



July 17/Ohiarihkó:wa , 2024

Request for Proposals: Video on Labour Market Information, Partnerships & Fostering Growth at Tawatohnhi'sakhta

The scope of this RFP (Request for proposals) includes a final production of an approximate 5-minute informational video that will educate and highlight the work being done at Tawatohnhi'sakhta. The successful applicant will demonstrate the capability to deliver a preliminary draft by October 2024, with the final plan being ready for release in January 2025.

We are seeking a consultant or consulting team with the knowledge and experience to produce a video on an overview of Tawatohnhi'sakhta's programs, services and partnerships and the provide information on our impacts on the Kahnawá:ke Labour Market. The video will demonstrate how we strive to support and foster economic development activities that will grow and enhance the community of Kahnawá:ke. The chosen company will be expected to work closely with an internal working group to ensure that the production delivers the essence of our work and as an organization.

Please be aware that the deadline to submit your proposal is **4:00 p.m. on Wednesday, July 31, 2024**. We encourage you to include detailed information on your approach, methodology, and previous relevant experience in your submission.

We appreciate your interest in collaborating with Tawatohnhi'sakhta and look forward to your thoughtful and detailed proposals. Should you have queries or need further information, please contact me.

Thank you for considering this opportunity to contribute to the future success of Tawatohnhi'sakhta and the Community of Kahnawá:ke.

Niá:wen,

A. Marquis

Angie Tewa'kerákhwa Marquis
Director of Workforce Development

KAHNAWAKE ECONOMIC DEVELOPMENT COMMISSION

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REQUEST FOR PROPOSAL

**Labour Market Information, Partnerships & Fostering Growth at
Tewatohnhi'saktha**

**Posted: July 17, 2024
Proposal Due Date: July 31, 2024**

1. INTRODUCTION

Tewatohnni'saktha, also known as the Kahnawà:ke Economic Development Commission (KEDC), is inviting submissions from skilled individuals or organizations that are interested in capturing a creative, visual, informational video that will highlight the programs, initiatives and partnerships we make that helps us achieve our mandate. The video should involve short interviews with key stakeholders, engage local businesses, and capture the essence of the community from an economic development perspective. The video should incorporate Tewatohnni'saktha's brand image foster the core values of the organization in the production.

Accountable, Innovative, Transparent, Client Focused, Teamwork Oriented.

Tewatohnni'saktha was established in 1999 by legislation of the Mohawk Council of Kahnawà:ke (MCK). It was established to create jobs, wealth, and self-sufficiency for the Mohawks of Kahnawà:ke. Tewatohnni'saktha operates as an autonomous entity from the MCK and operates as a cooperative legal structure with seven voting members acting as the Board of Directors. Tewatohnni'saktha has a staff of approximately thirty employees and exists to stimulate and enhance Kahnawà:ke's growth by investing in people, businesses, and economic opportunities. This year we celebrated our 25th Anniversary. The four units of Tewatohnni'saktha are:

Tewatohnni'saktha Business Services Division (TBS), Workforce Development (WD), Organizational Services Division (OSD), and Marketing & Tourism (M&T).

The current mandate (in effect since 2019) has been developed collaboratively between the Mohawk Council of Kahnawà:ke and Tewatohnni'saktha to reflect a collective understanding of roles and responsibilities. Tewatohnni'saktha is responsible and accountable for the delivery of the following services within the Kanien'kehà:ka Territory of Kahnawà:ke:

Workforce Development

To enable individuals to acquire knowledge, skills and attitudes for gainful employment or improved work performance and providing employers with an effective means to communicate and meet their demand for skills to decrease the number of unemployed and under-employed community members.

Business Retention & Expansion

To ensure that businesses located within Kahnawà:ke maintain and expand (as measured by increasing the number of individuals employed) their operations within the Territory.

Entrepreneurship & Business Services

To provide entrepreneurs with access to developmental loans and other financial contributions, training, mentoring and the technical assistance they need to start-up and expand their business.

Economic Development Marketing & Tourism

To market the overall community, individual properties or sites, or specific programs or policies for the purposes of attraction, retention, and expansion of businesses, increasing the number of tourists, and improvement of the community's image locally, nationally, and internationally.

