

# **Request for Proposal for Yukon Chamber of Mines GeoScience Project Manager**

Version Dated 29 June 2021

## 1. Yukon Mining

Geologically the Yukon has both the North American tectonic plate, and the pacific oceanic convergent boundary. With volcanic activity and two well defined fault lines, the Yukon has had a significant geological activity throughout the ages. As the tectonic plates have moved against each other, geologists have identified rocks in the Yukon that were created in Baja California from the Jurassic period.

Mining exploration over recent decades have identified minerals like silver, gold, copper, jade, nickel, platinum, lead, zinc, and tungsten found throughout the territory in great abundance. Because of past volatility of the Yukon's sub-surface caused by tectonic plate and volcanic activity, many ideal porphyry deposits exist. The Crest iron ore deposit has been identified as one of the largest in North America. Recent discoveries near Mayo Yukon have identified what could be one of the largest deposits of gold in the world.

The Yukon's mining history began with the discovery of gold in 1896 in a tributary of the Klondike River. Table 1 reproduced from Robert Steven's book *Mineral Exploration and Mining Essentials* (2010, p. 4) presents the life sequence of a mine.

**Table 1: Mining Life Sequence - Time Line and Cost Summary<sup>1</sup>**

Modern mining in the Yukon has changed significantly from previous decades. In 2003,

Activity	Time Lines	Cost/Return (us\$)
Exploration	3-12 year in total to a development decision (exploration often occurs in starts and stops over one or more decades)	\$50,000-\$20,000,000/year \$20-\$150+ million to the start of mine construction
Permitting and financial analysis	2-7 years (includes feasibility studies and environmental assessment)	\$2-\$20 million
Construction	1-4 years	\$100 million-\$3+ billion
Mine operation	5-100 years	Total mine revenue in the hundreds of millions to billions
Closure and reclamation	2-5 years after mining ends (ongoing monitoring may go on much longer; reclamation usually starts during mining and continues afterward)	\$2-\$50 million (usually considered part of the mining costs)

mining oversight was shifted from the Crown to the Yukon Government (YG). Today, First Nations, local/federal government, and the mining industry are working hard together to ensure the Yukon is a global leader in responsible mining. Working with biologists, engineers, and other scientists, closure and reclamation is where we have an opportunity to create even better wildlife habitats. The Yukon government works closely

<sup>1</sup> Stevens, R (2010). *Mineral Exploration and Mining Essentials*. Port Coquitlam, BC: Pakawau Geo Management Inc.

with the mines to ensure the costs associated with reclamation are set aside during the life of the mine.

In the past we have seen mining create better habitats for animals such as moose in the Yukon. Now we are deliberately working to create better habitats as part of the mining reclamation process, where in the past they were an unexpected by product. Through planning, the Whitehorse Copper Belt is an excellent successful example of how a land used for mining can be reclaimed for both outdoor nature recreation, and infrastructure re-used for commercial purposes.

The Whitehorse Copper Belt today boasts rainbow trout, Arctic char, and Arctic grayling fishing. Bald eagles are also active hunters in the area. Beavers have helped to create many marshes, and with ponds and wetlands, and the area has become a popular destination for bird watchers. In the winter time the local ski club provides over 85 km of groomed trails for classic and skate skiing. In the long term what this does is reduce risk for both the mining industry, governments, and most importantly the environment.

## 1.1 Project Overview

1.1 This is a funded position for the duration of GeoScience 2021 for the Yukon Chambers of Mines (YCM). Both the YCM, Government and sponsors provide the operational funding for the Yukon GeoScience Trade Show & Forum. Due to taxpayer money, and YCM member's money being used, project accountability is critically important.

Project management for these funds are conducted by the YCM. The primary purpose of this project is to hire an independent "contractor" to be project manager for Yukon GeoScience 2021 Trade Show & Forum information. The contractor will be working closely with YCM staff to help facilitate the event.

