



REQUEST FOR PROPOSAL (RFP)

EMPLOYMENT AND HR LEGAL ADVICE

CURVE LAKE FIRST NATION
22 WINOOKEEDAA ROAD
CURVE LAKE, ONTARIO K0L 1R0

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Request For Proposal: 05-04-2019

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1. SUMMARY AND BACKGROUND

Curve Lake First Nation is currently seeking legal counsel for employment law and human resources matters.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various individuals or organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the knowledge and experience needed to complete the task.

Curve Lake First Nation is located on a peninsula situated between Buckhorn Lake, Harrington Narrows and Chemong Lake. It is affiliated with the Union of Ontario Indians and is one of seven Williams Treaty First Nations.

The total registered population of Curve Lake First Nation is 2260. There are 777 members who live on reserve while 1483 live off of the reserve.

The Council is comprised of one (1) Chief and eight (8) Councilors.

First Nation operations are currently organized into five departments. These are Finance and Administration, Health and Family Services, Education, Economic Development and Public Works. Curve Lake First Nation employs approximately 80 full time employees and 25 short term contracts and sub-staff.

Several Council committees have been established to assist the operating departments. These include Finance, Health & Family Services, Education, Economic Development, Public Works, Housing, Lands and employee Health and Safety. Additional Council Committees include, Gaming Revenue Fund, Claims, Petroglyphs, Pow Wow, Recreation, Rights and Resources and Youth Council.

Curve Lake First Nation delivers a number of essential and non-essential programs and services to both member and non-member residents of the community.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 12 pm (noon) May 17, 2019. Any proposals received after this date and time will be returned to the sender.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions may be subject to review by Curve Lake First Nation legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

Proposal Inquiries:

All questions, requests for information, instructions or clarifications regarding any part of this proposal document must be set out in writing and directed to:

Abigail McCue, A/General Manager
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
AbigailM@curvelake.ca

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. Curve Lake reserves the right to extend the deadline for questions, if required, regarding this RFP.

Written answers or clarifications to issues of substance shall be shared with all Proponents and shall be issued as part of the RFP in the form of an Addendum. This proposal document and all addendum(s), if any, shall also be posted on the First Nation’s web-site.

Proposal Submissions and Closing Date:

The **closing date for proposals is set for May 17, 2019 at noon.** Only proposals that are mailed or emailed will be accepted. If packages are mailed, please send 3 copies of the proposal. Packages should be clearly marked Proposal for School Expansion.

Proposals should be submitted to the attention of:

Abigail McCue, A/General Manager
Curve Lake First Nation
22 Winookeedaa Street
Curve Lake, ON K0L 1R0
705-657-8045
AbigailM@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

Seek legal advice for employment and human resources matters for Curve Lake First Nation. As Curve Lake First Nation is a federally regulated workplace it is expected that the bidder will have experience dealing with the Canada Labour Code.

4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

Evaluation of proposals will be conducted from May 17, 2019 until May 31, 2019. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than June 7, 2019 Contract negotiations will be completed by June 14, 2019.

Notifications to bidders who were not selected will be completed by June 7, 2019.

Project Timeline:

Work will be ongoing for a period of three years at which time there will be another RFP.

5. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as a blended hourly rate.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Indicate who primary counsel will be
- Indicate other planned counsel on file
- Ability to handle all matters in-house
- Detail years of experience
- Examples of similar work for First Nations
- Testimonials from past clients
- The successful bidders main office must be within a 200km radius of Curve Lake First Nation.

7. PROPOSAL EVALUATION CRITERIA

Curve Lake First Nation will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposal must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to the area of providing employment and human resources legal advice
- Value and cost: Bidders will be evaluated based on the work to be performed in accordance with the scope of this project
- The successful bidders main office must be within a 200km radius of Curve Lake First Nation.

8. PREPARATION OF SOLICITATION

If a proposing company, individual, or subcontractor was involved in the preparation of the RFP solicitation that proposal is disqualified.

9. PRIVILEGE CLAUSES

Curve Lake First Nation reserves its right:

1. Not to award the contract;
2. Not to award the contract necessarily to the lowest priced bidder, but rather to the best “value”;
3. To conduct negotiations with one or more bidders in the event the negotiations with the first bidder are unsuccessful;
4. To conduct a survey of potential bidders to obtain clarification of their proposals as part of the evaluation process;
5. To cancel and reissue the RFP; and
6. To extend any deadlines and amend the proposal process.

10. EXCLUSIONARY CLAUSES

The proposal writer shall be liable for all costs associated with preparation and submission of the proposal up to the final award of the contract.

Curve Lake First Nation shall not be liable for any costs, expenses, loss or damage incurred, sustained or suffered by any bidder prior, or subsequent to, or by reason of the acceptance or the non-acceptance by CLFN of any proposal, or by reason of any delay in acceptance of a proposal, except as provided in the tender documents.