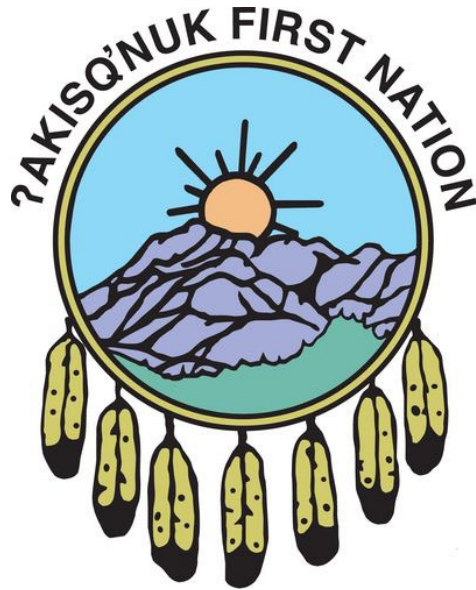


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REQUEST FOR PROPOSAL

*Electoral Officer for the 2026 ʔakisq'nuk First Nation
(AFN) Council Election*

February 5, 2026



ʔakisqnuq First Nation, 3050 Highway 93/95, Windemere, BC V0B 2L2
250-342-6301
www.akisqnuq.org

Request for Proposals

Scope of Service	Electoral Officer for the 2026 ʔakisqnuq First Nation Council Election
RFP Issued By	Lauren Nordquist, Procurement Coordinator
Issue Date	February 5, 2026
Closing Date & Time	February 18, 2026 at 4:30pm MST

AFN Contact Information & Questions	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to: sue.smythe@akisqnuq.org cc lauren.nordquist@akisqnuq.org . 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.
Delivery of Proposals	Submissions will be accepted in the following formats: <ol style="list-style-type: none">1. PDF Format2. Emailed to sue.smythe@akisqnuq.org cc lauren.nordquist@akisqnuq.org
Short Listed Proponents	For those proponents which have not been contacted by end of business day on February 20, 2026 will serve as notice that their proposal submission was unsuccessful.
Successful Proponents Notified	Expected Proposal Acceptance Date: February 24, 2026
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. Late submission will not be accepted.

Research shows that women and other underrepresented groups tend to apply only if they meet 100% of the criteria. We are committed to leveling the play field, and we encourage all, especially women, people of colour, indigenous people and those in the LGBTQIA2S+ community, to submit a proposal even if they do not necessarily check every box outlined in the RFP. ʔakisqnuq First Nation (AFN) believes that our organization is made stronger through diverse perspectives and experiences.



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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 Akisqnuq First Nation (AFN) invites proposals to engage a qualified and impartial Electoral Officer to administer the Akisqnuq First Nation 2026 Election. The Election is scheduled for March 2026 and will be conducted using a hybrid voting model, which may include in-person, mail-in and telephone voting methods.

We are seeking a trusted partner who will be responsible for planning and overseeing all aspects of the election in full compliance with the Akisqnuq First Nation (AFN) Custom Election Regulations and will be expected to uphold the highest standards of professionalism, integrity and confidentiality. Successful proponents must demonstrate relevant experience, organizational capacity and the ability to provide all necessary human, technical, and administrative resources to successfully deliver the election. The Electoral Officer may also be required to administer one or more referendum-style questions in conjunction with the election, including but not limited to a vote related to Chief and Council compensation.

SCOPE:

Akisqnuq First Nation Council Elections Electoral Officer – 2026 Election

Description of the Scope of Work

The successful proponent will serve as the independent Electoral Officer for the Akisqnuq First Nation 2026 Election and will be responsible for the full planning, administration and delivery of the election in accordance with the Akisqnuq First Nation Custom Election Regulations. The Election is scheduled for March 2026 and is expected to be conducted using a hybrid voting model, including in-person, mail in and telephone voting.

The successful proponent will develop and implement a comprehensive election plan, including election timelines, nominations processes, voting procedures, ballot management, vote counting and secure handling and storage of all election materials. The proponent will be responsible for ensuring the integrity, fairness, transparency and confidentiality of the election process in all stages.

