Office of the Commissioner of
INDIGENOUS LANGUAGES
Bureau du Commissaire aux
LANGUES AUTOCHTONES

Request for Proposal: OCIL Language Gatherings 2027

Background

The Office of the Commissioner of Indigenous Languages (the Commission) was established under the *Indigenous Languages Act* to support and promote the reclamation, revitalization, maintenance, and strengthening of Indigenous languages in Canada. As part of its mandate, the Commission is also responsible for raising awareness about Indigenous language rights and supporting broader public understanding.

Language gatherings bring together speakers, language champions, Elders, Knowledge Keepers, educators, youth, and community organizations to share knowledge, strengthen relationships, and advance collective priorities for Indigenous language revitalization efforts. These gatherings provide the Commission with an opportunity to hear directly from communities, raise awareness of Indigenous language rights, and inform its ongoing work under the *Indigenous Languages Act*.

Since 2023, the Commission has hosted a series of language gatherings to engage with Indigenous Peoples and communities directly to help inform its mandate, priorities, and activities. The Commission is now accepting proposals from qualified proponents to coordinate the implementation of three (3) in-person language gatherings in March 2027 to continue its efforts to support and amplify the revitalization priorities of Indigenous Peoples across the country.

Objective

The objective of this Request for Proposals (RFP) is to select a proponent to plan and coordinate the implementation of three in-person language gatherings in support of the Commission's mandate and the advancement of Indigenous-led and defined language revitalization priorities. An internal committee will be established to review all proposals submitted before the deadline, and a recommendation will be submitted for final decision. The successful proponent will:

- Plan and coordinate the implementation of three (3) language gatherings in March 2027, with corresponding summary reports to be completed by May 30, 2027;

- Secure accessible, culturally appropriate venues, accommodations, and catering for each gathering, including supports for audio-visual, interpretation, and translation services;
- Coordinate participant registration, travel, and on-site support; and
- Ensure each gathering respects cultural protocols and meaningfully integrates Elders, Knowledge Keepers, and language speakers.

Gathering Details

The Commission intends to hold three (3) language gatherings in March 2027 at locations to be determined.

Each gathering is expected to take place over two days and welcome up 100 in-person participants for each respective gathering, including Indigenous language speakers, Elders and Knowledge Keepers, youth, educators, community representatives, and Commission staff. Proponents may propose a hybrid component where appropriate. All reporting, including summary reports, must be completed by May 30, 2027.

Scope of Work

The successful proponent will be expected to deliver the work through three phases.

Phase 1: Planning and Coordination (December 2026 to January 2027)
The successful proponent will:

- Confirm objectives, deliverables, timelines, and reporting requirements with the Commission;
- Develop a detailed event work plan and logistics plan for all three gatherings;
- Develop draft agendas, registration processes, and participant communications in collaboration with the Commission;
- Coordinate with speakers, include ng keynote speakers, Elders, and Knowledge Keepers, on their participation as presenters and panellists, including invitations, session briefings, scheduling, and presentation requirements, in collaboration with the Commission;
- Identify and secure venues, accommodation room blocks, and catering, including traditional and locally sourced foods where possible; and

- Following the Commission's lead, engage communities, nations, and organizations to honour and follow cultural protocols, including opening and closing ceremonies as well as the participation of Elders and Knowledge Keepers.

Deliverables

- Event Work Plan and Logistics Plan
- Confirmed Venues, Accommodations, and Catering for each gathering
- Draft Agendas and Registration Plan
- Cultural Protocols and Engagement Plan

Phase 2: Delivery of the Three Language Gatherings (March 2027)

The successful proponent will coordinate the implementation of the three language gatherings, providing the following services:

- Plenary and breakout meeting spaces, including dedicated space for ceremonies, smudging, Elders, and Knowledge Keepers;
- Audio-visual equipment and technical support, including hybrid capability where required;
- Simultaneous interpretation where requested;
- Participant registration, travel coordination, and on-site support;
- Meals and refreshments that accommodate dietary needs;
- Coordination of event volunteers, including appropriate checks if required;
- Coordination of Elder and Knowledge Keeper honoraria, ceremonies, and cultural protocols, in conjunction with the Commission;
- Accessibility measures for all participants; and
- Facilitation, workshop materials, run of show, and note-taking support for plenary, workshop, and breakout sessions.

Each gathering should:

- Create a safe, welcoming, and culturally grounded environment;
- Centre Indigenous languages, speakers, and community priorities;
- Facilitate knowledge sharing and intergenerational connection;
- Respect and honour cultural protocols; and
- Run smoothly and on schedule, with clear communication to participants.

Deliverables

- Delivery of language gathering 1
- Delivery of language gathering 2

- Delivery of language gathering 3
- Session notes and summary reports for each gathering

Phase 3: Reporting and Closeout (April to May 2027)
Following the gatherings, the successful proponent will:

- Summarize key themes, priorities, and outcomes from each gathering, including report design, translation, and printing;
- Gather and analyze participant feedback (e.g. surveys); and
- Provide a final report outlining recommendations for future gatherings, including report design, translation, and printing.

Deliverables

- Summary Report for each gathering
- Participant Feedback Summary
- Final Project Report

Project Expectations

The successful proponent should:

1. Demonstrate a strong understanding of Indigenous language revitalization and Indigenous language rights in Canada;
2. Possess expertise in planning and delivering large, multi-day gatherings, including venue, accommodation, and logistics management;
3. Have significant experience in working with Indigenous Peoples, communities, and partners centering cultural protocols and the roles of Elders, Knowledge Keepers, and community members;
4. Have a strong understanding of the principles in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the *Indigenous Languages Act*, and community-specific protocols;
5. Conduct all work in a manner consistent with trust, reciprocity, relationship-building, and cultural humility; and
6. Ensure gatherings are accessible, safe, and welcoming for all participants.

Proponent Requirements

The bidder must possess:

- Demonstrated experience planning and coordinating national or regional gatherings, conferences, or assemblies;

- Experience in securing venues, accommodations, and catering in different locations;
- Experience coordinating audio-visual, interpretation, and translation services;
- Demonstrated experience working with Indigenous communities, organizations, and partners across Canada;
- Cultural competency and experience working with Indigenous Peoples and communities, in respectful, relational, and inclusive ways;
- Strong facilitation, reporting, and project management capabilities;
- Capacity to deliver high-quality work within established timelines, budget, and in accordance with financial reporting obligations; and
- Minimum three references from comparable events.

Budget Specifications

Proponents should clearly indicate the total budget, inclusive of HST, for the planning and implementation of the Youth Innovation Gathering. Please see below for the budget template aligning with the scope work.

Cost	Description	Amount $ (CAD)
Professional Fees	Staff, consultants, contractors, or professional fees	
Materials and Supplies	Materials, equipment, supplies or other resources required	
Travel and Accommodations	Transportation, mileage, accommodations etc.	
Subcontractors and/or external service providers	Fees for subcontractors or third party service providers	
Other costs	Other project specific expenses (please specify)	
Subtotal		
Taxes		
Total Proposed Cost		

Proposal Submission Instructions

All proposals shall be received by the Office of the Commissioner of Indigenous Languages no later than **December 7, 2026, at 5:00 PM ET**. Proposals received after the closing time and date will not be considered.

All proposals must clearly identify the name of the proponent and will be accepted electronically in PDF format. The subject line must read:

"RFP – OCIL Language Gatherings 2027".

Proposal submissions shall be sent by email to:
rfp@ocil-ila.ca

OCIL procurement objectives support Indigenous participation and must provide preference to Indigenous proponents. Individuals shall indicate whether they identify as First Nations, Inuit, or Métis and, where applicable, which community or nation acknowledges their membership. Corporate entities shall provide the same information for the ownership of the entity and for those who will conduct the work under the proposal. Late submissions will not be accepted and will be notified as such without exception.

Proposal Submission Requirements

All proposals must include the following information:

1. Executive summary outlining the proponent's understanding of the project and approach;
2. Relevant experience hosting gatherings, forums, conferences, or assemblies, particularly with Indigenous communities (with examples);
3. Qualifications and capabilities relevant to this RFP;
4. Project organization, including team members and roles;
5. Proposed venues, accommodations, and logistics approach for each gathering, including meeting space capacity and accessibility features;
6. Approach to honouring cultural protocols and the participation of Elders, Knowledge Keepers, and language champions;
7. Project timeline and key milestones;
8. Client references (minimum of three), including contact information; and
9. Cost Breakdown per gathering in CAD, inclusive of HST.

Evaluation Criteria

The Commission will select the Proponent(s) which, in the Commission's sole discretion, best serves the overall needs of the Commission. The following is a summary of the general considerations that will be used to determine the Proponent(s) that will be selected:

Criteria	Weight
Indigenous experience, cultural competency, and community engagement	30%
Understanding of context and objectives	25%
Proposed work plan and logistics approach	30%
Budget plan, financial reporting framework, and rationale	15%

Timeline

The following dates are set forth for informational and planning purposes and may be changed at the Commission's sole discretion.

Description of Deliverables	Due Date
RFP Released/Advertised/Posted	November 6, 2026
Deadline for submission of proposals	December 7, 2026
Selection of successful proponent	December 9, 2026
Estimated Contract Start Date: Subject to final internal approvals.	December 11, 2026
Language Gatherings 1, 2 and 3: **Subject to final internal approvals.**	March 2027
Final Report and Financial Reconciliation Submission	May 31, 2027

The timetable is tentative only and may be changed by the Commission, in its sole discretion, at any time prior to the Proposal Submission Deadline.

Rights of the Commission

The Commission reserves the right to:

1. Reject any or all proposals received in response to this Request for proposals;
2. Enter into negotiations with one or more proponents;

3. Accept any proposal in whole or in part;
4. Cancel or re-issue the RFP at any time;
5. Verify information provided in proposals; and
6. Award follow-up work without further competition.

This RFP is issued solely for the purpose of soliciting proposals and does not constitute a call of tenders, except where expressly indicated. The Commission is not liable for any costs, expenses, or claims incurred by proponents in connection with preparation or submission of a proposal. Submission of a proposal bid signifies the proponent's understanding of these conditions.

Additional Provisions

Price: Contractors must provide a firm fixed price, including administrative fees, venue rental, accommodations, catering, audio-visual, interpretation, translation, travel, materials, and HST.

Confidentiality: Responses to this RFP will be considered as confidential information by the Commission and will be used solely for the purposes of selecting the successful bidder.

Clarification/Questions: All proposals will be acknowledged. Requests for clarification and/or questions regarding this RFP should be directed in writing to: rfp@ocil-ila.ca

Responses/Submission: Only those submissions that meet the deadline will be considered. Responses to this RFP must be received by the close of business 5:00 PM EST on December 7, 2026.

Submissions shall be sent by email to: rfp@ocil-ila.ca