Date	Day	Times
20 November 2021	Saturday	7 AM to 6 PM
21 November 2021	Sunday	7 AM to 6 PM
22 November 2021	Monday	7 AM to 6 PM
23 November 2018	Tuesday	7 AM to 6 PM

For all of our events at YCM we follow this core theme, ***"Perfection is not attainable, but if we chase perfection, we can catch excellence."***

Vince Lombardi

The YCM expects the winning contractor for this Request for Proposal (RFP) to plan, staff, implement, control, evaluate and budget the Yukon GeoScience Trade Show & Forum. The contractor will have well trained staff who can adapt quickly to requests from the YCM. Your team is the first opportunity to ***build a great experience for our patrons.***

You will need to:

- manage project staff
- monitor and report on cash flow projections, actuals and variance for GeoScience once a month for the duration of the contract
- evaluate the project based on the objectives and measures established during the planning phase

Your trained staff will be able to answer all basic questions about the different events at the 2021 Yukon GeoScience Trade Show & Forum. They will also be able to answer basic questions about what to do in the City of Whitehorse, where to eat, and how to get to a recommended destination. If they do not know an answer to a patron's question, they will find the answer and contact the patron as soon as possible. All interactions with the 2021 Yukon GeoScience Trade Show & Forum patrons will be customer service focused.

## 2. Project Background

### 2.1 Event Overview

The Yukon GeoScience Trade Show & Forum is one of the largest events in Whitehorse Yukon with the 2021 GeoScience being the first predominantly in person event in 2 years, YCM anticipates a large number of registered paid attendees, and paid exhibitors. The event occurs over four days, and is designed to provide opportunities for the Yukon mining industry, and public outreach. It enables the Yukon mining industry to celebrate relationships, build partnerships, and enables forum paid registered participants to keep up to date on trends and best practices for the industry.

#### Registration Types

The majority of registration will occur online prior to the start to the Yukon GeoScience Trade Show & Forum. Some people will register at the event. Registration is separated into Sponsor, Forum Attendee, Forum Presenter, Student, and Trade Show Exhibitors.

#### Trade Show

The Trade Show provides an opportunity for industry, and support services to demonstrate their wares. Trade Show Booth spaces are rented daily, with the majority of vendors renting for the entire event's four days. Historically, vendors will rent the exact same booth spaces each year for the Trade Show. There will be an in-person Trade Show, and opportunity to continue a virtual component as well.

### Family Day

The Yukon GeoScience Trade Show also features a family day, which is free to the general public. Hosted at the Yukon Convention Centre, family day has traditionally had thousands of local Yukon residents and their children participating in the trade show, and family friendly events like panning for gold. Family focused activities and prizes are designed to provide education, and public relations opportunities for Yukon's mining industry. There are no registration requirements for general public guests during Family Day but will require COVID safety protocols be established and followed.

### Yukon Student Tours

There is also a component of the Yukon GeoScience Trade Show for school children where they receive specialized instruction from local geologists on educational topics related to geography, geology, mining, and mining exploration. These educational programs are run by the Yukon Geological Survey who coordinate with the local schools for student participation. There are no registration requirements for students and teachers during Yukon Student Tours but will require COVID safety protocols be established and followed.

### Non-Technical Talks

The Geoscience Forum launches with Non-Technical Talks on Corporate Social Responsibility (CSR), Environmental Social Governance (ESG), Innovation in the industry, Progressive Partnerships, and Technological advancements made in lessening mining's impact on the land. It is typically front loaded with greetings from all orders of government as well as some high profile keynote speaker(s). Participants for this activity are both from the mining industry, education, and mining support industries. The event consists of formal presentations, and also provides event attendees with an opportunity for questions and answers for the presenters. These talks may be presented in both a in-person and virtual format to accommodate participants that number in the hundreds.

### Investment Forum

One of the most popular events at GeoScience, the Investment Forum, hosted in partnership with Yukon Mining Alliance. The forum provides an opportunity for the various companies operating in the Yukon to discuss their recent accomplishments. Each company does a presentation for 15 minutes with questions and answers at the end of each session.

### Technical Talks

Technical talks have traditionally launched on the Monday of Geoscience at the Coast High Country Inn as a secondary launch (First launch on weekend) of Geoscience with presentations from the Yukon Geological Survey, BC Geological Survey, and the Alaska Geological Survey – followed by technical updates from various projects operating in Yukon. This part of the agenda is quite popular as it is what the Geoscience agenda used to be before Non-Technical talks were added in the last 10 years.

