



26, Enniska/February, 2025

**Subject:** Request for Proposals – Coordination of the 2025 Tawatohnhi'saktha Opportunity Fair

Dear Prospective Applicant,

Tawatohnhi'saktha, also known as the Kahnawà:ke Economic Development Commission (KEDC), invites proposals from qualified professionals to coordinate the **2025 Tawatohnhi'saktha Opportunity Fair**, scheduled for **September 25, 2025**.

This event is a key initiative aimed at engaging and informing community members and businesses about career and business opportunities both within and outside Kahnawà:ke. The selected Coordinator will work closely with Tawatohnhi'saktha's Planning Committee to ensure the event aligns with our **mission, vision, values, and strategic objectives** as outlined in the **2025-2028 Tawatohnhi'saktha Strategic Plan**.

The successful applicant will demonstrate:

- ✓ Proven experience in event planning, preferably with economic development organizations and knowledge of the Kahnawà:ke community.
- ✓ Strong project management, communication, and budgeting skills to ensure seamless execution.
- ✓ The ability to develop a detailed work plan, coordinate logistics, secure resources, and lead marketing and promotional efforts.
- ✓ A commitment to achieving measurable outcomes that align with Tawatohnhi'saktha's workforce development and business retention and expansion goals.

Proposals must include a comprehensive approach, methodology, and detailed budget. **The deadline for submission is 4:00 p.m. on Friday, March 28, 2025.** For inquiries or further information, please contact:

**Tammy Delaronde**

Executive Director, Tawatohnhi'saktha

Tammy.Delaronde@kedc.biz

(450) 638-4280

We appreciate your interest in contributing to this important initiative and look forward to receiving your proposals.

Sincerely,

**Tammy Delaronde**

Executive Director, Tawatohnhi'saktha

KAHNAWAKE ECONOMIC DEVELOPMENT COMMISSION

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## **REQUEST FOR PROPOSAL**

**Tewatohnhi'saktha Opportunity Fair**

**Coordination**

**Posted: February 18, 2025**

**Proposal Due Date: March 28, 2025**

## 1. INTRODUCTION

Tewatohnni'saktha, also known as the Kahnawà:ke Economic Development Commission (KEDC), is inviting submissions from skilled individuals interested in coordinating the 2025 Tewatohnni'saktha Opportunity Fair. The focus of the fair is to engage and inform community members and businesses of career and business opportunities both within and outside of Kahnawà:ke through a fun and interactive event.

A detailed work plan is required outlining participants, resource requirements, budget, key timelines, and activities taking place during the event including a floor plan for booth set up. The plan must align with the strategic objectives and initiatives outlined in the Tewatohnni'saktha 2025-2028 Strategic Plan relating to the Opportunity Fair.

Kahnawà:ke is a Mohawk Nation Territory of approximately 6,000 people. It is located ten kilometers south of Montreal, Quebec on the south shore of the St. Lawrence River and Seaway. The local economy is driven by a approximately 250 small businesses and boasts 6 golf courses.

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 enhance Kahnawà:ke's economic growth by investing in and empowering people and businesses. The four divisions of Tewatohnni'saktha are:

- ***Tewatohnni'saktha Business Services Division (TBS)***: Provides services, loans, and grants for start-up and small businesses.
- ***Workforce Development Division (WFD)***: Provides workforce development services to community members.
- ***Organizational Services Division (OSD)***: Provides organizational services to all the Divisions (including human resources, accounting, IT, receptionist, facilities and office management, communications, and marketing).
- ***Kahnawake Tourism***: Assume leadership of the collective effort to promote and position Kahnawà:ke as a key destination for religious, cultural and leisure tourism.

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. 2025-2028 STRATEGIC PLAN

The 2025-2028 Tewaohnni'saktha Strategic Plan set the following themes for the organization to focus on:

1) Increased internal collaboration across teams to improve client delivery

- Opportunity Fair: multi-team event
- Organizational calendar
- Redefine collaboration between TBS & WD
  - Integrating Tourism
- Better communication about programs across teams

2) Plan for tomorrow's economy

- Long-term planning for future career opportunities and gaps
- TBS Program and policy review
- KCAC impact on Tourism

3) Promote Language & Culture

- Internal awareness and usage
- External collaboration with community organizations
- Impact of KCAC & Tourism as an economic driver

4) Redefining success

- Longer term tracking of clients
- Measuring outcomes AND progress
- Reemphasizing language and culture

The plan was created with input from key stakeholders including clients, business owners, Tewaohnni'saktha staff, management, the Executive Director, and the Board of Directors.

### **3. 2025 TEWATOHNHI'SAKTHA OPPORTUNITY FAIR**

Tewatohnhi'saktha wishes to engage the services of a qualified professional to undertake the coordination of the 2025 Tewatohnhi'saktha Opportunity Fair.

