

Niagara 1812 Bicentennial Legacy Council  
Contracts for Services RFP



**Request for Proposals**

**Niagara 1812 Bicentennial Legacy Council Contracts for Services**

**Date Issued:** July 1, 2010

**Deadline for Submission:** July 30, 2010

**Deliver to:**

Niagara 1812 Bicentennial Legacy Council  
c/o Niagara Economic Development Corp.  
3550 Schmon Parkway, 2<sup>nd</sup> Floor, PO Box 1042  
Thorold, ON L2V 4T7  
[admin@discover1812.com](mailto:admin@discover1812.com)  
905-984-3626 Ext. 3456, 905-688-5907 fax

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### **Organizational Overview:**

The Niagara 1812 Bicentennial Legacy Council was created as a cross-border non-profit organization to increase public awareness and participation in the Bicentennial. The Bicentennial will mark the 200<sup>th</sup> anniversary of the War of 1812 and the 200 years of peace between Canada and the United States that followed. The Legacy Council is coordinating and facilitating a number of 1812 Bicentennial initiatives by local groups across Niagara.

### **Request for Contracts for Services:**

The Legacy Council is seeking proposals for two contracts for services, one in Erie County and one in Niagara County, to work on the organization of 1812 Bicentennial efforts on the US side of Niagara River.

### **Budget:**

The budget for each contract position is \$7500.

### **Required Deliverables:**

Each contractor would be expected to provide the following services over a period of three to four months:

- 1) Working with local 1812 groups to provide support and advice on their project formulation and planning, if and as needed.
- 2) Develop an inventory of projects being planned, with brief descriptions, key dates, partners, contacts, estimated budgets and need (if any) for funding.
- 3) Identify opportunities and avenues for publicizing the Bicentennial in their respective counties and with WNY and NYS audiences.
- 4) Co-ordinate local initiatives already underway such as the proposed Art of Peace Gardens in each county so that they fit within the larger Niagara-wide contest for this program.
- 5) Ensure that there is sufficient input and participation in each county to Legacy Council programs to ensure cross-border participation.
- 6) Assisting with various stakeholder relations and activities to facilitate/cultivate local 1812 groups and determine projects, interest and leadership.

**Experience required:**

Answering to the CEO of the Legacy Council, it is expected that the successful applicant(s) will have the following experience:

- Minimum of five years background in volunteer and stakeholder relations
- Proven skills in planning, fund-raising, relationship management and dispute resolution.
- Background in Public Relations, Communications and Marketing would be an asset.

**Rating Factors/Weighting (Scoring 0-10):**

- 1) Quality of Submission (20%, 5% each)
  - Overall Impression
  - Overall Quality of the RFI Submission
  - Completeness of the Submission
  - Understanding of the Assignment
- 2) Experience in Related Projects (70%, 35% each)
  - Experience in Similar type of Projects
  - Project Experience
- 3) Are Project Proposal and Identified Resources Realistic (10%)

**Submission Deadline:**

Proposals, including curriculum vitae outlining qualifications, to be forwarded before Friday, July 30, 2010.

**Submit Proposal to:**

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**Reserved Rights of the Legacy Council:**

The Legacy Council reserves the right to:

- a. Cancel this RFP process at any stage
- b. Accept any proposal in whole or part
- c. Reject any or all proposals

**Questions may be directed to:**

Deborah L. Whitehouse  
Chair, Niagara 1812 Bicentennial Legacy Council  
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Niagara Falls, ON L2E 6T2  
905-356-2241 Ext. 237  
dwhitehouse@niagaraparks.com