



ANISHINABEK NATION
REQUEST FOR PROPOSALS
PROJECT CONSULTANT

ANISHINABEK NATION ECONOMIC BLUEPRINT - STRATEGIC PLANNING

1.0 SUMMARY OF WORK

In 2021, the Anishinabek Nation commenced the process of updating the Economic Blueprint (the “Blueprint”), the strategic framework created in 2008 for the purpose of guiding the 39 member First Nations toward economic prosperity and sustainability. The document has been utilized in the establishment of communities’ Economic Development Offices, as a tool to track and assess the progress of on-reserve economies, and as a reference for economic opportunities and baseline statistical information.

Much has changed in the economic landscapes of First Nations, Ontario, Canada, and the world since 2008, and First Nations are in need of a renewed picture of their own economic profiles as well as the opportunities and threats they will face. The 2022 Anishinabek Nation Economic Trends & Leakage Study Report established a solid foundation on which to build the new Blueprint; however, more is needed to guide the process; identify the most important aspects to be included in the Blueprint and accompanying toolkit; and fuse the elements in a cohesive and culturally appropriate document that will last for years.

The Anishinabek Nation is seeking a project consultant to facilitate the development of a new Blueprint (strategic plan) through consultation with the Economic Development Working Group (“the Working Group”) and Chiefs Council on the Economy, along with other entities and Indigenous partners. The consultant will analyze existing information and coordinate with the Working Group to construct a general strategic plan for the new Blueprint, complete with technical tools to be found within the Blueprint; obtain approvals throughout the appropriate channels within the Anishinabek Nation; and execute any changes suggested by Anishinabek Nation Leadership.

2.0 CORPORATE OVERVIEW

The Anishinabek Nation (AN) incorporated the Union of Ontario Indians as its secretariat in 1949. The Anishinabek Nation is a political advocate for 39 First Nations throughout the province of Ontario from Golden Lake in the east, Sarnia in the south, Thunder Bay

and Lake Nipigon in the North. The 39 First Nations have an approximate combined population of 65,000 citizens. The AN has four strategic regional areas, Southwest, Southeast, Lake Huron and Northern Superior. Each region is represented by a Regional Deputy Grand Council Chief.

The AN has its head office located on Nipissing First Nation, just outside of North Bay, Ontario and has satellite offices in Fort William First Nation, Curve Lake First Nation and Munsee-Delaware First Nation. The AN delivers a variety of programs and services, such as Economic Development, Lands and Resources, Health, Social Services, Education, Policy and Communications, in addition to providing the necessary forum for collective First Nation action on issues through the Chiefs in Assembly.

To learn more about the AN, please visit our website at www.anishinabek.ca.

3.0 PROJECT BACKGROUND

In 2006, the Chiefs in Assembly passed a resolution that focused on the development of an AN strategy for how the Anishinabek people, communities, governments, and organizations can participate in economic development initiatives that were, and currently still are, happening throughout the Anishinabek territories. The strategy developed had been prepared as a “blueprint” for the next steps that would lead to the creation and expansion of potential businesses, the creation of jobs, the generation of revenue and the participation of the Anishinabek First Nations as key players in the local, regional, national, and international economies.

The recommendations summarized within the Blueprint set out a process through which the communities, regions, and the AN can further develop their economic capacity, effectively plan for long-term economic development, and then successfully engage in economic development opportunities. Furthermore, the recommendations were intended to be adapted and applied by the communities as needed.

In order to provide an economic framework that works for First Nations for years to come we must delineate the current spending habits of First Nations governments, businesses, and individuals and identify the amount of money leaving the community. The AN and member First Nations require insight as to where money can currently be spent that directly benefits the community and where there is potential for governments, corporations, and/or entrepreneurs to create those internal funding channels.

Sustainable economic development relies on the creation of employment opportunities for community members and the internal production of most of the community’s needs. The impact of economic leakage can be felt deeply throughout the community and have a compounding effect over time. When there are less on-reserve options to purchase goods and services, consumers and businesses are forced to seek off-reserve goods and services in order to sustain themselves.

