



REQUEST FOR PROPOSAL (RFP)

COMPREHENSIVE HUMAN RESOURCES SERVICES

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

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1. SUMMARY AND BACKGROUND

Curve Lake First Nation is currently accepting proposals to contract a Human Resources consultant or Human Resources firm to provide a comprehensive suite of services to the First Nation. To date, Human Resources has been a permanent, full-time, internal position that answered directly to the Chief Operating Officer. As the administration has continued to grow and become more complex, we are now looking for external support for this function. A Human Resources Assistant position still remains within the organization.

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. Some work has been underway to prepare for this process included a draft of a survey to be distributed to the community. Documents to support this process will be provided.

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 2357. There are 791 members who live on reserve while 1566 live off the reserve.

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

Curve Lake First Nation employs approximately 95 full time employees and 25 short term contracts and sub-staff.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

If the individual or organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

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 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:

Katie Young-Haddlesey, Chief Operating Officer
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
KatieYH@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 April 1, 2022, at noon EST. 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 Comprehensive Human Resources Services.

Proposals should be submitted to the attention of:

Katie Young-Haddlesey, Chief Operating Officer
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
KatieYH@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

CLFN requires the services of an experienced Human Resources consultant or team, preferably with experience working with First Nations, to work with our senior management team to ensure compliance and best practices are followed. Engagement with all staff may be required from time to time and the highest regard for confidentiality must be upheld. We are seeking to build a long-term relationship with the chosen consultant that will assist us in moving to an on-line human resources system and will work with our staff to update and expand our Human Resources Management Manual.

Project Description:

CLFN requires a number of ongoing services to meet our goals as a responsible organization. These include (but may not be limited to):

- Review of legislation and ensure compliance with legal requirements
- Assist in the recruitment of new staff, when required. Prepare employment letters and agreements
- Develop, analyze, modify and implement human resources policies and procedures
- Coordinate probationary and annual performance appraisals
- Assist supervisors with progressive discipline
- Work with our legal team as needed
- Assist in human resources related mediation
- Assist employees with policy interpretation and navigating processes, including the grievance process
- Work with our new attendance management system providers to integrate systems (where possible)
- Understand and assist with the management of our salary grid and the job evaluation process
- Assist with the development and evaluate the effectiveness of training programs
- Assist with the creation of a new orientation process and provide on-boarding support
- Provide reports to COO and/or Council as requested (anticipated to be monthly)
- Assist with improving the employee culture, provide input and recommendations
- Maintain and regularly update the organizational chart
- Other requirements that may be identified

To initialize and update our processes, CLFN requires the successful proponent to:

- Provide options for an electronic and modernized system for staff to have access to their employment documents
- Perform a thorough review of our HRMM and ensure compliance with legislation, provide a platform for staff to provide input in modifications, suggest updates and additions, finalize and update for approval by Chief and Council

4. PROJECT SCOPE

CLFN is looking to contract the successful proponent for a two-year term to initiate the process of implementing the services listed above. If the working relationship is successful, we hope to extend to a multi-year contract. Respect for, and prior experience, working with First Nation or in First Nation’s environments will be considered an asset.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Proposed Timeline:

All proposals in response to this RFP are due no later than **12:00 pm (noon) EST April 1st, 2022**

Evaluation of proposals will be conducted by April 8th 2022. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than April 15th 2022
Contract negotiations will be completed by April 22nd, 2022.

Notifications to bidders who were not selected will be completed by April 22nd, 2022.

Project Timeline:

Initial work to start May 1, 2022.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. These costs shall be itemized to included costs associated with travel, accommodations, workshops, production of reports as well as the overarching cost for conducting the work itemized above. Please divide into annual fee schedule and pricing for one-time costs.

