

McLEOD LAKE INDIAN BAND REQUEST FOR PROPOSAL (RFP)

FACILITATOR ELECTION CODE AND MEMBERSHIP CODE REFERENDUM

This Request for Proposal seeks to establish a successful contractor to conduct the consultation, information and referenda process for the amendment of the MLIB Custom Membership Code (2004) and the MLIB Custom Election Code (2013) which will be held during the 2024 MLIB Annual General Assembly, August 7th, 8th, and 9th.

The complete bid submission must be submitted no later than 3:00 PM, January 154th, 2024 Pacific Standard Time. Submissions received after this date and time will not be accepted. Complete bid submissions can be submitted in a sealed envelope marked RFP #2024-01 to the address below:

Ms. Adele Chingee, Band Administrator
McLeod Lake Indian Band
General Delivery
McLeod Lake, BC, V0J 2G0

Or by Courier to:

Ms. Adele Chingee, Band Administrator
McLeod Lake Indian Band
71 Sekani Drive
McLeod Lake Indian Band Indian Reserve #1
McLeod Lake, BC, V0J 2G0

Or electronically, to:

bandmanager@mlib.ca

This RFP does not constitute a legally binding agreement, and McLeod Lake Indian Band reserves the right to accept or reject any or all proposals submitted. Actual contract pricing will be subject to reaching agreeable terms and conditions with the successful proponent.

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1. Contact Information and Timelines

Contact Information:

Bob Inkpen, Special Projects
E-mail: inkpen@uniserve.com
Phone: (604) 839-9051

Sealed proposals will be accepted until 3:00 PM Pacific Standard Time, January 4, 2024. Proposals must be signed, submitted in a sealed envelope marked RPF MLIB #2024-01, and addressed mailed, couriered, or emailed as indicated above.

Timelines:

- RFP advertising: December 154, 2023
- Deadline for RFP submission: January 154, 2024
- Evaluation of RFP submissions: January 198, 2024
- Notification of successful vendor: January 198, 2024

2. Definitions

Bidder – any individual, company or corporation that has submitted a bid to McLeod Lake Indian Band

Successful Bidder – the successful bidder, as decided by the McLeod Lake Indian Band, from the bidders to perform all or part of the quotation

Contractor – interchangeable with successful bidder

McLeod Lake Indian Band – A group of First Nations recognized by the Government of Canada and assigned the number 0618.

3. Background & Context

McLeod Lake Indian Band is seeking proposals from qualified contractors to facilitate a referendum to amend the *MLIB Custom Membership Code (2004)* and the *MLIB Custom Election Code (2013)*.

The work includes:

1. Working closely with a Council Committee recommending amendments to the *MLIB Custom Membership Code (2004)* ~~and~~ and with a second Council Committee recommending amendments to the *MLIB Custom Election Code (2013)*;
2. Preparing printed information and visual presentation as directed by committee to inform membership regarding the proposed amendments;
3. Planning, scheduling, securing venues, and notifying -Band Members of code information meetings;
4. Facilitating the presentation of in-person Council led Band Member meetings in McLeod Lake, Prince George, and virtual meetings to review proposed amendments to the Codes;
5. Keeping minutes of in-person and virtual meetings;
6. Other tasks as may be requested by the Council Committees

4. Objective and Purpose

The purpose of the RFP is to receive proposals from qualified contractors to facilitate a program of information and participation of members regarding the referenda.

The main objective that the McLeod Lake Indian Band hopes to achieve are:

- a. Cost effective service delivery to our community;
- b. Ensure the residents have the necessary information to make informed decisions regarding their decision to vote for or against the referendum; and,
- c. Ensure that proper controls or remedial actions are in place to respond to false information regarding the referenda; and,
- d. Neutral regarding the management of the referenda, keeping personal opinions to oneself.

5. Deliverables

The contractor will be required to provide the following [within 30 days of contract](#):

- a. Provide a plan of engagement with membership to provide members with amendment information;
- b. Provide bi-weekly updates to the Committees and monthly up-dates to membership;
- c. Prescreen ISC's qualified Electoral Officers and recommend potential Electoral contractors to Committee;
- d. Send a Request for Proposal to a short list of Electoral Officers for quotations.

6. Referenda

The target date for the referenda is the MLIB Annual General Assembly, August 7th, 8th and 9th, 2024.

