



Carrier Sekani Tribal Council

Request for Proposals

Project: Carrier Sekani Tribal Council Strategic Communications Development Program, Phase 1



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Issue Date: July 11, 2016

Closing Date: August 8, 2016 12:00 pm PST

CSTC Strategic Communications Development Program, Phase 1

Project Timeline: August 15, 2016 to December 31, 2016

Project Context

Over the last decade the Carrier Sekani First Nations have been overrun with proposed energy and natural resource extraction projects in their Territory. These include:

- Oil pipelines: Enbridge Northern Gateway, Eagle Spirit, etc.
- Natural gas pipelines: Coastal GasLink Pipeline, Pacific Trails Pipeline, WestCoast Transmission Pipelines, Prince Rupert Gas Transmission Pipelines
- Mining: Endako (molybdenum), Mount Milligan (gold/copper), Kemess Underground (gold), Blackwater (gold), and Atrum Coal Groundhog (anthracite)
- Energy: Site C, BC Hydro Transmission line upgrades, wind, etc.
- Forestry: uplifts, and fallout from mountain pine beetle infestation

Many proponents of these large scale economic activities are not adequately engaging the CSTC. While we are increasingly becoming a part of the dialogue regarding these projects, we are facing significant gaps in the CSTC's ability to keep our membership informed in a meaningful way.

Improved engagement is necessary so our members can make informed decisions about these, and future, projects. This will require considerable enhancements to current processes and structures at the CSTC to ensure our membership are sufficiently informed.

On April 2, 2015 the Carrier Sekani Tribal Council ("CSTC") and seven of its member First Nations (Burns Lake, Nadleh Whut'en, Nak'azdli, Saik'uz, Stellat'en, Takla Lake and Tl'azt'en – referred to as the "CSFNs") signed two government-to-government agreements with BC; these were the Collaboration Agreement, and the Environmental and Socio-Cultural Initiatives Agreement (the "Agreements"). These Agreements were publically announced on November 19, 2015.

[\(http://www.carriersekani.ca/programs-projects/collaboration-agreements/the-agreements/\)](http://www.carriersekani.ca/programs-projects/collaboration-agreements/the-agreements/)

The Agreements outline the government-to-government framework to 'develop a new relationship to facilitate economic opportunities for CSFN's, shared decision-making, planning as well as environmental and cultural stewardship.' The Agreements also commit the signatories to 'work together to reconcile Aboriginal and Crown titles and jurisdictions in the CSFNs territories'.

As part of the Agreements, Section 3.1 Reconciling Crown and Aboriginal Title, BC recognizes the existence of Carrier Sekani Aboriginal title and rights in the Territories, and Section 3.2 commits the Parties to develop a work plan that sets out a comprehensive framework to negotiation mechanisms that facilitate ongoing reconciliation of Carrier Sekani and BC titles, rights, interests and goals in the Territories.

As a result of these Agreements, the CSFNs and representatives from BC are meeting and working together on a regular basis. This collaboration has resulted in a dramatic increase in, and a greater diversity of information being generated, which requires new mechanisms to keep our members, Leaders and teams updated and informed.

Project Goals

The goal of this project is to ensure our members, and other non-First Nations stakeholders, will be fully informed of projects and issues, and that through improved communications our members can provide their full, prior, and informed consent for projects in their Territory.

Project Deliverables

Our Nation is looking for a professional, individual or firm, (the “Proponent”), to assist in the development and implementation of an overall communications strategy for the Nation that addresses the following key issues:

Phase 1

- Developing a communications strategy and supporting action plan for the tribal council to communicate with our community members,
- Strategy evaluation plan,
- Plans for effective engagement with stakeholders,
- Gap analysis and recommendations report, and
- Capacity building and mentorship of community communication staff.

Phase 2

- Identify and share key messages with the Nation and with various external agencies,
- Communicate the success of our work,
- Develop a social networking strategy, and
- Continue capacity building and mentorship of community communication staff.

The successful candidate will ensure that a meaningful and comprehensive dialog and consultation process will take place with Nation members and non-First Nations stakeholders. Recommendations for social media engagement strategies and assessments of preferred modes of contact for membership need to be identified. Efforts must include outreach to elders, youth and women. The winning bid will include a demonstration of experience and success in working with First Nations communities in British Columbia.

Note this is a multi-phased project and additional phases will proceed on secured funding.

