



CHAMPAGNE AND AISHIHIK FIRST NATIONS

REQUEST FOR PROPOSALS

Our People Working Together Project Manager

SECTION 1: GENERAL INSTRUCTIONS TO BIDDERS

1. Bids must be submitted in the form specified in this invitation, if any, and sealed in an envelope or package that cannot be seen through and delivered by hand, mailed or e-mailed to:

Community Wellness
Champagne and Aishihik First Nations
Box 5309
Haines Junction, YT
Y1A-2H2

Attention: Diane Strand, Director of Community Wellness
(867) 634-4200 ext. 217
dstrand@cafn.ca

2. Bids must be received at the location specified above, before the specified closing time, as determined by the clock at the closing location. Bids received late, or not received completely by the closing time will not be considered and will be returned to the bidder unopened.

3. The closing time is up to and including:

4:30 p.m. May 12, 2017

4. As soon as possible following the bid closing time, the bid envelope will be opened in the office specified in section 1.

5. The bidder shall identify, on the envelope containing the bid, its business name and address and the title of the bid enclosed.

6. Bids must be signed by an appropriate authorized official of the party submitting the bid. Erasures and/or corrections must be initialed by the person(s) authorized to sign the bid.
7. Any bid submitted may be withdrawn by written request by an authorized official, but cannot be withdrawn or changed after the closing time.
8. Bidders are solely responsible for their own expenses in preparing and delivering their bids.
9. Champagne and Aishihik First Nations reserves the right to modify the terms of the invitation at any time prior to closing, at its sole discretion. Champagne and Aishihik First Nations will make information available to the public regarding any changes made to the invitation and will make reasonable efforts to inform all bidders of any such changes. Bidders are responsible for ensuring that they are aware of and complied with any addenda.
10. Bids already submitted may be amended prior to closing (i) by submitting an amendment identifying the plus or minus variance to the original bid, or (ii) by sending in a complete new bid, clearly indicating that it replaces the previously submitted bid. A bid revision replaces any other bid revisions previously submitted by the bidder; only the last of any bid revisions will be accepted.
11. Accuracy of information included in this invitation is not guaranteed or warranted by Champagne and Aishihik First Nations to be accurate, nor is it necessarily comprehensive or exhaustive. By submitting a bid, the bidder agrees that it has investigated all conditions that will affect the work and assumes all risks regarding those conditions.
12. Enquiries regarding the invitation must be made in writing and submitted to the office specified in section 1. No response shall be binding on Champagne and Aishihik First Nations unless it is made in writing. Enquiries and the responses given may be distributed to all other bidders as addenda.
13. All prices should be extended and totaled. In the event of an error in calculation of the extended price, the unit price will be taken as correct and will govern in the bid evaluation and contract administration.
14. If the bid is accepted, prices must remain firm for the duration of the contract unless otherwise specified in the invitation or contract documents.
15. The bid shall be unconditional, irrevocable and open to acceptance by Champagne and Aishihik First Nations at any time within 30 days after the date on which bids close.
16. If, in the opinion of Champagne and Aishihik First Nations, a bid contains a minor defect or fails in some way to comply with any requirement of this tender document that, in the opinion of Champagne and Aishihik First Nations, can be remedied without providing an unfair advantage with respect to other bidders, Champagne and Aishihik First Nations may request

clarification from the bidder, and, upon receipt of appropriate clarification, may waive the minor defect or any irregularity and accept the bid.

17. This invitation does not commit Champagne and Aishihik First Nations to award a contract. Champagne and Aishihik First Nations reserves the right to cancel this invitation anytime without award or compensation to bidders.

18. Champagne and Aishihik First Nations need not accept the lowest, the highest ranked, or any bid, and reserves the right to reject or accept any bid without further explanation.

19. Failure to comply with any instruction contained in this invitation may be deemed sufficient cause for the rejection of all or part of any bid. Any items omitted or any special conditions or qualifications added to the bid (for example, including the bidder's standard terms of sale) may cause the bid to be rejected and may affect the evaluation of the bid.

20. Submission of a bid shall be deemed to be confirmation that the bidder acknowledges and agrees to the contract terms, as set out in the Contract attached to this document.

21. Champagne and Aishihik First Nations reserves the right to negotiate changes to the terms of any contract with the lowest priced or highest ranked bidder. Such changes, if any, shall be within the scope of this tender.

22. If no compliant bids are received in response to this invitation, Champagne and Aishihik First Nations reserves the right to enter into negotiation with one or more suppliers in order to complete the procurement.

23. Each bidder, by submitting a bid, irrevocably waives any claim, action or proceeding against Champagne and Aishihik First Nations, including without limitation any judicial review or injunction application or against any of Champagne and Aishihik First Nations' employees, advisors or representatives for damages, expenses or costs including costs of bid preparation, loss of profits, loss of opportunity or any consequential loss as a result of, or arising out of, the submission of any bid, or due to Champagne and Aishihik First Nations not accepting or rejecting any bid.

24. In order to assist the Champagne and Aishihik First Nations in determining the best qualified and capable bidder, Champagne and Aishihik First Nations reserves the right, to make any investigations of a bidder's business experience, financial capability and business practices as deemed necessary. The bidder agrees to permit and cooperate with such investigations.

25 Champagne and Aishihik First Nations employs a preference for Citizen and Citizen Businesses. "Citizen" is as defined in the *Constitution of the Champagne and Aishihik First Nations 2012*. "Citizen Business" means a sole proprietorship of a Citizen, a partnership where at least one partner is a Citizen, or a corporation that is controlled by a Citizen, as defined in the

Canada Business Corporations Act. Please see the Supplementary Instructions for application of the preference to this tender.

SECTION 2: EVALUATION OF PROPOSALS

1. Evaluation

Bids will be reviewed based on the evaluation criteria set out in this invitation.

Bids envelopes must be clearly labeled with the name and address of the bidder and the title of the bid enclosed.

Champagne and Aishihik First Nations may request information from the highest ranking bidder so that it can judge the ability of the highest ranking bidder to fulfill the contract requirements.

2. Citizen Preference

Bids of identified Citizens or Citizen Businesses will be awarded points towards their total evaluation score as set out in the evaluation criteria of this invitation.

SECTION 3: CONTRACT SPECIFICATIONS

1. Background:

The Champagne & Aishihik First Nation, is seeking a contractor to provide support to the Our People Working Together Program to ensure the 4 year program is effectively launched, implemented and reported on.

2. Scope of Work to be completed by successful bidder

Incumbent Objectives:

The Contractor will report directly to the Director of Community Wellness and the Executive Director on strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and reporting obligations to various levels of government.

Areas of work include:

- Create a system and process within CAFN and the “Our People Working Together” program team to efficiently and effectively support the federal reporting requirements as they are defined.

- Develop a detailed 4 year program plan in partnership with various stakeholders, program staff and the Our People Working Together Committee.
- Develop stakeholder agreements with all primary stakeholders that outline core program deliverables and that flow responsibilities and accountabilities from the master program agreement through to the sub agreements.
- Develop a detailed ramp up plan to balance the overall planning needs with the short term implementation needs within the first 6 months of the program.
- Establish a capacity development plan that ensures knowledge and skills are being developed within core CAFN staff and within the overall CAFN government administration.
- Support the core CAFN program staff in working through the first year challenges to ensure the program is effectively established and meeting overall goals and objectives.
- Provide regular up-dates and activity reporting to the Our People Working Together Committee, Management Committee or ECW.

3. General Timeline:

6 months

4. Terms and Conditions

The terms and conditions of the contract between the successful bidder and CAFN are set out in the attached draft Professional Services Agreement.

SECTION 4: EVALUATION CRITERIA

1. Method of Evaluation

Bids received on or before the closing time will be opened and evaluated by a panel made up of the CAFN Executive Director, The Director of Finance, the Director of Capacity & Policy Development and the Chair of the Finance Standing Committee as soon as reasonably practicable.

