

Call for Bids/Proposals

Purpose

To establish the requirements that potential host organizations must meet in bidding to host Canada Pride and establish the procedures through which bids are presented to and accepted by the Organization.

Section 1 - Organization Eligibility

In order to be eligible to bid as a potential host of Canada Pride, a member organization must:

1. be a Full Member organization (or done in partnership with a Full Member organization) in good standing for at least two (2) consecutive years;
2. the Full Member Organization must have attended one (1) of the previous two (2) Annual National Conferences or InterPride Annual Conference;
3. be a fiscally-stable organization with no operating deficit exceeding ten percent (10%) of revenues in a two (2) year period.
4. Have hosted a pride festival of three (3) days or more for the past two (2) years.
5. Have a demonstrated ability to manage large-scale public events.

Section 2 - Location Eligibility

In order to be eligible to bid as a potential host of Canada Pride, any proposed host city must have at least one airport (within 60 km of host venue*) offering direct national and indirect international (from major urban airports) flights and have substantial airline service from at least one major airline.

Section 3 - Notice

Any eligible member organization intending to make a bid to host Canada Pride must present such bid to the Board of Directors **no later than January 25th, 2019**. This is intended to provide the board of directors time to review the bid to ensure it meets the requirements of this standing rule or other standing rules or policies and procedures as may, from time to time, be adopted by the Board of Directors.

Letters of Intent to Bid must be submitted electronically to info@fiertecanadapride.org by 11:59PM EST on **January 11th, 2019**.

AN ORGANIZATION MUST SUBMIT A LETTER OF INTENT TO SUBMIT A FORMAL BID.

Bids must be submitted electronically to info@fiertecanadapride.org by 11:59PM EST on **January 25th, 2019**.

All key due dates can be found on page 7 of this package

Section 4 – Canada Pride Details

Canada Pride Festival

1. The festival will last a minimum of seven (7) days operated in partnership with local organizations, and to include one full weekend.

Human Rights Conference

1. Canada Pride will include a human rights conference organized by the bidding organization in the host city.

Canada Pride Committee Requirements

1. Canada Pride will be operated and managed by the host organization in collaboration with a FCP Canada Pride committee comprised of FCP Board Members, Host Organization, and volunteers at large. FCP Board Members and volunteer will participate in committee meetings to provide support as required.
2. The host organization will form a planning committee that is expected to:
 1. Plan & organize all events
 2. Provide volunteers for the execution & logistics of all events
 3. Market the event locally, nationally and internationally
 4. Solicit Sponsors & Partners (In Partnership with the FCP when required)
 5. Host Organization will have event insurance in place that lists FCP as a named insured.

Sponsorships & Grants

1. The Host Organization will be responsible for Funding Applications and Corporate Sponsorships.

Marketing

1. The host organization will host a website and Facebook Page for the Canada Pride with at least one member of FCP's Board of Director being assigned admin rights to the page. The website and page will include the year of the event in the title (e.g. Canada Pride 2017)
2. The host organization will recognize FCP in any marketing related material.
3. The host organization can create logos and graphics for Canada Pride. FCP will be provided a license to use any developed marketing, graphic and media materials prior, during and after Canada Pride.

FCP Attendance at Canada Pride

1. The host organization will provide VIP Festival Passes (or equivalent) for all members of the FCP Board who served during the year of the festival and three years prior.

Communications

1. After the bid is awarded, the host organizing committee and FCP will ensure open communication and dialogue by a minimum of monthly report or conference calls, and sharing of planning documents. If needed conference calls may increase as the Canada Pride date approaches. The frequency will be mutually agreed upon.
2. The host organization will provide a Canada Pride report at the National Conference & AGM of FCP in all years prior to the festival after acceptance of their bid by the membership of FCP.

Language

1. Throughout Canada Pride both English and French must be used as official languages.
2. All online and print media and materials must be available in both official languages.
3. Other languages may be added as a service to participants.

Licensing

1. The host organization will be provided licensing for Canada Pride by FCP
2. The licensing fee is \$5,000.00 plus applicable sales taxes in Canadian dollars.
 - a. The fee will be paid in two (2) instalments of \$2,500.00 by September 30, 2019 and August 1, 2020.