7. Specifications

- a. The Chief Administrative Officer, or their designate, will notify the contractor involved (5) five days prior to the start of contract of any additions or deletions to the work scope in the contract;
- b. All sub-contractors required to complete the work orders are the responsibility of the Bidder and must comply with the McLeod Lake Indian Band's specifications;
- c. The contractor and/or personnel shall be required to be neat, respectful and courteous and shall perform their duties in a manner which presents a high level of public relations for the Bidder and MLIB;
- d. Any contractor or its personnel performing works associated to this quotation found to be under the influence of drugs and alcohol will result in the contractor being relieved of their duties and responsibilities immediately;
- e. The contractor will have the following equipment:
 - i. A portable computer capable of preparing, processing and transmitting graphical information;
 - ii. A video transmission licence capable of transmitting for 4 hours and having a minimum capability of 100 participants;

- iii. The Bidder shall demonstrate prior to the award of the Proposal, that the equipment quoted will perform the required work to the satisfaction of the McLeod Lake Indian Band.

8. Submission Requirements

The document is intended to encourage responses from potential bidders and to provide a fair and open process for proposing technical solutions or services and a partnership arrangement between the bidder and the McLeod Lake Indian Band. All proposals must provide an executive summary that highlights their understanding of the needs of McLeod Lake Indian Band and the approach and methodology that their proposal will fulfill the McLeod Lake Indian Band's needs. The final requirement ~~will~~ also include the name, address, and telephone number of three (3) trade references.

9. Receipt of Proposals

The tender 3:00 p.m. Pacific Standard time on January 15, 2024 to the contacts listed above.

9. Contact Person for Successful Bidder

INSERT NAME:

INSERT TITLE:

EMAIL:

TELEPHONE:

All proposals submitted to McLeod Lake Indian Band become the property of the McLeod Lake Indian Band and, as such, are subject to the McLeod Lake Indian Band's Confidentiality Policy.

10. Conditions

- a. McLeod Lake Indian Band shall not be obligated in any way by the respondent's response to the document. Respondent's costs related to the preparation of a

response to the RFP document shall be entirely the responsibility of the respondent. Expenses of any nature^d incurred by the respondent prior to the signing of an agreement or contract shall be the sole responsibility of the respondent and may not be charged to or claimed from McLeod Lake Indian Band in any manner.

- b. McLeod Lake Indian Band reserves the right to reject any or all proposals.
- c. All materials submitted in response to the RFP become the property of McLeod Lake Indian Band. Proposals and supporting materials will not be returned to the vendors.

Appendix A – Price Quotes

MLIB Administration will take responsibility for all venue costs for community meetings, the cost of printing and postage, and will re-imburse the contractor for travel based on the current rates published by the Government of Canada Treasury Board.

The contractor will quote their hourly rate for the provision of services.

APPENDIX B – ENVIRONMENTAL, HEALTH AND SAFETY SUBMISSION

For all bidders this is a crucial and mandatory component for all submissions. Any submission that [dedoes](#) not include a completed section shall be deemed non-compliant and rejected.

| Requirements | YES | NO | N/A |
|---|-----|----|-----|
| 1. GENERAL INFORMATION | | | |
| Current Company Name | | | |
| Current Mailing Address | | | |
| Current Street Address | | | |
| Current Telephone Number | | | |
| Current Fax Number | | | |
| If applicable, previous company name | | | |
| If applicable, numbers of years' operating under previous name | | | |
| 2. HUMAN RESOURCES | | | |
| Provide the names and qualifications of supervisors and health and safety personnel who will be present at the work site | | | |
| Provide any members of the McLeod Lake Indian Band's the name, contact information and valid Drivers <u>Driver's licence</u> number <u>of any employee</u> that will be utilized in the performance of this quotation | | | |
| 3. VEHICLE & EQUIPMENT LICENCING AND INSURANCE | | | |
| Provide a copy of vehicle insurance and registration papers | | | |
| Provide a list of the equipment that will be utilized in the performance of this quotation | | | |

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|---|--|--|--|
| 4. ENVIRONMENTAL POLICY/HEALTH AND SAFETY POLICY | | | |
| Provide a copy of your company's health and safety policy | | | |
| Provide a copy of your company's environmental policy | | | |
| Provide a copy of your most recent WCB clearance certificate | | | |
| Provide documentation of professional liability insurance (including dollar value) | | | |
| 5. SUB CONTRACTORS | | | |
| Provide a list of sub-contractors that will be utilized if needed for this proposal | | | |