The scope of work includes, but is not limited too, coordinating and managing all voting methods such as preparing and distributing election notices and materials. Maintaining accurate voter list and overseeing nomination and candidate eligibility processes. The successful proponent will be responsible for administering voting days and conducting vote tabulation and certification of results.

Definitions

Bidder/Proponent – any individual, company or corporation that has submitted a bid to Akisqnuq First Nation (AFN)

Successful Bidder/Proponent – the successful bidder, as decided by the Akisqnuq First Nation, from the bidders to perform all or part of the quotation

Contractor or Consultant – interchangeable with successful bidder

Akisqnuq First Nation – First Nation recognized by the Government of Canada and assigned the number 0604.



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Background

The ʔakisqnuq First Nation (AFN) is a proud and forward-looking community located in the Columbia Valley region of British Columbia, committed to advancing growth through responsible stewardship, economic development, and the revitalization of culture and language. As the Nation continues to move forward with key initiatives such as land negotiations, business development, and community-focused projects, there is a growing need for clear, respectful, and well-coordinated leadership and decision-making processes that reflect the community's values and priorities.

Supporting these efforts requires strong systems and trusted professionals who can uphold transparency, integrity, and cultural respect while guiding important processes on behalf of the Nation. Establishing consistent and thoughtful approaches to engagement, representation, and decision-making ensures that ʔakisqnuq First Nation (AFN) continues to protect its interests, promote its achievements, and move forward in alignment with its long-term vision. This work also involves thoughtful consideration of how the Nation is represented, how relationships are maintained and how community voices are reflected in processes that shape its future.

Ongoing Priorities

The primary objectives of the ʔakisqnuq First Nation 2026 Election process are to focus on:

- a) ensure the 2026 Election is conducted in full accordance with the ʔakisqnuq First Nation Custom Election Regulations, maintaining consistency, fairness and transparency throughout the process.
- b) appoint an independent and qualified Electoral Officer who will administer and oversee the election with the highest standards of professionalism, integrity and confidentiality.
- c) successfully plan and deliver a hybrid election format, including in-person, mail-in, and telephone voting methods to support accessibility and participation for all eligible voters.
- d) provide clear election planning, timelines and procedures to ensure an organized and well-managed election process from pre-election preparation through to post-election reporting.
- e) ensure appropriate physical, technical and human resources are in place to support secure ballot handling, voter information management and election administration, including any required software or systems.
- f) administer one or more referendum-style questions, if required, in conjunction with the election in a manner consistent with approved regulations and procedures.
- g) clearly identify project organization, including roles, responsibilities and levels of experience of any proposed team members involved in delivering the election.
- h) Maintain accountability and responsiveness throughout the election process, including timely communication with ʔakisqnuq First Nation (AFN) and adherence to all established deadlines.
- i) provide transparent and detailed cost information that clearly outlines all services, materials, deliverables and any software or hardware expenses associated with the election.



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j) support a fair, accurate and trusted election outcome that reinforces community confidence in the governance processes of the Akisqnuq First Nation (AFN).

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

- a) A cover letter and executive summary summarizing the proponent's qualifications, experience and commitment to the project. Including legal name, contact information, years of operation and an overview of relevant experience in election administration, particularly in First Nation or Indigenous governments.
- b) A description of the proponent's understanding of the Akisqnuq First Nation 2026 Election and a detailed explanation of how the proponent proposes to carry out the election, including compliance with the Custom Election Regulations and delivery of hybrid voting format.
- c) Company or individual profile including relevant qualifications, experience with similar projects and key people assigned to the work
- d) A clear work plan outlining key tasks, milestones, timelines and deliverables from pre-election preparation through Election Day and post-election reporting.
- e) Identify the proposed Electoral Officer and any supporting team members, including names, roles, responsibilities, relevant experience and qualifications specific to election administration.
- f) A description of the physical, technical and human resources to be used to administer the election, including voting systems, ballot handling procedures, software and data security measures.
- g) Provide an explanation of how in-person, mail-in and telephone voting will be managed securely, accurately and confidentially, including the protection of voter information and election integrity.
- h) Providing rates and total estimated cost
- i) Two references
- j) Identifying other professional involvement
- k) a statement outlining how confidentiality will be maintained, ethical standards upheld and any real or perceived conflicts of interest identified and managed.
- l) Include insurance, WCB number and GST number (if requested upon short listing)

