



REQUEST FOR PROPOSAL (RFP)

SCOPE OF SERVICE: Conference Planning & Implementation

ISSUING OFFICE: END HOMELESSNESS WINNIPEG - REACHING HOME

CLOSING DATE: Monday, December 11th 2023

CLOSING TIME: 11:59 AM

ALL ENQUIRIES RELATED TO THIS RFP INCLUDING ANY REQUESTS FOR ADDITIONAL INFORMATION, ARE TO BE DIRECTED TO THE FOLLOWING EMAIL ADDRESS: rhadmin@endhomelessnesswinnipeg.ca

Conditions of this Proposal: All costs incurred in the preparation of a proposal responding to this RFP (REQUEST FOR PROPOSAL) will be the responsibility of the contractor and will not be reimbursed by End Homelessness Winnipeg - Reaching Home. We respectfully thank all who submit a proposal, but End Homelessness Winnipeg - Reaching Home reserves the right to, without explanation, decline to respond to inquiries post-closing.

End Homelessness Winnipeg is an Indigenous mandated, collective impact organization that is committed to ending homelessness in Winnipeg. Preference will be given to Indigenous (First Nations, Métis, Inuit) contractors meeting the RFP requirements.

Proposals are to be submitted electronically to:

rhadmin@endhomelessnesswinnipeg.ca

REQUEST FOR PROPOSAL – CONFERENCE PLANNING & IMPLEMENTATION



1. Purpose

With a commitment to driving meaningful change, End Homelessness Winnipeg is embarking on its inaugural conference, marking a pivotal step forward in our mission. This transformative event will invite participants not only from Winnipeg but potentially from various regions across the province.

As we envision a future of progress, there is a distinct possibility for this conference to evolve into a biannual tradition.

End Homelessness Winnipeg is seeking to contract services from an Event Management Agency or Independent Event Planner to coordinate this conference in Winnipeg in the Spring of 2024.

This RFP provides the background, intent, and expectations for the project.

2. Background

End Homelessness Winnipeg derives its mandate from the [10-Year Plan to End Homelessness in Winnipeg](#), which was initiated in 2014. The cornerstone of this plan was the establishment of a non-profit organization entrusted with the leadership to combat homelessness within our city.

Embracing a collaborative approach alongside existing services, this novel entity is unequivocally committed to eradicating homelessness. Central to our mission is the imperative to foster collaboration across systems, deeply engage with both the community and government sectors, and integrate the invaluable insights of individuals with Lived Experience of homelessness, Indigenous leaders, community organizations, as well as philanthropic and private entities.

Founded in 2015, End Homelessness Winnipeg opened its doors to embark on this transformative journey. In 2019, a pivotal evolution took place as End Homelessness Winnipeg transitioned into an Indigenous organization, reinforcing our dedication to inclusivity, cultural sensitivity, and addressing the unique challenges faced by Indigenous individuals experiencing homelessness.

Since April 1, 2019, End Homelessness Winnipeg has served as Winnipeg's Community Entity (CE), stewarding funds for [Reaching Home: Canada's Homelessness Strategy](#). The Government of Canada directs federal funding for communities across Canada to support their efforts addressing local needs and specific homelessness priorities.

End Homelessness Winnipeg's role as CE, as defined by The Government of Canada, is to:

- Solicit funding proposals for community projects to prevent or reduce homelessness
- Approve projects recommended by the Community Advisory Board in accordance with program terms and conditions
- Contract and monitor all projects
- Work with community stakeholders to oversee the development and implementation of a systems-based approach to addressing homelessness



- Support a transition to an outcomes-based approach
- Collect and share data and information
- Report on the results and outcomes of all funded projects
- Monitor and report on the development, implementation and success of a community plan including identified gaps in services that have been filled and those remaining, new partnerships forged, and extent to which priorities have been met through sub-projects.

3. Intent

The conference's content will traverse a diverse range of topics, addressing the critical issues at the heart of our mission. We are targeting the housing and homelessness sector that includes directors and staff immersed in emergency shelters, drop-in services, outreach programs, housing support services, alongside community leaders, funders, healthcare professionals, and representatives from both provincial and municipal government bodies.

Anticipating the participation of several hundred individuals, we envision a dynamic conference enriched with knowledge exchange and collaboration offering attendees opportunities for in-depth discussions and interactive learning. Each day will be framed by a compelling keynote address, setting the tone for the exploration and discovery that will unfold

It is paramount to extend our reach to landlords, who play a pivotal role in our collective endeavor.

Recognizing the disproportionate representation of Indigenous people within the homeless population, we are firmly committed to embedding Indigenous leadership and cultural perspectives at the core of this conference's planning and execution.

At the heart of this endeavor lies our shared goals to:

- elevate the quality of services,
- enhance coordination among stakeholders, and
- foster a deeper understanding of the multifaceted roles that contribute to preventing and mitigating homelessness.

Through collaboration and knowledge dissemination, we strive to forge a path toward sustainable change, rooted in compassion, unity, and a profound commitment to our community's well-being.

