

### 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 RFP does not obligate Métis Nation Saskatchewan to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFP does not obligate Métis Nation Saskatchewan to accept or contract for any expressed or implied services.

*\*Please Print Clearly\**

RFP Number: <b>2023-007</b>	Business/Organization:
RFP Name: <b>Elder's Lodge Catering Services</b>	Contact Person:
Date Issued: <b>March 1, 2023</b>	Address:
Contact Person: <b>Brennan Merasty</b>	Phone:
Phone #: <b>306-292-8701</b>	City:
Email: <b>backtobatoche@mns.work</b>	Prov:
Deadline: <b>Thursday April 13, 2023 @ 2 PM</b>	PC:
	Email:
	Website:

### 2. SUBMITTAL REQUIREMENTS

The Back to Batoche Festival is seeking a qualified contractor for **ELDER'S LODGE CATERING services for the event**. The Back to Batoche Festival is held July 20-23, 2023 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:

- Contractor is to supply all food required for Elder's Lodge for three (3) meals per day for duration of festival
  - Must follow Canadian Food Guidelines for healthy eating – gluten friendly and diabetic options must be available
  - Menu must be included with tender submission
    - Breakfast – light/continental with protein options
    - Lunch – hot lunch options considering dietary needs of elders (gluten sensitivities and diabetic options)
    - Supper – three (3) course meal with dietary restriction options (gluten, diabetic etc)
- Contractor is to provide all catering services for Elder's Lodge
- Contractor is to provide cleanup services following each meal
- Contractor to provide cleanup pre, during and after event of all areas – dining room, prep area, kitchen and washrooms

- Refreshment breaks – water, tea, coffee, fresh fruit and healthy snacks to be provided between meal periods
- Contractor to supply signup method for each meal for Elder's
- An Elder is considered age 65+. Contractor is encouraged to ask for ID.
- The Elder's Lodge sees approximately 300 people per meal per day.

Please list professional training :

Please list professional licenses (if applicable):

Workers Compensation # (if available):

GST Number (if available):

Number of Staff:

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
- Proposed Menu

## 6. QUESTIONS

Questions regarding this project may be directed to Brennan Merasty via e-mail at [backtobatoche@mns.work](mailto: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 choose 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, [backtobatoche@mns.work](mailto:backtobatoche@mns.work), or registered mail to Métis Nation-Saskatchewan, 310 20<sup>th</sup> Street East, Saskatoon, SK S7K 0A7 by 2:00PM on Thursday April 13, 2023.

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