may be directed to Colleen Shalley via e-mail at backtobatochedays@gmail.com. All correspondence must be in writing.

7) CONTRACT NEGOTIATION

MN-S reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract. MN-S also reserves the right not to chose any of the applicants.

8) PAYMENTS

Successful proponents will be issued payment via cheque approximately two (2) weeks at conclusion of the festival for only work completed.

9) CONFIDENTIALITY

Vendors are asked to keep the bidding process confidential with MN-S.



10) DETAILS

Please identify and quote on any portions of the tender you see as incomplete or has missing details that are important to complete the work as stated.

All tenders must be received in a sealed envelope by
Metis Nation – Saskatchewan, 201 – 208 19th St W,
Saskatoon, SK S7M 5X8
by 2:00PM
on Friday May 31, 2019

Thank you for applying, only successful contractors will be contacted.

**The Walking with Our Sisters is holding an event at Batoche in early to mid August. If you are interested in providing services for this event, please indicate this on clearly on this tender response.*