



A PLACE OF VISIONS AND DREAMS

July 19, 2022

## REQUEST FOR PROPOSALS

### Electoral Officer

#### A. General Information

The Chief and Council of Whitefish River First Nation (WRFN) are issuing a Request for Proposals (RFP) for the position of Electoral Officer & Deputy Electoral Officer for the upcoming General Election on February 11, 2023. In accordance with the Whitefish River First Nation Custom Election Code 2018 and is therefore required to plan their election accordingly.

#### B. Scope of Work

1. Issue a Call for Election (90 days prior to election);
2. Receive and Review Membership List, which includes electoral names and addresses (90 days prior to election);
3. Complete and Post Nomination Notice (75 days prior to election date);
4. Organize and Hold Nomination Meeting (45 days prior to election);
5. Receive any Nomination Withdrawals (40 days prior to election);
6. Complete and Mail out Off-Reserve Ballot Packages (36 days prior to election);
7. Ensure receipt and secure holding of those ballots received from off-reserve voters;
8. Hold a General Election; (February 11, 2023)
9. Complete the final count of all voter ballots submitted;
10. Complete and Post the Statement of the Voters (4 days after the election);
11. Complete and Submit Electoral Officer's Report (4 days after the election)

#### C. Proposal Requirements

##### *Consultants Fees and Disbursements*

The cost for the work submitted in the Consultant's proposal shall include all necessary expenditures to undertake all of the work outlined in the "Scope of Work" and in the "Consultant's Proposal". The cost estimates should be in sufficient detail as to permit an evaluation of costs of the project. The proposal shall indicate the total time and the daily hourly rate (Charge -out -rate) to be charged.

# WHITEFISH RIVER FIRST NATION

17A Rainbow Ridge Road, PO Box 188, Birch Island, Ontario POP 1A0  
TEL (705) 285-4335 FAX (705) 285-4532 [www.whitefishriver.ca](http://www.whitefishriver.ca)

*Qualifications*

The Consultant shall provide in the proposal his/her qualifications and experience to undertake this work, and if applicable, along with the qualifications and experience of all Consultant associates/team members that will be assisting with this work. In addition, the proposal must identify the portions of work to be undertaken by each member.

*References*

The proposal submission must include the names and current contact information for three (3) references which have utilized the services of the bidder as Electoral Officer.

*Time Limits and Work Schedules*

The proposal shall indicate the number of hours that the Consultant estimates will be required to complete the work and the proposal shall include a time schedule. It is expected that the Consultant will be able to initiate the work immediately upon notification of being awarded.

*General Conditions*

- All data collected and other recognized input made in connection with this work shall become and will remain the property of the Whitefish River First Nation and must be turned over upon work completion;
- The Whitefish River First Nation will provide as much information as possible related to the "Scope of Work". The Consultant shall return, in good order, all documents and materials provided, following the completion of the work;
- No changes, required by the Consultant to remedy errors or other problems attributed to shortcoming of the Consultant, including persons employed or supervised by him/her, shall entitle the Consultant to an additional fee;
- Direct contact shall be maintained by the Consultant and the Band Manager during the course of the work;
- The Consultant agrees to enter into a contract between the Whitefish River First Nation and the Consultant for the work as outlined in this RFP;
- The Consultant shall submit an invoice to Whitefish River First Nation prior to the start of the work, for advance purposes and a final invoice following the completion of the work. Invoices shall include all time and charge out rates, expenses and disbursements.

**D. Deadline**

Proposals must be marked as "Confidential" and will be received up until **August 26, 2022** at 12:00pm (noon), EST. Proposals are to be submitted to the attention of:

Sandy Jacko  
Band Manager  
Whitefish River First Nation  
17A Rainbow Ridge Road  
Birch Island, Ontario  
POP 1A0

Faxed and e-mail submissions will be accepted. Fax (705) 285-4335, [bandmanager@whitefishriver.ca](mailto:bandmanager@whitefishriver.ca)