



**Nottawasaga Valley Conservation Authority**  
**REQUESTS FOR QUOTE (RFQ) 03/2022**  
**FOR SERVICE PROVIDER FOR**  
**NON-DENOMINATIONAL WEDDING OFFICIANT**

Proposals will be received by the undersigned on behalf of the Nottawasaga Valley Conservation Authority (NVCA) as follows:

Bidders are required to email a PDF submission with the subject line "Confidential – RFQ 03/2022 Non-denominational Wedding Officiant".

**The completed proposals will be received until 2:00 p.m. EST on Wednesday October 5<sup>th</sup>, 2022 by:**

Kyra Howes  
Manager, Lands & Operations  
Nottawasaga Valley Conservation Authority  
8195 8th Line, Utopia, ON, L0M 1T0  
via email at: [khowes@nvca.on.ca](mailto:khowes@nvca.on.ca)

This time and date will be deemed to be the closing of the submission. Late submissions will not be considered.

Note that the lowest proposal will not necessarily be successful or accepted. NVCA reserves the right to accept any submission or to reject any or all submission.

Only the successful submission will be contacted.

For more information or for a copy of this document in an alternative format, please contact NVCA at 705-424-1479 or [admin@nvca.on.ca](mailto:admin@nvca.on.ca).

## **OVERVIEW**

The Nottawasaga Valley Conservation Authority (NVCA) hosts weddings and events throughout the year at the Tiffin Conservation Area and the Fort Willow Conservation Area.

NVCA is looking for a Non-Denominational Wedding Officiant to oversee weddings ceremonies at either of these locations, usually once per weekend, taking place on Saturdays throughout the year.

The services provided by the Officiant are for weddings clients who have purchased the Tiffin Wedding Services Package and will not be the exclusive service provider for all weddings hosted at Tiffin.

The Officiant must be legally registered to perform marriages in Ontario and must be inclusive to all clients.

Pricing must include:

- Individual (per event) pricing which includes:
  - One pre-event consultation with couple;
  - Attendance for the rehearsal (usually Friday prior to the event, but alternate date may be coordinated);
  - Any associated transportation cost to/from the Tiffin Conservation area and/or the Fort Willow Conservation Area; and
  - Coordinate all required paperwork and licences with couples.

### **Cancellation of Request for Quote**

NVCA reserves the right to cancel the RFQ at any point in the process without liability.

### **Form of the Proposals**

All Proposal submissions must be upon the Bid Form contained herein and be signed by an individual who has the authority to make the bid on behalf of the business/individual and able to bind the business to the contents of the proposal.

**Non-Denominational Wedding Officiant Request for Quote Bid Form**

I/We, hereby confirm that I/we have authority to make this declaration on behalf of \_\_\_\_\_ (company name/ proponent) and to bind the Company/proponent to the contents of the Proposal.

I/We hereby confirm, having carefully reviewed the Request for Quote, that we are able to provide the services as specified in accordance with the RFQ.

I/We do hereby quote to supply all necessary labour, material and equipment to fulfil the contract obligations at the fee provided within our proposal:

Proposal submitted by:

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Business Name (if applicable)

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Name of Contact

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Address

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City/Town and Postal Code

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Email and phone

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Date of Submission:

Price per ceremony:

Description of services:

**LIST OF REFERENCES**

Name:	
Relationship:	
Email:	
Phone:	

Name:	
Relationship:	
Email:	
Phone:	

Name:	
Relationship:	
Email:	
Phone:	

Nottawasaga Valley Conservation Authority

**SUBMISSION FORM**

Non-denominational Wedding Officiant RFQ 03/2022

I/We \_\_\_\_\_

**SIGNATURES**

For the Officiant

Consultant/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_