



**INDIGENOUS**  
TOURISM ASSOCIATION OF CANADA

ASSOCIATION TOURISTIQUE  
**AUTOCHTONE**  
DU CANADA

## REQUEST FOR PROPOSAL (RFP)

INTERNATIONAL INDIGENOUS TOURISM CONFERENCE

PROJECT: CO-HOST/EVENT MANAGE INTERNATIONAL INDIGENOUS TOURISM  
CONFERENCE NOVEMBER 2019

August 13<sup>th</sup>, 2018



**INDIGENOUS**  
TOURISM ASSOCIATION OF CANADA

ASSOCIATION TOURISTIQUE  
**AUTOCHTONE**  
DU CANADA

Indigenous Tourism Association of Canada  
REQUEST FOR PROPOSAL (RFP)  
Number ITAC 20180813

The RFP #ITAC20180813 form and submission must be received by the Indigenous Tourism Association of Canada by:

**Tuesday, September 11<sup>th</sup>, 2018  
2:00 PM PST**

Name / Company Name:

Address:

City:

Prov:

Postal:

E-mail:

Phone:

Fax:

THE UNDERSIGNED AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS RFP AND TO SUPPLY THE SERVICE LISTED AT THE PRICES QUOTED IN THE SUBMITTED QUOTATION. IF A SERVICE CONTRACT (GENERAL) IS ISSUED BY INDIGENOUS TOURISM ASSOCIATION OF CANADA TO THE UNDERSIGNED, THE UNDERSIGNED WILL BE BOUND BY AND WILL COMPLY WITH THE QUOTATION AND THE CONTRACT TERMS AND CONDITIONS CONTAINED IN THIS RFP. PRICING WILL BE FIRM FOR 90 DAYS, UNLESS OTHERWISE SPECIFIED BY THE SUPPLIER.

AUTHORIZED OFFICIAL (PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## INFORMATION TO BIDDERS

### 1. SERVICES:

#### Summary:

Indigenous Tourism Association of Canada (ITAC) is a non-profit member-based organization that is committed to growing and promoting a sustainable, culturally rich Indigenous tourism industry.

ITAC is seeking interest from potential organizations to co-host/event manage the 2019 International Indigenous Tourism Conference (IITC). Any non-profit, profit, Indigenous or non Indigenous organization or event planner is eligible to submit regardless of location or ownership from anywhere in Canada.

The IITC has been successfully built in partnership with ITAC for the past 7 years having been delivered in British Columbia, Quebec, Nova Scotia, Alberta, and Saskatchewan. ITAC has continued to build the IITC registration delegate lists and is prepared to share all prior conference planning and registration information to date to the successful host organization interested in co-hosting the 2019 IITC.

Therefore, the successful host organization/event management could deliver all aspects of the 2019 International Indigenous Tourism Conference including event planning, registration, and budgeting with the full support of ITAC and our members. The host organization will be responsible for cultural coordination and completion of the conference.

#### **2019 International Indigenous Tourism Conference Project Details**

##### A. Requirements:

###### Host Organization Deliverables

A host organization will provide a submission that outlines the following items:

- Process to confirm 2019 IITC overall budget in partnership with ITAC
- Proposed conference location and confirmed available dates for Oct. and Nov. 2019 and base cost per day to rent the venue including main ballroom (with minimum capacity of 600 with rounds of 8), breakout meeting rooms (minimum 4 breakout rooms each with capacity of 200) and marketplace area (with minimum capacity of 40 booths with 8 foot tables in each booth)
- Proposed accommodations and room availability for conference of a minimum of 600 participants and expected rate per room on the dates approved by IATC



- Proposed catering options based on the dates approved by ITAC
- Process to review ITAC list of past national and international delegates for marketing and invitations.
- In partnership with ITAC secure national and international presenters of interest to the delegates based on the conference theme.
- Process to organize International Indigenous Tourism Awards Gala evening with the ITAC.
- Process to organize an off-site Indigenous cultural event evening for delegates including transportation to and from venue/hotels, crafts, entertainment, food and beverages. Include examples of cultural tour options using authentic Indigenous experiences which include dinner and are within 60 minutes or less from the venue/hotels
- Process to prepare the conference agenda including instruction for registration, accommodations, Gala Awards and Indigenous Cultural Event.
- Process to manage conference registration, Gala Awards registration and Indigenous Cultural Event registration.
- Process to negotiate a conference accommodation rate with hotel in partnership with ITAC.
- Process to negotiate and manage all food and beverage needs for the conference, Awards Gala and Cultural Events.
- Process to prepare a budget based on all the deliverables for final approval in partnership with ITAC.
- Confirmation of a minimum of \$50,000 in local or provincial/territorial sponsorship and/or in-kind support to directly offset hard costs (i.e.: busses, venue, gala costs etc.)
- Confirmed Indigenous partner organization to culturally support the event and to provide assistance and guidance for the cultural content and protocol with IITC components such as the opening and closing ceremonies

## **B. Planning**

- The host organization would be responsible for preparing a planning document for the IITC in partnership with ITAC in order to accomplish a successful IITC.
  - Target 600+ registered delegates
  - Involve no less than 10 international countries
  - Ensure planning for awards gala
- The host organization is prepared to work in strong partnership with ITAC.
- Design a process document to review steps and planning will be provided with this application.
- The documentation will outline any additional requirements by the proponent including expectations.



## **2. TERM:**

The term of the host organization/event management will be completed one month after the date of the IITC 2019 once a date has been confirmed in partnership with ITAC. It is anticipated an agreement to host the 2019 IITC will commence May 2019 and expire 30 days after the 2019 International Indigenous Tourism Conference date.

## **3. REFERENCES (Optional):**

ITAC may conduct reference checks of the successful host organization. ITAC will not enter into an agreement to host the 2019 IITC with any host organization whose references, in the opinion of Indigenous Tourism Association of Canada, do not confirm the information provided in the RFP.

## **4. SUBMISSION INFORMATION:**

The host organization must outline the required information described in the Requirements Section in a precise manner. ITAC is seeking a 3-6 page outline in order to assess potential host organizations.

The host organization shall also submit the following information with their quotation:

- Sign and return the RFP page as written confirmation
- Provide a minimum of two (2) references and their contact information. (Optional)

## **5. INQUIRIES:**

All responses to the RFP and any inquiries regarding the services of the anticipated contract or the administrative details of the RFP are to be directed to:

Keith Henry  
President and CEO  
Indigenous Tourism Association of Canada  
300-3665 Kingsway  
Vancouver, BC V5R 5W2  
Phone: (604) 639-4408  
Fax: (604) 435-8181  
Email: keith@Indigenoustourism.ca