



ʔakisq̓nuk First Nation
 3050 Highway 93/95
 Windermere, BC V0B 2L2

250-342-6301
 www.akisq̓nuk.org

Request for Proposals

Scope of Service	Electoral Officer for the 2024 ʔAkisq̓nuk First Nation Council Election
RFP Issued By	ʔakisq̓nuk First Nation (AFN)
Issue Date	January 12, 2024
Closing Date & Time	January 26, 2024

AFN Contact Information & Questions	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to: karen.vargas@akisq̓nuk.org ʔakisq̓nuk First Nation will respond if time permits. Information obtained from any other source is not official and should not be relied upon.
Delivery of Proposals	Submissions will be accepted in the following formats: 1. Emailed to karen.vargas@akisq̓nuk.org
Successful Proponents Notification	For those proponents which have not been contacted by end of business day on February 2, 2024, will serve as notice that their proposal submission was unsuccessful.
Proponent’s Submissions	Only an individual with sufficient signatory authorization may sign on behalf of the proponent in the Proponent Section below, leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.

Proponent Section

To be completed by proponent and include as the “cover page” of the proponents response.

The enclosed proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the RFP and agree that any inconsistencies in our proposal will not be considered. We have carefully read and examined the RFP and have conducted such other investigations as were prudent as reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.

Signature of Authorized Representative:	Legal Name of Proponent:
Printed Name of Authorized Representative:	Address of Proponent:
Title:	City: Province: Postal Code:
Date:	Phone:
Authorized Representative Email Address:	Fax:



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1. Summary of the Requirement

The ʔakisq̓nuk First Nation (AFN) invites proposals for the following:

SCOPE:

ʔakisq̓nuk First Nation Council Elections Electoral Officer- 2024 Elections

Description of the Scope of Work:

The objective of this Request for Proposals (RFP) is to select a bidder to provide a high quality of professionalism, integrity and confidentiality to serve as Electoral Officer for the ʔakisq̓nuk First Nation 2024 Election.

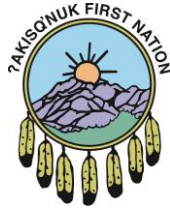
The Election will be held in March of 2024 and is expected to be conducted in a hybrid format (i.e., in-person, mail and telephone participation).

The deadline for submitting a proposal is Friday, January 26, 2024.

The Custom Election Regulations approved by the ʔakisq̓nuk First Nation outline the conduct of the election. The selected bidder must adhere to these regulations.

The successful proponent shall provide the following information for this proposal (the “Project Criteria”):

1. How they plan to carry out the ʔakisq̓nuk First Nation 2024 Election.
2. Qualifications: provide a description of the proponent’s capabilities/experience specifically related to the ʔakisq̓nuk First Nation Elections requirements.
3. A statement and description of the physical and human resources required to complete the election process including software and intellectual property material.
4. Project Organization: Identify the composition of the proposed team, if any, including:
 - Project team members;
 - Description of the roles of the team members
 - Level of experience of the team members specific to project
5. Cost Breakdown: The Proponent shall provide a detailed cost breakdown for the proposed services, showing the total cost to for the performance of all services, expenses, materials, deliverables, and software/hardware costs (if applicable), to be used for completion of the election.



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2. Deliverables

The successful proponent shall provide the following deliverable(s) to the ʔakisq̓nuk First Nation;

- a) Complete the 2024 Election in accordance with the ʔakisq̓nuk First Nation Custom Election Regulations.

3. Invoicing

It is understood that the successful proponent shall submit invoicing in the following format:

- a) A covering statement which will include the following:
 - i) The legal name and address of successful proponent
 - ii) The agreement number and financial code provided by AFN, if successful
 - iii) The date of the statement of account and the billing period covered by the statement of account
 - iv) GST registration number
 - v) A listing of all invoice numbers for that billing period, including the respective dollar amount for each invoice. (sub-total, plus applicable taxes)
 - vi) A total dollar amount of all invoices being submitted in the billing period
- b) All invoices described in the covering statement; attaching all supporting documentation
- c) Any other billing information reasonable requested by AFN.

4. Responsibility and Work Performed by AFN Staff

The successful proponent will:

- a) Have the full cooperation of ʔakisq̓nuk First Nation staff and access to information necessary to meet the accountabilities set out in this request for proposal and respond to reasonable inquiries.

AFN will:

- a) Provide a mutually agreed upon level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.
- b) The following mutually agreed upon resources will be provided by AFN:
 - Provide feedback to the successful proponent(s) in a timely fashion; and
 - Be available for meetings during duration of agreement period.

5. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered, and as follows:



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- a) One (1) unaltered and completed Request for Proposals cover page, including Proponent Section completed in original form as per instructions;
- b) A short (one or two paragraphs) summary of the key features of the proposal;
- c) The body of the proposal, including pricing, i.e. the “Proponent Response”; and
- d) A detailed description of all costs associated with the requirements listed in this RFP.
- e) Proponents shall submit their submissions via email at: karen.vargas@akisq̓nuk.org

6. Desired Items in the Proposal

Capability of the Organization and/or Team, including:

- a) Location;
- b) Years and types of experience. Please also provide a description of prior experience, including the following:
 - i. Names;
 - ii. Addresses;
 - iii. Contact persons;
 - iv. Telephone numbers;
- c) The type of assistance that will be required from AFN staff;
- d) Price. A detailed breakdown description of Goods/Services, GST, and any additional taxes, freight quote (if applicable) to the identified location.
- e) AFN procurement activities will be governed to ensure all vendors are treated fairly and have equal access to procurement activities; to the extent possible preference in awarding contracts will be given to First Nation organizations and/or First Nation individuals.

7. Evaluation

The ʔakisq̓nuk First Nation Chief and Council will oversee selecting the Electoral Officer, according to the Project Criteria, and other factors set out herein. Proponents should ensure that they fully respond to all aspects of this RFP in order to be comprehensively evaluated. AFN may request and receive clarification from any Proponent when evaluating a proposal.

AFN reserves the right to reject any and all proposals after evaluation.

8. Additional RFP Terms and Conditions

- a. The proponent’s response to this RFP must be sent to AFN via email, as specified above.
- b. Proponents may provide additional information beyond that requested in the RFP, which AFN may consider in its sole discretion.



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- c. Proponents may be asked to submit additional information pertaining to their past experience, qualifications, and other information that AFN might reasonably require.
- d. All responses and materials submitted in response to the RFP will become the property of AFN.
- e. AFN may, in its sole discretion, allow additional time for the proponents to submit a proposal.
- f. Proposals and accompanying documentation provided to AFN in response to this RFP will not be returned.
- g. Prices are in Canadian dollars.
- h. GST and PST are applicable and should be included in any quotes. We are not tax exempt.
- i. Price may or may not be the determining factor in Proponent selection process. The award may be made to the Proponent whose proposal is determined to be of highest value in terms of quality and price.
- j. Any costs or fees incurred by the proponent to submit a proposal are the sole responsibility of the proponent.
- k. No contract or agreement is created by the submissions of a proposal.
- l. AFN has the right to refuse any and all submissions, at its sole discretion.