Membership:

- CSFN membership, on and off reserve,
- Hereditary Chiefs and Keyoh Holders
- Elected Chief and Council
- Community elder and youth representatives
- Band administration

Stakeholders:

- Industry representatives
- Regional non-First Nation population
- Governmental agencies

Submission Requirements

The following terms and conditions will apply to this RFP;

1. Closing Time – August 8, 2016 at 12:00 pm PST.
2. Proposals received after the closing date and time will not be reviewed or considered for the contract.
3. The firm or individual must have a Work Safe account that is current and must have general and comprehensive insurance coverage. Proof of coverage must be in the submission.
4. If any sub-contractors are to be used, the proponent must provide proof that the sub-contractor(s) have a current Work Safe account and have insurance in place. Proof of coverage must be in the submission.
5. The RFP should provide the following details:
 - a. Introduction of Firm, Lead Consultant and Team (as applicable),
 - b. 3 References, with current contact information,
 - c. Project Team / Resumes,
 - d. Roles and Responsibilities,
 - e. Study Objectives,
 - f. Project Background,
 - g. Statement Of Consulting Work,
 - h. Methodology: Communication, Meetings etc.,
 - i. Schedule and Completion Time, and
 - j. Complete Budget including all fees and expenses.
6. Consultant Questions, if applicable.
7. Appendices may contain whatever the proponent feels is necessary to add to the submission. This would include, but is not be limited to: resumes, confirmation of insurance, and work safe accounts.
8. The proponent is totally responsible for all costs associated with preparing and submitting a proposal.
9. The Nation reserves the right to reject any proposal.
10. Nothing in the RFP or the selection process is intended to create a binding agreement between the Nation and any proponent. This RFP process and any further steps are expressly subject to the approval and direction of the Nation.
11. Once the proposal has been accepted by the Nation, the successful Proponent will be offered a contract with the terms of reference.
12. Pricing will be firm for the contract period.
13. Please do not contact us after submitting your proposal, successful candidates will be contacted.
14. For additional clarification or to discuss this RFP further, please send an e-mail to Ben Berland at bberland@cstc.bc.ca

Evaluation of Proposals

The successful candidate must demonstrate a proven, positive track record when working with First Nations communities and agencies (*references and contact information are required in application*). Innovative and demonstrated successful engagement tools and technologies will be weighed highly during the evaluation; knowledge of effective and current software and hardware technologies are a bonus.

The selection of a proponent will be based upon the following criteria:

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| • Demonstrated success working with BC First Nations clientele; | 40 points |
| • Bidder's work plan, methodology & schedule | 30 points |
| • Qualifications of staff, including references | 30 points |
| • Bidder's estimated Fees and Expenses. | 20 points |
| • Winning Bid must score at least | 90/120 points. |

An interview may be required during the selection process. The proponent will be responsible for all costs associated with attending this meeting.

Performance Standards

- a) Completion of tasks on time and on budget,
- b) Quality of work that includes creative and innovative solutions and economies of scale, when communicating with CSTC and their membership, and
- c) Successful and positive community engagement.

Payment Schedule and Progress reports

Invoices shall be submitted on a monthly basis and must include a progress report. Ten-percent (10%) of the cost, excluding travel costs, of the project will be held back subject to the completed final report approval.

Additional Background: Carrier Sekani First Nations

Carrier Sekani Tribal Council (CSTC) provides political and technical support to eight First Nations in north central BC (see map enclosed). The population of CSTC's member First Nations is over 6,500 people. The combined territories of the CSTC member First Nations is approximately 78,700 sq. km (7.87 million hectares), which is twice the size of Vancouver Island or 8.3% of BC. The member First Nations of the CSTC are:

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|------------------------|-----------------------------|
| • Burns Lake Band | • Stelat'en First Nation |
| • Nadleh Whut'ten | • Takla Lake First Nation |
| • Nak'azdli Whut'en | • Tl'azt'en Nation |
| • Saik'uz First Nation | • Wet'suwet'en First Nation |

The Tribal Council is an advocate for, and frequently represents the interests of its member-nations politically.

The Council is overseen by 8 Directors (Chiefs from the member First Nations noted above) and a Tribal Chief (Chair).

We have worked diligently to develop our capacity and to share capacity with other First Nations communities. Our strategic plan reflects the need to implement programs aimed at long-term sustainability.

The CSTC formed to bring together Carrier and Sekani First Nations in a collective effort to:

- Preserve and promote the Carrier & Sekani heritage and identity;
- Improve the social and economic independence of Carrier & Sekani people;
- Achieve a just resolution of land claims and aboriginal rights issues for the Carrier & Sekani people;
- Promote better understanding between First Nations people and the general public;
- Advance and improve the standard of living of the Carrier & Sekani people;
- Promote self- government for the Carrier & Sekani people.

We are governed by a Board of Directors comprised of the Chief Councillors from each First Nation. Every three years the Tribal Chief is elected by the membership of the First Nations. The Board of Directors and the Tribal Chief are responsible for directing the staff of the CSTC to provide various services to the member First Nations. We have 11 full-time staff, in addition to various contractors and temporary staff. Our objective is to help our members achieve self-reliance through the delivery of support services in the following areas:

- Economic development
- Education
- Natural Resources
 - Fisheries
 - Forestry
- Financial Management
- First Nations Community Management
- Community Planning
- Technical Services