

Secretariat Office
468 Queen St E, Suite 400
Toronto, ON M5A 1T7
Phone: (416) 597 1266
Fax: (416) 597 8365
1 877 517 6527
www.chiefs-of-ontario.org



Political Office
PO Box 3355
Taykwa Tagamou Nation, ON
P0L 1C0
Phone: (705) 272 4103

Request for Proposals: Event Planner – Anti-Indigenous Racism in the Health Care System Gathering

SUBMISSION INSTRUCTIONS

You are invited to submit a proposal to take on the event planning for an event focusing on the Anti-Indigenous Racism within the Health Care System, to be hosted by the Chiefs of Ontario. The target date for this event is the end of January 2027.

Please add this page to the front of your proposal.

REQUEST FOR FACILITATOR PROPOSALS

Legal Name:	
Address:	
Telephone Number:	
Facsimile Number:	
Email Address:	

Send Proposal to:

Health Department, Attn: Zachariah General, Director of Health
Chiefs of Ontario
468 Queen St. E - Suite 400
Toronto, ON M5A 1T7
Email: zachariah.general@coo.org

CC - Charnele Sondezi, Sr. Health Coordinator
Email: charnele.sondezi@coo.org

A proposal must be submitted as a PDF file to Chiefs of Ontario. The proposal must be received by Chiefs of Ontario no later than the deadline date. A proposal submitted in any other manner or late may be disqualified.

Submission Deadline: September 25, 2026 AT 5:00 PM (EST)

The proposal shall be irrevocably open for acceptance and binding on the Event Planner for fourteen (14) days after the Submission Deadline date.

The interested candidate's proposal must include the following:

- A demonstration of their expertise in relation to event planning.
- A work plan in alignment with the project deliverables within the provided timeframe (October 2026 – January 2027).
- A proposed budget for the completion of the work with a budget schedule in alignment with the completion of each project deliverable.

BACKGROUND AND CONTEXT

Many First Nations in Ontario and their community members have experienced some level of anti-indigenous racism as they interacted and navigated through the provincial health care system. The Chiefs of Ontario and the Independent First Nations are co-hosting a gathering for First Nations in Ontario to come together and discuss these experiences and develop recommendations to prevent and address anti-indigenous racism within the health care system.

OBJECTIVES AND KEY DELIVERABLES:

1. Follow up with Hotels:
 - a. Maintain communications with hotel regarding meeting spaces, catering and rooming blocks
 - b. Act as lead for any issues with hotels
2. Contact First Nations to Register:
 - a. Work with COO staff to develop communication materials to promote event and support initiatives to encourage First Nations to register for event
 - b. Work with COO staff to support and monitor registration processes and inquiries.
3. Audio-Visual Lead:
 - a. Work with A/V company to ensure proper set up in all rooms
 - b. Lead for any AV issues during the event
4. Follow-up with Workshop Presenters and MC:
 - a. Confirm attendance/send letters of confirmation to presenters

- b. Confirm travel and accommodations requirements with presenters
 - c. Liaise with MC on gathering planning and collaborate on other tasks related to the gathering
 - d. Liaise with COO staff for travel and accommodations requirements
 - e. Gather abstracts, pictures and biographies for agenda booklet
5. **Agenda Booklet:**
- a. Work with COO staff to ensure the most accurate and up-to-date information is included
6. **Final report:** summary of attendance, evaluation feedback, lessons learned, etc.

WORKING RELATIONSHIP

- This contract will be supervised by the Chiefs of Ontario Director of Health

PROFESSIONAL FEES

Applicants are to complete the Fee Schedule as fully as possible by replicating the table below in their proposal. Do not include HST in fees quote, but specify where HST is applicable. The fees quoted should be the applicant's best and only price. Estimated cost is the estimated hours multiplied by the hourly rate. **All travel expenses must be included in the Proposal Fee Schedule.**

Work Components	Estimated Hours	Hourly Rates	Est. Cost (Hours times Rates)	Est. Time Completion
Contingency Rate				
Total Cost & Completion Dates				

Additional points for applicants to consider:

- The event planner must commit to a firm price for the entire contract. No increases during the course of the contract will be allowed unless an increase is required by COO. All subcontractors' fees must be included in the quoted fees.
- Expenses should be estimated and explained with the Professional Fee schedule

PROPOSAL EVALUATION

All submissions will be evaluated on the following criteria:

- Quality of the proposal;
- Capacity of the applicant to undertake the project;
- Appropriateness of the project budget and timelines;

COO RESERVES THE RIGHT TO:

- Reject any or all proposals received;
- Enter into negotiations with one or more applicants on any aspect of the proposal;
- Accept any proposal in whole or in part;
- Cancel, modify or reissue this document at any time;
- Verify any and all information provided in the proposal.

PROPOSAL REQUIREMENTS:

All submissions must include the following:

- Cover Letter;
- Detailed work plan with all deliverables accounted for;
- Completed fee schedule of estimated budget in alignment with deliverables;
- CV and References from 2 previous events

RECEIPT OF PROPOSALS

Packages to be clearly marked: “RFP: Event Planner – Anti-Indigenous Racism in the Health Care System Gathering” by **September 25, 2026** at **5:00 PM** Eastern EST.

Submit electronically to Health Sector at zachariah.general@coo.org and CC: charnele.sondezi@coo.org. Submissions received after the stated deadline will not be accepted.

Selection of consultant will be awarded the week of September 28, 2026.