

**ATLANTIC POLICY CONGRESS OF FIRST NATIONS  
CHIEFS SECRETARIAT**

# **REQUEST FOR PROPOSALS**



## ***5<sup>th</sup> National AAROM Meeting***

**ISSUE DATE:** Wednesday, 7 April, 2026

**CLOSING DATE:** Wednesday, 22 April, 2026 at 4:30PM (AST)

**CONTACT PERSON:** Melissa Nevin, Director of Fisheries and Integrated Resources  
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# REQUEST FOR PROPOSALS

## *National AAROM Conference Coordinator*

### 1. PURPOSE

The Atlantic Policy Congress of First Nations Chiefs Secretariat (“**APC**”) is seeking a qualified and experienced conference coordinator (“**Coordinator**”) to manage the execution of the 5<sup>th</sup> National AAROM meeting on **October 19-22, 2026**.

For more detailed information, see **Section 3. Scope** of this Request for Proposal (“**RFP**”) below.

### 2. BACKGROUND

#### 2.1 Organization Information

APC is a policy research and advocacy nonprofit organization for 33 Mi'kmaq, Wolastoqey, Peskotomuhkati, and Innu Chiefs, Nations, and communities in Atlantic Canada, Gulf of Québec, and Maine, USA. Through research and analysis, APC develops and tables culturally relevant policy alternatives for matters that impact on its member communities.

With the support of its member communities, APC follows a relationship vision that concentrates on partnership and cooperation, government to government relationships, dialogue and education, quality of life, and self-determination in First Nations communities. To accomplish this, APC collaborates closely with leadership and community members to get direction by providing information so that communities can make informed decisions.

The APC Fisheries and Integrated Resources Department (“Department”) conducts research, analysis, and develops policy alternatives and programs in fisheries for its member communities. The Department supports and works cooperatively with First Nations Leadership, Treaty Tables, Tribal Councils, Aboriginal Aquatic Resources and Oceans Management (AAROM) bodies, Fisheries Managers/Directors, Industry, Academia, Non-Government Organizations (NGOs), the Assembly of First Nations (AFN), and various federal/provincial government departments. APC’s work also includes supporting the commercial communal fisheries operations of member communities and fostering long-term collaboration and management with communities and First Nations organizations on fisheries issues.

#### 2.2 Project Description

The National AAROM Meeting is an action-oriented, operational meeting that brings together executives of Indigenous organizations participating in the Aboriginal Aquatic Resources and Oceans Management program (called AAROM departments), along with AAROM program officials from Fisheries and Oceans (DFO), to share information and collaborate on joint initiatives. It provides a unique opportunity for leaders and staff of

AAROM groups to meet their peers from across Turtle Island, to discuss together their successes, challenges, and aspirations as they travel down a common path, and to seek out opportunities for growth and meaningful collaboration. Each meeting is co-designed, co-developed and co-delivered by a Steering Committee comprised of members from AAROM departments and DFO program staff.

### 3. SCOPE OF WORK

- Coordinate with venue space, Audio-Visual/technical requirements, accessibility, and logistics.
- Professionally branding, marketing, advertising, and promoting the meeting through APC's social media, Eventbrite, Website/Sched and Indigenous Collaborators and DFO.
- Identify and solicit presenters, facilitators, Emcee, activity leaders and award winners;
- Preparation and distribution of conference materials and graphics (program, agenda, digital design elements, social media content, venue signage, and feedback forms)
- Managing the pre-conference logistics online and on site, in collaboration with APC, AAROM steering committee, and the sub-planning committee;
- Coordinating financial reimbursements and payment, where required such as receiving flight and travel receipts/invoices. Track travel and provide information on travel policy.
- Registration services such as online registration tool using Eventbrite, attendee database, participant, speakers, and award winners and in-person registration at time of event. Including but not limited to, consent forms, accessibility, allergy/dietary restrictions.
- Coordinate with APC, Steering Committee, facilitator, graphic recorder, EMCEE, translation services and any other contractors.
- Rule out registration and any other on-site duties required to provide a smooth flowing conference
- Producing a summary report post-conference

This listing is not intended to be all-inclusive. The selected Coordinator will be expected to be, among other needed skills: organized; detail oriented; flexible; an effective verbal and written communicator; calm under pressure; and a negotiator in the best interest of the meeting and APC.

The coordinator is also to work with those offering speaking addresses, presentation sessions, performances, awards, etc. to obtain relevant information and content for the sessions ahead of time, a minimum of two weeks for content, and developing and executing the agenda.

