Children's Aid Foundation of Canada - RFP FAQ

This FAQ provides additional information and clarifications for organizations preparing a response to the Children's Aid Foundation of Canada Gala RFP.

1. **Who can we contact at your organization should we have any questions?** Please direct questions to Tammy Ebuen, Director, Donor Relations, Stewardship, and Engagement, at tebuen@cafdn.org.

2. **Is this an open or closed RFP process?** This is an open RFP process.

3. **What is the evaluation process for the RFP?**
   Each RFP response will be evaluated on the following criteria:
   a. Creative approach and event vision
   b. Relevant experience
   c. Fundraising strategy
   d. Cost-effectiveness and budget discipline
   e. Alignment with the CAFC's objectives for the Gala.

4. **May the event management company subcontract portions of the Gala to other vendors?**
   Yes, the Event Management Company may subcontract portions of the Gala to other vendors. All related subcontractor fees must be included in the overall budget submitted with the RFP response.

5. **Does the Gala have to follow a specific program/format?**
   The Gala program should include a cocktail reception, seated dinner, remarks and entertainment from the stage, Mission Moment, and dancing after dinner.

6. **When does the planning process for your Gala begin?**
   Planning for the 2027 Gala will begin as soon as the RFP process is complete and a vendor has been selected.

7. **Who is responsible for payment of vendor fees?**
   Vendor fees should be included in the overall event budget and will be paid for by the Foundation. Invoices must be submitted at least two weeks before payment is due.

8. **Please expand/define the RFP statement "your proposal must include opportunities for sponsorship sales"**
   Your proposal should identify potential sponsorship activations and sponsor-recognition benefits. It does not need to include the solicitation or sale of sponsorships.

9. **How often do you go to RFP for the Gala? Do you plan to work with the selected company until the next RFP?**
   The Foundation's RFP policy requires a new RFP every three years for contracts of this size. Subject to performance and the absence of major issues, the Foundation intends to work with the selected company for the full three-year period.

10. **Does the Foundation engage Event Management Companies in other event work?**
    If any other event management opportunities arise in the Foundation's work, the selected company will be approached first before going to other vendors. Events may take place outside of Toronto in Manitoba, Alberta or British Columbia.