



*CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
CENTRE INTERSERVICES DES FEUX DE FORÊT DU CANADA INC.*

REQUEST FOR PROPOSAL
Ember the FireSmart™ Fox
Costume Production

June 30, 2026

1. Definitions

CIFFC means the Canadian Interagency Forest Fire Centre Inc.

Agencies refers to the federal, provincial, and territorial ministries or departments mandated with wildland fire response within their respective jurisdictions.

RFP means Request for Proposal.

Participant means anyone submitting a response to this RFP.

2. Request for Proposal

CIFFC is extending an invitation to interested parties to provide proposals for the manufacturing, repairing, and shipping of physical costumes of FireSmart™ Canada's Ember the FireSmart™ Fox mascot. An example of an existing Ember costume can be found in Appendix A.

Under trademark, CIFFC oversees and administers the use of Ember the FireSmart™ Fox mascot costumes across Canada. The costumes are generally utilized during community FireSmart days and other events, commonly purchased by provincial, territorial, local and/or Indigenous governments and requested for use by community representatives and event organizers. There are currently upwards of 75 Ember costumes in circulation across the country, all of which will eventually require repair, maintenance, or replacing.

This exclusivity agreement and contract for the manufacturing, repairing and shipping of the Ember the FireSmart™ Fox mascot is being offered for three (3) years with options to extend, based on performance-based renewal criteria.

Note: Costs associated with costume design will be the responsibility of the Participant and CIFFC shall not be responsible for any costs related to the initial design of the costume. CIFFC will request that future Ember mascot costumes have more inclusive sizing options, as the last costume model was extremely small and did not fit most body types. For reference purposes, an Ember mascot costume will be shipped to the successful Participant upon contract award. An example of an existing Ember costume can also be found in Appendix A.

CIFFC shall not be responsible for any costs incurred by any Participant in preparing, submitting, and presenting proposals. All responses and accompanying documentation received under the RFP shall become the property of CIFFC and shall not be returned to the Participant. This RFP may not result in any contract awards and contains no contractual offer of any kind. Any RFP and quote received will be treated as an offer by the Participant and not as an acceptance of an offer made by CIFFC. Responses received unsigned or after the RFP closing date and time will not be considered. If responses are ambiguous, unclear or unreadable, they may not be considered.

RFP Submission

CIFFC is interested in the Participant's current abilities to manufacture, repair, and ship Ember the FireSmart™ Fox mascot costumes in Canada.

Participants must clearly highlight the merits of their submissions and particularly note that the following are critical to CIFFC in its assessment of the submissions.

- i. Ability to manufacture and repair high-quality mascot costumes.
 - a. Outline costume development experience, with a minimum of two (2) references and examples.
 - b. List location(s) of manufacturing facilities. Must be located within Canada.
 - c. Provide a high-level description of manufacturing process, timelines, and cost associated with the production and shipment of one costume within Canada.
- ii. Adequate supply chain capacity to manufacture and repair high-quality mascot costumes.
 - a. Describe any supply chain partnerships currently in place for timely and cost-effective sourcing of materials.
 - b. Provide a brief description of procurement strategies (centralized versus decentralized approach).
 - c. Outline any contingency plans for sourcing materials should existing supplier disruptions occur.
- iii. Proposed national distribution model for shipping, storage, and management of costumes across Canada.
 - a. Outline experiences associated with costume shipping and logistics management, with references and examples.
 - b. List location(s) of storage facilities. Must be located within Canada.
 - c. Describe any logistics partnerships currently in place for timely and cost-effective shipment of costumes within Canada.
 - d. Provide a high-level outline of shipping-related costs.
 - e. Provide a sample of an order form for customers to use when requesting a new Ember costume.
- iv. Describe in detail the manufacturer's warranty.

RFP submissions must include:

- i. A statement indicating the Participant's understanding of the project and responses to the requirements listed above.
- ii. A summary of pricing and pricing controls (e.g. fixed pricing for 3 years or a clearly defined cost increase formula, preferably linked to annual CPI changes).
- iii. A complete resume indicating the Participant's experience as it relates to the requirements outlined above.
- iv. Contact names from two (2) clients for similar existing contracts, to be used as reference checks if required.

- v. An indication of the earliest date that the Participant could begin production.

Note: Bilingual service is an asset but not a requirement. Submissions should not exceed six (6) pages (minimum 11-point font) and must be received by **12:00pm CT, July 24, 2026**. This was extended on July 16, 2026 from the original deadline of July 17, 2026. Submissions must be signed by a representative with the designated authority to bind the Participant to the terms, conditions, articles, and obligations of the proposal.

Submissions shall be delivered by email to **Justin.Noble@ciffc.ca**

All submissions and any amendments thereto received after the closing date and time will not be accepted.

Participants may be required to present (virtually) to CIFFC representatives about their concept, to further explain the proposal. Presentations are limited to a maximum of 45 minutes, followed by a 15-minute question period (60 minutes total).

Participants are requested to submit any questions regarding this RFP, in writing, no later than **July 20, 2026** to the following individual. This was extended on July 16, 2026, from the original deadline of July 13, 2026. Inquiries and responses will be recorded and may be distributed to all Participants during the RFP proposal period.

Justin Noble
justin.noble@ciffc.ca
1-431-317-8435

3. RFP Schedule of Events

RFP Issue Date:	June 30, 2026
Deadline for Inquiries (Extended):	July 20, 2026
RFP Submission Closing (Extended):	July 24, 2026
Participant Selection Decision:	July 31, 2026

If, after analysis of the Submissions, CIFFC wishes to proceed with one of the proposals, the Participant will be required to enter into a contractual arrangement with CIFFC. The tentative timelines for the contract are as follows.

Contract Start Date:	August 3, 2026
Contract End Date:	August 3, 2029

Thank you for your interest in this RFP process.

Appendix A - Reference Images



