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Request for Proposals: Workshop Facilitators and/or Presenters for the 2025 COO ELCC Conference

SUBMISSION INSTRUCTIONS

You are invited to submit a proposal for the Chiefs of Ontario 2025 Early Learning and Child Care (ELCC) Conference as a **Workshop Facilitator and/or Presenter**. The **Workshop Facilitator** is responsible for facilitating workshops for attendees while providing interactive components such as reflections, discussions, and hands-on activities. Each workshop session is 45 minutes. The **Presenter** is responsible for communicating insights, research or relevant information to a live audience through engaging methods ranging from 15-45 minutes.

Please add this page to the front of your proposal.

REQUEST FOR WORKSHOP FACILITATOR AND PRESENTER PROPOSALS

Submission Deadline: **June 20, 2025, at 5 pm EST.**

Legal Name:	
Address:	
Telephone Number:	
Facsimile Number:	
Email Address:	

Address Proposal to:

Attn: Finn Simard, Social Sector

Chiefs of Ontario

468 Queen St. E - Suite 400

Toronto, ON M5A 1T7

Email: Finn.Simard@coo.org

A proposal must be submitted as a PDF file to the Chiefs of Ontario. The proposal must be received by Chiefs of Ontario no later than the deadline date. A proposal submitted in any other manner or late may be disqualified. The proposal shall be irrevocably open for acceptance and binding on the Facilitator for fourteen (14) days after the Submission Deadline date.

The interested candidate's proposal must include the following:

- A demonstration of their expertise in providing interactive sessions related to Early Learning and Child Care and/or First Nations culture and languages in Ontario, as a workshop facilitator.
- OR A demonstration of their expertise in addressing Early Learning and Child Care-related topics as a presenter.

- A work plan in alignment with the project deliverables within the provided timeframe [July 2025- October 2025].
- A proposed budget for the completion of the work with a budget schedule in alignment with the completion of each project deliverable

BACKGROUND AND CONTEXT

The Social Sector hosts a yearly ELCC conference for front-line workers, managers, and supervisors, collectively called educators. The conference serves as a professional development opportunity while also offering cultural experiences, networking, and updates from government and provincial territorial organizations.

This year, the COO 2025 ELCC conference will be held on October 2-3, 2025, in Toronto. The conference aims to host 200 attendees in a hybrid format. Offering a virtual component allows participation for those unable to attend due to staff shortages, emergencies, accommodations or other factors. Offering an in-person component allows for more vibrant networking and collaboration

OBJECTIVES AND KEY DELIVERABLES:

The Workshop Facilitator is responsible for facilitating workshops for attendees while providing interactive components such as reflections, discussions, and hands-on activities. Each workshop session is 45 minutes. There is an option to provide the proposed workshop up to three times. Please indicate how many sessions are offered.

1. Preparation
 - a. Preparing and researching material for workshops.
 - b. Develop workshop agendas/ activities aligning with conference learning objectives.
 - c. Catering material to the attendees.
 - d. Collaborating with COO staff as necessary.
 - e. Attending the staff walk-through.
 - f. Submitting a photo, biography, and materials.
2. Workshop Facilitation:
 - a. Facilitating workshops for attendees while providing interactive components such as reflections, discussions, and hands-on activities.
 - b. Maintaining a positive learning environment.
 - c. Encourage participation, collaboration, and knowledge sharing among participants.
 - d. Responding to questions from attendees.
 - e. Managing time.
 - f. Providing follow-up information and/or resources after the presentation.

The Presenter is responsible for communicating insights, research or relevant information to a live audience through engaging methods ranging from 15-45 minutes.

1. Preparation
 - a. Preparing and researching material for presentations.
 - b. Catering material to the audience.

- c. Collaborating with COO staff as necessary.
 - d. Attending the staff walk-through.
 - e. Submitting a photo, biography, and materials.
2. Presentation
- a. Engagingly presenting information with clear information.
 - b. Using visual or audio aids to enhance engagement and knowledge.
 - c. Managing time.
 - d. Providing interactive components during the presentation as necessary.
 - e. Providing follow-up information and/or resources after the presentation.
 - f. Responding to questions from attendees.

WORKING RELATIONSHIP

- This contract will be supervised by the Chiefs of Ontario Director of Social Services, Finn Simard.
- The Consultant will work alongside and will meet regularly with Amasena Delormier/ Coordinator and Anangons Johnson-Owl/ ELCC Policy Analyst.

REQUIRED SCHEDULE WITH MILESTONES

<i>Date</i>	<i>Milestone</i>
Early July 2025	Milestone #1: logistics and travel confirmations
Late July 2025	Milestone #2: AV needs and role responsibilities
September 15-30, 2025	Milestone #3: staff walk-through
October 2-3, 2025	Milestone #4: In-person event

PROFESSIONAL FEES

Applicants are to complete the Fee Schedule as fully as possible by replicating the table below in their proposal. Do not include HST in fees quote, but specify where HST is applicable. The fees quoted should be the applicant's best and only price. Estimated cost is the estimated hours multiplied by the hourly rate. **All travel expenses must be included in the Proposal Fee Schedule** over the timeframe of [September 30-October 4, 2025] – unless COO requests additional travel.

Work Components	Estimated Hours	Hourly Rates	Est. Cost (Hours Times Rates)	Est. Time Completion
Preparation				
Presentation and/or Workshop				
Contingency Rate				
Total Cost & Completion Dates				

Additional points for applicants to consider:

- The Facilitator must commit to a firm price for the entire contract. No increases during the course of the contract will be allowed. All subcontractors' fees must be included in the quoted fees.
- Expenses should be estimated and explained with the Professional Fee schedule

PROPOSAL EVALUATION

All submission will be evaluated on the following criteria:

- Quality of the proposal;
- Capacity of the applicant to undertake the project;
- Appropriateness of the project budget and timelines;

COO RESERVES THE RIGHT TO:

- Reject any or all proposals received;
- Enter into negotiations with one or more applicants on any aspect of the proposal;
- Accept any proposal in whole or in part;
- Cancel, modify or reissue this document at any time;
- Verify any and all information provided in the proposal.

PROPOSAL REQUIREMENTS:

All submissions must include the following:

- Cover Letter;
- Detailed work plan with all deliverables accounted for;
- Completed fee schedule of estimated budget in alignment with deliverables;
- CVs and References.

RECEIPT OF PROPOSALS

Packages to be clearly marked: Workshop Facilitator and/ or Presenter for 2025 COO ELCC Conference” by **June 20, 2025**, at 5 pm Eastern Standard Time (EST).

Please submit electronically to Amasena Delormier at Amasena.delormier@coo.org
Submissions received after the stated deadline will not be accepted.

Selection of consultant will be awarded by **July 11, 2025**.