



Tk'emlúps te Secwépemc Comprehensive Community Plan Request for Proposals January 2023

Background

Tk'emlúps te Secwépemc (TteS) is a Secwepemc Nation community located in Stk'emlúpsemc te Secwépemc Nation in Secwepemcúl'ecw in the Southern Interior of BC. It is neighbours with the City of Kamloops and has many formal and informal partnerships and working relationships with governments, agencies, and businesses throughout our traditional territory. We have a registered population of 1,479 members with 557 members living on-reserve, with thousands of non-members also living on-reserve, principally at Sun Rivers but also in several mobile home parks and other housing developments. We also have significant industrial and commercial development on-reserve.

To help our community grow and evolve and to be in a stronger position to assert our Rights and Title and jurisdiction in key areas of governance, we need a Comprehensive Community Plan (CCP), developed by the community for the community, to provide guidance on the key issues facing our community. Our previous CCP was developed in 2015 and needs to be updated. We envision that our CCP will cover areas such as:

- Housing
- Lands and Resources
- Economic Development
- Cultural Heritage
- Infrastructure
- Youth and Elders
- Social Programming
- Education
- Health and Wellness

The CCP will include a long-term vision for the community while also including an implementation plan that will summarize more specific direction for the next 5 years. We expect that this process will take approximately 2 years and will involve significant community engagement. We anticipate hiring at least one person from the community to act as a community navigator throughout this process with particular attention on community engagement and coordinating with key staff.

We expect the process to include the following:

Community Engagement

- 10 general community meetings (project initiation, collection of information, review of draft reports)
- 2 online surveys
- 8 meetings with TteS partner organizations
- 2 dedicated meetings each with Elders and Youth groups
- 6 meetings with staff
- 4 meetings with Council
- Social media updates including the use of YouTube, Tik Tok, Facebook



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- Creation of a dedicated website for the CCP project
- Participation in the selection of a community navigator
- Ongoing meetings with the project team which will consist of the Executive Director of Membership and the Community Navigator

Background Research

- History of TteS
- Description of land base
- Description of member and non-member demographics
- Description of programs and capital in each of the topic areas
- Development of baseline indicators for key issues and topics to measure future progress against to determine how the community is advancing
- Summary of TteS relationships with other First Nations, governments, agencies and businesses
- Description of best practices from other communities

CCP Drafting

- Creation of a draft report for review by the community
- Creation of a summary video of the CCP
- Finalizing the CCP

Request for Proposals

In order to complete this scope of work, we envision engaging the services of a professional services firm that has experience in working with Indigenous communities to develop Comprehensive Community Plans while also having experience working with TteS. We are requesting proposals from qualified firms to complete the scope described in the 'Background' section.

Proposal Structure

To allow for easy comparison of responses, proposals are to be structured with the following format and in this order:

- Introduction and Project Understanding (maximum 1 page) – describe your understanding of TteS, and the project in general as well as the value of Comprehensive Community Plans to communities such as TteS
- Methodology (maximum 3 pages) – describe, at a high level, the process you would undertake to complete the CCP. As part of this describe your approach to community engagement and how you would integrate a community navigator into your work process
- Previous Experience on CCPs (maximum 2 pages – must include 3 reference projects) – describe your company's experience in working on Comprehensive Community Plans for Indigenous communities in general and provide detailed description of 3 projects that showcase your work
- Previous Experience working with TteS (maximum 1 page) – describe your experience working with TteS over the last 10 years



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- Project Team (maximum 2 pages) – describe the experience of your key project team members on Comprehensive Community Plans and other projects with Indigenous communities, including any work completed with TteS
- Budget and Schedule (maximum 1 page) – summarize your budget and schedule. Project budgets will be scored on value for the budget received

Appendices can be added for project team member resumes.

Proposal Scoring

Proposals will be scored according to the following criteria.

Item	Score
Introduction and Project Understanding	10
Methodology	20
Previous Experience on CCPs	20
Previous experience working with TteS	15
Project Team	20
Budget and Schedule	10
Proposal Completeness	5

TteS is under no obligation to proceed with the lowest cost proposal.

Proponent Enquiries

Direct all enquiries during the proposal period by email to: gina.taylor@ttes.ca

Enquiries must be made by **Friday, February 3, 2023**. Enquiries will be responded to by **Wednesday, February 8, 2023**. TteS shall not be responsible for Proponents adjusting their proposals based on oral instructions by any member of TteS or the TteS Project Manager. RFP documents will only be modified by issuance of an addendum by the TteS Project Manager.

Proposal Submission Method, Date and Time

Proposals shall be submitted to Tk'emlúps te Secwépemc by 4:00pm Pacific Standard Time, **Friday, February 10, 2023**. Proposals are to be emailed to gina.taylor@ttes.ca.

Terms and Conditions

No Obligation to Proceed

Though TteS fully intends at this time to proceed through the RFP process in order to have the project completed, TteS is under no obligation to proceed. The receipt by TteS of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any Proponent, or on its behalf) shall not impose any obligations on TteS. There is no guarantee by TteS, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that



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this RFP process or any RFP process will result in a contract with TteS for the development of the project.

TTES's Decision-Making Power

TteS has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion. Nothing in this RFP will be interpreted as reducing TteS's authority.

Irrevocability of Proposals

By submission of a clear and written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a contractual agreement with TteS.

Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with TteS, if any. If TteS elects to reject all proposals, TteS will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any contract, or any other matter whatsoever.

Proposal Validity

Proposals will be open for acceptance for at least 60 days after the closing date.

Negotiation Delay

If for any reason a contractual agreement with the selected Proponent is not finalized within thirty days of notification of the successful Proponent, TteS may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and enter into discussions with another Proponent or choose to terminate the RFP process, and proceed, or not proceed with the project in some other manner.

Agreement with Terms

By submitting a proposal, the Proponent agrees to all the terms and conditions of this RFP.

Modification of Terms

TteS reserves the right to modify the terms of the RFP at any time at its sole discretion.

Laws of British Columbia

Any Agreement resulting from this RFP will be governed in accordance with the applicable laws of the Province of British Columbia and of Canada.

Health and Safety Requirements



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The Proponent shall strictly comply with the current Occupational Health and Safety Regulations and Workers Compensation Act of WorkSafeBC and the safety policies/procedures of TteS. Other applicable federal, provincial and local regulations or policies concerning the health and safety of works and the general public shall also be followed.

Liability for Errors

While TteS has expended considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by TteS, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Confidentiality

Any Proponent and any other person who, through this RFP process, gains access to confidential information of TteS is required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFP process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any contract for service which arises out of this RFP process.

Ownership of Documents

Upon delivery to TteS, all proposals (and all their contents) become the property of TteS and will not be returned to the proponents except as TteS, in its sole and absolute discretion, may determine.

Conflict of Interest

The proponent warrants that, at the date of submitting a proposal, no conflict of interest exists or is likely to arise in the performance of its obligations under the contract, if the proponent is selected by TteS.

If, during the term of the contract, a conflict or risk of conflict arises, the proponent undertakes to notify TteS immediately in writing of that conflict or risk and take any steps that TteS reasonably requires to resolve the conflict or deal with the risk.

Proponent's Employees

The proponent's representatives shall be under the exclusive supervision of the proponent. All responsibility and authority for hiring, training, supervision, direction, compensation, discipline, termination, and administration of the proponent's representatives, and any and all costs or expenses related thereto, rest exclusively with the Proponent.