4.0 STATEMENT OF WORK

The AN Economic Development department is seeking a project consultant that will complete the following stages:

Stage 1 – Pre-Planning

This stage requires the consultant to research and report the following in the preparation for the strategic planning sessions. Items to be considered:

- Review of 2008 Anishinabek Nation Economic Blueprint and overall assessment;
- Review of Anishinabek Nation Economic Trends & Leakage Study Report;
- Complete a SWOT Analysis of the Anishinabek Nation to evaluate the current opportunities and threats as it relates to economic development
- Engage with Anishinabek First Nations, through engagement processes currently in place through the Economic Development department and by other means that can be developed by the consultant;
- Coordinate with the Working Group on a monthly basis (or more frequently, as needed) to ensure consistency and that targets laid out in the established work plan are met; and
- Any other pre-planning action items that may be deemed

At the end of stage 1, the consultant must submit a copy of the Anishinabek Nation Economic Blueprint Stage 1 Development report.

Stage 2 – Anishinabek Nation Economic Blueprint Creation (Strategic Plan)

During this stage, the consultant will assist in identifying strategic goals and create an actionable Anishinabek Nation Economic Blueprint (strategic plan). The contractor will engage the Economic Development Working Group, the Chiefs Council on the Economy, Regional Round Tables, and any other methods that the consultant would deem necessary in supporting the development of the Blueprint. The strategic plan will include:

- An executive summary
- A comprehensive plan that identifies:
 - A shared Anishinabek Nation Mission and Vision
 - SMART (specific, measureable, achievable, realistic, and time limited) Goals
 - Objectives
 - Strategies
 - Develop new and/or update existing economic development technical tools that will be incorporated into the new Blueprint;
 - Tactics
 - Listing of responsible parties and their roles
 - Outcomes
 - Key measures of success
- Optional items to the plan could include:
 - Resource development strategies
 - Recommendations for enhancement

The deliverable for stage 2 should be a draft copy of the Anishinabek Nation Economic Blueprint.

Stage 3 – Anishinabek Nation Economic Blueprint Implementation, Evaluation and Communications Plan Development

This stage requires the consultant to assist by developing an implementation, evaluation, and communication plan. This process should include:

- Work with the Working Group to formulate an implementation plan for the recommendations set out within the Blueprint;
- Work with the Working Group and the Anishinabek Nation Communications Department to formulate a communications plan for the promotion and appropriate sharing of the Blueprint and economic development in general throughout the Anishinabek Nation;

Once the 3 stages are completed, the consultant must:

1. Present the draft Blueprint and Implementation, Evaluation, and Communication Plan to the Economic Development Working Group and the Chiefs Council on the Economy to provide input, feedback and recommendations; and
2. Present the final Blueprint and Implementation, Evaluation, and Communication Plan to the Economic Development Working Group and Chiefs Council on the Economy.

5.0 DELIVERABLES

1. One (1) electronic copy of the Anishinabek Nation Economic Blueprint Stage 1 Development report;
2. One (1) draft electronic copy of the Anishinabek Nation Economic Blueprint prior to finalization;
3. One (1) final electronic copy of the Anishinabek Nation Economic Blueprint;
4. One (1) draft electronic copy of the Anishinabek Nation Blueprint Implementation Plan prior to finalization;
5. One (1) final electronic copy of the Anishinabek Nation Blueprint Implementation Plan; and
6. All supporting documentation that was utilized for the development of the aforementioned deliverables (hard copy and electronic).

6.0 FINANCIAL CONSIDERATIONS

The total budget for this project should not exceed **\$75,000.00**. The total budget for this project must include all costs associated with personnel, travel, key informant interviews, preparation of reports and required documentation, overhead costs, all eligible taxes and any other anticipated expenditures.

7.0 TIMEFRAME

The project will run from May 2, 2022 to March 31, 2023.

8.0 PROPOSAL RESPONSE GUIDELINES

To ensure your proposal is considered for evaluation, it must include the following:

Cover Letter

- Dated and signed by a person authorized to negotiate and make commitments, and provide clarification with respect to the proposal on behalf of the bidding proponent or firm;
- A statement indicating the proponents understanding of the proposed project and the deliverables required;
- Reference the title of the RFP;
- Indicate the capacity of the proponent to complete the project; and
- The name of a single point of contact from your company.

Proposed Project Plan

- A proposed project plan, with timelines, that indicates the steps to be taken from the start of the contract to the final deliverable.

