



# Wei Wai Kum First Nation

1650 Old Spit Road, Campbell River, BC, Canada V9W-3E8

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## REQUEST FOR PROPOSAL

**Issue Date: December 19, 2018**

**Responses must be Received by: 4:00 PM, January 9, 2019**

Wei Wai Kum First Nation is seeking proposals to amend our Custom Election Code and hold a referendum on changes required.

### **Delivery Instructions:**

**By email: [lindacampbell@weiwaikum.ca](mailto:lindacampbell@weiwaikum.ca)**

**Responses received after closing date and time will not be considered.**

### **Project Scope and Requirements:**

#### Wei Wai Kum First Nation:

Wei Wai Kum First Nation (Campbell River Indian Band) is located on the eastern coast of Vancouver Island with our core community located in the City of Campbell River.

The Nation has 788 Members, 368 of whom live within the community. Wei Wai Kum Nation engages in a range of social and economic endeavours to promote the well-being and prosperity of our Members.

#### Project Overview:

Wei Wai Kum First Nation will be updating our Custom Election Code, which includes writing of a draft document, community engagement and development of a Final Draft that will go to a referendum vote by the eligible voters at the time.

The Band Manager is issuing this Request for Proposal on behalf of the Nation. The Campbell River Indian Band will hold any and all contracts.

### Project Information:

Wei Wai Kum Nation seeks through consultation with Members, Council and staff, to obtain any concerns with the present Custom Election Code. This will include researching, compiling any and all information received. The Contractor will have access to information held at the Administrative Office in regards to this Code.

### Project Objectives and Activities:

Review, update and conduct research and engagement to develop a draft of an updated Election Code. The Contractor will need to undertake the following activities:

1. Compile all information in regards to the Custom Election Code.
2. Hold a number of community meetings locally and in urban centers (2) where membership resides.
3. Send out information via mail, email etc. to ensure as many Members are contacted as possible.
4. Works with the Band Manager to establish a work plan for this project with appropriate timelines and activities.
5. Meets and engages Council for input on the first draft of the Election Code.
6. Develop appropriate questions for the referendum ballot.
7. Complete final Draft Election Code for the referendum ballot.

### Deliverables:

1. A final Draft revised Custom Election Code in hard copy and digital copy by March 31, 2019.
2. First Draft and Final Draft presentations to Chief and Council.
3. List of questions for the referendum ballot.

### Evaluation Criteria

10% Presentation

- Corporate presentation, completeness and clarity of proposal

25% Financial

- Overall costs

25% Qualifications and Experience

- Experience working with First Nations/experience in the subject matter and with similar projects
- Education and qualifications in the subject matter

25% Methodology and Approach

- Ability to meet project timelines, innovative ideas, presentations, and supports

15% References

- Strength of references for similar services provided

Wei Wai Kum First Nation reserves the right to select one or more Contractors for further consideration following the initial proposal evaluation process. We reserve the right to request an in-person presentation from any or all Contractors selected for final consideration prior to negotiating a contract.

Budget:

A detailed budget is required with each submission.

Submission Process:

1. Contractors must submit an electronic copy of their submission on or before the closing date to the email: [lindacampbell@weiwaikum.ca](mailto:lindacampbell@weiwaikum.ca).
2. The date and time of closing is: 4:00 PM, January 9, 2019.
3. A hard copy may also be sent to: 1650 Old Spit Road, Campbell River, BC V9W 3E8.
4. All bids will be opened in private.
5. Proposal requirements:
  - Company overview – background, qualifications of all staff, similar services provide for other clients, etc.
  - Experience working with First Nation organizations, in regards to a Custom Election Code.
  - Outline of company approach and timeline for completing the project.
  - References – please include the names and contact information of at least three references for which you have provide similar services.
  - Any additional information, value added or supporting documentation may be included as an appendix to the proposal.
  - The proposal must include the signature of a duly authorized officer or agent of the company submitting the proposal.
6. Inquiries regarding the RFP are to be submitted to Linda Campbell, Band Manager:

Wei Wai Kum First Nation  
1650 Old Spit Road  
Campbell River, BC V9W 3E8  
Phone: 250-286-6949  
[lindacampbell@weiwaikum.ca](mailto:lindacampbell@weiwaikum.ca)