

REQUEST FOR PROPOSAL

Gate Admissions

1) PROJECT: BACK TO BATOCHE 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: 2022-004 RFP Name: Gate Admissions Date Issued: April 1, 2022 Contact Person: Brennan Merasty Phone #: 306-292-8701 Email: backtobatoche@mns.work Deadline: Tuesday May 31, 2022 at 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 **GATE ADMISSION** services for the event. The Back to Batoche Festival is held July 21-24, 2022 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:

- Gate management from 7 am – 11 pm, July 18, 2022 – July 24, 2022
- Supply a minimum of five (5) people at one time
- Gate admissions will be responsible for selling festival bracelets to guests upon entrance
- Gate admissions will be responsible for checking in pre-booked campers
- Gate admissions to assist with directing traffic to parking and camp sites
- Gate admissions will be responsible booking in new campers who choose to register at the gate
- Gate admissions team would be responsible for money management in coordination with MN–S finance
- Contractor will provide cash box that can be securely locked
- At the end of each day, cash/debit and bracelets/camping spots to be reconciled with finance

Please list professional training:

Please list professional licenses: (if any)

GST Number: _____

Number of Employees: _____

Description of Employees:

Description of Services:

Amount of Contract (Bid): _____

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 Brennan Merasty via e-mail at backtobatoche@mns.work. 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 three (3) weeks at conclusion of the festival for only work completed. Successful final inspection required at the end event before final payment will be released.



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 via email or registered mail by Métis Nation–Saskatchewan, 310 20th St E,
Saskatoon, SK S7K 0A7
by 2:00PM
on Tuesday May 31, 2022

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