



REQUEST FOR PROPOSAL (RFP)

ELECTIONS OFFICER

TLA'AMIN NATION
4779 KLAHANIE ROAD, POWELL RIVER, BC, V8A 0C4

ISSUE DATE: MARCH 19, 2024

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REQUEST FOR PROPOSAL (RFP)

NO: Project Number

COVER PAGE

Company Name:

Contact Person Name:

Address: _____

City: _____

Prov: _____ Postal: _____

Email: _____

Phone: _____

Fax: _____

Issue Date:
March 19, 2024
Closing Date:
April 24, 2024

GUIDELINES FOR PROPOSAL DELIVERY

An electronic copy of your proposal must be delivered by email to:

tana.harry@tn-bc.ca

Attention: Tana Harry – Government Secretary
Tla’amin Nation

Email attachments should be clearly marked with the name of the applicant.

1. INFORMATION FOR APPLICANTS

a. Summary

Tla'amin Nation (TN) requires the appointment of an Elections Officer for the upcoming 2024 Tla'amin Nation General Election. The date for the election will be on September 14th, 2024.

TN is requesting proposal submissions to provide a fair process to select a suitable candidate for the role of Elections Officer. The successful candidate will be expected to show a high level of professionalism, work with integrity and confidentiality. They will also be expected to conduct the election within the directives outlined within the *Tla'amin Nation Constitution*, applicable laws and regulations, and direction from the Chief Administrative Officer (CAO).

b. Community Background

The Tla'amin Nation is a modern, forward-thinking First Nation government at an exciting point in its history. After more than 20 years of treaty negotiations with the Provincial and Federal Government, all parties reached agreement on the essential elements of the Tla'amin Final Agreement which was signed in the Spring of 2014. In April 2016, the treaty went into effect and the community became self-governing through the BC Modern Treaty Process.

Tla'amin Nation is one of the tribes of the northern Coast Salish. Our traditional territory covers approximately 317,000 hectares in the Sunshine Coast region. When the marine portion of Tla'amin's traditional territory is included, the total area increases to approximately 609,000 hectares.

Tla'amin Nation's main community is a few kilometres north of Powell River and home to nearly 60 percent of Tla'amin Citizens. The current membership is approximately 1,100 people.

For more information on the Tla'amin Nation, refer to the Tla'amin Nation website:
www.tlaaminnation.com.

2. REQUEST FOR SERVICES

a. Nature of Services Required

The Tla'amin Nation is seeking proposals for an Elections Officer for the 2024 Tla'amin Nation General Election. **Please see the attached in Appendix A for your understanding of the scope:**

- *Tla'amin Nation Election Law*
- *Tla'amin Nation Election Campaign Advertising Regulation*
- *Tla'amin Nation Election Notice Regulation*
- *Tla'amin Nation Election Officer Regulation*
- *Tla'amin Nation Electronic Voting Regulation*
- *Tla'amin Nation Nomination Regulation*

The scope of work will also include the following:

- Initial consultation with the Tla'amin Nation's Chief Administrative Officer to confirm project scope, and logistical requirements.
- Come to agreement on a project schedule for the election.
- Enter into a firm price contract with the Tla'amin Nation for the project deliverables.

3. SUBMISSION INFORMATION

The successful applicant must meet the requirements set out in this RFP. Applicants shall submit the following information with their proposal:

- Executive Summary demonstrating understanding of the RFP;
- Number of years the applicant/firm has been in business;
- Identification and resumes of key staff and roles that each of them would play in fulfilling the proposal;
- Two (2) to three (3) most recent elections and corresponding references;
- Description of proposed approach and estimated timeline for execution of the election;
- Description of the physical and human resources requires to complete the duties;
- Description of any resource requirements from the Tla'amin Nation;
- Budgetary costs for all items identified in Section 2; including cost breakdown of fees and other required expenses;
- Proposed schedule of deliverables to completion;
- A description of the basis, timing and terms of proposed billings;

4. EVALUATION

This section details all criteria against which proposals will be evaluated. **The Tla'amin Nation reserves the right to not select any proposal.**

Applicants should ensure they fully respond to all submission information outlined above and the criteria listed below to receive full consideration during evaluation.

A shortlist of applicants may be contacted for an interview.

a. Criteria

Proposals not clearly demonstrating that they meet the following criteria may be excluded from further consideration during the evaluation process.

Proposals for this RFP which meet all criteria will be evaluated as follows.

Proposals meeting the minimum criteria will be evaluated as follows:	Weight
Understanding of the requirements and completeness of proposal	5%
Qualifications and experience, including references	20%
Overall project approach and timeline	20%
Budget estimates	55%
Total	100%

b. Submission Deadline

All questions must be submitted to Tana Harry (tana.harry@tn-bc.ca) by 4:30pm April 24th 2024.

The complete proposals must be submitted electronically by 4:30pm April 24th, 2024.

5. TERM

The successful candidate will be contacted by May 2nd, 2024 to coordinate a project schedule. This will continue until project scope has reached completion.

6. REFERENCES

Tla’amin Nation will conduct reference checks 7 days or more after the proposal is submitted. Tla’amin Nation will not enter into a contract with any applicant whose references, in the opinion of Tla’amin Nation, do not confirm the information provided in the RFP.

7. INQUIRIES

All inquiries regarding the services of the anticipated contract or the administrative details of the RFP are to be directed to:

Tana Harry
Government Secretary, Tla’amin Nation
tana.harry@tn-bc.ca

(604) 413-7219

<https://www.tlaamination.com/wp-content/uploads/2020/07/Election-Law.pdf>

<https://www.tlaamination.com/wp-content/uploads/2016/11/Election-Notice-Regulation.pdf>

<https://www.tlaamination.com/wp-content/uploads/2016/11/Election-Notice-Regulation.pdf>

<https://www.tlaamination.com/wp-content/uploads/2016/11/Election-Officer-Regulation.pdf>

<https://www.tlaamination.com/wp-content/uploads/2016/11/Electronic-Voting-Regulation.pdf>

<https://www.tlaamination.com/wp-content/uploads/2020/07/Nomination-Regulation.pdf>