



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0  
Main Office (250) 750-4415 Fax: (250) 750-4420

## Request for Proposal (RFP)

### Call for Membership Code Facilitator – Contract Position Exclusively for McLeod Lake Indian Band Members

**Issued By:** McLeod Lake Indian Band (MLIB)

**Date Issued:** [Insert Date]

**Proposal Submission Deadline:** May 9, 2025, by Midnight

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#### Position Overview:

McLeod Lake Indian Band (MLIB) is issuing a **Request for Proposal (RFP)** for a **Membership Code Facilitator**. This is a **contract position open exclusively to Band Members of McLeod Lake Indian Band**.

The successful applicant will lead and manage **Phase 1 of the MLIB Membership Code Referendum**, ensuring an informed, fair, and transparent process. The contract will begin upon acceptance of the successful proposal and continue until **August 15, 2025**, by which time Phase 1 is expected to be completed.

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#### Scope of Work:

The Facilitator will be responsible for overseeing and supporting the following key tasks:

1. **Membership Code Review:**
  - Review the current MLIB Membership Code and proposed amendments.
  - Identify and explain key areas of change to be addressed during Phase 1.
2. **Community Communication & Engagement:**
  - **Member outreach is imperative.** The facilitator must ensure proactive, inclusive, and consistent communication with all eligible Band Members—whether on or off reserve.
  - Design and implement a communication plan to keep all eligible Band Members informed.
  - Host information sessions (virtual and/or in-person) to explain proposed changes and the referendum process.
  - Prepare and share educational materials (e.g., fact sheets, FAQs, visuals) in accessible formats.
3. **Voter Registration & Eligibility:**
  - Assist with verifying the voter list in accordance with MLIB's Membership Code.
  - Ensure all eligible Band Members are registered to participate in the referendum.
4. **Referendum Voting Process:**
  - Coordinate a fair, secure, and accessible voting process (e.g., in-person, mail-in, or online).
  - Ensure ballots are distributed, collected, and secured appropriately.
  - Coordinate logistics for any voting events, including venue set-up and volunteer/staff organization.

5. **Ballot Counting & Results:**

- Oversee the transparent counting of ballots, with appropriate witnesses present.
- Prepare a final report with voting outcomes, participation statistics, and recommendations for next steps.

6. **Governance & Policy Compliance:**

- Ensure all referendum activities follow MLIB's governance practices and applicable policies.
- Support dispute resolution and clarify processes as needed.

7. **Reporting & Communication:**

- Communicate referendum outcomes to Band Members.
- Provide final written reports to the Band Administrator and Chief & Council.

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**Contract Details:**

- **Position Type:** Contract (open exclusively to MLIB Band Members)
- **Start Date:** Upon acceptance of proposal
- **End Date:** August 15, 2025
- **Location:** Remote, with required travel to McLeod Lake and Prince George as needed
- **Travel:** **Travel is required** for this position and must be included in the proposed budget

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**Proposal Requirements:**

All proposals must include:

1. **Band Membership Confirmation:**

- Clearly state that the applicant is a registered member of McLeod Lake Indian Band.

2. **Experience and Qualifications:**

- Relevant experience in facilitation, community engagement, communications, or policy.
- Understanding of Band governance and membership processes.

3. **Proposed Approach:**

- A detailed outline of how you plan to carry out Phase 1 of the referendum process.
- **A strong focus on member outreach is essential.** Your approach must show how you will engage with Band Members from all locations, ensure inclusion, and create space for meaningful input.
- Include communication strategies and outreach tools.
- Proposed timeline and milestones.

4. **Budget:**

- A clear breakdown of estimated costs, including facilitator fees, travel, materials, and other relevant expenses.

5. **References (if available):**

- Names and contact information of individuals or organizations familiar with your previous work (optional but recommended).
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## **Evaluation Criteria:**

Proposals will be evaluated based on the following:

- Eligibility as an MLIB Band Member
- Relevant experience and skills
- Clarity and feasibility of the proposed approach
- Strong emphasis on member outreach and communication
- Budget and value for money
- Timeliness and commitment to project completion by August 15, 2025

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## **Proposal Submission Instructions:**

**Submit proposals by May 09, 2025, by Midnight to:**  
**Jami McDonald, Band Administrator**

 [bandadministrator@mllib.ca](mailto:bandadministrator@mllib.ca)

For questions or clarifications, contact Jami at the email above.

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**McLeod Lake Indian Band** encourages all interested and eligible Band Members to apply and contribute to this important governance initiative.