



REQUEST FOR PROPOSAL (RFP)

CURVE LAKE FIRST NATION ECONOMIC DEVELOPMENT CHARTER COMMUNITY ENGAGEMENT PLAN

CURVE LAKE FIRST NATION
22 WINOOKIEE DAA ROAD
CURVE LAKE, ONTARIO K0L 1R0

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1. SUMMARY AND BACKGROUND

Curve Lake First Nation is currently seeking proposals for an Economic Development Charter through a Community Engagement Process.

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. 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 approximately 2700 members. There are 800 members who live on reserve while 1,600 live off of the reserve.

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

Curve Lake First Nation employs approximately 100 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. Proposals will be accepted until **12 pm (noon) Friday August 5th, 2022**. Any proposals received after this date and time will be returned to the sender.

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.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this RFP is to design and implement an Economic Development Corporation Charter that provides a policy to the Economic Development Corporation on what the Community is investing in. It will provide a corporate framework guided by the community.

This will be a strategy that will present a positive image of Curve Lake First Nation and increase awareness of Economic Development. This charter will provide guidelines for investment opportunities that will increase the economic self-sustainability of Curve Lake First Nation. The Charter will help increase awareness, knowledge and support about the economic development corp. This project will provide a clear framework of the governance aspect to the corporation and establish the decision-making of the Board of Directors. It will establish who and how the Ec Dev Corp is accountable to.

4. PROJECT SCOPE

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

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

- Week 1 – Begin sharing invitations, timeline and education pieces online
- Week 2 – Community education sessions/background
- Week 2 – Share education and documents via social media, and constant contact
- Week 3 – Distribute community survey
- Week 4 – Hold focus group engagement session
- Week 5 – Hold Q/A session to allow membership to bring final questions forward
- Week 5 – Close survey
- Week 6 – Compile results
- Week 6 – Share results with community
- Week 7 – Complete draft of Charter, share with community. Allow time for comments.
- Week 8 – Finalize Charter, share with community

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

- Thorough understanding of Curve Lake First Nation;
- Thorough input from the community and its members

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

Proposal Submissions and Closing Date

The closing date for proposals is set for **Friday August 5th, 2022 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 as Proposal for Curve Lake First Nation Insurance Proposal.

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 August 5th, 2022**.

Evaluation of proposals will be conducted by August 12th, 2022. If additional information or discussions are needed with any bidders during the evaluation period, bidder(s) will be notified. The selection decision for the winning bidder will be made no later than August 19th, 2022. Notifications to bidders who were not selected will be completed by August 29th, 2022.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. These costs shall be itemized to include costs associated with travel, accommodations, workshops, production of reports as well as the overarching cost of conducting the work itemized above.

7. BIDDER QUALIFICATIONS

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

- Letter of Introduction
- Description of experience working with First Nations
- Two written references
- Confirm office location within parameters
- Examples of other Charters written

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 with First Nations
- Detailed layout of services and costs
- Knowledge of Curve Lake 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 Curve Lake First Nation

Project Name: EcDev Charter			Date RFP's Evaluated:			
Proponents Name:						
					Proponent A	
					Proponent B	
					Proponent C	
					Proponent D	
					Proponent E	
Department: Economic Development						
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 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					
Qualifications of project team					
Testimonials from past clients					
Outline of experience					
Outline of any past work with First Nation communities					
Project scope and methodology					
List of all sub-contractors					
Detailed budget outlined, no exclusions					
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 litigation within past five years from date of proposal submission deadline					
Pending litigation					
No to all disqualifying criteria? If no, proceed to weighted criteria.					
Weighted Criteria					
Experience 100 points for one to three years' related experience writing Charters 200 points for four to six years' related experience writing Charters 300 points for seven+ years' related experience writing Charters					300 points
	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E
Experience working with FNs (in relation to other bidders) Work with 3 different First Nations in the past 7 years = 50 point Work with 5 different First Nations in the past 7 years = 75 points Work with 7 different First Nations in the past 7 years = 100 points					

Budget	Prop. A	Prop. B	Prop. C	Prop. D	Prop E.
Lowest cost receives maximum points and all other bids are evaluated according to the formula below.					300 points
<p style="text-align: center;">Lowest cost _____ X 300 points = awarded points</p> Cost being evaluated					
	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 (% being Evaluated/Highest %) X 25= 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					
Points Total out of total 750. Highest points total is the successful proposal.					