Qualifications

- Provide examples of previous relevant work experience; and
- Identify the qualifications and experiences of the project team.

Costs and Charges

- Provide an all-inclusive fixed-cost quotation for this project; and
- Identify the expected costs and their allocation.

9.0 INQUIRIES

All inquiries about this request for proposals should be directed to:

Megan Goulais, Manager, Economic Development
E-mail: megan.goulais@anishinabek.ca
Telephone: 1-877-702-5200 or (705) 497-9127 ext. 2320

10.0 SUBMISSION PROCEDURE

As a potential supplier of these professional services, you are invited to submit a proposal to provide professional 3rd-party contractor services in accordance with the terms and conditions detailed in this document.

Please submit your proposal by fax to:

705-497-9135
Attention: Megan Goulais

OR

Email: megan.goulais@anishinabek.ca

Proposal packages must be clearly marked: **Anishinabek Nation Economic Blueprint - Strategic Planning**

Closing Date and Time: Proposals must be received by **April 19, 2022** at 4:30pm. Proposals received after the closing time will not be considered.

Project Completion: The project completion deadline is **March 31, 2023**, by 4:30pm.

11.0 REQUEST FOR PROPOSALS PROCESS

Upon closing, proposals will be reviewed for completeness. Only completed proposals will be brought forward to the selection committee for further consideration and a final decision.

Eligible proposals will be evaluated based on the response guidelines in section 8.0.

12.0 SELECTION OF SUCCESSFUL PROPONENT

The AN reserves the right to reject any or all proposals and to accept the proposal deemed most favorable to the interests of the AN and its partners.

The AN reserves the right to seek clarification and supplementary information from proponents after the submission deadline.

Proponents will be notified in writing once a selection has been made.

13.0 CONTRACT NEGOTIATION

The AN will enter into a contractual agreement with the preferred proponent. The AN, at any time, and without liability, may withdraw from negotiations with any potential proponent.

The successful proponent will be required to comply with the AN's rules and regulations, including the COVID-19 Pandemic Policy and other applicable policies. The successful proponent will be provided copies of all applicable policies prior to the completion of contract negotiations.

14.0 TERMS AND CONDITIONS

14.1 The AN will not be responsible for any costs incurred by a proponent in preparing and submitting proposals. The AN accepts no liability of any kind to a proponent prior to the signing of a contract.

14.2 Submissions of a proposal shall not obligate, nor should it be construed as obligating the AN, to accept any such proposal, or to proceed further with the project. The AN may, in their sole discretion, elect not to proceed with the project, and may elect not to accept any, or all proposals for any reason.

14.3 A proponent may amend or withdraw their proposal prior to the closing date and time specified in the request for proposals by way of written notice to the AN.

14.4 Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments, unless the proponent is requested to do so by the AN.

- 14.5 The proponent must identify any information in its proposal that it considers to be confidential or proprietary.
- 14.6 All proposals and accompanying documentation received under this competition will become the property of the AN, and will not be returned.
- 14.7 The AN has reserved the right to waive minor non-compliance by a proponent with the requirements of the RFP. This will allow the AN to consider and possibly accept, any proposal which is advantageous, even though the proposal may be non-compliant in some minor respect.
- 14.8 The AN reserves the right to accept or reject, in whole or in part, any and all proposals.
- 14.9 The AN reserves the right to cancel and/or re-issue this request for proposals at any time, for any reason, without penalty.
- 14.10 Prices quoted are to be held firm for a minimum of 90 days following the RFP closing date, and shall remain in effect through the duration of an agreement.
- 14.11 The proponent's proposal shall form part of the contractual agreement by attachment, and will be incorporated for reference. Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provisions thereof.
- 14.12 The successful proponent agrees to obtain and maintain all professional certification and licenses necessary to lawfully provide the services required under this request for proposal.
- 14.13 By submitting a proposal, the proponent agrees and acknowledges that it will provide for the duration of the project, the full complement of staff required to perform the work of the project, including the specific individuals identified in its proposal. These key personnel shall remain assigned for the duration of the project unless otherwise agreed to in writing by the AN. In the event the proponent wishes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required, to successfully perform such duties.
- 14.14 Intellectual property and any data associated with this project is the express property of the AN.