The panel will evaluate the bids based on the criteria set out below. If a bid fails to identify that a mandatory criteria is met, the bid will be rejected. Points for the weighted criteria will be assigned by the panel.

3. Criteria

Weighted Criteria

1	Total cost (lowest cost given 25 points, next lowest given 20, etc. – in increments of 5 points)	Up to 25 points
2	Substantial experience in working with and understanding of Federal and Yukon Programs, especially the Federal Skills and Partnership Fund	Up to 25 points
3	Experience with Yukon and Self Governing Yukon First Nation Governments; prior working experience with CAFN	Up to 10 points
4	Positive references from past clients	Up to 10 points
5	Positive examples of work	Up to 20 points
6	CAFN Citizen or Citizen-owned business	Up to 10 points
	TOTAL POSSIBLE POINTS	100

Mandatory Criteria

Valid Business License	Mandatory
Valid GST Restoration or Proof of Exemption	Mandatory
Good Standing with Champagne and Aishihik First Nations	Mandatory

**VALUE FORM
PRICE & PROPOSAL**

Tender Title: Champagne & Aishihik First Nation – Our People Working Together

Closing Time: 4:30 p.m. May 19, 2017

Submitted by:

(Legal name and address of bidder)

Doing business as (if different from above):

Contact Person:

Telephone: _____ Fax: _____

Business License #:

WCB #:

GST #:

Bidder is in good standing with Champagne and Aishihik First Nations _____
(Owes no money or equipment)

PRICE INFORMATION

I/We have carefully examined the invitation documents and project specifications together with all other factors affecting the work before submitting this bid and propose to provide the services required by the invitation documents for (in Canadian Dollars, excluding GST):

1) TOTAL COST OF BID \$ _____

Please provide details of how that cost was arrived at, including material, labour, sub-contractor and other costs

COSTS	AMOUNT	DETAILS
Materials	\$	
Labour	\$	
Sub-Contractors	\$	
Travel	\$	
Other	\$	
TOTAL COSTS:		

PROPOSAL INFORMATION

Please provide information on this form or attach the information to this form. Additional information may be provided in the proposal, but only those criteria identified will be evaluated.

2) Please describe your experience and success at working with Federal Programs

3) Please indicate your experiences working with Yukon Self Governing First Nations.

4) Please identify past clients for reference purposes and provide their contact information.

5) Please provide examples of your work in relation to financial operations and procedures that build on proven financial and accounting standards.

6. A large component of this project is building internal capacity with CAFN for the oversight of the next 3 years of the program. Describe your methodologies for achieving this?

I/We have carefully examined the invitation documents and project specifications together with all other factors affecting the work before submitting this bid. I/We understand and agree to be bound by the terms of these documents.

In the event of my/our bid being accepted, I/we agree to provide the goods and/or services in the manner called for in the specifications and agree to enter into the contract form specified in the invitation documents.

I/We acknowledge the receipt of and included in this bid addenda number _____ to _____ inclusive.

I/We represent and warrant that I/we have full power and authority to enter into the contract to perform the work.

I/We offer to enter into a contract to provide the goods and/or services required by the invitation documents.

Signed, sealed and delivered by:

Witnessed by:

_____	_____
Authorized Signatory	Witness Signature
_____	_____
Name	Name
_____	_____
Title	Address
_____	_____
Date	(Corp Seal)
_____	_____
Authorized Signatory	Witness Signature
_____	_____
Name	Name
_____	_____
Title	Address
_____	_____
Date	

SIGNING INSTRUCTIONS:

For **sole proprietors** (one person, unincorporated businesses), please sign in the presence of a witness who must also sign where indicated. The other signing blocks may be left blank. Use “Sole Proprietor” as your title.

For **partners**, please sign in the presence of a witness who must also sign where indicated. Use “Partner” as your title. If more signing blocks are needed, attach additional pages.

For **limited companies** (corporations or limited liability partnerships), this form must be signed by duly authorized signing officers in their normal signatures. The corporate seal, if any, must also be affixed to this form by a person authorized to do so.