

Southern Chiefs' Organization Request for Proposal



REQUEST FOR PROPOSAL (RFP) **CHIEF ELECTORAL OFFICER FOR THE SOUTHERN CHIEFS' ORGANIZATION**

INTRODUCTION

Established in 1999, the Southern Chiefs' Organization (SCO) represents 34 Anishinaabe and Dakota Nations in what is now southern Manitoba, and more than 87,000 citizens. SCO is an independent political organization that protects, preserves, promotes, and enhances First Nations peoples' inherent rights, languages, customs, and traditions through the application and implementation of the spirit and intent of the Treaty-making process.

The Southern Chiefs' Organization was established to:

- Assist members First Nations in the advancement and achievement of their goals as mandated by the Chiefs meeting in Summit.
- Provide a common front for initiatives mandated by the Chiefs meeting in Summit.
- Promote and assist member First Nations in providing good government for their First Nations.
- Assist member First Nations in promoting and defending Treaty and Aboriginal rights as mandated by the Chiefs in Summit.
- Assist member First Nations in holding the Crown and holding the Federal and Provincial governments responsible for the fulfillment of their fiduciary duties and other responsibilities and obligations.

OBJECTIVE

The objective of this Request for Proposals (RFP) is to select a bidder to provide a high-quality level of professionalism, integrity and confidentiality to serve as Chief Electoral Officer for the election of a Grand Chief at the June 2024 Chiefs-in-Summit.

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The Summit will be held on June 25 & 26, 2024 in Treaty One Territory, Manitoba.

The deadline for submitting a proposal is May 1, 2024, at 4:30 CST.

BACKGROUND INFORMATION

The current term of SCO's Grand Chief, appointed in January of 2020, expires in July 2024.

The SCO Chiefs Executive Committee has determined that an election for the SCO Grand Chief will occur at a Special Chiefs-in-Summit which will take place on June 25 & 26, 2024.

The election of the SCO Grand Chief and the rules respecting the conduct of the election are outlined in the Election and Term section of the Southern Chiefs' Organization Constitution. The Election and Term provisions (20.1 and 20.2) in the SCO Constitution state:

20.1 The Grand Chief shall be elected by the summit by a majority vote of 50% plus 1 of the registered representatives of member First Nations present at the convened for the purpose of electing a Grand Chief provided there is a quorum.

20.2 The Grand Chief shall be elected for a three-year term and be eligible for re-election but may be removed from office by 50% plus 1 of the registered representatives of member First Nations present at a Special Summit convened for that purpose provided there is a quorum.

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PROPOSAL SUBMISSION INSTRUCTIONS

All proposals shall be submitted by email to SCO no later than 4:30pm CST on May 1, 2024.

All proposals will clearly identify the name of the proponent and note "RFP for Chief Electoral Officer" in the e-mail subject line.

Individuals shall indicate whether they identify as First Nation and what First Nation acknowledges their membership. Corporate entities shall do the same for the ownership of the entity and for those who will conduct the work under the proposal.

Late submissions will not be accepted and will be notified of such without exception. The use of the mail or courier services for delivery of a bid will not be accepted, only email submissions will be accepted.

Please email proposals to: SCOelection2024@scoinc.mb.ca

PROPOSAL SUBMISSION REQUIREMENTS

All proposals shall include the following information:

1. How the proponent intends to complete the election for SCO Grand Chief including but not limited to:
 - Nomination process for candidates for the Office of SCO Grand Chief.
 - Translation of all election materials, as required.
 - Notifying the names and brief particulars of the candidates to the Chiefs.
 - Receiving financial statements from all candidates of all moneys raised and spent for their campaigns, including the names of contributors, and review the accounts disclosed by each candidate and ensure that spending limits are applied fairly and evenly to all candidates.

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- Arranging for the All-Candidates Open Forum (and presiding thereat).
 - Informing at the All-Candidates Open Forum of the financial record of each candidate including the names of contributors.
 - All administrative arrangements in connection with the election at the Summit including the destruction of the ballots upon a resolution of the Summit.
 - Announcing the results of each ballot to the Summit.
 - Reporting back to SCO including details of results within two days after the election.
2. Qualifications: The proponent will provide a description of the proponent's capabilities/experience specifically related to SCO's Elections requirements.
 3. A statement and description of the physical and human resources required to complete the election process including software and intellectual property material.
 4. Project Organization: The proponent will identify the composition of the proposed team, if any, including:
 - Project team members
 - Description of the role of the team members
 - Level of experience of the team members specific to the project
 5. Budget: The proponent shall provide a detailed cost breakdown for the proposed services, showing the total cost to for the performance of all services, expenses, materials, deliverables, and software/hardware costs (if applicable), to be used for completion of the election. Total cost shall be in Canadian dollars and inclusive of any applicable taxes.

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RIGHTS OF THE SOUTHERN CHIEFS' ORGANIZATION (SCO)

SCO reserves the right to:

- Reject any or all proposals received in response to this Request for Proposals.
- Enter into negotiation with one or more bidders on any or all aspects of their respective proposals.
- Accept any proposal in whole, or in part.
- Cancel and/or re-issue the modified version of a given RFP requirement at any time.
- Award one or more contracts.
- Verify all information provided with respect to a given RFP requirement, including the right to request confirmation of the bidder's legal status and signed documentation.
- Award contracts without competition for follow-up work, if any, to the selected bidder for a given project requirement.

EVALUATION CRITERIA

SCO will select the Proponent(s) which, in SCO's sole discretion, best serves the needs of SCO. The following is a summary of the general considerations that will be used to determine the proponent(s) that will be selected:

CONSIDERATION	VALUE
Overall Experience and Demonstrated Results	30%
Total Price: Budget Approach and Cost Effectiveness	10%
Terms and Conditions	10%
First Nations Organization/Individual	20%
Strategic Thinking and Planning Approach	30%
TOTAL	100%

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TIMELINE

The following dates are set forth for informational and planning purposes and may be changed at SCO's sole discretion, at any time prior to the Proposal Submission Deadline.

DESCRIPTION OF DELIVERABLES	DATE
Deadline to Receive Proposals	May 1, 2024
Review Submissions	May 2, 2024
Present to SCO Chiefs Executive Committee	May 3, 2024

MISCELLANEOUS PROVISIONS

Price

Contractors must provide a firm fixed price, including administrative fees, travel, material costs, translation, printing of draft concepts and applicable taxes.

Costs pertaining to the retention of additional services to facilitate online voting (should this be necessary) do not need to be included. SCO will evaluate proposed systems and related costs in a separate process, with recommendations from the successful bidder.

Confidentiality

Responses to this RFP will be considered as confidential information by SCO and will be used solely for the purposes of selecting the successful bidder.

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Clarification/Questions

All on-time proposals will be acknowledged.

Requests for clarification and/or questions regarding this RFP should be directed to:

Joy Cramer

Chief Executive Officer, Southern Chiefs' Organization

Telephone: 204-946-1869

Toll Free: 1-866-876-9701

Electronic Mail: Joy.Cramer@scoinc.mb.ca

Responses/Submissions

Only those submissions that meet the deadline will be considered.

Responses to this RFP must be received by the close of business (4:30pm CST) on May 1, 2024.

Please email proposals to: SCOelection2024@scoinc.mb.ca