

REQUEST FOR PROPOSALS (RFP)

Engagement Event Coordination and Logistics Services

*Closing Date: November 3 at 11:59 PT, 2025

Intent

The selected consultant will:

- Collaborate with the Line 3 Indigenous Advisory and Monitoring Committee (IAMC), including Caucus and federal members, the Secretariat and Indigenous Caucus staff, and other contractors or sub-contractors (e.g. event coordination and logistics firm).
- **Manage all operational and logistical aspects of events**, including venues, AV and technology, catering, accessibility, and travel arrangements. They will ensure clear and timely communication with participants, facilitators/moderators, vendors, and other consultants/contractors engaged to support events.
- Support the Line 3 IAMC and its contractors with **project planning, tracking deliverables, logistics, dissemination and printing materials, purchasing promotional items**, etc., while tracking and coordinating resources efficiently to stay within budget.

Background

The Line 3 IAMC is a partnership between First Nations, Métis governments, Natural Resources Canada, and the Canada Energy Regulator. Its mandate is to integrate Indigenous knowledge and perspectives into monitoring, safety, environmental protection, and emergency response along the Enbridge Corridor, while strengthening trust, transparency, and Indigenous participation in oversight.

Objectives

In 2026, the Line 3 IAMC will host three key initiatives:

1. **Engagement Sessions** (up to three) – Spring/Summer/Fall (May to September 2026)
2. **Land-based learning** (up to three and where possible combine with ‘engagement sessions’) – Spring/Summer/Fall (May to September 2026)
3. **Line-Wide Gathering** – Fall (October 2026)

This RFP is for **Engagement Event Coordination and Logistics Services** (logistics, venue, AV, catering, participant funding, etc.) for these key initiatives. A separate RFP will be issued for an **Engagement Development and Facilitation Consultant** to **co-develop, co-design, deliver, facilitate, and produce reports** for the key initiatives.

Scope of Work

A. Lead Event Coordination & Logistics

- Co-design agendas with the Line 3 IAMC and its contractors, as required.

- Integrate Indigenous cultural protocols (Elders, ceremonies, performers).
- Develop detailed project workplans, communication plans/protocols and promotional products
- Attend regular planning meetings.

B. Event Delivery

- Coordinate venue, catering, AV, accommodations, and related logistics
- Manage participant registration, outreach to help promote the event/engagement session, and follow-ups (e.g. invitations, reminders, communications materials)
- Manage and process participant funding
- Oversee subcontractors, as required

C. Post-event

- Manage and process participant funding
- Disseminate post-event surveys and assess results by compiling in a report
- Provide a wrap-up report including logistics summary and lessons learned

Consultant Requirements

The consultant (i.e., individuals or organization performing the work) must demonstrate:

- Proven experience in **planning and managing multi-partner events/engagements**
- Understanding of and sensitivity to **Indigenous cultures, governance, and engagement protocols**
- Strong collaboration skills and ability to work within a **co-development framework**
- Experience working in **complex, multi-party environments** involving governments, regulators, and Indigenous communities

Preference will be given to **First Nations or Métis individuals or Indigenous-owned firms** or consultants who have **previously worked with the Line 3 IAMC** and maintained a positive working relationship.

The **target start date is February 2026** to prepare for the Engagement Sessions starting in Spring/Summer 2026.

Proposal Requirements

Interested applicants should submit:

1. **Cover Letter** (max 2 pages) outlining your understanding of the project, proposed approach, and alignment with IAMC values, as well as and how your skills and values align with the work.

2. **Work Plan** with proposed timelines and milestones for each of the key initiatives.
3. **Team Qualifications** – resumes/CVs of key personnel.
4. **Relevant Experience and References** – at least two examples of similar projects, with references. If you have already worked in partnership with the Line 3 IAMC, please summarize here.
5. **Budget** – detailed cost breakdown by phase/activity, including professional fees (fee structure or hourly rate), consultant travel, promotional items, and printing.
6. **Availability** – confirmation of ability to meet the timelines for all key initiatives.
 - Engagement Sessions (held in May to September 2026)
 - Land-based learning (up to three held over May to September 2026)
 - Line-Wide Gathering (held in mid-October 2026)

How to Apply

- Applicants must disclose any **potential conflicts of interest** in writing.
- Please email your **PDF proposal by November 3, 2025** to info@iamc-line3.com with the **subject line:**
 - *RFP Submission: Line 3 IAMC Engagement Event Coordination and Logistics Services 2026*
- For any **questions** regarding this posting, please contact Jennifer Wolfe at jennifer@iamc-line3.com and copy info@iamc-line3.com.
- For more **information** about the Committee and its work, please visit: <http://iamc-line3.com>

Timeline

The contract is expected to **begin in February 2026** and will be project-based with defined deliverables and timelines.