

**REQUEST FOR PROPOSAL (RFP)**

**CHAMPAGNE AND AISHIHIK FIRST NATIONS**

**NOVEMBER, 2021**

## **1. SUMMARY AND BACKGROUND**

The Champagne and Aishihik First Nation wishes to review the Roles of the Elder Senate. This is in response to a General Assembly Resolution passed in August of 2020 (attached). The Elders Senate is a branch of Government and CAFN would like to clearly define the Elders Roles and Responsibilities.

## **2. PROPOSAL GUIDELINES**

Proposals will be accepted until 4:30 pm Yukon time, November 30th, 2021. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

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, citizenship, employment or other means. This connection will be considered in the bid evaluation as specified below.

## **3. PROJECT PURPOSE AND DESCRIPTION**

The purpose of this project is to hire a contractor to assist with facilitated sessions with the Elders Senate/Executive and Council to help to develop a strategic plan that will help define the roles and responsibilities of the Elders Senate and it's Executive.

## **4. PROJECT SCOPE**

- The review could include:
  - A schedule for meetings of the Elders Senate and the Elders Executive for the upcoming year.
  - Include the Elders Senate in reviewing its purpose that is meaningful to the Elders.
  - Clearly identify the role of the Elders Senate as a branch of Government.
  - Clearly identify the role of the Elders Executive

**Deliverable:**

The deliverables from this project are:

1. Develop a work plan and timeline to complete the contract including the number of meetings required
2. Meet with the Elders Senate to clarify and discuss the roles and responsibilities of the Elders Senate
3. Meet with Council to further clarify and discuss the roles and responsibilities of the Elders Senate
4. Meet with other stakeholders i.e.: citizens, youth group etc.
5. Review and Revise the Elders Procedures document and present a draft(s)
6. Ensure any changes to the procedures and roles are consistent with the current Constitution and other related legislation and policies.
7. Provide a budget to carry out these duties

**Project Management:**

The Director of Governance will work directly with the successful bidder to coordinate and oversee all work set out in the proposal.

The Elders Executive will provide direct input and support as required in doing the review

**5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE****Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 4:30 pm Yukon time, November 30<sup>th</sup>, 2021. 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 by December 2<sup>nd</sup>, 2021.

The selection decision for the winning bidder will be made no later than December 2<sup>nd</sup>, 2021.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Contract negotiations will be completed by December 2<sup>nd</sup>, 2021

Notifications to bidders who were not selected will be completed by December 3<sup>rd</sup>, 2021.

## **Project Timeline:**

Successful proponent will start as soon as practicable and continue until February 28, 2022 with the possibility of extension.

## **6. BUDGET**

All proposals must include the proposed rates for the work.

## **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of the individual's experience related to providing community engagement and facilitation services to First Nation clients, and specifically CAFN
- High level summary of how the bidder would approach this work
- Relevant information on additional skills or knowledge or innovative concepts that would apply to this work
- References for similar work done for other clients
- Proposed approach to any required travel. CAFN's travel rates will apply.
- Hourly rate with an estimate of the total number of hours required or this work
- Status as either a CAFN citizen, member of the CAFN community or other Indigenous group.

## **8. 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. To ensure consideration for this Request for Proposal, your proposal should be complete and address all of the following criteria:

	<b>Criteria</b>	<b>Points Assigned</b>
1.	Proposal: Overall proposal completeness and suitability to effectively deliver the Contract – preference will be given to CAFN citizens and citizen owned business	45
2.	Relevant capacity and experience - Value and Cost: Competitive cost per hour/day and demonstrated value for money	55

Each bidder must submit copies of their proposal via electronic copy to attention:

Denise Beattie, Director of Governance  
Champagne & Aishihik First Nations  
[dbeattie@cafn.ca](mailto:dbeattie@cafn.ca) (867)334-3943

## **Resolution 2020-02, Äshäw (Elders) Senate Roles and Responsibilities**

WHEREAS the Constitution says that the Äshäw (Elders) Senate is “to provide advice, assistance and recommendations to all other branches of the government” (s. 58.(1)); and

WHEREAS CAFN’s 2018-22 Strategic Priorities (the “Strategic Plan”) includes Good Governance with a key priority of restructuring CAFN government, including “clarifying the purpose of the Äshäw (Elders) Senate”; and

WHEREAS other than the direction in the Strategic Plan, it is unclear how the Äshäw (Elders) Senate will be involved in this process of clarifying its purpose; and

WHEREAS it is also unclear what constitutes an official representation of traditional values, although there are elements of it embedded in work done to record Äshäw (Elders’) oral stories, past research and written reports that attempt to include Äshäw (Elders) input in a meaningful way; and

WHEREAS the Äshäw (Elders) Senate has, in the past, sought to obtain formal recognition by Chief and Council and the General Assembly regarding their “place” in government; and

WHEREAS Äshäw (Elders) have, in the past, expressed their concern for the need to assist young people so that they can learn more about the culture, language and land and help their communities and individuals heal and access the right services for dealing with trauma and related addiction affects; and

WHEREAS there has not been an Äshäw (Elders) Senate meeting since the 2019 General Assembly; and

WHEREAS there are two positions on the Äshäw (Elders) Senate Executive, which are vacant and which have been vacant for several months (before Covid 19), resulting in a dysfunctional arm of government, now, therefore

BE IT RESOLVED that the CAFN Nfäshējel (We Come Together) or General Assembly (GA) requests that the CAFN Government prioritize the following for the 2020-22 fiscal years:

1. a review of the Äshäw (Elders) Senate roles and responsibilities, including identifying regular meetings of the Elders Senate to be initiated by the Elders Senate Executive;
2. provide a budget to ensure meetings of the Äshäw (Elders) Senate can take place;
3. ensure that the Äshäw (Elders) Senate is part of the review of its own purpose with government and is also part of developing a strategy to review its purpose that is meaningful to CAFN Äshäw (Elders);
4. look at the role of the Äshäw (Elders) Senate as a branch of government (not just at services provided to Äshäw (Elders) as a means of support/clients);
5. include Äshäw (Elders) in the process for determining the purpose of the

- Äshäw (Elders) Senate;
6. develop a plan and a budget with the Äshäw (Elders) Senate Executive to support their work;
  7. establish a timeline to complete a review of the structure of the Äshäw (Elders) Senate;
  8. include the Äshäw (Elders) Senate in any discussions about restructuring of CAFN departments, branches and personnel to ensure that there is a “fit” for the Senate and for Äshäw (Elders), other than being clients of CAFN; and
  9. ensure the review of the structure, roles and responsibilities is a priority for the remainder of this strategic plan (2020-22).