

Request for Proposals

Conference Services for Major Event

Cape Breton Partnership

November 2025

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Project Summary

The Cape Breton Partnership is seeking proposals from local service providers to deliver full conference management services for a major event, the Cape Breton Partnership's annual Investor Summit. The Summit is traditionally held on the third Thursday each October.

This contract will cover a two-year term, with the option to extend to a three-year commitment if such an arrangement strengthens the overall proposal.

The successful proponent will play a key role in coordinating all aspects of the event, including on-site meeting rooms, accommodations, catering services, and technical requirements (in collaboration with the Cape Breton Partnership's preferred technical suppliers), as well as any other related needs. The proponent will also be responsible for providing staff support as required.

Client Background

The Cape Breton Partnership is Unama'ki - Cape Breton's private sector-led economic development organization that supports companies and entrepreneurs by promoting our Island as a great place to live and invest; growing a culture that values and celebrates creativity, innovation, and entrepreneurship; and connecting entrepreneurs and companies to the resources they need to succeed. For more information, visit <https://capebretonpartnership.com>.

The annual Investor Summit is a premier, full-day event featuring keynote presentations, panel discussions, networking sessions, and an evening awards gala and reception. Each year, the event draws more than 200 business leaders, deal-makers, and key stakeholders representing over 150 organizations that drive Unama'ki - Cape Breton's economy.

Requirements

This Request for Proposal (RFP) includes the mandatory requirements listed below. In addition to these requirements, designated conference staff from the successful proponent must be available to attend up to three (3) in-person meetings at the proponent's venue, as well as a food tasting early in the planning process, as requested by the client in the lead-up to the event. Proposals that do not meet all mandatory requirements, and confirm that they can and will be fully met, will be rejected without further consideration.

- **Day Before the Event - Required**
 - All conference rooms required for the event must be available for set-up from 11 a.m. onward.
 - Access for external audio-visual and technical providers to all necessary spaces and equipment without additional fees.
 - On-site food and beverage options available for attendees to purchase meals as needed (breakfast, lunch, and dinner).
 - On-site meeting space capable of accommodating up to 40 attendees with light refreshments.
 - On-site accommodations for up to 60 individual rooms the afternoon/evening before the event
 - Breakfast included in the room rate for attendees staying the night before the event.

- Group rates available for all event attendees.
- Free on-site parking for all attendees.
- **Day of the Event – Required**
 - Venue available for all event dates.
 - Breakfast included in the room rate for attendees staying the night of the event.
 - Conference and meal spaces capable of accommodating a minimum of 200 attendees.
 - On-site accommodations for 100–150 individual rooms, plus access to nearby accommodations (within 5–10 km) for any additional attendees.
 - Group rates available for all event attendees for on-site accommodations (night before, night of, and night after the event).
 - On-site food and beverage services for catering throughout the event.
 - Accessible restrooms, entrances, and accommodations
 - High-speed internet
 - Free on-site parking for all attendees.
- **Day After the Event – Desired**
 - Venue available until 11 a.m. for event tear-down and vendor pick-up of décor/equipment.

The Cape Breton Partnership values a “buy-local” culture and recognizes the importance of supporting local producers, suppliers, and service providers whenever possible. The successful proponent is strongly encouraged to make reasonable efforts to source supplies, products, and services locally, particularly from Cape Breton Partnership Investors, wherever feasible for this event.

Proposal Submission Format

To ensure consistency and facilitate evaluation, proponents are asked to follow the format and sequence outlined below. Proposals should include, but are not limited to, the following:

- Company Profile
- Demonstrated Event Planning Experience – Include a list of past projects.
- Key Staff List – Identify staff responsible for conference coordination, food and beverage, and accommodations services.
- Availability – Confirm availability for all noted dates.
- On-Site Meeting Facilities – Provide details of meeting rooms and capacities.
- Accommodation and Rates – List per-person rates for on-site accommodation, and for nearby accommodation if the proponent cannot meet total accommodation needs on-site.
- Catering and Food & Beverage Services – Provide service options and associated rates.
- In-House Technical Services and Equipment – Specify available technical support and equipment.
- Contract Requirements and Complimentary Services – Include any bonus offers or added services. Respondents are encouraged to highlight any value-add opportunities that may enhance the event and improve the attendee experience.
- Confirmation of Mandatory Requirements – Confirm that all requirements outlined in this RFP can and will be fully met.
- References
- Additional Relevant Information – Include any other information that supports the proposal.

Evaluation and Selection

An evaluation team will review all proposals against the mandatory criteria. The Cape Breton Partnership is not obligated to accept the lowest-priced proposal or any proposal submitted.

General Guidelines of Request for Proposal

- A limited number of similar organizations have been invited to respond to this Request for Proposal in the same manner.
- The Cape Breton Partnership reserves the right, at its sole discretion, to modify the terms of this Request for Proposal at any time.
- This Request for Proposals should not be construed as a contract to purchase goods or services. Acceptance of a proposal does not create a contract; it reflects only the intention of the Cape Breton Partnership to negotiate with the proponent. No binding legal obligations will arise until a written contract has been duly executed.
- The Cape Breton Partnership is not obligated to any proponent until a formal contract has been executed relating to an approved proposal.
- The Cape Breton Partnership reserves the right to withdraw this Request for Proposal at any time, before or after receiving submissions.
- Responses to this Request for Proposal are voluntary. All costs associated with the preparation and submission of a proposal are the responsibility of the proponent.
- Nothing in this Request for Proposal should be interpreted as a promise to negotiate, issue a request for quotation, reach an agreement, or enter into a contract.
- All information contained in this Request for Proposal is confidential and the sole property of the Cape Breton Partnership.
- A contract administrator will be assigned by the Cape Breton Partnership to oversee the awarded contract. The successful proponent will be expected to designate a counterpart project manager, who will be responsible for providing scheduled status reports to the contract administrator or their designate.
- The contract will be subject to periodic review by the Cape Breton Partnership. Should the contractor, in the sole opinion of the Partnership, fail to provide satisfactory service, the client reserves the right to obtain services from another contractor. The Partnership also reserves the right to extend the contract for additional periods on mutually agreeable terms.
- Any questions arising from this Request for Proposal should be directed exclusively to:
 - Michaela Epifano, Communications and Investor Relations Specialist, at 902-562-0122 or Michaela@capebretonpartnership.com

Submissions

Proposals must be submitted no later than 4 p.m. on December 5, 2025, and sent to:

Michaela Epifano, Communications and Investor Relations Specialist
Cape Breton Partnership
285 Alexandra Street
Sydney, N.S., B1C 2E8

Or electronically to Michaela@capebretonpartnership.com

It is the proponent's responsibility to ensure delivery before the deadline to the address noted above. Proposals will not be returned and will remain confidential.