

REQUEST FOR PROPOSAL

Project Coordinator
Lakeshore Resort and Campground
Feasibility Study

Closing Date: September 29, 2023

Response Submission Contact: Lisa Cannady, Economic Development Officer
Akisq'nuq First Nation
250.342.6301 | lisa.cannady@akisqnuk.org

BACKGROUND

ʔakisqnuq First Nation ("AFN") is a member of the Ktunaxa Nation. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and Values. As a team, the AFN Organization works together to achieve our strategic plan "Our Thinking" and continue to progress and move our community forward.

In operation for more than 30 years, the Lakeshore Resort and Campground is the largest campground in the Columbia Valley and is owned and operated by AFN. The resort boasts 40 acres of land and is just off Highway 93/95, which is a major thoroughfare for tourist traffic. There is lake access for boating and moorage. The resort currently hosts a number of permanent trailers on site. There is also a campground with over 50 designated sites.

AFN has identified a need to do a strategic review of the Lakeshore Resort Campground to take advantage of increasing tourism and population growth being witnessed in the Columbia Valley. We also want this land, which is one of the most beautiful shoreline areas of Lake Windermere, to be utilized by our AFN members, their families and future generations.

The purpose of this project is to conduct research, gather data, and present it in a manner that enables decisions makers to make a more informed decision on the highest and best use of the land on which the Lakeshore Resort & Campground sits.

Two business plans and an archeological assessment have been conducted in 2004, 2017 and 2021 respectively.

The Project Coordinator for this work will analyze the existing business plans and assessments, look at current market needs and assessments and complete a comprehensive report.

Funding for this project is made possible by a grant from the Economic Trust of the Southern Interior (ETSI-BC).

More information about AFN can be found here: <https://akisqnuq.org/>

SCOPE OF WORK

The Project Coordinator will provide professional assistance in planning and facilitating the Feasibility Study.

Together with the Economic Development Officer, the Project Coordinator is responsible for the following:

- 1) Review and prioritize existing data and reports;
- 2) Procure, analyze and prioritize additional regional and global indicators for consideration;
- 3) Facilitate meetings with ʔakisq̓nuk First Nation members for input and sharing ideas;
- 4) Prepare data source information;
- 5) Communicate key messaging and grading of data through creation of a comprehensive written report prepared by January 31, 2024;

Budget:

- The budget for this portion of the project is \$12,000.
- All reasonable expenses will be reimbursed.

Any printing costs, or graphic design fees of final report are at the expense of ʔakisq̓nuk First Nation and are not included in the budget.

TIMELINE

Activity	Due Date
RFP Invitation released	September 15, 2023
Indication of intent to respond	September 22, 2023 by 4:00 p.m.
Proposal due date	September 29, 2023 by 4:00 p.m.
Meetings with short list candidates	October 2 – 6, 2023
Award of mandate	October 10, 2023
Project initiation	October 16, 2023
Project completion	February 29, 2024

PROPOSAL CRITERIA

Proposals must address each of the following areas:

A. Qualifications

- Ability to undertake quantitative and qualitative analysis of statistical and related data.
- A proven track record of achievement of goals in a collaborative environment.
- Strong organizational, communication and writing skills.
- Proficiency with current computer technology.
- Post-secondary level achievement in a related discipline.
- Previous work with Indigenous Partnerships is considered an asset.

B. Other Requirements

- The Project Coordinator is required to have their own reliable form of transportation.
- The Project Coordinator is encouraged to complete most of the work from their own preferred location under minimal supervision.
- The Project Coordinator is required to have a laptop computer for this project.

C. Fees

- Provide a comprehensive estimate of professional fees and hours.
- Provide a summary of anticipated administrative and other related fees.
- Outline the anticipated schedule and timing of billings.

Proposals will be reviewed in accordance with the criteria set out above. Proponents selected to move forward in this RFP process will be invited to present in-person to ʔakisq̓nuk First Nation's Selection Committee in accordance with the timeline set out above. The duration of each meeting shall not exceed 60 minutes.

TERMS OF PAYMENT

Terms of payment are negotiable. At a minimum, all items presented within the scope of this project must be addressed to the satisfaction of ʔakisq̓nuk First Nation.

Timesheets must be submitted to the Economic Development Officer for approval prior to payment.

Should ʔakisq̓nuk First Nation or the selected Project Coordinator request cancellation of the contract, payment to the Project Coordinator will be pro-rated according to the tasks completed and awarded upon submission of the completed work and documentation of all findings.

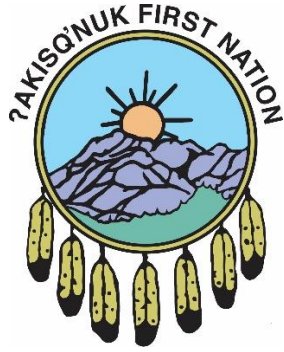
CONFIDENTIALITY

By accepting to take part in this proposal process you will agree to keep in confidence all information imparted to you in relation with the proposal process, not to disclose it to third parties and not to use it for any other purpose than for the proposal. All records and documentation will be confidential. Financial records of existing operations will be held in strictest confidence.

Thank you for your consideration of this request for proposal. Using the form included below, please provide notification of your intention to participate in this proposal process no later than 4:00 pm on September 29, 2023 via email.

Thank you,

Lisa Cannady, Economic Development Officer
?akisq̓nuk First Nation
lisa.cannady@akisnquk.org



INTENT TO MAKE A PROPOSAL

Please e-mail this reply to: Lisa Cannady, Economic Development Officer
ʔakisq'nuq First Nation
lisa.cannady@akisqnuk.org

I/We accept the invitation to present my/our qualifications to provide Project Coordinator services to ʔakisq'nuq First Nation. I/We agree to keep in confidence all information imparted to us in relation with the proposal process, not to disclose it to third parties and not to use it for any other purpose than for the proposal.

Signature: _____

Name: _____

Firm Name (if applicable): _____

Date: _____