



REQUEST FOR QUALIFICATIONS

Vendors

Deadline for Submission: March 25th, 2022 at 4:00pm PST

Contact: Dawn Francois

Email: symposium@atira.bc.ca

Atira Women's Resource Society
101 East Cordova Street
Vancouver, BC V6A 1K7

T 604 331 1407
F 604 688 1799
E info@atira.bc.ca

Introduction

Who We Are

In October 2016, the women's community made request to Canada Mortgage and Housing Corporation (CMHC) to support a national conversation amongst women with lived expertise and women's organizations about women's housing, a request that was immediately supported and ultimately funded by CMHC, Status of Women Canada (SWC) and Employment and Social Development Canada (ESDC).

The national conversation, branded A Pan-Canadian Voice for Women's Housing, took place in 2017, 2018, 2019, and 2020. Currently, a national advisory circle is planning for the 2021 event.

The Pan-Canadian Voice for Women's Housing (PCVWH) is an annual symposium that brings together women from across Canada to have discussions focused on policy solutions with an intersectional and inclusive lens to make women-focused housing a priority. The symposium is distinguished with its significant diversity as it brings women from every province and territory and representing First Nations, Métis and Inuit women and women's organizations, immigrant and refugee women and women's organizations, the black and women of colour communities, the women's disability community, the lived-expertise community, the academic community, shelters, transition houses, women's centres, and advocacy organization, and is inclusive of gender-diverse women.

PCVWH is organized and coordinated through Atira Women's Resource Society (Atira). Atira is a not-for-profit organization committed to the work of ending violence against women through providing direct service, as well as working to increase awareness of and education around the scope and impact on our communities of violence against women and children. Atira operates from three core principles; we are feminist identified, operate within an anti-oppression framework and utilize harm reduction practices in all our work. We are trauma informed and gender responsive.

Vendor Scope

The purpose of this request is to obtain information from qualified vendors who can provide items that will be used as gifts of appreciation for participants in the PCVWH symposium.

More specifically the vendor will:

- Present ethically sourced, authentic items with ingredients listed on items and website (for allergies)
- Present fair price between \$20-\$30/gift for 80 gifts (shipping and handling not included)
- Able to package and mail out to 80 participants with a thank you note inside.
- Support Atira and PCVWH with confidential subject matter regarding costs and contract amounts
- Maximum of four (4) pictures of items on one page with short description for each including all information related to each item (e.g., allergies, expected expiration dates, and the reason for choosing this item)

Vendor Profile

- Ability to apply an anti-racist, anti-oppressive and decolonized attitude and communication practices.

Additional assets:

- Extensive experience as a vendor and have to ability to mail out packages
- Knowledge and experience working with non-profit organizations

Terms & Instructions

Inquiries

All *inquiries* must be received by email by no later than **March 25th, 2022 at 4:00 PST.**

Submission

Prospective vendors should submit a two-page document that combines pictures, descriptions and financial amounts:

- A statement of interest describing the vendor's experience and how they meet the above requirements;
- Examples of and references for similar previous work;
- Budget illustrating both their fees.
- Max 4 pictures of items on one page with short description for each including all information related to each item (e.g., allergies, expected expiration dates, and the reason for choosing this item)

It is the responsibility of the proponent to ensure their proposal is received by Atira by the proper time. Late responses will be rejected at the sole discretion of Atira Women's Resource Society.

We encourage proposals from members of groups with historical and/or current barriers to equity, including, but not limited to,

- First Nations and Métis people, and Inuit;
- members of groups that commonly experience discrimination due to race, ancestry, skincolour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

Evaluations

If an award is made as a result of this RFQ, it will be awarded to the proponent whose proposal is most advantageous to Atira and the PCVWH with all factors considered. These factors are equally weighted and include experience and financial proposal.