### Poster Board Session

The educational component of the Yukon GeoScience Forum is the poster session. This component is also coordinated by the Yukon Geological Survey. Scientists and students will publish their academic research during this session on presentation boards located at the back of the Trade Show area in the Yukon Convention Centre.

### Core Displays

A core sample is a roughly cylindrical piece of subsurface material removed by a special drill and brought to the surface for examination. Such a sample is needed to ascertain bulk properties of underground rock, such as its porosity and permeability, or to investigate the peculiar features of a given zone of strata. The Core display occurs in the same area as the Poster Board Session in the Trade Show area at the Yukon Convention Centre.

### Yukon Chamber of Mines Reception and Award Banquet

The Reception and Award Banquet hosted at the Kwanlin Dun Cultural Centre are the most popular events at GeoScience. Historically this event is sold out before all of the other events at GeoScience. The event is a celebration of major mining accomplishments in the past year and is MC'd. Multiple awards are presented at the event focused on First Nations, Community Engagement, Reclamation, and mineral discoveries. The event also features live entertainment.

### 3. Project Deliverables

#### 3.1 Final Deliverables

##### General GeoScience Trade Show & Forum Project Manager

- a. The contractor will provide sufficient staffing to quickly register Yukon GeoScience Trade Show & Forum patrons.
- b. The Yukon GeoScience Trade Show & Forum registration will be broken into the following groupings for registration lines: (1) Event Sponsors (VIP), (2) Pre-Registered, (3) Not Registered, (4) Exhibitors.
- c. Signs for each type of registration will be clearly visible from the ceiling above each registration desk line.
- d. In advance of the Yukon GeoScience Trade Show & Forum the vendor will prepare the gift bags given to each patron. The YCM will provide the gift bags and the contents for the gift bags. The contractor's staff serving at the registration desk will know the contents of the gift bags so they can answer patron questions about the contents.
- e. All registered patrons will be given a name badge. The name badge will be in a name badge holder, with the holder having an event sponsor name clearly printed on the holder. Each name badge will also have a lanyard for wearing the name badge. The lanyard will also have an event sponsor name. The YCM will be responsible for acquiring the name badge holders. The contractor will be responsible for printing name badges, and assembly of the name badges. Another contractor who provides the GeoScience registration web site will provide a data export for name badges for the contractor to create said name badges.
- f. Name badges will have (1) in colour the YCM logo, (2) the registered patrons name, registered patrons' professional designation, i.e. Dr., P.E. (3) the registered patrons company name, (4) bar code that will provide electronic access to their registered events, (5) Event designation, i.e. Forum Attendee, Forum Presenter, Student, Trade Show Exhibitor, Sponsor, Very Important Person (VIP), and Board of Director.
- g. Registration Desk staff will be able to answer questions about what to do at the Yukon GeoScience Trade Show & Forum and will be familiar with the day's event schedules. They will be able to answer questions about what to do in the City of Whitehorse. Where to eat for lunch and dinner, and where and how to get to their

recommendations to patrons. YCM will provide core the information for said requirements.

- h. If registration desk staff do not know an answer to a patron's question, they will find the answer and contact the patron as soon as possible.
- i. All registration desk staff interactions with the 2021 Yukon GeoScience Trade Show & Forum patrons will be customer service focused.
- j. Patrons who have paid for additional events such as the champagne reception and award banquet will be given their additional event tickets when they pickup their registration packages.
- k. One designated member from each company, or member of the Yukon Chamber of Mines will receive their YCM Annual General Meeting package as part of their registration package for GeoScience. *Note: People who register at the event to be members of the YCM are not eligible to vote in the annual meeting until 25 days after having paid the Annual Subscription for that year.*
- l. All events conducted at the Forum will have registration staff validating their entrance to said events. This should occur with a bar code reading device that checks/validates each event patron's name badge bar code authorizing the patron's admittance. There are several entrances for each forum event, so each access point will be monitored by check in staff members.