The intent of this conference is to increase *capacity for improved services and contributing to a broader systematic approach.*

The overarching theme of the conference will be Addressing Indigenous Homelessness. Indigenous people are over-represented in homelessness and housing insecurity. The 2022 Winnipeg street Census showed that 75% of those experiencing homelessness identify as Indigenous; however, only 14% of Winnipeg's population identifies as Indigenous.



4. Expectations:

The selected agency or independent event planner will be entrusted with the following responsibilities:

a) Conference Design Options:

- i. Provide seasoned expertise and recommendations for conference design options.
- ii. Present a comprehensive written recommendation encompassing various design choices.

b) Preconference Activity: In preparation for the conference, the agency or event planner is expected to undertake the following tasks:

- i. **Obtain Quotes for Goods or Services:**
 - Procure quotations for goods or services exceeding \$25,000, in adherence to relevant procurement guidelines.
- ii. **Venue, Timing, and Catering:**
 - Secure an appropriate venue, finalize scheduling details, and arrange catering services for the conference.
- iii. **Scheduling:**
 - Develop a comprehensive and well-structured conference schedule that optimizes time and resources.
- iv. **Lived Experience Support:**
 - Organize and facilitate the involvement of individuals with Lived Experience of homelessness in conference activities.
- v. **Hotel Coordination:**
 - Coordinate lodging arrangements for out-of-town speakers, ensuring their comfort and convenience.
- vi. **Conference Sponsorship:**
 - Actively pursue and secure sponsorship opportunities to enhance the conference's financial support.
- vii. **Conference Steering Committee Leadership:**
 - Assemble the Conference Steering Committee with , End Homelessness Winnipeg staff, community members and sector service providers.
 - Lead the Conference Steering Committee, fostering collaborative decision-making and effective communication.
- viii. **Conference Working Groups Leadership:**
 - Oversee and guide the conference working groups to ensure seamless coordination and task accomplishment.
- ix. **Budget Management:**
 - Maintain a comprehensive budget and adhere to established payment procedures throughout the planning and execution phases.
- x. **Registration Management:**
 - Efficiently manage the conference registration process, ensuring accuracy and a seamless experience for attendees.



- xi. **Speaker Acquisition:**
 - Identify, approach, and secure conference speakers who can contribute valuable insights and expertise.
- xii. **IT Coordination for Speakers:**
 - Coordinate the technological requirements of conference speakers, ensuring their presentations run smoothly.
- xiii. **Steering Committee Updates:**
 - Provide regular updates and reports to the Conference Steering Committee, keeping them informed about progress and developments.

The agency or event planner's commitment to excellence and meticulous execution will be instrumental in realizing a successful and impactful conference that aligns with End Homelessness Winnipeg's mission.

c) Conference Implementation Expectations:

- i. **Thematic Execution:**
 - Translate the chosen conference design into a cohesive and engaging thematic experience for attendees.
- ii. **Logistics Management:**
 - Ensure seamless execution of all logistical aspects, including registration, venue setup, equipment arrangement, and attendee flow.
- iii. **Schedule Adherence:**
 - Adhere to the conference schedule, facilitating smooth transitions between sessions and activities.
- iv. **Speaker Coordination:**
 - Manage speaker logistics, including travel arrangements, accommodations, and technical support for their presentations.
- v. **Lived Experience Integration:**
 - Facilitate meaningful and respectful integration of individuals with Lived Experience of homelessness into conference activities.
- vi. **Workshop Facilitation:**
 - Oversee the successful organization and facilitation of breakout sessions and workshops.
- vii. **Catering Management:**
 - Ensure timely and quality catering services, accommodating dietary needs and preferences of attendees.
- viii. **Participant Engagement:**
 - Create an environment that promotes active engagement and participation from attendees.
- ix. **Technology Support:**
 - Coordinate audiovisual and IT requirements, guaranteeing smooth multimedia presentations and tech-related aspects.



- x. **Accessibility Considerations:**
 - Implement accessibility measures to ensure the conference is inclusive for all attendees, including those with disabilities.
- xi. **Networking Opportunities:**
 - Foster networking opportunities among participants to encourage knowledge sharing and relationship-building.
- xii. **Feedback Collection:**
 - Develop mechanisms for collecting feedback from attendees to inform future improvements.
- xiii. **Steering Committee Reporting:**
 - Provide regular progress reports to the Conference Steering Committee, highlighting accomplishments and addressing challenges.
- xiv. **Post-Conference Evaluation:**
 - Conduct a thorough evaluation of the conference's success, identifying areas of improvement for future iterations.
- xv. **Financial Oversight:**
 - Manage expenses and financial transactions in alignment with the established budget and payment procedures.
- xvi. **Documentation and Archiving:**
 - Maintain comprehensive documentation of the conference, including materials, contracts, and communications.
- xvii. **Evaluation of Objectives:**
 - Ensure that the conference's objectives, as outlined in the RFP, are met and exceeded wherever possible.
- xviii. **Wrap-Up and Debrief:**
 - Conduct a comprehensive post-conference debrief with the Conference Steering Committee to capture insights and lessons learned.

5. Submitting your proposal:

Proposals should include:

- Budget summary and narrative
- Narrative highlighting the expertise that the firm/individual would bring to this role
- Examples of past experiences providing similar expertise

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The successful Contractor will be required to sign a Reaching Home project agreement and will be subject to financial and activity monitoring.