



Assembly of First Nations (AFN)

Request for Proposal (RFP) to Host the Assembly of First Nations 2026 Annual General Assembly

Introduction

The Assembly of First Nations (AFN) is a national advocacy organization that works to advance the collective aspirations of First Nations. The AFN is also guided by an Executive Committee consisting of an elected National Chief and Regional Chiefs from each province and territory.

Objective

The objective of this Request for Proposals (RFP) is to select a bidder to provide a high quality of professionalism, integrity and confidentiality in carrying out the work which pertains to the AFN.

The AFN is seeking a venue to host the AFN's Annual General Assembly that meets the space requirements listed in this RFP to conduct AFN business. The selection will be reviewed by an internal committee and recommended proposals/venues will be presented to the Executive Committee who will select the successful proposal.

Background Information

The AFN hosts at least two Assemblies each year where mandates and directives for the organization are established through resolutions directed and supported by the First Nations-in-Assembly, (elected Chiefs or proxies from member First Nations).

Proposal Submission

All proposals shall be received by the AFN no later than May 23, 2025, by 5:00pm EDT. All proposals will clearly identify the name of the proponent and the note "RFP for Bid to Host AFN's 2026 Annual General Assembly" in the subject line of email.

Individuals shall indicate whether they identify as Indigenous and what Indigenous community acknowledges their membership. Corporate entities shall do the same

for the ownership of the entity and for those who will conduct the work under the AFN. Late submissions will not be accepted and will not be considered without exception. The use of the fax, mail or courier services for delivery of a bid will not be accepted.

Proposal Submission Requirements

All proposals shall include the following information:

- Meeting space for 3000 people in plenary;
- Tradeshow space for a minimum of 125 8x10 booths;
- 22 breakout rooms – AFN Staff Room/Office, 12 Caucus Rooms (to be paid for by the regions), Media/Press Room, 3 rooms for Councils' meeting/gathering, Resolution Team Room, CEO/Co-Chair Room, National Chief meeting room, National Chief office;
- All meeting space must be available in one facility;
- 2200 hotel rooms available within the city limits;
- All meeting space and hotel rooms must be available in July 2026.

Rights of the AFN

The AFN reserves the right to:

- a) reject any or all proposals received in response to this Request for Proposals;
- b) enter into negotiation with one or more bidders on any or all aspects of their respective proposals;
- c) accept any proposal in whole, or in part;
- d) cancel and/or re-issue the modified version of a given RFP requirement at any time;
- e) award one or more contracts;
- f) verify all information provided with respect to a given RFP requirement, including the right to request a confirmation of the bidder's legal status and signed documentation; and
- g) award contracts without competition for follow-up work, if any, to the selected bidder for a given project requirement.

Evaluation Criteria

The AFN will select the Proponent(s) which, in the AFN's sole discretion, best serves the needs of the AFN. The following is a summary of the general considerations that will be used to determine the Proponent(s) that will be selected:

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| 1. Meeting the Space Requirements | 30% |
| 2. Overall Experience and Demonstrated Results | 10% |
| 3. Budget Approach and Cost Effectiveness, including Tourism | 35% |
| | 15% |

Funding for venue and number of Hotel Nights	10%
4. Terms and Conditions	
5. Indigenous Organization/Individual	100%
Total	

Timetable

The following dates are set forth for informational and planning purposes and may be changed at the AFN's sole discretion, at any time prior to the Proposal Submission Deadline.

[Description of Deliverables]	[Due Date]
Deadline to submit Proposal	May 23, 2025
Internal Committee Review	May 26-30, 2025
Recommendations to Executive Committee	June 13, 2025
Executive Committee Decision	July 13, 2025

Miscellaneous Provisions

Price

Bidders must provide a firm fixed price for venue meeting space including HST. The AFN will evaluate costs pertaining to food and beverage, audio-visual, and other related costs in a separate process, with recommendations from the successful bidder.

Confidentiality

Responses to this RFP will be considered as confidential information by the AFN and will be used solely for the purposes of selecting the successful bidder.

Questions/Responses/Submission

All on-time proposals will be acknowledged. Only those submissions that meet the deadline will be considered. Requests for clarification and/or questions and all final submissions should be sent to:

Jonathan Thompson, Vice-President
Operations and Administration
 Assembly of First Nations
 Telephone: (613) 241-6789 extension 235
 Electronic Mail: jthompson@afn.ca

Responses to this RFP must be received by the close of business (5:00pm EDT) on May 23, 2025.