



CONFEDERACY OF TREATY SIX FIRST NATIONS

REQUEST FOR PROPOSALS

Event Coordinator – Treaty No. 6 150 Year Celebrations

JANUARY 2026

REQUEST FOR PROPOSALS

DEADLINE FOR ADDITIONAL INFORMATION REQUESTS: February 9, 2026

RFP SUBMISSION DEADLINE: February 20, 2026

DELIVERY: Electronically to municipalaffairs@treatysix.org

The purpose of this RFP is to identify a qualified **Event Planner / Event Coordination Firm or Individual** to support the planning and delivery of:

- A Treaty No. 6 150th Commemoration Pow Wow; and (August 2026)
- Pre-Pow Wow events and activities leading up to the main celebration (August 2026)

The successful proponent will work collaboratively with CT6FN, Treaty No. 6 member Nations, and a Treaty No. 6 led planning committee.

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CONFEDERACY OF TREATY SIX FIRST NATIONS OVERVIEW

The office of the Confederacy of Treaty Six First Nations was created in the spring of 1993. Its purpose is to serve as the united political voice for its Member Nations of Treaty No. 6, for the continued protection of the fundamental Treaty, Inherent and Human Rights of the Treaty peoples of those Nations.

The Confederacy of Treaty Six First Nations is dedicated to ensuring that the terms, spirit, and intent of Treaty No. 6 are honoured and respected. The right of First Nations to self-determination must be honoured and respected - this includes the right to choose their own government and political structures, and to determine and direct the social, cultural, spiritual, and economic advancement of their people.

The Confederacy strives to fulfill its mandates through its primary functions, which include, but are not limited to:

- Monitoring legislation and policies that affect treaty rights.
- Assisting the First Nations to develop treaty positions, policies, and programs.
- Educating people about Treaties, through acting as a clearing house of information.
- Conducting workshops and seminars.
- Liaising with other organizations concerned with Treaty issues.

MEMBER NATIONS

Alexander First Nation
Alexis Nakota Sioux Nation
Beaver Lake Cree Nation
Cold Lake First Nations
Enoch Cree Nation
Ermineskin Cree Nation
Frog Lake First Nations
Heart Lake First Nation
Kehewin Cree Nation
Louis Bull Tribe
Montana First Nation
O'Chiese First Nation
Paul First Nation
Samson Cree Nation
Sunchild First Nation
Whitefish Lake First Nation #128

SCOPE OF WORK

The selected proponent will be expected to provide planning, coordination, and logistical support, including but not limited to:

A. Event Planning & Coordination

- Develop a comprehensive event workplan and timeline for the Pow Wow and lead-up events
- Support venue identification, site logistics, and scheduling
- Assist with vendor coordination (e.g., staging, sound, tents, security, sanitation, catering, etc.)
- Support volunteer coordination and staffing plans
- Support the identification, outreach, and coordination of sponsorship and partnership opportunities

B. Planning Committee & Engagement

- Assist CT6FN in establishing and supporting a Treaty No. 6 150 Planning Committee
- Liaise with CT6FN staff, Treaty No. 6 member Nations, artists, Elders, Knowledge Keepers, and community representatives
- Coordinate meetings, agendas, action items, and follow-ups for the planning committee
- Conduct high-level review of other Treaty No. 6 150th anniversary commemorative activities to support coordinated planning, avoid overlap, and identify opportunities for collaboration or shared support

C. Cultural Protocol

- Ensure events are planned and delivered in a manner that respects Treaty No. 6 cultural protocols, teachings, and values

D. Budgeting & Funding Support

- Assist with high-level event budgeting and cost tracking
- Support coordination with CT6FN related to sponsorships, partnerships, and funding requirements (as directed)

E. Communications & Coordination Support

- Coordinate with CT6FN's communications team for event-related planning needs
- Support internal coordination across CT6FN departments and external partners

OVERSIGHT

- CT6FN will retain full oversight, authority, and final decision-making
- The proponent will report to a designated CT6FN project lead
- All major decisions will be guided by CT6FN leadership and the Treaty No. 6 Planning Committee

PREFERENCE & ELIGIBILITY

Preference will be given to proponents who:

- Are Treaty No. 6 members, Treaty No. 6 owned businesses, or Indigenous-led organizations with strong Treaty No. 6 connections
- Demonstrate experience working with First Nations, cultural events, and large-scale Indigenous gatherings
- Demonstrate an understanding of Treaty, governance, and cultural protocols

Non-Indigenous proponents may be considered but must demonstrate meaningful experience working respectfully with First Nations communities and leadership

PROPOSAL REQUIREMENTS

Proposal should include the following:

1. Proponent Overview

Proponents should provide an overview of the individual or organization, including:

- Legal name and contact information
- Background and organizational profile
- Treaty No. 6 or Indigenous affiliation
- Description of role, mandate and capacity to deliver the required services

2. Relevant Experience & Capacity

Proponents should describe their relevant experience and demonstrated capacity, including:

