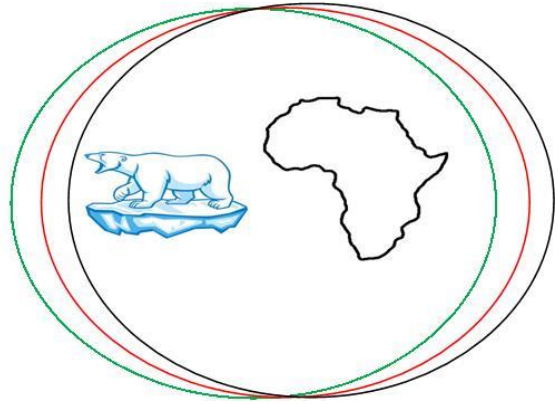


AACA

ARTIC AFRO CULTURAL ASSOCIATION



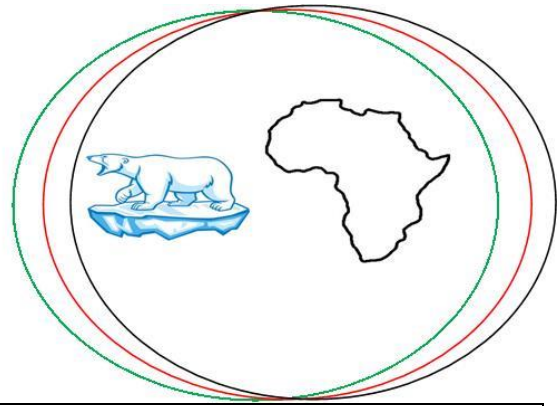
Request for Bids (RPB)

Administered by:
AACA, 10521 Antoine Drive, Box 23
Fort Simpson, Northwest Territories
X0E0N0

Commodity/Service Required:	Contracting for Social Media Moderation, Community Coordination, Translation (English/French)
Type of Procurement:	Services Agreement
Solicitation Number:	AACA RPB/ONLINE -2023 #6
Term of Contract:	1 September 2023–31 March 2024
Submit Proposal to:	Executive Director arctic.afrocul@gmail.com
Method of Submittal:	Respond via e-mail only with attached document in MS Word / pdf format.
	The Bidder/Seller agrees to hold the prices in its offer firm for 120 days from the date specified for the receipt of offers.
Date of Issue of RFP:	24 August 2023
Date Proposal Due:	31 August 2023 5:00 p.m MST
Approximate Date Purchase Order Issued to Successful Bidder(s):	02 September 2023

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Attachment A Commodity Specifications or Statement of Work

1. Introduction/Background

The AACA is undertaking a YOUTH SKILLS & NETWORKING project to connect young people aged 16 to 29 with the Immigrant, indigenous and under-served populations communities of the Dhecho, South Slave (NWT), Lower Peace, Northern Rockies Regional Municipalities (BC) to collaborate and address the need for greater inclusion and respect for people with disabilities, indigenous and Minority businesses in communities across NWT, B.C. & A.B.

This project ensures that youth participants have opportunities to identify local, regional, or northern wide needs, co-create projects with-in their community, promote civic and democratic engagement, work with other diverse youth and specialists in their communities, and lead and manage projects that have meaning to youth and impact on community.

2. Scope of Work

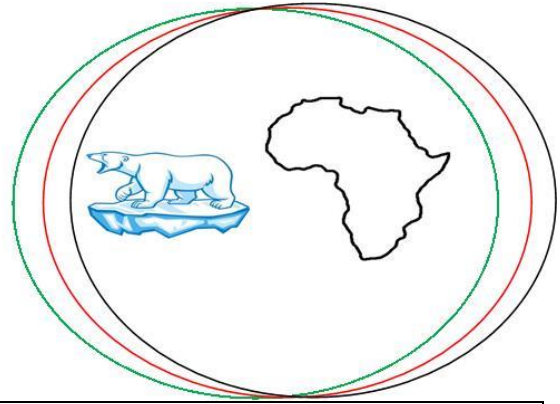
The scope of work for this assignment includes:

Provide one or all of the following services:

- A. Social Media & Community initiatives: Max 1280hrs - > Assisting the AACA team in conceptualizing, designing, executing, and managing online/printed content in French/English. > Prepare and submit reports on online reviews and feedback from web users to AACA, with final report due by March 31, 2024. > Creating engaging text, image and video content. > Facilitate online conversations with targeted community members and respond to queries.> Create and maintain a strong online presence for our project/organization. > Develop an optimal posting schedule, considering web traffic and customer engagement metrics. > Oversee social media accounts' layout. > Provide technical troubleshooting for BC/NWT operations. > Ensure information is disseminated between community partners and amongst the community at large. > Encourage recruitment of project volunteers and participants. > Act as the point of contact, or designate a point of contact, for public inquiries regarding local programs.> Translate a variety of written/electronic material- correspondence, reports, and handouts- in English/French, maintaining the content, context and style of the original material to the greatest extent possible.

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3. Period of Performance

The Project Supervisor (Alberta) will work closely with AACA staff, Community partners and other contractors to complete the work based on the following schedule:

- Expected start date on 2 September 2023 and end date 31 March 2024.
- The Project Supervisor (Alberta) will receive three instalment payments as follows:

Instalment	Payment
First instalment will be made after the submission of written scope of work number one with approval from the AACA.	35%
Second Instalment will be made upon satisfactory completion of Fall/1st quarter scope of work.	35%
Final instalment will be made after the submission of the final reports with approval from the AACA and donor.	30%

4. Place of Performance

Each Contractor will be working out of the AACA office when receiving instruction from AACA staff and traveling throughout NWT and AB to deliver required scope of work during various weather conditions during term of project.

5. Contract Terms and Conditions:

>**Contract Documents:** If a separate contract is not written, the contract entered into by the parties shall consist of the Request for Bids, the signed bid submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of AACA and the Contractor, all of which shall be referred to collectively as the Contract Documents.

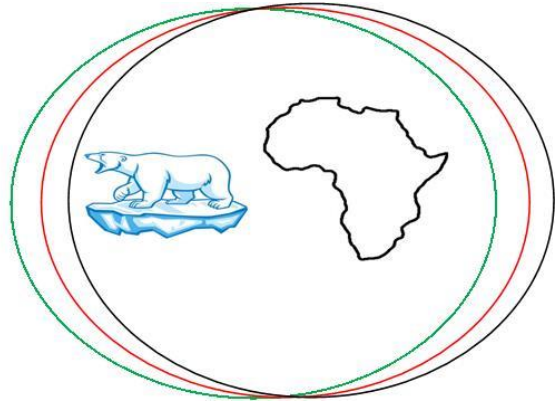
>**Contract Validity:** In the event one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.

>**Assignment:** Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the contractor assign any money due or to become due without the prior written consent of AACA.

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1. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFB. The Seller shall immediately contact the Buyer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
2. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) All relevant service documentation (manuals, reports, etc.)
3. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
4. **Award Notice.** A written notice of award or acceptance of an offer, emailed furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
5. **Payments:** Payment will be upon final acceptance of product and submittal of an invoice to AACA, by the Contractor on a net 10 basis.

INDEMNIFICATION:

- A. The CONTRACTOR shall indemnify and hold harmless the AACA and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the work, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the CONTRACTOR and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.
- B. In any and all claims against the AACA or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

END OF DOCUMENT