#### Non Registered Patrons

- m. People who are not registered prior to the start of the GeoScience Trade Show & Forum can register on site. The contractor will provide both paper, and electronic means to register for the event.
- n. Prior to starting their registration, the front desk staff will check to see if the patron is an active member of the YCM, and if their dues are current. There is a \$100 dollar price difference between active YCM members, and non-members. Government employees also get a \$100 discount from the price of non-members.
- o. The contract will provide electronic devices that can connect over an internet connection to the YCM's GeoScience Trade Show & Forum online registration website. The electronic device will connect to the Uniform Resource Locator (URL) <http://yukongeoscience.ca> to enable the on-site registration process to occur.
- p. Professional in appearance name badges as described in 3.1.f of this RFP will be provided to each on site registered patron and created by the contractor on site via the contractor's badge printing equipment.

- q. Registration contact information will be maintained on the <http://yukongeoscience.ca> website.
- r. The system offers additional events for registration like the Yukon Chamber of Mines Champagne Reception and Award Banquet, and for active members the YCM Annual General Assembly. There are additional costs for the Award Banquet that will be calculated into the final bill for credit card payment. There are limited number of seats and tables available for purchase, so the system keeps tracks of what is available. Once the Banquet is sold out, the website will indicate that tickets are no longer available.
- s. The contractor will ensure that the on-site registration patron is aware of all events available for registration, and ensure the patron's attendance desires are completed based on even availability.

#### Trade Show Exhibitor Registration

- t. For the trade show, exhibitors will be identified by their company name during the registration process.
- u. Each booth in the trade show will have the company name on a standard letter size piece of paper during the exhibition hall setup. Exhibitors pay by the day, so when exhibitors complete their exhibit, a new company name paper will be placed in the booth space upon exit of the previous exhibitor.
- v. Upon check in, professional in appearance name badges as described in 3.1.f of this RFP will be given to each exhibitor for their booth employees. Name badges will also have **Exhibitor** clearly displayed on the badge.
- w. Each exhibitor company will also receive a welcome package that is to be provided by the YCM.

#### Forum Presenter Registration

- x. Forum Presenters will register online in advance of the event. Their presentation description is included in all printed and online event schedules. They will also submit their presentations to the YCM in advance of the event so the presentation can be verified to work properly on the local computer and video projector equipment. Upon registering on-site, registration desk staff will inform the Presenters they are required to check into the presentation verification room to verify their presentations, or make any last minute changes prior to the start of their presentation day.

- y. Upon check in, professional in appearance name badges as described in 3.1.f of this RFP will be given to each exhibitor for their booth employees. Name badges will also have **Presenter** clearly displayed on the badge.
- z. Each Presenter will also receive welcome package that is to be provided by the YCM.

#### Payment Processing

- aa. People registering for events at the registration desk will pay their registration fees online using Master Card and or Visa credit cards through the online registration website.
- bb. The contractor will provide a paper backup method for payment should the online credit card processing not function properly.
- cc. The contractor shall provide the ability for patrons to pay cash for events. Please note, this is an unusual occurrence.
- dd. The contractor shall provide receipts for auditing onsite registration for YCM finance department sales reconciliation.

#### General GeoScience Trade Show & Forum Website Information

- a. The contractor will update and monitor YCM's Internet portal "website" for the Yukon GeoScience Trade Show & Forum that uses the Uniform Resource Locator (URL) <http://yukongeoscience.ca>.
- b. The website is a comprehensive information portal allowing the general public, registered event attendees and exhibitors to become aware of the Yukon GeoScience Trade Show & Forum and all its activities listed in Section 2.1 of this Request for Proposal (RFP).
- c. The website information component will also provide pictures for each event from past years. Images will be provided YCM.

#### Common Forum and Trade Show Registration Elements

- a. The website will enable sponsors, registered attendees, and exhibitors to easily register for each event at the Yukon GeoScience Trade Show & Forum.
- b. Online registration is separated into Sponsor, Forum Attendee, Forum Presenter, Student, and Trade Show Exhibitors.

- c. For repeat customers, the website will have their basic information, name, mailing address, billing address, telephone number, email, company name, and any outstanding dues owed to the YCM.