7. BIDDER QUALIFICATIONS

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

- Letter of introduction
- Description of experience in Human Resources Management for third parties
- List of how many full time, part time, and contractor staff in your organization
- Examples of digital HR methods and interfaces for staff
- Two testimonials from past clients that are First Nations
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project (for on-going items, please make a note)
- Project management methodology

8. 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:

- **Organizational Experience:** Bidders will be evaluated on their experience working with First Nations communities or in First Nation environments within the past seven years. Bidders must provide the name of the First Nation, the year the work was completed, and the population of the First Nation.
- **Value and cost:** Bidders will be evaluated based on the work to be performed in accordance with the scope of this project. The lowest budget will receive maximum points and all others will receive a percentage of those points.

- Local Content: Points will be awarded for the number of employees/contractors that are members of Curve Lake First Nation, or children of members of Curve Lake First Nation.
- First Nations Content: Points will be awarded for the number of employees/contractors that are status First Nations.

9. PREPARATION OF SOLICITATION

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

10. 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.

11. 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.

Project Name: Comprehensive Human Resources Services	Date RFP's Evaluated:
Proponents Name:	
	Proponent A
	Proponent B
	Proponent C
	Proponent D
	Proponent E
Department:	
Evaluation team name and signatures:	
<p>All members of the evaluation team are responsible for the integrity of the process, however it is the Chair's responsibility to ensure all processes are followed.</p> <p>Evaluation team</p> <p>Conflict of Interest All persons participating in the RFP evaluation process must ensure they are strictly compliant with the conflict of interest policy. All persons participating must sign the conflict of interest policy before participating. All persons participating in the RFP evaluation process must disclose any interests they or immediate family members (parent, parent in-law, spouse, common law partner, sibling, sibling in law, child) have in any sole proprietorship, corporation, or partnership that has submitted a bid. That includes if any of the above persons are the lead, an employee, a subcontractor or any other pecuniary interest. If there is a real, or perceived conflict of interest this will be disclosed to the relevant department manager in writing.</p> <p>All suppliers must disclose real or perceived conflicts of interest. All suppliers must resolve any conflicts of interest at the direction of CLFN.</p> <p>Contractual Obligations The following requirements will be included in any contract between the successful proponent and CLFN: Schedule Costs</p>	

Mandatory Requirements					Yes	No
	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E	
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
Proposal submitted by due date						
Letter of introduction						
Description of third-party experience						
Organizational description						
Examples of digital HR methods and interfaces						
Two Testimonials						
Anticipated resources list						
Timeframe						
Methodology						
Yes to all mandatory criteria? If yes, proceed to disqualifying criteria. If no, the bid CANNOT be further evaluated.						
Disqualifying criteria						
History of non-performing contracts within past five years from date of proposal submission deadline						
History of vexatious or frivolous litigation within past five years from date of proposal submission deadline						
Pending vexatious or frivolous litigation						
No to all disqualifying criteria? If no, proceed to weighted criteria.						

Weighted Criteria					
Experience 2+ FNs or FN businesses clients within past seven years = 150 points 4+ FNs or FN businesses clients within past seven years = 225 points 6+ FNs or FN businesses clients within past seven = 300 points					300 points
	Prop. A	Prop. B	Prop. C	Prop. D	Prop E.
Budget Lowest cost receives maximum points and all other bids are evaluated according to the formula below. $\text{Lowest cost} \times 300 \text{ points} = \text{awarded points}$ Cost being evaluated					300 points
	Prop. A	Prop. B	Prop. C	Prop D.	Prop. E
CLFN members and children of members employed and/or subcontracted by proponent Proposal with highest percentage of workforce as CLFN members and children of members receives 25 points $(\% \text{ being Evaluated}/\text{Highest } \%) \times 25 = \text{awarded points}$					
	Prop. A	Prop. B	Prop. C	Prop. D	Prop E.
Status First Nation individuals employed and/or subcontracted by proponent					

Proposal with highest percentage of workforce who are First Nation receives 25 points (% being Evaluated/Highest %) X 25= awarded points					
	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E
Points Total out of total 650. Highest points total is the successful proposal.					
	650	650	650	650	650