



# REQUEST FOR PROPOSAL

## Audio Visual

### 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: 2019-016 RFP Name: Audio Visual Date Issued: Friday May 17, 2019 Contact Person: Colleen Shalley Phone #: 306-230-5427 Email: backtobatochedays@gmail.com Deadline: Friday May 31, 2019 @ 2PM	Business/Organization: Contact Person: Address: Phone: City: Prov: PC: Email: Website:
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### 2) SUBMITTAL REQUIREMENTS

The Back to Batoche Festival is seeking a qualified contractor for **AUDIO VISUAL** 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:

- Audio/Visual inclusive management and supply from July 18, 2019 to July 21, 2019
- Supply of large overhead sponsor screens
- Delivery of all materials required pre event
- Pickup of all materials required post event
- On site tech management
- Contractor will provide all materials and supplies required for successful AV management
- 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:**

\_\_\_\_\_

\_\_\_\_\_

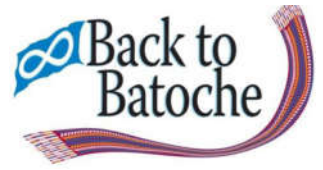
**Please list professional licenses:**

\_\_\_\_\_

\_\_\_\_\_

**Workers Compensation #:** \_\_\_\_\_

**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](mailto:backtobatochedays@gmail.com). All correspondence must be in writing.

**7) CONTRACT NEGOTIATION**

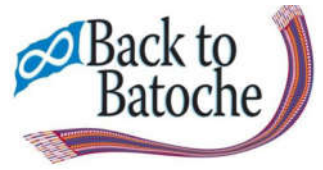
MN-S reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract. MN-S also reserves the right not to chose any of the applicants.

**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 19<sup>th</sup> 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.*