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Confidentiality Statement

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Please respond to procurement@nca-calgary.com with any questions or concerns.

Nigerian Canadian Association of Calgary (NCAC)- Mission

- To exhibit and promote, in a discrete, inclusive, peaceful and unobtrusive manner, those aspects of Nigerian culture and heritage that would contribute positively to the Canadian cultural mosaic.
- To encourage a positive environment where members of the Association can get together from time to time for social and multicultural engagement, dialogue and interaction.
- To provide a cultural connection and identity, as needed, for children of Nigerian parentage and any other person who desires to identify with the Association's objectives, as more particularly outlined in this Bylaw.
- To create a network, and if necessary, a platform, for rendering reasonable and lawful assistance, as deemed fit by the Association, to members who may require support from time to time, and to Nigerians arriving newly to Calgary in order to facilitate their transition into the larger Calgary community.
- To act as the focal point of a network that would promote social and economic benefit of its members in particular and society in general.
- To provide communal leadership and also act as the umbrella organization to duly registered ethnic or professional associations in Calgary of Nigerian heritage or with majority membership of people originally from Nigeria if any such association agrees and accepts to be an affiliate member of NCAC pursuant to this Bylaw.

Scope of Work and Requirements

Introduction:

The Nigerian Canadian Association of Calgary (NCAC) invites qualified and experienced organizations to submit proposals for support services aimed at developing Entrepreneurship Training and coordinating related activities within our organization and related entities.

Scope of Services:

The selected provider will be accountable for:

1. Designing and delivering modular training sessions for new and existing Entrepreneurs within the Black community.
2. Each session is currently estimated to have cohorts of 50 to 100 persons.
3. Establishing appropriate Key Performance Indicators (KPI) and methodology for measuring them and tracking the training program performance.
4. Conducting regular progress evaluations and feedback sessions.
5. Providing progress report on the delivery of the program
6. Supporting NCAC with information required for reporting to stakeholders.

Qualifications:

The successful provider should demonstrate:

1. Proven experience in working with and supporting entrepreneurs.
2. Expertise in developing and delivering effective entrepreneurship development sessions.
3. Ability to tailor entrepreneurship development strategies to diverse participant needs virtually and in-person.
4. Demonstrable ability to be flexible, with the ability to continuously improve.
5. Good customer service.

Submission Details

Submission Requirements:

Interested entrepreneurship training providers are required to submit the following:

1. A detailed proposal addressing the Qualifications above, including what modules would likely be involved.
2. Detailed outline of the cost of services and billing strategy.
3. Company profile highlighting relevant experience of key personnel.
4. Evidences of prior work, including references from previous clients with a focus on entrepreneurship development programs.
5. Complete terms and conditions for a contract.

Timeline:

1. Deadline for Submission: March 8th, 2024
2. Proposal Review Period: March 22nd, 2024
3. Expected Contract Start Date: April 2nd, 2024

Submission Instructions:

Your proposal and supporting documents should be addressed, by email, to:

**Procurement Committee,
The Nigerian Canadian Association of Calgary
procurement@nca-calgary.com**

All submissions must be received not later than 11:59 pm on March 8th, 2024. Late submissions will not be considered.

Evaluation Criteria:

Proposals will be evaluated based on overall quality and cost, considering the following criteria:

1. Comprehensive coverage of scope.
2. Relevant experience and qualifications.
3. References from previous clients.
4. Cost-effectiveness.

Additional Information:

For any clarifications or additional information, please contact procurement@nca-calgary.com.

Should there be a need, NCAC is willing to have a pre-proposal meeting with proponents.

Terms and Conditions:

Please see below the important terms and conditions for the purpose of this request:

1. Late submissions will not be considered.
2. NCAC reserves the right to accept or reject any or all quotations received.
3. Payment for services provided by successful bidder shall be Net 30 days.

Thank you for your interest in supporting our Entrepreneurship training program.

Sincerely,

For: Procurement Committee (NCAC)

Email: procurement@nca-calgary.com

