**Request for Proposal (RFP)**

**Economic Development Strategy for the Champagne and Aishihik First Nations**

**Issue Date:** November 4, 2024

**Proposal Due Date:** Proposals will be accepted until 4:30PM Yukon Time, Jan 10, 2025

**1. Summary and Background**

The Champagne and Aishihik First Nations (CAFN) is seeking proposals from qualified consultants or firms to develop a comprehensive Economic Development Strategy. The strategy will aim to foster sustainable economic growth, improve community well-being, and leverage unique cultural and natural resources within CAFN traditional territories.

The CAFN traditional territories encompass a vast area in the southwest Yukon, rich in natural resources, cultural heritage, and opportunities for sustainable development. The CAFN government is dedicated to enhancing the economic prosperity of its members while preserving cultural values and environmental stewardship and responsibility to the land.

**2. Proposal Guidelines**

This Request for Proposal will be an invitational process. Proposals will be accepted until *4:30 pm Yukon time,* ***January 10 2025***. Any proposals received after this date and time will not be considered. An official agent or representative of the company submitting the proposal must sign all proposals.

If the person submitting a proposal must sub-contract any work to meet the RFP requirements, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive, including any sub-contracted work. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by CAFN legal advisors and will include scope, budget, schedule, and other necessary aspects of the contract.

Bidders are asked to describe any connection to CAFN or Yukon First Nations by ownership, employment or other means. This connection will be considered in the bid evaluation as specified below.

CAFN reserves the right to accept or reject any or all proposals.

Proponents may be required to participate in an interview or presentation as part of the evaluation process.

**3. Project Purpose and Description**

The primary objectives of this project are to:

* Assess the current economic landscape and potential opportunities within CAFN traditional territories.
* Consider the role of CAFN’s economic development entities - Dakwakada Capital Investments Ltd. (DCI) and Sha Shaw Community Corporation (SSCC)
* Develop a strategic plan that:
  + Establishes CAFN strategic economic development priorities and goals
  + Describes CAFN existing programs and capacity
  + Identifies prospective short, medium, and long-term economic development initiatives. Outlines CAFN economic development capacity needs
  + Includes an approach to enhancing the capacity of CAFN members and businesses to engage in economic opportunities.
  + Aligns with CAFN cultural values and environmental sustainability principles.

**4. Project Scope**

The following work is required over the course of the project:

**Deliverables:**

1. **Situational Analysis:**
   * Conduct a comprehensive review of the current economic conditions, including existing businesses, benefits to CAFN (the nation, citizen owned businesses, DCI businesses), and economic activities occurring that may positively or negatively impact the communities.
   * Identify strengths, weaknesses, opportunities, and threats for economic development within CAFN territories.
2. **Stakeholder Engagement:**
   * Engage with CAFN members, leadership, local businesses, and other stakeholders to gather input and ensure the strategy reflects community needs and aspirations. Research Economic Development Strategies that have been developed by other nations.
   * Conduct interviews, surveys, and focus groups as necessary.
3. **Economic Opportunities Identification:**
   * Identify and evaluate potential economic opportunities in sectors such as arts and tourism, , natural resources, earthworks, remediation, energy and others.
   * Assess the feasibility and potential impact of these opportunities.
4. **Strategy Development:**
   * Develop a strategic plan with clear goals, objectives, and actionable initiatives.
   * Provide recommendations for capacity building, funding opportunities, and partnerships.
   * Outline implementation timelines, required resources, and key performance indicators.

**5. Deliverables**

* **Situational Analysis Report:** Including SWOT analysis and stakeholder engagement summary.
* **Draft Economic Development Strategy:** For review and feedback.
* **Final Economic Development Strategy Report:** Incorporating feedback and finalized recommendations.
* **Presentation:** To CAFN leadership and community.

**6. Proposal Submission Requirements**

Proposals should include:

* **Executive Summary:** Overview of the proposal.
* **Company Profile:** Including relevant experience and qualifications.
* **Project Team:** Names, qualifications, and roles of team members.
* **Methodology:** Detailed approach and work plan.
* **Timeline:** Estimated timeline for each phase of the project.
* **Budget:** Detailed budget breakdown including fees and expenses.
* **References:** At least three references from similar projects.

**7. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

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

CAFN will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and address all of the following criteria:

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| --- | --- | --- |
|  | **Criteria** | **Points Assigned** |
| 1. | Proposal: Overall proposal completeness and suitability to effectively deliver the Contract | 45 |
| 2. | Relevant capacity and experience | 45 |
| 3. | Value and Cost: Competitive cost per hour/day and demonstrated value for money | 10 |

Additional Considerations:

* Understanding of the project requirements
* Quality and feasibility of the work plan and timeline.
* References and past performance on similar projects.

**8. Submission Instructions**

Proposals must be submitted by January 10, 2025 to:

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| **[cafnlogo](https://cafn.ca/)** | **Holly Underschultz** Executive Assistant to Executive Council Office *Dän ghą ndasídlā. People for I-am-working.* **OFFICE:**  (867) 456-6888 ext. 332 |

**9. Additional Information**

For any questions or further information, please contact:

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| **[cafnlogo](https://cafn.ca/)** | **Jennifer Lee** Executive Director Champagne and Aishihik First Nations  867.332.6862 |

**We look forward to receiving your proposal and working together to enhance the economic prosperity of the Champagne and Aishihik First Nations.**