- Experience planning large-scale events
- Experience supporting Indigenous cultural gatherings, pow wows, or commemorative events
- Experience working with First Nations communities, leaderships or organizations
- Examples of similar projects, including scope, scale, and outcomes
- Experience supporting sponsorship development, fundraising, or partnership coordination for large-scale events or Indigenous initiatives
- Two references for similar work

3. Proposed Approach

Proponents should outline their proposed approach to delivering the services, including:

- Understanding of scope, objectives, and significance of the Treaty No. 6 150th Commemoration
- Proposed approach to event planning, coordination, and logistics
- Approach to working collaboratively with CT6FN staff, leadership, and Treaty No. 6 Member Nations
- Approach to supporting the Treaty No. 6 150 Planning Committee
- Approach to identifying and coordinating with other Treaty No. 6 150th anniversary commemorative activities to support alignment, avoid overlap, and identify opportunities for collaboration or shared support
- Proposed approach to seeking, coordinating, and supporting sponsorships and partnerships, including experience with sponsorship development, outreach, and management, and how this would be coordinated with CT6FN oversight and approvals

4. Workplan & Timeline

Proponents should provide a high-level proposed workplan and timeline, including:

- Key activities, milestones and deliverables
- Phased approach leading up to the August 2026 events
- Coordination points with CT6FN oversight and decision-making processes

5. Budget / Fee Structure

Proponents should provide a proposed budget and fee structure, including:

- Proposed fee model (hourly, monthly retainer, or project-based)
- Cost assumptions and inclusions/exclusions
- Any anticipated travel or additional costs

PROPOSAL EVALUATION AND SELECTION PROCESS

1. Treaty No. 6 Connection & Understanding (25%)

Proponents will be evaluated on their demonstrated connection to Treaty No. 6 and Indigenous leadership, including:

- Treaty No. 6 member, owned business or organization
- Treaty No. 6 or Indigenous-led owned business or organization
- Demonstrated relationships and experience working with Treaty No. 6 Nations or organizations
- Understanding of Treaty No. 6 history, governance structures, and cultural protocols

2. Relevant Experience & Capacity (20%)

Proponents will be evaluated on their experience and capacity to deliver work of similar scope and complexity, including:

- Experience planning and coordinating large-scale, multi-day events
- Experience supporting Indigenous cultural gatherings, pow wows, or commemorative events
- Demonstrated ability to manage multiple stakeholders, timelines, and logistical components
- Evidence of successful delivery of comparable projects

3. Proposed Approach & Workplan (20%)

Proponents will be evaluated on the quality, clarity, and feasibility of their proposed approach, including:

- Proposed methodology for planning and coordination
- Understanding of the phased nature of the Treaty No. 6 150th Anniversary celebrations
- Ability to support and work within CT6FN's governance and oversight framework
- Approach to supporting a Treaty No. 6 Planning Committee

4. Cultural Protocol, Community Engagement & Values Alignment (15%)

Proponents will be evaluated on their ability to plan and deliver events in a culturally respectful, community-led manner, including:

- Demonstrated respect for cultural protocols, Elder guidance, and Treaty teachings
- Experience working in First Nations organizations and community engagement environments
- Approach to engaging Treaty No. 6 member Nations, Knowledge Keepers, artists, and community members
- Alignment with CT6FN's values

5. Project Management & Communication (10%)

Proponents will be evaluated on their project management and communication practices, including:

- Clear project management tools and processes
- Communication and reporting approach with CT6FN staff and leadership
- Ability to track tasks, timelines, and deliverables
- Responsiveness and accountability

6. Budget (10%)

Proponents will be evaluated on the reasonableness and transparency of their proposed budget, including:

- Clarity of fee structure and cost breakdown
- Alignment between proposed scope, capacity, and cost
- Flexibility in fee arrangements

ANTICIPATED TIMELINE

1. **RFP Issued:** January 30, 2026
2. **Question Deadline:** February 9, 2026
3. **Proposal Deadline:** February 20, 2026
4. **Shortlisting / Interviews (if applicable):** February 25, 2026
5. **Proponent Selected:** February 27, 2026
6. **Project Start:** March 9, 2026

ADDITIONAL NOTES/CONSIDERATIONS:

1. As a First Nations organization, we will only engage in partnerships with vendors that align with our values
2. Issuance of this RFP does not commit CT6FN to award a contract
3. The submission of a proposal shall not in any manner oblige CT6FN to enter into a contract or to be responsible for the costs incurred by the proponent in responding to this request
4. The selection of the proponent will be at the sole discretion of CT6FN. CT6FN reserves the right to retain more than one vendor for various services contemplated by this RFP
5. CT6FN may negotiate scope and fees with the successful proponent
6. Any submissions that do not meet mandatory criteria will be disqualified
7. Evaluation of vendor submissions will include a weighted scoring of qualitative criteria as outlined in the RFP document, as well as an evaluation of the financial aspects of the submissions. In the event of a tie score, the CTSFN proposal evaluation team will consider all available information, both tangible and intangible, and including but not limited to the information contained in the submissions, to arrive at a tiebreaking decision.