



REQUEST FOR PROPOSALS

National Transportation for the
JEUX DE LA FRANCOPHONIE CANADIENNE 2025

by
FÉDÉRATION DE LA JEUNESSE CANADIENNE-FRANÇAISE

Contact Person

Caroline Bujold | Manager | caroline@fjf.ca

Jeux de la francophonie canadienne

1. BACKGROUND

The Fédération de la jeunesse canadienne-française (French-Canadian Youth Federation - FJCF) is a not-for-profit organization that firmly believes in the “by youth, for youth” principle. As national spokesperson and only organization of its kind, it represents French-speaking youth aged 14 to 25. It fosters a spirit of dialogue through which youth stand up and claim their place. Through its actions, the FJCF looks to make life better for youth on many levels.

The FJCF spearheads activities and initiatives on a national scale along with its associate members in nine provinces and three territories working in the youth field. Along with its members, it caters to the needs of French-Canadian youth.

One of these activities is the 8th edition of the Canadian Francophone Games (Jeux de la francophonie canadienne - JeuxFC), which will be held in the Laval (QC) area in July 2025. The JeuxFC are made possible thanks to a contribution from the government of Canada and the collaboration of a local organizing committee who handles all logistical and programming aspects.

This event, which celebrates French-speaking youth across Canada, mainly aims to bring together over 1,200 participants in a fun environment of healthy competition. With this event, the FJCF seeks to provide an opportunity for youth to take part in a national event held entirely in French, thereby contributing to identity building among the country's youth.

2. NEEDS

The FJCF is responsible for ensuring national transportation for all provincial and territorial delegations towards the host city of the JeuxFC, as well as transportation for officials coming in from outside the host province or territory. Each delegation must determine a central starting point within the province or territory, from which point the FJCF takes on responsibility for the entire delegation until their arrival in Laval (Montréal). Transportation for officials and referees is usually handled on a case-by-case basis.

The FJCF therefore seeks to retain the services of a company to partner with in carrying out national transportation for the JeuxFC.

3. MANDATE

- Identify the most cost-effective means of transportation, according to the needs and specific conditions for each delegation.
- Respect and maximize the FJCF's budget by negotiating competitive prices, as well as special accommodations for luggage and printing plane tickets.
- Make sure all teams arrive in Montréal on Monday, July 14, 2025 (ideally by early evening at the latest) and leave on Sunday, July 20, 2025.
 - Assist the FJCF and the delegations in case of flight cancellations, delays or other disruptions to the scheduled flights.
- Offer schedules and transportation itineraries to ensure that the members of each delegation have a fair transportation time from one delegation to the next and arrive relatively fresh and well-rested to take part in the JeuxFC (*estimated numbers*):
 - By plane: Alberta from Edmonton (121 people), British Columbia (96 people), Manitoba from Winnipeg (121 people), Prince Edward Island from Charlottetown (85 people), Nova Scotia from Halifax (96 people), Nunavut from Iqaluit (12 people), Saskatchewan from Saskatoon (121 people), Northwest Territories from Yellowknife (61 people), Newfoundland & Labrador from St John's (73 people) and Yukon from Whitehorse (61 people);
 - By bus: Ontario from Ottawa (121 people), New Brunswick from Fredericton (121 people), and Quebec from across the province (121 people).
- Ensure constant communication with the FJCF and allow the FJCF to confirm the names on the passenger lists for flights, as close as possible to the actual dates of the JeuxFC, the deadline for registration being May 1, 2025 (delegations have until May 30, 2025, to confirm the names of the members in their delegation).
- Provide arrival and departure lists that are easy to consult and easy to use.
 - If conditions allow, suggest a simple process to allow participants to extend their stay in the area. They would be responsible for any fees resulting from a change in their flight plans (change on the return flight only).
- Please note:
 - *Local transportation from the Montréal airport to the JeuxFC sites is taken care of by the Organizing Committee;*
 - *Delegations travelling by bus usually manage their travel arrangements.*

4. SKILLS AND REQUIREMENTS

The potential partner company must:

- Demonstrate its abilities and recognized experience in organizing group transportation;
- Respect tight deadlines and be able to manage the unforeseen events that often arise when large groups require travel;
- Can provide an overview of the company and the people who will be working with the FJCF;
- Show their knowledge of the needs of the target audience (Francophone youth, registered in various disciplines, for a national event); and
- Demonstrate its professionalism, its will to collaborate and its project management skills by placing the youth's experience at heart when carrying out its mandate.

5. PROPOSAL SUBMISSION PROCESS

5.1 Elements which must be included in the proposal

To be considered, the company must send a proper written submission by email to the following address, caroline@fjcf.ca, by 4 pm on July 30, 2024, at the latest. Proposals that are not submitted according to the conditions laid out in this RFP will not be considered.

- A. Presentation of the company
- B. Demonstration of the understanding of the mandate
- C. Description of the steps leading up to the completion of the project, including the following:
 - Proposed structure and management method;
 - Team assigned to the project and the main responsibilities they will be entrusted with;
 - Suggested approaches to ensure a constant connection with the client;
 - Detailed budget representative of the total cost including the following elements:
 - The total value of the honorariums and services included;
 - The cost of transportation per team/participant;
 - The cost for a representative to be on-site if necessary (to be confirmed) or on call;
 - Other costs such as taxes.

5.2 Elements that must be included in your proposal

The proposal must include the following elements:

- Cover letter;
- Short statements on the experience of the team (short biographies) presenting the main people in charge of carrying out the project;

- Three relevant references that will be contacted as part of the final selection process.

6. TIMELINE

The key dates to submit a proposal and carry out the deliverables are as follows:

TASKS	DATES
Receive submissions for the client, including an estimate of the costs	July 30, 2024, by 4 pm EST at the latest
Choice of selected company	September 1, 2024
Research and negotiation with airline companies	September 2024 to March 2025
Purchasing plane tickets	After April 1, 2025
Confirming the names on the plane tickets	June 15, 2025
End of deliverables	July 31, 2025

7. PROPOSAL EVALUATION

Please note that proposals that are not submitted properly will not be evaluated.

The following list is an overview of the elements on which the company will be rated.

Proposal meets all of the RFP's requests	10 points
Understanding of mandate	10 points
Management method suggested to lead project	10 points
Ability to deliver project in the requested timeline	20 points
Ability to deliver project according to proposed budget	25 points
Experience relevant to mandate	10 points
References	10 points
Overall quality of the proposal	5 points
TOTAL	100 POINTS

8. CONTACT PERSON

Caroline Bujold
 Manager – Jeux de la francophonie canadienne
 Fédération de la jeunesse canadienne-française
 450, Rideau Street, suite 403
 Ottawa (Ontario) K1N 5Z4
 Email: caroline@fjcf.ca