



CHAMPAGNE AND AISHIHIK FIRST NATIONS

**REQUEST FOR PROPOSAL (RFP)
FOR CONTRACT SERVICES**

COMMUNICATIONS SPECIALIST

**CHAMPAGNE AND AISHIHIK FIRST NATIONS (CAFN)
HAINES JUNCTION, YUKON**

OCTOBER 2, 2017

1. SUMMARY AND BACKGROUND

Over the last three years, the CAFN Chief and Council have moved the First Nation government toward *Dän K'e - Our Way* - by developing and implementing new programs, processes and organizational structures. This is a departure from the past where colonized practices and programs have prevailed. This rapid and ongoing process of change can cause uncertainty and increased need to communicate with staff and the CAFN community. Other governments and the public also need to understand these changes and how they relate to the CAFN government. The CAFN Chief and Council want to ensure they effectively communicate key projects and initiatives internally and externally.

2. PURPOSE

The purpose of this contract position is to assist the Chief, Council and department directors to communicate key directions and messages related to a number of project initiatives designed to respond to needs of the CAFN community, as expressed by Citizens, Elders, the General Assembly and community consultation.

3. CONTRACT SCOPE

- Provide specialized expertise to develop and carry out communication strategies to communicate key Council initiatives to CAFN Citizens, partners and the public.
- Oversee assigned communication activities including: goal setting, task planning, managing budgets, vendors, materials, monitoring progress, identifying and dealing with risks, and reporting to Council.
- Develop communications products and content, including writing, graphic design and production of communications tools such as (but not limited to): newsletter articles, flyers, posters advertisements, speaking points, news releases, or social media campaigns.
- Work with CAFN communications staff to coordinate effective delivery of approved communications messages and tactics.

4. REQUEST FOR PROPOSAL AND CONTRACT TIMELINE

All proposals in response to this RFP are due no later than 4:30 pm Yukon time October 10, 2017. Questions about the RFP will be answered in writing and answers distributed to all registered bidders until 48 hours before the closing.

Evaluation of proposals will be conducted on October 11, 2017. If more information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than October 12, 2017.

Notifications to bidders who were not selected will be completed by October 13, 2017.

The Contractor will begin working by October 18, 2017.

5. PROPOSED BUDGET

Proposals must include hourly or daily contract fees and expected reimbursable costs such as travel, if applicable, that are required to complete the tasks described in the project scope. Pricing should be listed for each of the major elements of the contract clearly indicating time and cost.

6. PROPOSAL EVALUATION CRITERIA

Proposal evaluation will be value driven. Lowest or any bid not necessarily accepted.

CAFN will evaluate all proposals based on the following criteria:

	Criteria	Points Assigned
1.	Proposal: Overall proposal completeness and suitability to effectively deliver the Contract scope (#3)	35
2.	Relevant capacity and experience	35
3.	Cost and Value – Competitive cost per hour/day and demonstrated value for money	30

Please submit proposals to:

ATTN: Amy McKinnon
Communications Manager
Champagne and Aishihik First Nations
1 Allen Place, Haines Junction, Yukon
Y0B 1L0
almckinnon@cafn.ca
(867) 634-4200 ext 237

For more information:

Ian Robinson, Senior Advisor
irobinson@cafn.ca
(867) 456-6878
<http://CAFN.ca>
[Champagne and Aishihik First Nations](#)
on Facebook
Champagne.Aishihik@ShadhalaAsheyi