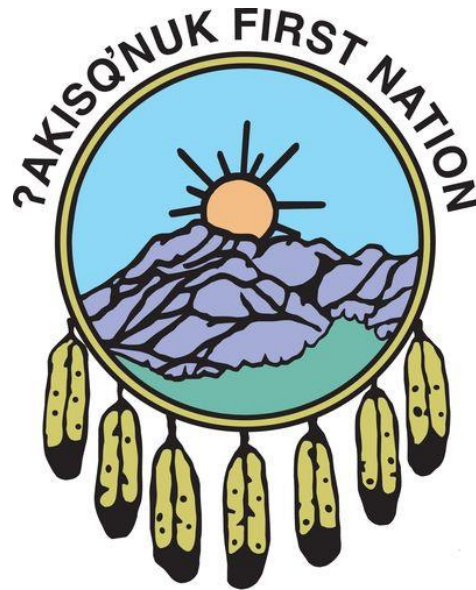


# ᐱAKISQ'NUK

THE LAND OF THE TWO LAKES



## REQUEST FOR PROPSAL

*On Reserve Housing: Housing Administration Assessment and Recommendations*

July 17, 2024

<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@akisqnuk.org">mailto: <b>lauren.nordquist@akisqnuk.org</b></a> ᐱakisq'nuq 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.
--	--



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>	On Reserve Housing: Housing Administration Assessment and Recommendations
<b>RFP Issued By</b>	Lauren Nordquist, Grants and Procurement Coordinator, Akisqnuq First Nation
<b>Issue Date</b>	<b>July 17, 2024</b>
<b>Closing Date &amp; Time</b>	<b>August 5, 2024 at 4:30 pm MST</b>
<b>Delivery of Proposals</b>	Submissions will be accepted in the following formats: 1. PDF Format 2. Emailed to: <a href="mailto:lauren.nordquist@akisqnuq.org">lauren.nordquist@akisqnuq.org</a>
<b>Short Listed Proponents</b>	For those proponents which have not been contacted by end of business day on <b>August 15, 2024</b> , will serve as notice that their proposal submission was unsuccessful.
<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.

*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 playing 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 FN believes that our organization is made stronger through diverse perspectives and experiences.*



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

**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:



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

## Table of Contents

<b>Introduction</b> .....	5
<b>Summary of the Requirement</b> .....	5
<b>Description of the Scope of Work</b> .....	5
<b>Background</b> .....	6
<b>Project Goals</b> .....	6
<b>Deliverables</b> .....	6
<b>Technical Details</b> .....	6
<b>Project Costs</b> .....	7
<b>Invoicing</b> .....	7
<b>Responsibility and Work Performed by AFN Staff</b> .....	7
<b>Proposal Format</b> .....	8
<b>Mandatory Items in the Proposal</b> .....	8
<b>Proposal Content</b> .....	8
<b>Evaluation</b> .....	9
<b>Short Listed Proponents</b> .....	9
<b>Additional RFP Terms and Conditions</b> .....	9



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

## Introduction

Ki'su'k kyukyit, ʔakisq̓nuk First Nation is a vibrant Ktunaxa Nation Aboriginal Community 300+ strong located Near Windemere, British Columbia, Canada. Members of the ʔakisq̓nuk First Nation are people of the Ktunaxa Nation, who for 10,000 years have spoken a unique language that cannot be linked to any other native language in North America. Traditional territory of the Ktunaxa includes the Kootenay region of southeast British Columbia into parts of Alberta, Canada and the American States of Montana, Washington and Idaho.

The nation is one of six sister bands, four of which are in Canada and two of which are in the United States.

## Summary of the Requirement

The ʔakisq̓nuk First Nation (AFN) invites proposals for the following: **On Reserve Housing: Housing Administration Assessment and Recommendation.**

### SCOPE:

#### **On Reserve Housing: Housing Administration Assessment and Recommendation**

---

## Description of the Scope of Work

This Request for Proposal seeks to establish a successful contractor to conduct an assessment of ʔakisq̓nuk First Nation's (AFN) administration of member Housing. AFN Band Administration is currently managing the Housing Portfolio.