Economic Policy Advisory

To provide research and analysis of how economic policy, commercial regulations, and macroeconomic trends could impact Kahnawà:ke's economy and businesses.

2. PROJECT SCOPE & DELIVERABLES

The scope of this RFP (Request for proposals) includes a final production of an approximate 5 minute informational video that will educate and highlight the work being done at Tewatohnhi'saktha in achieving its mandate. The successful applicant will demonstrate the capability to deliver a preliminary draft by October 2024, with the final plan being ready for release in January 2025.

Responsibilities of Tewatohnhi'saktha:

Under the facilitation of the consultant/consultant team, the staff of Tewatohnhi'saktha will be responsible for undertaking the following:

1. Providing relevant Stock images and Stock footage.
2. Providing relevant documentation on program information.
3. Providing contact information for key stakeholders.
4. Providing time to check-in on progress of the production.

Responsibilities of the Consultant

The consultant will be responsible for undertaking the following:

1. Obtaining the rights to use images and audio.
2. Ensuring all equipment necessary to complete the final product.
3. Coordinating all necessary interviews
4. Editing and production of the final product.

3. CONTRACT REQUIREMENTS

Minimum requirements for submittal of a Proposal in response to the RFP include the following:

- A. Demonstrated understanding of Tewaohni'saktha's Mission & Vision.
- B. Demonstrated experience, competence, and qualifications of the consultant or team successfully providing similar services to public entities/organizations.
- C. An understanding of Kahnawà:ke's unique status and a general understanding of the programs and services of Tewaohni'saktha.

4. RFP PROPOSAL REQUIREMENTS

Consultants interested in providing these services must submit a proposal that includes:

A. *Cover Letter:*

The cover letter is to be signed by the designated officer authorized to execute a contract with Tewaohni'saktha.

B. *Consultants Qualifications:*

A profile / portfolio of the proponent's qualifications and experience and understanding of the requirements and the work required to achieve the objectives outlined. This section shall describe the areas of expertise of current consultant or team members and the scope of the services that can be provided by the consultant or team. At least 2 attachments of previous work similar to this project.

C. *Key Personnel:*

Include all personnel who will be assigned to work on the project.

D. *Project Work Plan / Schedule:*

Provide a description of the project management plan.

E. *Project Cost:*

Provide a detailed project cost table for all the tasks identified in the Project Scope section of this RFP. Please be as detailed as possible. Include any additional fees or optional services that may be required.

F. *References:*

A list of similar projects completed by the consultant and/or team shall be listed in this proposal.

5. PROPOSAL SUBMISSION AND CONTENT

Tewatohnhi'saktha will receive proposals for the project until **4:00 PM** (local time), Wednesday 31 July 2024.

All proposals shall be delivered to the attention of:

**Angie Marquis, Director of Workforce Development,
Tewatohnhi'saktha 2 River Road
Kahnawà:ke Business Complex – 3rd. Floor
P.O. Box 1110
Kahnawà:ke, QC J0L 1B0**

E-mail: angie.marquis@kedc.biz

Proposals which are received after the deadline will not be considered. Tewatohnhi'saktha reserves the right to reject any or all bids.

6. SCORING

Tewatohnhi'saktha will be evaluating proposals using a Weighted Scores method. Each criterion is assigned a weight and based upon how well the consultant's proposal addressed each criterion; Tewatohnhi'saktha will assign a score of 0-10 and then multiply the points by the designated weight to get the total weighted points for each item.

Criteria	0-10 score	Weight	Weighted score
Company background and experience.		10	
Experience in performance of comparable engagements (including with Kahnawake).		20	
Scope, approaches, methodology, timeline.		50	
Reasonableness of cost.		20	
Total Weighted Points		100	

7. QUESTIONS

For further information regarding this RFP please contact:

Ms. Angie Marquis, Director of Workforce Development

E-mail: angie.marquis@kedc.biz

Phone: 450.638-4280 Ext. 238

Cell: 514.554.4312

For additional information about Tewaohni'saktha, please consult our website at www.tewa.ca.