
Request for Proposal – RFP201905

Project: Sage50 Training

Issue Date: March 7, 2019



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RFP201905 - Sage50 Training for First Nation Finance Managers and Administrators

1.0 Instructions to Bidders

Communications

All formal correspondence pertaining to this request for proposal (RFP) shall be directed to:

Killick Leadership

Attention: Cathy Goulet cathy.goulet@killickleadership.com

Copy: Lauren Brady lauren.brady@killickleadership.com

Submission of Proposal

Bidder shall submit an electronic proposal to the contacts above, referencing RFP #201905. Submissions must be received no later than March 20, 2019. Project to be awarded by March 28, 2019.

2.0 Project Scope

Deliverable

A three-day SAGE50 training program for up to eight First Nation Finance Officers and/or Administrators in Yellowknife, NWT. Proposed training dates are May 7-9, 2019. An introductory program is most likely based on the preliminary feedback of the potential attendees. However, content will be customized based on the final list of participants.

Purpose of SAGE 50 Training Project

To enhance the financial administration capacity of the First Nations in the Northwest Territories.

Benefits of Training

Delivers professional, specific and directly relevant training.

Brings together finance officers and administrators to build supportive relationships and enhance the peer-support among Band Administrators and Finance Officers in the Northwest Territories.

Location

Killick Leadership will arrange appropriate training space in Yellowknife, NWT – TBA.

Schedule

RFP Issue Date	March 7, 2019
Submission Deadline	March 20, 2019
Contract Award	March 28, 2019
Tentative Course Date	Week of May 6, 2019



3.0 Form of Bid

To be considered, all bids must include the below requirements. Any request for clarification can be sent in advance of deadline date to aforementioned project contacts.

Proposed Agenda

A clearly summarized proposed agenda, broken out over the proposed three-day time line. Content to be finalized based on the final list of participants.

Cost Schedule

Bidder to provide a proposed contract price, distinguishing course preparation and delivery costs from anticipated travel expenses.

Technological Requirements

Technological resources (lap tops, software, etc.) to be the responsibility of the bidder – please summarize to allow Killick Leadership to ensure training space can accommodate.

Relevant Experience

Please detail relevant training experience with Indigenous communities, including a list of references.

4.0 Killick Leadership Responsibilities

Promotion and Logistics

Killick Leadership will promote this training and will select attendees. All logistics, including training space, accommodations for attendees, and day time meals will be the responsibility of Killick Leadership to arrange. Project Management will ensure selected training space has the necessary technological capabilities; it is however the responsibility of training contractor to supply necessary technology (ie laptops and training materials).

5.0 General Company Information

In addition to bid specifics in section 3.0, please provide the following general company details:

- Full legal company name and mailing address
- Full name and title of contact person for this bid
- Contact details, including phone and email, for designated bid contacts
- Payment terms



This document does not constitute a contract for services. Upon project award, successful incumbent will be provided with contract for signature.

Thank you for your interest in this project.

X Cathy Goulet

Cathy Goulet
President, Killick Leadership