The On Reserve Housing: Housing Administration Assessment and Recommendation objective is to have a detailed assessment outlining the benefits and the drawbacks of i) Administering on reserve housing as part of the Band Administration or ii) creating a Housing Authority.

The benefits and drawbacks analyze should cover at the minimum:

- Community-Administration relations impact.
- Overseeing and enabling the operation and maintenance of Band-owned housing projects and programs, including fulfilling all administrative duties traditionally associated with the development and management of social housing programs.
- Public accountability and operational transparency.
- Value to the community with either model.
- Housing policy interpretation and community perception impacts.
- Repairing and maintaining housing.
- Impact to Land Use Plan.
- AFN operational capacity requirements.
- AFN's readiness for a Housing Authority.
- Accepting and reviewing housing applications.
- Enforcement of housing policies and/or rental agreements.
- Addressing member complaints and issues related to housing and community-Administration relations.
- Identifying and resolving health and safety concerns and structural issues.
- Managing applicable service agreements.



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

The final report will be used by Council to determine whether to develop a Housing Authority or to continue Housing under Band Administration operations.

## Background

Adequate housing was recognized in the 1948 Universal Declaration of Human Rights. As per the 2021 census, it has been estimated that just over two-fifths (40.6 %) of status First Nations live “on-reserve”. Housing is widely recognized as an important social determinant of health and well-being, and First Nations communities in Canada have faced a longstanding housing crisis.

Across Canada there is a widespread housing and infrastructure crisis on reserves, including a lack of available units, severe overcrowding, unaffordable prices, inadequate quality of housing construction materials and designs, and financial and technical limitations on housing maintenance and retrofits. Specific challenges pertaining to on-reserve housing include overcrowded housing, mold and moisture issues, the absence of enforceable, relevant building codes, limited external funding and internal revenue, extreme climates and poor land conditions, limited capacity and skilled persons, and community remoteness impacting resource accessibility.

## Project Goals

ʔakisq̓nuk First Nation Council requires a thorough and detailed assessment of Housing Administration, fully explaining the benefits and drawbacks of keeping member housing services under ʔakisq̓nuk First Nation Band Administration or if ʔakisq̓nuk First Nation members would be better served by an ʔakisq̓nuk First Nation Housing Authority. ʔakisq̓nuk First Nation Council will be using this assessment as the source document to determine their course of action.

## Deliverables

The Council is expecting a detailed report that will be used to determine whether Housing remains under the authority of the Band Administration or if a Housing Authority needs to be created. Additionally, the consultant shall prepare and deliver a presentation to the Council and may be asked to assist in implementation.

## Technical Details

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.

### **Project Management:**

The Chief Administrative Officer (CAO),           , in consultation with the 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. The consultant will assist the CAO and Council to:



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

[www.akisqnuq.org](http://www.akisqnuq.org)

- Guide, manage and monitor the progress of the project.
- Provide ongoing direction and support to CAO, Council.
- Identify best practices in other comparable First Nation with regards to implementing the chosen course of action.
- Provide expert advice on housing operations.

### 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 (if applicable)
  - 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 ʔakisqnuq 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 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.



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

[www.akisqnuq.org](http://www.akisqnuq.org)

## 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/their 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/their 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@akisqnuq.org](mailto: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:

- I. 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.
- II. 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.
- III. The name and address of the person in your firm who will be the official contact person for your bid.
- IV. Description of the Proponents organization, size and structure.
- V. 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 and consultant’s qualifications to undertake this work.
- b) Outline the consultant’s approach and strategies.
- c) Outline how the options will be developed and evaluated.
- d) Identify the tasks to be undertaken by ʔakisqnuq First Nation leadership, management and staff.
- e) Identify the stages of interim reporting.
- f) Identify the final reporting methods and products.





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

[www.akisqnuq.org](http://www.akisqnuq.org)

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

- a) Take time to become acquainted with historical housing issues and speak with present electoral officers.
- b) Take the necessary time to become familiar with policies, procedures and key governance activities in place today.
- c) Meet with appropriate staff.
- d) Provide regular progress reports and periodic presentations.

## 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.
- 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.



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

- 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.