Furthermore, the Coordinator will also need to work with APC staff, AAROM sub-working committee and organizational IT service to ensure that all relevant information is uploaded

to the website and social media. Including registration links and post conference materials.

A working group made of APC Fisheries Staff, Department of Fisheries and Ocean and sub-working group will be used as a steering committee to help guide conference development.

APC is proud to host the 5<sup>th</sup> National AAROM Meeting where Regional AAROM's across the Nation can come together to be informed of relevant matters and to connect with one another. The conference can see attendance of up to 150 attendees.

The 5<sup>th</sup> National AAROM Meeting will take place on **October 19-22, 2026 in Halifax, Nova Scotia at the Westin Halifax hotel and Pier 21.**

The conference is hosted over a 4-day period with the following format:

**Day 1 – October 19, 2026**

- Travel day for participants to arrive in Halifax, NS
- Meet and Greet (5 pm – 7 pm) at Pier 21 Halifax  
An evening reception which provides an opportunity for attendees to network.

**Day 2 – October 20, 2026**

- Conference Proceedings (8 am – 4:30 pm)  
Meals, prayer, remarks, presentations, breakout sessions?

**Day 3 – October 21, 2026**

- Conference Proceedings (8 am – 4:30pm)  
Meals, prayer, remarks, presentations, breakout sessions?

**Day 4 – October 22, 2026**

- Field Trip on Halifax Harbour with Ambassadors Boat Tours

**The following assumptions are made for the purpose of this RFP:**

- Representatives from APC and the contractor will be available to one another for regular coordination as required.
- The cost of any digital platforms, programs, etc. will be the responsibility of APC.
- The contract will be deemed complete upon successful report(s) and presentation(s) submissions. Formal sign-off of the final report will be provided by both the contractor and APC.

The contract will be from **1 May, 2026 to 15 December, 2026.**

## 4. METHODOLOGY

To handle the coordination and logistics form 5<sup>th</sup> National AAROM meeting, and to provide a summary report on logistics afterwards.

## 5. DELIVERABLES, SCHEDULE, AND COST

The coordinator will complete high-level handling of planning the logistics of the 5<sup>th</sup> National AAROM Meeting.

Verbal or written updates on progress reports must be also completed upon request.

Estimated costs and disbursements should be detailed in the proposal submitted.

A final report will be expected.

A contract will be developed between APC and the successful applicant detailing the terms and conditions of the work. The contract period will be from **1 May 2026 to 15 December, 2026**.

## 6. CRITERIA SELECTION COMMITTEE

APC will have a select group of experienced individuals sit on the selection committee.

## 7. OWNERSHIP OF PROGRAM MATERIALS

APC will have complete and full ownership and use of all reports and materials (“works”) produced by the contractor under this project and shall have copyright therein. In consideration of entering into the agreement, the coordinator must agree, in writing, to waive all moral rights (as defined by the *Canadian Copyright Act*) in any works in which copyright subsists.

## 8. REQUEST FOR PROPOSAL PROCESS

### 8.1 Closing Date

**Each proposal must be received no later than 4:30PM (AST) on 22 April 2026. The anticipated start date of the services is 1 May 2026 dependant on contract approval.** Proposals may be sent by e-mail or hard copy (mail or courier). Receipt of proposal submissions will be acknowledged via e-mail upon receipt, provided a valid e-mail accompanies the proposals.

An electronic copy in word or PDF is required.

## 8.2 Late Proposals

Late proposals will not be accepted and will be returned to the bidder.

## 8.3 Evaluation and Selection

Each proposal will be evaluated by the selection committee. APC will be solely responsible for the decision as to which proposal may be chosen as the successful one. APC reserves the right to accept any or all parts of a proposal.

Proposal will be evaluated according to the following criteria. Scoring is based on the following maximum values totaling 100%.

### 8.3.1. Work Outline and Methodology VALUE: 25

A response to this RFP must outline the methods for accomplishing the proposed work. Describe what, where, when, how, and in what sequence work will be carried out during the contract term. Consider how each task may be carried out; what services or interaction is required from the steering committee, identify any distinct and substantive qualifications for undertaking the proposed contract such as availability of specialized equipment or unique approaches or concepts relevant to the requirement expectations. Ensure that project objectives are connected to project outcomes through clear performance measures.

### 8.3.2. Qualifications and Demonstrated Experience VALUE: 20

Response must describe previous projects that the project team has worked on that are related to the size and scope of this project. Describe the dollar amount of the contract and a brief narrative of the successes encountered during the contract period. Address how the experience will help you to perform under this contract and provide references (contact name and number) for each project. Indicate which of the proposed firms and project staff were involved in each contract. APC reserves the right to investigate references projects, contract references and research other projects the respondent has worked on.