#### Sponsor Registration

- a. Sponsorship packages have specific features which have to be clearly detailed on the website. Platinum – Partner (25,000) is the premier sponsor package followed by Gold (\$10,000), Silver (\$5,000), Copper (\$3,000), Zinc (\$1,000) and Friendship (\$500).

#### Forum Registration

- b. When a person creates their registration, the system will check to see if they are an active member of the YCM, and if their dues are current. There is a \$100 dollar price difference between active YCM members, and non-members.
- c. The system will offer additional events for registration like the Yukon Chamber of Mines Champagne Reception and Award Banquet. There are additional costs for the Award Banquet that will be calculated into the final bill for credit card payment. There are limited number of seats and tables available for purchase, so the system will have to keep track of what is available. Once the Banquet is sold out, the website will indicate that tickets are no longer available.
- d. For the Award Banquet, they will be able to purchase individual tickets, or entire tables.
- e. The forum section of registration will support submittals for presentation papers at the forum.
- f. The system will inquire if they are submitting a Forum paper(s) for presentation, a poster for the Poster Board Session Board Session, or a presentation for the Investment Forum.

#### Trade Show Exhibitor Registration

- g. For the trade show exhibitors will be identified by their company name during the registration process.
- h. If they are a returning trade show exhibitor, when registering for the trade show online, the website will present their last year's booth space, and last year's day booth space rentals. The website will ask them if they want their same space from last year for the current year as well as the same rental days.

- i. New trade show exhibitors will be placed on a wait list for booth space rentals. Their receipt will indicate they are on a waiting list for trade show space.
- j. For new trade show exhibitors, their online receipt will be sent to the YCM administrator [admin@yukonminers.ca](mailto:admin@yukonminers.ca).
- k. Similar to Forum Registration, the system will offer additional events for registration like the Yukon Chamber of Mines Champagne Reception and Award Banquet. The system will behave in the same nature for these additional events as the Forum Registration.
- l. For Exhibitors, they will have a section to include the names of their support staff that will be working at their booths. This information will be passed to the YCM administrator as part of the payment receipt processing as described in the next section of this RFP.

#### Payment Processing

- a. People registering for events on the website will pay their registration fees online using Master Card and or Visa credit cards through the website.
- b. For security reasons, credit card information will not be retained on the website once the credit card transaction is completed.
- c. Once a registration transaction is completed, the information will provide an email receipt to both the person registering, and the YCM executive assistant [admin@yukonminers.ca](mailto:admin@yukonminers.ca). The receipt will provide all of the details of the reservation including all of their purchases by line item. If booth spaces are also purchased, the online receipt/email will also provide the booth space, and days the space is rented.

#### 3.4 Project Management

This project is funded with Canadian tax dollars. As such a detailed project budget is required for government funding accountability.

- a. Development of a project plan with control gates for material reviews, including timeline, for the entire scope of work with input from internal team.
- b. Project budget that identifies and substantiates detailed project costs by category (e.g. professional fees, salaries, capital, travel, or others as required).

- c. Project financial reporting from the consultant will include list categories of costs and identify total amount required for project completion.
- d. The Yukon Chamber of Mines will dedicate staff to assist in approval processes for project plan control gates to assure the approval process for materials developed by the contractor is quickly reviewed.

#### 4. Project Time Line

The project end date is set for December 31, 2021. All reporting and deliverables shall be completed by this timeframe for reporting purposes to funders. The contract will be awarded within 30 days of the request for proposal end of submittal date.

#### 5. Request for Proposal Evaluation

This project will require a high level of event planning skills. Evaluation of vendor proposals for this project will be conducted by a panel of qualified participants from Yukon Chambers of Mines. Each proposal will be evaluated on the following areas for the vendors expertise:

- a. The vendors proposed project approach and proposed project plan.
- b. Experience in planning, implementation, tracking, evaluating and tracking a large scale event.
- c. Demonstrated prior experience in project management.
- d. Suitability for project—current work load, staff size, references and a demonstrated effectiveness with similar projects.
- e. Shown the ability to communicate effectively and solve problems.
- f. Project Management and Budget approach.