

Secretariat Office
468 Queen Street East, Suite 400
Toronto, Ontario M5A 1T7
1-877-517-6527
chiefs-of-ontario.org



Political Office
236 Frontenac Street
Batchewana First Nation,
Ontario P6A 6Z1
705-254-1477

REQUEST FOR PROPOSALS

Reviewing of the Mandate and Effectiveness of the Chiefs of Ontario and Political Confederacy Structure

SUBMISSION INSTRUCTIONS

Your firm/business is invited to submit a bid for undertaking a project with Chiefs of Ontario for the completion of a reviewing of the mandate and effectiveness of the Chiefs of Ontario and Political Confederacy structure as described in the attached Request for Proposal.

Please replicate this to the front of your proposal.

REQUEST FOR PROPOSALS

Submission Deadline: **JUNE 9TH, 2017 AT 4:00PM**

Bidders Legal Name	
Bidders Address	
Bidders Contact Person	
Telephone Number	
Fax Number	
Email Address	

Send Proposal to:

Nathan Wright
Chief Operating Officer
468 Queen St. E, Suite 400
Toronto, ON M5A 1T7
Email: nathan.wright@coo.org

Bids must be submitted in electronic form to Chiefs of Ontario with five (5) hard copies of the proposals to be shipped to the Chiefs of Ontario, attention Nathan Wright. The bid must be submitted to Chiefs of Ontario no later than the deadline date. A bid submitted in any other manner or late may be disqualified.

The bid shall be irrevocably open for acceptance and binding on the Proponent for ninety (90) days after the Submission Deadline date.

PURPOSE

As directed by the Chiefs in Assembly through countless resolutions, the Chiefs of Ontario (COO) is seeking the services of a consultant to carry out a review of the mandate and effectiveness of the Chiefs of Ontario and Political Confederacy in relation to the representation and coordination as the regional body, which will include traditional governance systems, Nationhood models and report back to the Chief in Assembly.

BACKGROUND

The Chiefs of Ontario, established in 1976, is a coordinating body for the 133 First Nations in Ontario. The main objective of the Chiefs of Ontario is to facilitate the discussion, planning, implementation and evaluation of local regional and national matters affecting First Nation citizens in Ontario. The Chiefs of Ontario office carries out its responsibilities as mandated by the Chiefs in Assembly.

SCOPE OF WORK

Develop a project plan and funding proposal with the following key elements:

Executive Strategic Planning for the Ontario Regional Chief and the Chief Operating Officer which includes a structural review of the political and secretariat operations, inputs and outputs for information flow and feedback between communities and the organizations and a list of new innovative coordination tools.

Review of past and current restructuring plans and a frame work of the operations

Conference/convention planning for review and decision making by the Chiefs in Assembly

The consultant will be responsible for the review of the mandate and effectiveness of the Political Confederacy structure and the forum of the Chiefs in Assembly through the following framework:

- **Deconstructing Our Current Reality**
 - Changing fundamentally how we approach change
 - Focus on systems, process, evaluation and accountability
- **Modernizing the Current Structures** with a commit to:
 - **Unity** to ensure collective representation of issues of all First Nations in Ontario. COO will not infringe on any current bilateral negotiations and arrangements that a community may have in place.
 - **Equity** to advocate for funding, facility and equipment that match what is available to non First Nations police service.

- **Community** to ensure that the service is culturally responsive to the people it serves.

- **Recalibrating Policy Coordination and Advocacy**
 - Communication
 - First Nation focused – engaging First Nation Leadership in PC Portfolios
 - Regional coordination
 - Process changes for All Ontario Chiefs Assembly, Special Chiefs Assembly, Political Confederacy
 - Representation and Roles and Responsibilities for Political Confederacy, Elders, Women and Youth
 - Resolutions and Mandates

- **Nationhood**
 - Commitment to advance and build upon existing work on Nationhood
 - Supporting First Nations in engaging at a Nation-to-Nation level in First Nation processes and with Federal and Provincial governments.

The consultant will also have access to previous reports on this issue. Where possible, to avoid duplication of work and overburdening of communities and PTOs with requests for information and document review of relevant reports from Chiefs of Ontario and information that will be shared by PTOs will be provided to the consultant.

METHODOLOGY

The consultant will be asked to develop a comprehensive work plan that outlines a variety of methods which may be used. These include an arrangement of meetings such as annual assemblies, IFN quarterly meetings, telephone interviews, videoconferencing or conference calls, emails, survey questionnaire and other suitable means.

