



REQUEST FOR PROPOSAL (RFP)

CURVE LAKE FIRST NATION COMPREHENSIVE COMMUNITY PLAN

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 conduct a comprehensive community plan. The existing plan was completed in 2009 and an update of data and vision is required. A copy of that document is available in digital format upon request.

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 May 13, 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 Community Comprehensive Plan.

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 conducted its last Comprehensive Community Plan in 2009. The document provided an overview of our population, our land, the financial position of our organization, the governance structure of Curve Lake with emphasis on the committee system, and a brief vision statement. We believe it is time to update the document and to pay additional attention to governance, community input, and the strategic vision for our community.

Project Description:

The Curve Lake First Nation requires a report to Council that consolidates input from community members, Council and Administration, including Department Managers. The successful candidate will collate this input so that we will be left with a living document that will guide us into the foreseeable future.

The finished product will provide Council with the information needed to make well informed decisions in the years ahead.

It is the hope that each department (Education, Health and Family Services, Economic Development, Culture, Lands and Environment, Infrastructure and Housing and Administration) will be able to divide a portion of the CCP out, to be used as a strategic plan. Each department will then work with the chosen proponent to create an action plan with the voice of the community incorporated into workplans.

4. PROJECT SCOPE

The scope of this project includes all research, development, community workshops, Council and staff workshops, and presentation of the report.

A document review has already been completed and compiled. It is expected that the successful proponent will review this document as well as the Comprehensive Community Plan “Paddles Up” to create the new plan.

The selected bidder will be responsible for planning and conducting thorough research with assistance from Curve Lake Administration.

The process to complete the CCP should include, but not be limited to:

- Planning and implementation of community engagement including a survey, education sessions and presentations, with consideration to our elder population
- Mindfulness and respect for traditional knowledge
- Youth engagement
- Staff engagement
- Council engagement
- Review, distribution and consolidation of a survey
- Consolidation of gathered information
- Preparation of draft and final reports and an executive summary
- Final presentations to Council and community
- Creating a thorough vision for the community

The following criteria must be met to achieve a successful project:

- Thorough understanding of Curve Lake First Nation;
- Thorough input from the community, from Council, and from Administration
- Thorough evaluation and assessment of a strategic vision for the community
- An actionable and measurable Comprehensive Community Plan

- Defined community vision for Curve Lake First Nation
- Action list of sorts for each department, council, etc, over 10 year period (short medium and long term priorities)

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **12:00 pm (noon) EST May 13, 2022**

Evaluation of proposals will be conducted by May 20th 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 May 27th 2022

Contract negotiations will be completed by May 31st 2022.

Notifications to bidders who were not selected will be completed by June 6th 2022. **Project**

Timeline:

Project must be completed by December 30th, 2022, unless otherwise agreed upon.

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.

7. BIDDER QUALIFICATIONS

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

- Description of experience in research and report writing
- List of how many full time, part time, and contractor staff in your organization
- Examples of other strategic plans/comprehensive community plans completed
- Two testimonials from past clients that are First Nations (Not PTO's, corporations, or any entity other than a First Nation)
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Time-frame for completion of the project
- 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 creating CCP's for First Nations communities within the past seven years. Bidders must provide the name of the First Nation, the year the CCP was created, and the population of the First Nation. More points will be awarded for having created more CCP's for First Nations with populations over 500 people.
- **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: Community Comprehensive Plan	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</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>All suppliers must resolve any conflicts of interest at the direction of CLFN.</p> <p>Contractual Obligations</p> <p>The following requirements will be included in any contract between the successful proponent and CLFN:</p> <p>Schedule</p> <p>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: DD/MM/YYYY							
Two testimonials							
Experience							
Time Frame							
Methodology							
Conflict Consideration							
Review and Consider Administrative Requirements:							
• Submitted substantially in form requested							
• Letter of Introduction							
• Outlines Experience							
• All subcontractors identified							
• Relevant examples of past work							
• Anticipated resources							
• Timeframe							
• Methodology							
• Detailed cost breakdown							
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+ reports within past seven years for FN with less than 500 members= 150 points 2 reports within past seven years for FN with more than 500 members= 200 points 4 reports within past seven years for FN with more than 500 members= 250 points 6+ reports within past seven years for FN with more than 500 members= 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. Lowest cost _____ X 300 points= awarded points Cost being evaluated					300 points
	Prop. A	Prop. B	Prop. C	Prop. D.	Prop. E

<p>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</p> <p>(% being Evaluated/Highest %) X 25= awarded points</p>					
	Prop. A	Prop. B	Prop. C	Prop. D	Prop E.
<p>Status First Nation individuals employed and/or subcontracted by proponent Proposal with highest percentage of workforce who are First Nation receives 25 points</p> <p>(% being Evaluated/Highest %) X 25= awarded points</p>					
	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E
<p>Points Total out of total 650. Highest points total is the successful proposal.</p>					
	650	650	650	650	650