

## **Request for Proposals (RFP) Event Planning and Consultation Services**

### **1. ORGANIZATION REVIEW**

The Delmore "Buddy" Daye Learning Institute (DBDLI), as an Africentric based Institute, focuses on excellence in Africentric education and research. Its activities are based on connecting with and serving African Nova Scotian communities. DBDLI identifies and addresses the gaps and educational equity issues through research, publications, and educational resources.

The DBDLI, through an Africentric lens, works with research, youth, publications, community engagement and sponsorship. We receive core project funding through the Department of Education and Early Childhood Development and source project grants from other provincial departments, the federal government, and private companies. We operate with the values of Ubuntu and Africentricity. In short, we honour them mutually for our success, and collectivity. We operate as part of a team so that the roles contribute to a positive impact on the lives of Nova Scotians of African Ancestry

2022 marks the tenth year of the DBDLI working for and on behalf of Nova Scotia learners of African ancestry and African Nova Scotian communities across the province. Our research has influenced the education resources used in the public- school system and policies affecting learners. Our signature innovative culture, heritage and history program, African Nova Scotian History Challenges has grown annually, with student submissions from all schools across the province numbering under 10,000.

Through our trademarked "Ancestral Roots," we offer summits, and regional and provincial conferences for Black/African Nova Scotian students. We demonstrate our commitment to centering youth voices through various programs delivered in collaboration with Regional Centres of Education and, broadly, via social media platforms.

We have expanded our publishing arm and now have leadership for an Africentric Publishing Program. We offer development support, work to build capacity of authors and illustrators and support Black/African Nova Scotian writers.

We now operate out of our own office and community space with a combination of full time and contract staff of twelve who are committed, purpose-driven, passionate and community connected.

As we reach our milestone, we want to reach out to our community, education partners, stakeholders and allies and celebrate all their contributions to our success.

## 2. EVENT PURPOSE, DESCRIPTION AND SCOPE

### 2.1 Project Purpose

DBDLI seeks to engage an experienced event planner to plan and coordinate a 10<sup>th</sup> anniversary celebration to be held in Halifax and virtually to reach our satellite sites, over the weekend of October dates 14,15; or 21,22 or 28,29. (These dates subject to availability of hotel/conference centres).

This celebration would be scripted event, over two days, in which all the required items would be provided to DBDLI Staff and Board to run the event(s) independently. The 2022 celebration will be an open house event on the Friday with approximately 100 participants, and a gala celebration on the Saturday with approximately 500 participants and vendor opportunities.

Anticipated room requirements are a gathering room for cocktails, vendors, and a reception room for dinner and dancing.

### 2.2 Description and Scope of Work:

#### Project Management

- Responsible for creation and continued updates to workback schedule
- Budget management
- Bi-Weekly meetings/updates with Committee (frequency to change as required)
- Final event report (written report, video, photo portfolio)

#### Accommodation/Venue Management

- Research and provide venue options for 3 sites
- Manage rooms set-up
- Manage vendor set up
  - This me be a separate space or a space in the conference room
- Manage DBDLI meet and greet set-up
- Manage any additional needs that may arise for speakers or VIPs
- Manage guest room block with hotel (only those meeting contractual obligations under the venue contract)
- Manage all food and beverage orders
- Ticket sales and registration (Eventbrite, Ticket Atlantic)

#### Logistics:

- Onsite event staff for support

- Identify and coordinate audio-visual needs including securing quotes, determining supplier and managing AV through the planning and onsite delivery
- Source ASL interpretive services
- Stage set up and décor as required
- Source photographer (from three quotes)
- Entertainment
- Coordinate insurance requirements
- Direct staff on speaker requirements
  - Waivers for photos
  - Travel and accommodations
  - Photos and bios
  - Maintenance of speaker list

### **3. PROFILE OF EVENT PLANNER/CONSULTANT**

1. Demonstrated knowledge and experience with event and project management and logistics planning.
2. Familiar with DBDLI and Africentric events.
3. Experience and understanding of marketing and communications.

### **4. RFP AND CRITERIA**

#### **Request for Proposals:**

4.1 A letter of interest that outlines your qualifications, availability including beginning and end date, for 2022.

4.2 All proposals must include proposed costs to complete the task described in the project description and scope in section 2.1 and 2.2. Your fee schedule is to include a day-rate, related time schedule as well as a pricelist for other specific services.

4.3 Please include:

1. Your current CV/Resume, Portfolio or Website.
2. Three references from past clients with pictures.

4.4 Request for Proposal with the lowest cost will not necessarily be accepted. The DBDLI reserves the right to utilize a single provider or several providers.

4.4 The submission package must be received by **May 15<sup>th</sup>, 2022, at 4pm AST**. Late submissions will not be accepted. Proposals should be submitted to the attention of: Ramona Hill at [ramona.hill@dbdli.ca](mailto:ramona.hill@dbdli.ca) . Must read: **Subject Line: 10<sup>th</sup> Anniversary Event**

4.5 Your proposal consisting of the above documents must be submitted at the **same time in one PDF document** for your proposal to be considered. If you have a website, please provide the link to the website in the body of the email.

The selection decision for the winning bidder(s) and to bidders who were not selected will be made no later than **May 24<sup>th</sup>, 2022, at 5 pm AST**.

#### **IMPORTANT TO NOTE**

There are no limits on the number of candidates who can submit an RFP. The information you provide will help us determine if you are eligible for the interview process.

If you provide false or misleading information in your RFP, it may be considered misrepresentation. For this reason, your RFP may be refused.