WORKING RELATIONSHIP

The work of the consultant will be supported by a Senior Technical Committee comprised of CEOs and EDs from the Provincial Territorial Organizations and representative from the IFN as well as the Chief Operating Officer from the Chiefs of Ontario. A political Chiefs Committee will also oversee the progress of the work and provide guidance where appropriate.

QUALIFICATIONS AND PROFESSIONAL FEES

Proponents should provide information on their organization and/or their professional resources proposed for this project. Specifically Chiefs of Ontario would like to know the following information:

- The proponent will illustrate the project lead and who that lead expects to work on a day-to-day basis for COO.

- Each team member will have a short narrative that will describe his or her educational achievements and experience as it relates to this project type. In addition, it will describe their role on this contract.
- A minimum of one reference for each team member is required. Provide the name, title, organization, phone number and email address for the reference from a similar project completed in the last three years. Additional references will be considered. References may or may not be called at the discretion of COO.

The Bidder is to complete the Fee Schedule as fully as possible by replicating the table below in your proposal. Each professional on the team should be itemized within the schedule. Do not include HST in fees quoted, but specify where HST is applicable (COO is GST exempt). The fees quoted should be the Bidder's best and only price. Estimated Cost is the estimated hours multiplied by the Hourly Rate.

Potential Work Components	Estimated Hours	Hourly Rates	Est. Cost (Hours times Rates)	Est. Time Completion
Project Initiation				
Project Launch				
Develop Understanding of Current Situation				
Engagement Plan with First Nations				
Review Feedback and Develop Recommendations				
Development of the Final Report				
Total Cost & Completion Dates				

Additional points for Proponents to consider include the following:

- Should the Proponent propose an alternate approach and Work plan, the fee schedule will be modified by the Proponent to match such. The result must be the same in those total hours by individual, total component hours, hourly rates, estimated time completion and costs are provided clearly.
- The Contractor must commit to a firm price for the entire contract. No increases during the course of the contract will be allowed. All subcontractors' fees must be included in the quoted fees.

- Where the Bidder intends to charge any fees in addition to the stated prices, please list separately when such extra charges will apply. If not stated in the proposal, the Bidder will not be entitled to such additional charges.
- Expenses should be estimated and explained. For example, the number of days on site and the number of trips, hotel nights, travel, and flood expenses etc. must be estimated and provided with the Professional Fee schedule.
- Award of contract to the successful Bidder shall be based on the following evaluation criteria:
 - Knowledge and experience of Proponent(s);
 - Demonstrated experience in providing marketing and communication planning services to similar organizations with a particular interest for First Nation organizations;
 - A clearly articulated and relevant Work plan to provide the Work and meet COO's expected deliverables and outcomes.
 - Demonstrated ability of Proponent(s) team and its individual employees and/or subcontractors who will provide the Work;
 - Satisfactory client references;
 - Fees - estimated total cost for best value to COO.

The Evaluation Committee may, in its sole discretion, identify a short list of qualified Proponents (the "Short-Listed Bidders") who may then be requested to provide a representative(s) to attend an in-person interview at COO Administration located in Toronto, Ontario. The interview may include a presentation to the Evaluation Committee of the Proponents ability to undertake the work.

PROPOSAL EVALUATION

All submission will be evaluated on the following criteria:

- Quality of the proposal;
- Capacity of the applicant to undertake the project;
- Appropriateness of the project budget and timelines;
- Capacity to foster a positive working relationship with the Senior Technical Committee.

COO RESERVES THE RIGHT TO:

- Reject any or all proposals received;
- Enter into negotiations with one or more applicants on any aspect of the proposal;
- Accept any proposal in whole or in part;
- Cancel, modify or reissue this document at any time;
- Verify any and all information provided in the proposal.

PROPOSAL REQUIREMENTS:

- All submissions must include the following:
- Proposal project overview and outline of the process for carrying out the work;
- Work plan;

- Estimated budget (not to exceed \$40,000)
- Information about the consultant or team (resume, reference)

RECEIPT OF PROPOSALS

Packages to be clearly marked: “RFP: Review of Mandate & Effectiveness of the Chiefs of Ontario and the Political Confederacy” by 4PM, Eastern Standard Time (EST) on **June 9th, 2017 at 4pm.**

Submit electronically to Nathan Wright, Chief Operating Officer at opportunities@coo.org. Submissions received after the stated deadline will not be accepted. Selection of consultant will be awarded the week of June 16th, 2017.