The purpose of the Opportunity Fair is to:

- A. Engage and inform community members and businesses of career and business opportunities available to them both within and outside of Kahnawà:ke.
- B. Facilitate networking amongst community members, businesses, and organizations regarding current and future jobs and their requirements and enabling community members to prepare for those job opportunities.
- C. Facilitate networking amongst community members, businesses, and organizations regarding large-scale projects and their requirements and enabling community members and businesses to prepare for those business opportunities.
- D. Facilitate the job application process by imparting resume and cover letter writing skills upon community members.
- E. Inform community members and businesses about Tewatohnhi'saktha programs and services aimed at helping community members and businesses achieve their career and business goals.

### **4. PROJECT SCOPE & DELIVERABLES**

The scope of work and deliverables for the coordination of the Tewatohnhi'saktha Opportunity Fair are as follows:

1. Review the Tewatohnhi'saktha vision, mission, and mandate to guide the planning of the Opportunity Fair.
2. Coordinate bi-monthly meetings with the Opportunity Fair Planning Committee to obtain guidance on event planning and proposed spending.
3. Based on guidance from the Planning Committee, develop a detailed work plan outlining the activities to take place during the Opportunity Fair, participants to invite, resource requirements, budget, key timelines, and a floor plan for booth set-up.
4. Obtain approval from the Executive Director to secure resources needed for the event (i.e. signage, promotional items, decorations). Provide all invoices to the Executive Director for processing.
5. Work with the Marketing Team to develop a marketing campaign to promote the Opportunity Fair.
6. Work with the Planning Committee to determine presenters to invite.

7. Work with the WFD and TBS teams to send invitations to directly to participants including a reminder one week prior to the event.
8. Recruit Tewaohnhi'saktha staff volunteers for setting-up & taking-down, cleaning-up, greeting, presenting, and manning the organization's booth.
9. Develop an evaluation tool to determine participant satisfaction with the event and distribute the tool to all participants.
10. The final deliverable will be a report detailing the key outcomes of the event including, but not limited to:
  - Total number of participants;
  - Total number of participants completing a resume and/or cover letter;
  - Total number of participants obtaining information on Tewaohnhi'saktha programs and services;
  - Total cost of the event versus budget;
  - Evaluation tool results;
  - What worked well, what did not work well, recommendations for future events.

The proposal will include, but is not limited to, the following requirements:

**Responsibilities of Tewaohnhi'saktha:**

Tewaohnhi'saktha will be responsible for undertaking the following:

1. Providing space for the Coordinator and Planning Committee to meet, bi-monthly and as needed. This excludes office space for the Coordinator's daily use.
2. Providing guidance to the Coordinator through the Planning Committee and approvals through the Executive Director.
3. Providing note taking for the Planning Committee meetings by the Executive Assistant and distribution of the notes to committee members.
4. Providing a budget for the event.
5. Processing all pre-approved invoices.
6. Providing storage for resources purchased for the event (i.e. signage, promotional items, decorations, etc.)

### **Responsibilities of the Consultant:**

The consultant will be responsible for undertaking the following:

1. Scheduling bi-monthly meetings with the Planning Committee.
2. Seeking guidance from the Planning Committee to develop a detailed work plan outlining the activities to take place during the Opportunity Fair, participants to invite, resource requirements, budget, key timelines, and a floor plan for booth set-up.
3. Obtaining approval from the Executive Director to secure resources needed for the event and providing all invoices to the Executive Director for processing within one week of receipt.
4. Within three months of the event, finalizing the recruitment of Tewaohnhi'saktha staff volunteers for setting-up, taking-down, cleaning-up, greeting, presenting, and manning the organization's booth.
5. Developing and distributing a participant satisfaction evaluation tool.
6. Developing an event final report with key event statistics, participant satisfaction results, and recommendations.

## **5. RFP PROPOSAL REQUIREMENTS**

Qualified applicants 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 Tewaohnhi'saktha.

### ***B. Qualifications:***

A profile of the proponent's qualifications, experience, and understanding of the requirements and scope of the services that can be provided by the proponent.

### ***C. Project Work Plan:***

Provide a description of the project understanding (brief), detailed work approach, and methodology, including process involved in planning such an event.

### ***D. Project Schedule:***

A detailed work plan and schedule for the event including key tasks and estimated hours.

### ***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 proponent shall be listed in this proposal.

**6. PROPOSAL SUBMISSION AND CONTENT**

Tewatohnhi'saktha will receive proposals for the project until **March 28, 2025 at 4:00 PM** (local time), Friday, 2025. Faxed or e-mailed proposals will be rejected.

All proposals shall be delivered to:

**Tewatohnhi'saktha  
2 River Road  
Kahnawà:ke Business Complex – 3<sup>rd</sup> Floor  
P.O. Box 1110  
Kahnawà:ke, QC J0L 1B0**

Proposal documents will:

- a) Be submitted on company letterhead.
- b) Include all information requested.

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

## 7. 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. .

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

## 8. QUESTIONS

For further information regarding this RFP please contact:

Ms. Tammy Delaronde, Executive Director

[Tammy.delaronde@kcdc.biz](mailto:Tammy.delaronde@kcdc.biz)

Phone: (450) 638-4280

Fax: (450) 638-3276

For additional information about Tawatohnhi'saktha, please consult our website at [www.kcdc.biz](http://www.kcdc.biz).