



ʔakisqnuq First Nation, 3050 Highway 93/95, Windemere, BC V0B 2L2  
 250-342-6301 [www.akisqnuq.org](http://www.akisqnuq.org)

## Request for Proposals

<b>Scope of Service</b>	Consultative Services to Facilitate Community Engagement and Ratification of Custom Membership Code	
<b>RFP Issued By</b>	David Bach, CAO Akisqnuq First Nation	
<b>Issue Date</b>	May 16, 2024	
<b>Closing Date &amp; Time</b>	June 6, 2024 at 4:30pm MST	
<b>AFN Contact Information &amp; Questions</b>	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to: <a href="mailto:lauren.nordquist@akisqnuq.org">lauren.nordquist@akisqnuq.org</a> ʔakisqnuq First Nation. Response will be if time permits. Information obtained from any other source is not official and should not be relied upon. All questions related to this Request for Proposal (RFP) or any clarification with respect to this RFP must be made no later than 3 Business Days prior to the closing date of this RFP in order that staff may have sufficient time to respond. The Council reserves the right to extend the deadline for questions, if required, regarding this RFP.	
<b>Delivery of Proposals</b>	Submissions will be accepted in the following formats: <ol style="list-style-type: none"> <li>1. PDF Format</li> <li>2. Emailed to <a href="mailto:lauren.nordquist@akisqnuq.org">lauren.nordquist@akisqnuq.org</a></li> </ol>	
<b>Short Listed Proponents</b>	For those proponents which have not been contacted by end of business day on June 20, 2024, will serve as notice that their proposal submission was unsuccessful.	
<b>Successful Proponents Notified</b>	Expected Proposal Acceptance Date: June 13, 2024	Expected Proposal End Date: June 27, 2024
<b>Proponent's Submissions</b>	Only an individual with sufficient signatory authorization may sign on behalf of the proponent in the <b>Proponent Section</b> below, leaving the rest of this page otherwise unaltered and include the originally signed and completed page with the first copy of the proposal. Late submission will not be accepted.	



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### Proponent Section

#### **To be completed by proponent and include as the “cover page” of the proponent’s 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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## Summary of the Requirement

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

### SCOPE:

#### **ʔakisq̓nuk First Nation Custom Membership Code**

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### Description of the Scope of Work

This Request for Proposal seeks to establish a successful contractor to conduct the consultation and facilitation of Community Engagement and Ratification of the Custom Membership Code with ʔakisq̓nuk First Nation.

The execution of this project will utilize a process whereby clear strategic planning by Council and the Community is undertaken in an open and transparent process with a specific focus on the community consultation and ratification process of the Custom Membership Code. Every effort must be made to gather input from all members of the community. This project must enhance our memberships' understanding of the Indian Act's provision for Membership Codes as well as the new proposed custom Membership Code.

### Background

Since the amendments to the Indian Act in 1985, those First Nations had the power to adopt their own membership codes to define who will be considered a member of their community. While this change allowed First Nations some autonomy over how membership in the community is determined, there remain many legal rules that limit what a band can do in a membership code. In light of the continuing disconnect between who the law claims is a "Status Indian" and the cultural understandings of belonging that exist at the grassroots level, changes to the Indian status and band membership provisions of the Indian Act following the judgments of Canadian courts in *Mclvor* and *Descheneaux*, an increasing number of First Nations are interested in finding out more about what they can do to exercise some control over who and who does not "belong" to their community.

### Goals

It is the intent of Chief and Council, in collaboration with administration, Membership Code Committee and community members of ʔakisq̓nuk First Nation to achieve the following goals.

- a) Ratify the custom Membership Code that will replace existing Indian Act provision used presently.
- b) To develop a community consultation protocol that will guide ʔakisq̓nuk First Nation to serve to strengthen the links between Council and the community, ensure leadership is aware of and responsive to community concerns, and improve the efficiency and effectiveness of the organization.
- c) Educate community of our present membership process and system and how a custom Membership Code will benefit our First Nation.
- d) Address three (3) key concepts: First Nations citizenship, Indian status, and band membership.
- e) Transfer of knowledge to ʔakisq̓nuk First Nation to develop elements of governance and process needed to undertake incremental activities to ratify the Membership Code.



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- f) Contribute to the transparency of the First Nation politics and will encourage political policies and procedures to be followed in the long term.

The successful proponent shall provide the following information for this proposal:

- a) Detailed fixed costs, workplan design and steps for the project.
- b) List of all subcontractors (if any) to be used during the projects.
- c) Business profile with related experience and key personnel to work on project
- d) Related First Nations experience.

### Deliverables

- a) The consultant or firm will be required to make multiple electronic presentations to Council and the Community.
- b) The consultant will prepare progress reports for the Chief Administrative Officer for each milestone in the approved work plan, including a breakdown of the costs to achieve the milestone.
- c) Process of s. 10 of the Indian Act.
- d) A community consultation protocol will be developed.
- e) The consultant will prepare a final Custom Membership Code Ratification process for consideration detailing all key elements.
- f) Electronic copies of all reports are to be provided to the ʔakisq̓nuk First Nation. Additionally, six (6) hard copies will need to be provided once the final report is approved by Chief and Council.
- g) Completion date for the project is set for September 15, 2024.

### Technical Details

#### **Project Management:**

The Chief Administrative Officer (CAO) along with the Membership Code Committee and Chief and Council will oversee the management of this project in conjunction with the selected consultant.

