

February 23rd 2010

BC ASSEMBLY OF FIRST NATIONS - REQUEST FOR PROPOSAL (“RFP”)

The BC Assembly of First Nations (BCAFN) is seeking proposals from qualified contractors to develop a “First Nations’ Governance Engagement and Assessment Tool” and prepare a report that summarizes and analyzes existing models of governance.

PURPOSE OF GOVERNANCE ENGAGEMENT AND ASSESSMENT TOOL: The purpose of the “First Nations Governance Engagement and Assessment Tool” is to assist BC First Nations interested in moving from governance under the *Indian Act* towards self-government in developing an exit strategy to achieve this objective. In particular, the tool will assist interested First Nations:

- measure and assess their progress in building/rebuilding their institutions of governance and identifying the types of jurisdiction they need;
- assess and identify gaps in their organizational structures;
- develop critical paths to achieve their governance objectives;

PURPOSE OF REPORT ON MODELS OF GOVERNANCE: This request for proposal will also involve the preparation of a report that summarizes the following:

- programs, options and initiatives currently available to assist First Nations to advance governance beyond the *Indian Act*, including any requirements for participation in those initiatives;
- funding currently available to First Nations for capacity development and negotiation support;
- the range of jurisdictions and authorities available to First Nations through existing programs, policies and initiatives;

TIME FRAME AND DELIVERABLES: The key deliverables and the time frame for completing these deliverables are as follows:

- First Nations Governance Engagement and Assessment Tool (March 30, 2010)
 - Final Report (April 9, 2010)
- (collectively, the “Work”)

PROPOSAL FORMAT AND REQUIREMENTS: Proposals must include the following:

- Cover letter that sets out the contractor’s background, qualifications and work experience to complete the Work;
- Work plan for completing the Work , including research methodologies;
- Estimate and budget for completion of the Work, including applicable taxes; and
- Names, background and curriculum vitae of all individuals involved in completing the Work.

EVALUATION CRITERIA: The BCAFN will consider the following criteria when evaluating and selecting a proposal:

- The proposal demonstrates a clear understanding of the purpose of the project.
- The proposal demonstrates an understanding of the steps required to complete the Work in a thorough and respectful manner.
- The proposal demonstrates the contractor's knowledge and experience working with First Nations and the diversity of approaches and visions.
- The proposal demonstrates the contractor's knowledge and experience working directly with First Nations in the negotiation of governance arrangements, whether sectoral or comprehensive.
- Any and all relevant experience should demonstrate that the contractor has the capacity, knowledge and experience to competently and effectively complete the Work.
- The proposal demonstrates an understanding of the capacity needs of First Nations and the utility of the project for First Nations' community members First Nations' leaders, First Nations' staff and contractors.
- The proposal states the approach(es) and proposed methodology(ies) to accomplish the work, deliverables and respective time frames.
- The proposal demonstrates the ability to complete the project in a realistic and timely manner.

OTHER CONSIDERATIONS: No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP. No costs can be incurred or charged to the proposed contract before receipt of a signed contract or specified written authorization from the BCAFN. The BCAFN reserves the right to:

- Enter into negotiations with one or more bidders on any and all aspects of this proposal;
- Accept any proposal in whole or in part;
- Not award a contract as a result of this RFP;
- Award one or more contracts; and
- Verify any or all information provided by the bidder in respect of this RFP.

DEADLINE FOR SUBMITTING RFP: PROPOSALS MUST BE SUBMITTED BY 4:00PM ON WEDNESDAY, MARCH 10, 2010. Late proposals will only be accepted under exceptional circumstances. Faxed or e-mailed proposals will be accepted but the BCAFN is not responsible for any problems with transmission or receipt. Proposals and enquires should be directed to:

Debra Hanuse, A/Executive Director
BC ASSEMBLY OF FIRST NATIONS
Suite 507 – 100 Park Royal South
West Vancouver, BC V7T 1A2
Tel: 604.922.7733 Fax: 604.922.7433
Email: debra.hanuse@bcfn.ca
www.bcafn.ca