### 8.3.3. Proposed Project Staff VALUE: 25

Describe the work to be performed by the individuals you name to perform the essential functions and detail specific qualifications and substantive experience directly related to the proposed contract. A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from evaluations of the proposal. Focus on individuals' specific duties and responsibilities, and how the project experience is relevant to the proposed contract. Competence of the consultant/team should be demonstrated. This includes:

- Knowledge of the topic and literature in the field.
- Qualifications and experience.
- Demonstration of an effective historical relationship and involvement with First Nations communities.
- Knowledge of the region.

**8.3.4. Objectives and Services**

VALUE: 15

The contractor's response to this RFP should demonstrate a comprehension of the objectives and services for the proposed contract. Do not merely duplicate the deliverables set forth within this RFP. Define any assumptions made with regards to a contractor's proposal response to this RFP.

**8.3.5. Quality of Proposal**

VALUE: 5

The committee will rate this based on their perception of the clarity, completeness, and presentation of proposal. This criterion is not used to rate colour, graphics, or other visual techniques, but only for content.

**8.3.6. Cost and Timing of Study**

VALUE: 10

The contractor should include a response discussing:

- Both current and potential time commitments of proposed project staff to other clients and projects.
- Projected workload of each associated firm proposed for involvement in this project.
- Adequate support personnel, and other resources to provide services required.
- Other resources of technical capabilities available to the contractor which will specifically benefit the project.
- Detailed budget and its justification.

**9. DEBRIEFING**

At the conclusion of the RFP process, all consultants will be notified.

**10. ESTIMATED TIME FRAMES AND PROCESS**

The following timetable outlines the anticipated schedule for the RFPs and contract process. The timing and the sequence of events resulting from the RFP may vary and shall ultimately be determined by APC and the selection committee.

**Request for Proposals issued: 7 April, 2026**

**Request for Proposals closes: 22 April, 2026**

**Anticipated date for Proposals evaluation to be completed: 30 April, 2026**

**Anticipated date for contract to be developed: 1 May, 2026**

**11. REQUEST FOR PROPOSAL PREPARATION****11.1 Signed Proposals**

Each consultant must ensure that the proposal is signed by a person authorized to sign on behalf of the company/institution in response to this request for a proposal.

## 11.2 Electronic Version of the Proposal

Proposals that are submitted by mail must also be submitted with one electronic copy (Word or PDF Format).

## 11.3 Notification and Correspondence

All notices and correspondence will be sent to the principal consultant unless a request is made for APC to correspond with someone other than the principal consultant.

**Questions:** Questions may be addressed by e-mail to **Melissa Nevin, Director of Fisheries and Integrated Resources**, Atlantic Policy Congress of First Nations Chiefs Secretariat (APC), [melissa.nevin@apcfn.ca](mailto:melissa.nevin@apcfn.ca). However, in the interest of fairness, all questions will be answered in writing and sent to all respondents or potential respondents.

## 11.4 Changes to Proposal Wording

The contractor will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by APC for purposes of clarification.

## 11.5 Working Language of APC

The working language for the purposes of this RFP is English and all responses to the RFP must be in English.

## 11.6 Contractor's Expenses

The contractor is solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with APC, if any. If APC elects to reject all proposals, APC will not be liable to any applicants for any claims, whether for costs or damages incurred by the contractor in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

## 11.7 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

## 11.8 Firm Pricing

Prices will be firm for the entire contract period unless this RFP specifically states otherwise.

### Currency and Taxes

Prices quoted must be:

- a) In Canadian dollars.
- b) APC is HST exempt, and the successful consultant will be provided a copy of its HST exemption letter.

## **12. DEFINITION OF CONTRACT**

Notice in writing to an applicant that it has been identified as the successful candidate and the subsequent full execution of written contract will constitute a contract for the goods or services and no consultant will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

## **13. LIABILITY FOR ERRORS**

While APC has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for applicants. The information is not guaranteed or warranted to be accurate by APC, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

## **14. MODIFICATION OF TERMS**

APC reserves the right to modify the terms of this RFP at any time in its sole direction. This includes the right to cancel this RFP at any time prior to entering a contract with the successful applicant.

## **15. OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION**

All documents, including proposals, submitted to APC, become the property of APC. They will be received and held in confidence by APC.

## **16. USE OF REQUEST FOR PROPOSALS**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

## **17. CONFIDENTIALITY OF INFORMATION**

Information pertaining to APC obtained by the consultant as a result of participation in this project is confidential and must not be disclosed without written authorization from APC.