Deliverables

- a) A comprehensive work plan outlining all key tasks, milestone, timelines and responsibilities from pre-election preparations through to post-election close out, including contingency planning.
- b) All required election materials and procedural documents in accordance with the Akisqnuq First Nation Custom Election Regulations including voting procedures for in-person, mail-in and telephone ballots.
- c) Preparation, verification and secure management of the voters list in compliance with election regulations and confidentiality requirements.
- d) Design, preparation, and secure handling of ballots for all voting methods, including any referendum-style questions, ensuring accuracy and confidentiality.
- e) On-site and/or remote oversight of Election Day activities to ensure compliance with regulations, accurate vote handling, and smooth operation of all voting methods.
- f) Administration of Election Day activities, secure vote counting, verification of results, and compliance with regulations.

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- g) Submission of certified election results, including a post-election report summarizing participation, process, and any recommendations.
- h) Secure handling, storage, and disposition of all election records, ballots, and sensitive information in accordance with confidentiality requirements.

Technical Details

Project Management:

The Chief Administrative Officer (CAO)

Role Of the Consultant:

The consultant will be responsible for administering and overseeing the Akisqnuq First Nation (AFN) 2026 Election in a fair, transparent, and culturally respectful manner. This includes managing the nomination process, voters list, ballot preparation, hybrid voting methods (in-person, mail-in, and telephone), vote counting, and reporting of official results. The Electoral Officer will ensure full compliance with the Custom Election Regulations and maintain the highest standards of professionalism, integrity, and confidentiality throughout the process. The Akisqnuq First Nation (AFN) will provide guidance, access to necessary information and resources, and facilitate communication with leadership and members, supporting the Electoral Officer in fulfilling these responsibilities effectively.

Key responsibilities include:

- Develop and implement a detailed election work plan and timeline.
- Ensure full compliance with the Akisqnuq First Nation Custom Election Regulations.
- Oversee the nomination process and manage the voters list accurately and confidentially.
- Design, prepare and securely manage ballots for in-person, mail-in, and telephone voting, including any referendum-style questions.
- Administer and supervise all Election Day activities.
- Conduct secure vote counting, verify results and provide certified election outcomes.
- Prepare and submit a comprehensive post-election report, including recommendations.
- Maintain strict confidentiality and manage all election-related records securely.
- Communicate regularly with leadership, providing updates and addressing questions.



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- Administer any additional referendum-style questions requested by Akisqnuq First Nation in conjunction with the election, separate from the standard vote conducted under the Custom Election Regulations.

The consultant will work under the direction of the Chief Administrative Officer (CAO) and leadership team and maintain open, ongoing communication throughout the project.

Project Costs

Provide hourly rate 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.). And clarify any additional cost.

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 Akisqnuq First Nation AFN.

Responsibility and Work Performed by AFN Staff

The successful proponent will:

- a) Have the full cooperation of Akisqnuq First Nation (AFN) 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 Akisqnuq First Nation (AFN):
 - Provide feedback to the successful proponent(s) in a timely fashion; and
 - Be available for meetings during duration of agreement period.



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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.
- 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: sue.smythe@akisqnuq.org
lauren.nordquist@akisqnuq.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.
- c) Proponents must submit one (1) Request for Quote cover page, with the Proponent Section in its original form, unaltered, fully completed and signed.
- d) 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.
- e) The name and address of the person in your firm who will be the official contact person for your bid.
- f) 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 ʔakisqnuq First Nation (AFN) leadership, management and staff.



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- f) Identify the stages of interim reporting.
- g) Identify the final reporting methods and products.

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 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.
- 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.



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- n. AFN has the right to refuse any and all submissions, at its sole discretion.