Financial & Insurance Requirements

1. The host organization will take on the fiscal responsibility of Canada Pride:
 - a. Budgeting
 - b. Sponsorship
 - c. Marketing & Branding (Nationally & Internationally)
 - d. Human Rights Conference Workshop Planning
 - e. Venue Contracts
 - f. Events & Social Activities
 - g. Host Organization will have event insurance in place for Canada Pride that will list FCP as a named insured
 - h. Supply a detailed work plan of key deadlines and dates once a Canada Pride date and location have been determined.

Canada Pride Date

1. Any date changes must be approved in partnership with the host organization and the FCP Board
2. A Bid can be submitted for a Canada Pride every two (2) to four (4) years on any year that does not host a World Pride Festival.

Section 5 - Bid Content Requirements

Any bid presentation made by a member organization to host Canada Pride must include the following:

1. General information concerning the host city including the local culture, cost of living, population, population density, language(s) spoken, surrounding areas, etc.
2. Copy of host organization minutes that include the approved motion to Bid on Canada Pride (must include the names of any partner organizations if applicable).
3. Endorsements or letters of support or invitation from (at least two of the following):
 1. local, state/provincial, and/or national governments;
 2. tourism offices and/or visitors' Bureau;
 3. airline(s), car rental agencies, bus & rail transportation.
1. Detailed information on possible venue(s).
2. Proposed dates of Canada Pride. The festival must be at least seven (7) days long, and include both days of a given weekend.
3. Draft schedule of the potential events. Please also include a list of potential presenters, facilitators and entertainers
4. Detailed information on the local LGBTIQ2 community infrastructure including a map showing the city, points of LGBTIQ2 interest and the location of the proposed venue(s).
5. Detailed information demonstrating an understanding of diversity in relation of those likely to attend Canada Pride, including (but not limited to) accessibility, gender neutrality, translation and interpretation services (when required).
6. Details about potential sponsors who have been or will be approached to support Canada Pride.
7. A schedule of transportation and accommodation costs that attendees could incur attending Canada Pride in the proposed host city.
8. If the bidding organization requires FCP to complete any Request for Proposal (RFP) these are due **December 31st, 2018**. FCP commits to completing this within thirty (30) days of receiving the RFP.

Section 6 - Bid Timeframe

The Membership of the Organization at the AGM 2019 (National) shall decide the venue for Canada Pride. Indications of interest to host future Canada Pride editions may be made after the conclusion of the selection process noted below in Section 8.

Section 7 - Bid Presentation

Each bidding organization shall be provided no less than fifteen (15) minutes and no more than thirty (30) to make their presentation during the AGM. The Annual National Conference's Host Committee, in consultation with the FCP Board, may provide additional opportunities during that Annual National Conference and AGM outside plenary sessions to permit bidding organizations to provide the Membership with additional information regarding their bid. Such additional opportunities shall be provided to all bidding organizations on an equal basis.

Section 8 - Bid Selection

The Membership shall vote on the host city for Canada Pride. This vote will take place by ballot during the AGM.

Section 9 - Executive Neutrality

Members of the Executive Committee of FCP who are not part of a bidding member organization shall not endorse nor support any bid to host Canada Pride.

Section 10 - Requirement Suspension

The FCP Board, upon the request of a bidding organization and through the majority vote of those members of the committee present and voting, may recommend to the Membership at an AGM the suspension of one or more provisions of Section 4 of this Standing Rule. The Membership, through the majority vote of those present and voting at an AGM, may enact such suspension(s), provided they occur prior to the presentation of bids noted in Section 5 of this rule.

Section 11 - Enactment and Precedence

This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.

Section 12 - Partnership Agreement

The host organization is required to enter into an agreement with FCP outlining the requirement of the delivery of Canada Pride within 60 days.

Section 13 - Signing Authority

On behalf of _____ (organization name), I _____ (your name) have been granted authority through a motion at our board meeting on _____

(mmm/dd/yyyy) to sign on behalf of the organization for Canada Pride Bid.

By signing below I agree that I have read all four (5) pages of this **Canada Pride Call For Bids** Package and attest that our organization meets the minimum requirements mentioned in the above three (4) pages.

Printed Name: _____

Position: _____

Signature: _____

Dated: _____

Key Due Dates:

- December 31st, 2018 – 11:59 PM EDT – All Requests to FCP for any RFPs required for the bid
- January 11th, 2019 - 11:59PM EDT - Letter of Intent Due
- January 25th 2019 - 11:59PM EDT - Bid Package Due
- February 7th to 10th, 2019 – Canada Pride bids to be presented to the membership at the AGM in Ottawa, ON.

Appendices:

Appendix 1: [Canada Pride Partnership and License Agreement](#)