



**Soda Creek Indian Band**  
**RFP # 2018-1**

**Issue Date: November 26, 2018**

**Responses must be submitted by: Dec. 13, 2018**

**Soda Creek Indian Band is seeking proposals to amend our Custom Election Code and hold a referendum on any changes that are needed, have an amended Custom Election Code ratified by Chief and Council.**

**Delivery Instructions:**

**By mail/hand/courier/email/fax**

**Soda Creek Indian Band  
3405 Mountain House Road  
Williams Lake, BC  
V2G 5L5**

**Attn: Dora Demers, Band Administrator**

**RE: RFP 2018-1**

**Responses received after the closing date and time will not be considered.**

## **PROJECT SCOPE AND REQUIREMENTS**

### **OVERVIEW OF THE SODA CREEK INDIAN BAND (XATSŪLL/'C'METEM' FIRST NATION).**

*Xatsūll First Nation (XFN) is an Indigenous community located on the edge of the Fraser River just north of Williams Lake, BC. XFN consists of over 400 members who are a part of a larger group of BC's Interior Salsih people known as the Secwepemc. The XFN is in the Treaty Process and has just signed the Agreement In Principle. As part of moving towards Self-Government, XFN has it's own Custom Election Code. To read more on XFN you can go to our website.*

### **PROJECT OVERVIEW**

XFN will be up-dating our Custom Election Code and in as part of the process these changes will have to go to a referendum vote for the eligible voters at the time.

The Band Administrator on behalf of the XFN is issuing this Request for Proposal. At this time, the Soda Creek Indian Band (XFN) will hold any and all contracts.

**PROJECT TIMELINE:** XXXXX to XXXXX

### **PROJECT INFORMATION:**

The XFN seek to obtain any concerns/issues with the present Custom Election Code. This will include researching and compiling any and all information that has been received in regards to the Custom Election Code. The Contractor will have access to information that is held at the Administration office in regards to the Code.

### **PROJECT OBJECTIVES AND ACTIVITIES**

REVIEW, update and conduct research to develop a history of the Custom Election Code. The consultant will need to undertake the following activities;

1. Compile all the information in regards to the Custom Election Code.
2. Have a number of Community meetings, Urban meetings (Vancouver, Kamloops, Williams Lake).
3. Send out information via mail, email, on the website
4. In conjunction with the Band Administrator draft a plan on how long this process will take, prepare a final report to Chief and Council.
5. Develop the questions that will go on the Referendum ballot.
6. Set a date for the referendum.
7. Be available to do the referendum or have a qualified person/persons to do the referendum.

### **DELIVERABLES:**

A final report in hard copy and digital format; of the Amended Custom Election Code. Present to Chief and Council, have a community meeting to give the final outcome.

**BUDGET:**

SUBMIT A BUDGET

**SUBMISSION PROCESS**

1. Vendors must submit one electronic and two (2) paper copies of their submission on or before the closing date to the delivery address below.
2. Closing Date: December 10, 2018
3. Delivery Address – In person/by mail/by courier:  

**Soda Creek Indian Band  
3405 Mountain House Road  
Williams Lake, BC V2G 5L5  
Attn. Dora Demers  
RE: RFP # 2018-1**
4. Bid Opening – All submissions will be opened in private.
5. Proposal Requirements – The proposal must be clearly laid out and must address the following items:
  - a. Company overview – background, qualifications of staff, similar services provided for other clients, etc.
  - b. Experience working with First Nations organizations, in regards to Custom Election Code and holding a referendum. Having a final Custom Election Code drawn up and ratified by Chief and Council.
  - c. Outline of your approach and timeline for completion of the project.
  - d. References – please include the names and contact information of at least two references for which you have provided similar services.
  - e. Any additional information/value added/supporting documentation may be included as an appendix additional to the proposal, including electronic demos of the product.
  - f. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

6. Inquiries regarding this RFP are to be submitted to: Dora Demers, Band Administrator  

**Soda Creek Indian Band  
3405 Mountain House Road, Williams Lake, BC V2G 5L5  
Email: [bandadmin@xatsull.com](mailto:bandadmin@xatsull.com)  
Fax: 250-989-2300 / Phone: 250-989-2323**

## **EVALUATION CRITERIA**

---

**10% Presentation**

- (Corporate presentation, completeness and clarity of proposal)

**25% Financial**

- (Capabilities/ Experience)

**25% Qualifications and Experience**

- (Experience working with First Nations, similar project experience)

**25% Methodology and Approach**

- (Ability to meet project timelines, innovative ideas, presentations, extensions, supports)

**15% References**

- (Strength of references for whom the consultant has provided similar services)

The Soda Creek Indian Band reserves the right to select one or more vendors for further consideration following the initial proposal evaluation process. The Soda Creek Indian Band **may require** in-person presentations or interviews with vendors selected for final consideration, prior to negotiating a vendor contract.