#### **Role Of the Consultant:**

The consultant will provide independent expertise and advice, and design milestones in the process of Community Engagement and the Ratification process of a Custom Membership Code. The consultant will assist the CAO and Council to:

- Guide, manage and monitor the progress of the project.
- Provide ongoing direction and support to CAO, Council, and Community.
- Identify methods to engage and obtain feedback from the Community Members and Council.
- Identify best practices in other comparable First Nation with regards to the ratification of membership codes.
- Provide expert advice on ratification elements.



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## Project Costs

Provide hourly rate and project hours to complete the project. Hourly rate must be fully burdened to include all costs (overhead, profit, and non-labour expenses, such as travel, mileage, per diem for meals and incidentals, legal research, copies, etc. ). No additional reimbursement expenses allowed.

## 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 date of the statement of account and the billing period covered by the statement of account
  - iii) GST registration number
  - iv) A listing of all invoice numbers for that billing period, including the respective dollar amount for each invoice. (sub-total, plus applicable taxes)
  - v) A total dollar amount of all invoices being submitted in the billing period
- b) All invoices described in the covering statement and attach all supporting documentation.
- c) Any other billing information reasonable requested by AFN.

## 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 inquires.

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.

## 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:

- a) One (1) unaltered and completed Request for Proposals cover page, including Proponent Section completed in original form as per instructions.



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- b) Provide a cover letter no longer than two (2) pages in length, signed by an authorized representative of the firm that can legally bind the company and provide his/her title, address, phone number, and email address. Provide a positive commitment to perform the required scope of services. Respondent should also provide the primary contact person for this solicitation including his/her title, phone number, and email address. A table of contents should follow the cover letter.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the “Proponent Response”; and
- e) A detailed description of all costs associated with the requirements listed in this RFP.
- f) Proponents shall submit their submissions via email at: [lauren.nordquist@akisq̓nuk.org](mailto:lauren.nordquist@akisq̓nuk.org)

### Mandatory Items in the Proposal

Proponent responses must clearly demonstrate that they meet the following mandatory criteria, or they will be excluded from further consideration during the evaluation process:

- a) The Proponent’s proposal must be received before the specified closing time;
- b) The Proponent’s proposal must be in English.
- d) Proponents must submit one (1) Request for Quote cover page, with the Proponent Section in its original form, unaltered, fully completed and signed.
- b) Evidence of expertise and experience in undertaking projects of this complexity with similar scope of work and subject matter. Documentation will include the team names of personnel and all subcontractors and their education, skills, experience, and professional designations. Such management experience must lay out both technical and business skills and ability.
- c) The name and address of the person in your firm who will be the official contact person for your bid.
- d) Description of the Proponents organization, size and structure. Indicate if appropriate, if the Proponent is a small or minority-owned business or First Nations owned.

### Proposal Content

Proposals should include, but not be limited to, the following components:

- a) Outline the consultants understanding of the work to be undertaken and the consultant’s experience in similar projects.
- b) Outline the consultant’s approach and strategies.
- c) Outline how the data will be collected and evaluated.
- d) Outline how the options will be developed and evaluated.
- e) Identify the tasks to be undertaken by ʔakisq̓nuk First Nation leadership, management and staff.
- f) Identify the stages of interim reporting.
- g) Identify the final reporting methods and products.

The consultant or firm should, at the very least incorporate the following activities into its proposal:



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- a) Facilitate strategic planning sessions with political leadership and community.
- b) Gather information from on and off First Nation members.
- c) Review and provide summaries of key governance documents pertaining to custom membership codes ratification.
- d) Take time to become acquainted with historical membership statistics and speak with present electoral officers.
- e) Take the necessary time to become familiar with policies, procedures and key governance activities in place today.
- f) Meet with leadership and committee members.
- g) Provide regular progress reports and periodic presentations.
- h) Prepare budget estimates on cost of administering the Code once adopted.
- i) Facilitation of community meeting(s).
- j) Development of a community consultation protocol; and
- k) Development of draft and final ratification process and protocol.

## Evaluation

An evaluation committee will be formed by AFN. All personnel will be bound by the same standards of confidentiality. The mandatory and desirable criteria against which proposals will be evaluated are identified below. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated. AFN may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

Price may or may not be the determining factor in the proponent selection process.

Evaluation and acceptance of any proposal shall be subject to purchase authorization.

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

## Short Listed Proponents

The short-list will comprise the three highest-ranked Proponents. Proponents which are short listed may be requested to interview in person, and/or teleconference, with the assessment panel to discuss certain aspects of their submitted proposal.

Short listed bidders will be required to provide:

1. Proof of liability insurance, WCB # and GST # (where applicable)

## 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. Any questions or changes requested by a Proponent must be answered by an addendum going out to all Proponents.
- e. All responses and materials submitted in response to the RFP will become the property of AFN.
- f. AFN may, in its sole discretion, allow additional time for the proponents to submit a proposal.
- g. Proposals and accompanying documentation provided to AFN in response to this RFP will not be returned.
- h. Prices are in Canadian dollars.
- i. GST is applicable and should be included in any quotes. We are not tax exempt.
- j. 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.
- k. Proponent's proposal shall be valid for sixty (60) days from the date of proponent's submission.
- l. Any costs or fees incurred by the proponent to submit a proposal are the sole responsibility of the proponent.
- m. No contract or agreement is created by the submissions of a proposal.
- n. AFN has the right to refuse any and all submissions, at its sole discretion.