

**Secretariat Office**  
468 Queen St St, Suite 400  
Toronto, ON M5A1T7  
Phone: (416) 597 1266  
Fax: (416) 597 8365  
1 877 517 6527



www.chiefs-of-ontario.org  
www.chiefsmeeting.com  
Facebook.com/ChiefsofOntario  
Twitter.com/ChiefsofOntario  
Youtube.com/ChiefsofOntario  
Instagram.com/ChiefsofOntario

## **CHIEFS OF ONTARIO**

### **Request for Proposals (RFP)**

***Leased Office Space – Chiefs of Ontario Northern Satellite Office  
(West of Sault Ste. Marie, Ontario, preferably on a First Nation)***

---

#### **About Chiefs of Ontario (COO):**

Chiefs of Ontario office is to facilitate the discussion, planning, implementation and advocacy on local, regional and national matters affecting the First Nations people of Ontario. The intention of basing the central office in Toronto is to maintain a presence for First Nations in Ontario that is administrative for the coordination with government officials and leadership to meet with the ORC or secretariat staff.

Because of the large geographical area of Ontario there is a requirement to have another office located in northwestern Ontario. The office will provide services to the communities in the northern part of Ontario and provide a meeting location as well.

#### **RFP Scope:**

COO is seeking to lease approximately 1500 – 2000 usable square feet of wheel chair accessible office space on a First Nation Territory in northern Ontario. The intention is to lease the space for a period of twenty (20) years with possible extension options. The proposed space must be within one building. Parking and evening cleaning services must be included in the lease.

A complete list of requirements can be found in Attachment A attached to this document.

#### **RFP Schedule:**

- RFP issue date: August 15, 2022
- Vendor questions accepted until: September 1, 2022 at 2:00PM
- RFP closing date and time: December 31, 2022

## **RFP Process Considerations:**

Vendors should note that:

- this opportunity notice references a non-binding, competitive RFP, not a call for tenders. COO is not obligated to proceed with the work described in the RFP scope, and may cancel the RFP at any time.
- COO's procurement process allows for negotiation between COO and one or more vendors, prior to awarding a contract.

## **Requesting the RFP Document:**

Capable vendors who are interested in receiving a copy of the RFP document are to contact:

Tracy Antone, Chief Operating Officer  
Chiefs of Ontario  
Contact #: (647) 222-2667

Or

Melvin Thompson, Director of Finance  
Chiefs of Ontario  
Contact #: (416) 996-8670

## **ATTACHMENT A**

Requirements for a Chiefs of Ontario Northern Satellite office:

- Square Footage: 1500-2000 square feet
- Offices:
  - 10 office spaces;
  - 1 boardroom that can accommodate meetings of approximately 20 people.
- Internet access (High-Speed preferred)
- Approved electrical system
- Kitchen area – fridge, microwave, sink, cupboards, table/chairs for 4 people
- Washroom(s); men's and Women's ?
- Parking for 3-4 secured parking spots
- Locked Door, Security Camera's; Alarm System
- Cleaning Services
- Snow Removal; Mowing of Lawn
- Other