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NOTICE OF REQUEST FOR PROPOSALS

To:	All BC Chiefs, Delegates, and Partners	Date:	December 17, 2025
From:	BCAFN	Pages:	5
RE:	NOTICE OF REQUEST FOR PROPOSALS – BCAFN Youth Council Strategic Plan		

Objective

This Request for Proposal (RFP) aims to inform and solicit applications from qualified candidates with a high degree of professionalism, integrity, confidentiality, and expertise to complete a draft strategic plan for the BCAFN Youth Council in cooperation with the BC Assembly of First Nations. Please submit your application to hannah.cripps@bcfn.ca by January 15, 2026, at 4:00 pm PST.

The proposal must include:

1. A statement and description of the resources required to complete the deliverables in alignment with the expectations outlined in this RFP;
2. A statement of experience;
3. A cost breakdown including fees and other expenses;
4. A statement of what you would require from the BCAFN and;
5. The names of two (2) references that have used the services of the Bidder

Background

The British Columbia Assembly of First Nations (BCAFN) is a Provincial Territorial Organization (PTO) representing the 204 First Nations in British Columbia. BCAFN representation is inclusive and extends to First Nations currently engaged in the treaty



process and those who are not, those who have signed modern treaties, and those who fall under historic treaty agreements, including the Douglas Treaties and Treaty 8. The BCAFN also represents and advocates for First Nations in BC that are not in treaty negotiations. The Regional Chief provides the political leadership and activities for the BCAFN and is elected to this role by the BC First Nations Chiefs for three years. The BCAFN Society is registered under the Societies Act of British Columbia. As an incorporated society, BCAFN operates with its own regionally specific mandates and works toward creating a positive environment for First Nations that includes meaningful participatory relationships with the provincial and federal governments as well as industry and which aims to close the socio-economic gap between First Nations and non-First Nations people

Project Overview

The successful proponent will be responsible for developing a BCAFN Youth Council Strategic Plan. The strategic plan will translate the youth virtual dialogue session feedback and “what we heard report” into a practical roadmap for establishing the BCAFN Youth Council, in accordance with [BCAFN resolution 33/2023: Support to Establish a BCAFN Youth Council](#). The consultant will work closely with BCAFN staff and a Youth Advisory Circle (YAC), composed of approximately five BC First Nations youth and the BCAFN Youth Representatives, who will co-design the work, validate findings, and keep the plan anchored in youth-identified priorities. The work will include confirming scope, timelines, communications, and an initial work plan, as well as reviewing relevant materials provided by BCAFN. The consultant will then draft the strategic plan, including the Council’s draft mandate, goals, priority areas, and a proposed governance/representation model, including membership pathways and roles. The draft is also expected to identify resource requirements (including administrative supports), and map an implementation timeline with milestones. Drafts will be reviewed with the YAC and BCAFN staff for direction, and the consultant will incorporate feedback to deliver a final draft strategic plan by June 1, 2026.



Scope and Deliverables

To create a comprehensive strategic plan with the YAC that will serve as a framework for establishing a BCAFN Youth Council.

Key Deliverables:

1. Research and Strategic Plan:

- o Conduct thorough research using existing documents such as the youth virtual dialogue session's what we heard report and additional data sources in collaboration with the insights and feedback provided by the YAC to develop a strategic plan for the BCAFN Youth Council.
- o Develop a strategic plan that:
 - Articulates mandates, goals, priority areas, and proposals for governance and representation structure.
 - Outlines province-wide engagement approaches, identifies resource requirements such as funding and capacity support, and maps an implementation timeline with milestones and a practical evaluation framework.

2. Youth-led Feedback Sessions

- o Schedule and conduct meetings with the BCAFN Staff and Youth Advisory Circle.
- o Provide regular updates to BCAFN staff on the progress of the strategic plan.

3. Draft and Revision Process:

- o Submit a draft version of the policy paper for review by the BCAFN by March 30, 2026.
- o Finalize the draft strategic plan, including document design, by June 1, 2026.



Deliverables Summary:

1. Introductory meeting with the BCAFN
2. Bi-weekly or Monthly Meetings with the BCAFN and Youth Advisory Circle
3. A draft version for review to the BCAFN and YAC
4. Revisions as indicated by the BCAFN and YAC
5. A final draft, including the document design, is ready for printing.

TIMELINE	
Deliverable/Activity	Timeframe/Date
Award Date	To Be Determined
Introductory Meeting	To Be Determined
Draft One (1) Due	March 30, 2026
Final Draft Due	June 1, 2026

Rights of the BCAFN

The BCAFN reserves the right to:

- a) Reject any or all proposals received in response to this Request for Proposals;
- b) Enter into negotiation with one or more Bidders on any or all aspects of their respective proposals;
- c) Contacting and requesting information related to the Bidder's qualifications from any of those organizations that the Bidder has worked for over the past five (5) years;



- d) Accept any proposal in whole or in part;
- e) Cancel and/or re-issue the modified version of a given RFP requirement, including the right to request a confirmation of the Bidder's legal status and signed documentation; and
- f) Award contracts without competition for follow-up work, if any, to the selected Bidder for a project requirement.

Miscellaneous

Price

Bidders must provide a firm fixed price that includes administrative fees, material costs, the printing of draft concepts, and GST.

Confidentiality

Submissions will be considered confidential information by the BCAFN and will be used solely to select the successful Bidder.

Questions

All proposals will be acknowledged. Your proposal submission must be received by **January 15, 2026**. Submissions and questions may be sent by email to:

Hannah Cripps, Economic Development Jr. Policy Analyst

BC Assembly of First Nations

Email: hannah.cripps@bcfn.ca

Cell: (236) 785-9499



bcfn.ca



events.bcfan.ca

Prince George Office

Ancestral, traditional and unceded territories of the Lheidli T'enneh

Vancouver Office

Ancestral, traditional and unceded territories of the X'məθk'əyəm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh)