

Chippewas of Nawash Unceded First Nations Wage Strategy Request for Proposals (RFP)

1. GENERAL INFORMATION

The Chippewas of Nawash Unceded First Nation (CNUFN) is located in southwestern Ontario in the Bruce Peninsula, 21.8 km north east of the Town of Wiarton and approximately 52.6 km north of the City of Owen Sound. It is bordered on the north, east and south by Georgian Bay and by Grey Bruce County to the west. The First Nation currently has a total band membership of approximately 2,749 members, 754 of which reside on the reserve.

The CNUFN is governed by a Chief and nine Councillors. The Chief and Council are elected pursuant to the Indian Act, for two-year terms, on odd years. A number of community based programs and services are provided to the community members under the authority of the Chief and Council. These include a Public School, Daycare, Health and Social Services, Employment and Training, Lands, Membership, Economic Development, Water, Roads Housing, Communications, Police, Fire, and Waste Management.

The Reserve occupies a total area of 15,451 acres. The majority of this land base is dominated by the Bluffs (15,000 acres) which form the western boundary. The Community is serviced by paved roads (34.8 km), gravel roads (16.15 km) and earth roads (0.60 km) and partially serviced by water lines (51.55 km) and sewer/wastewater lines (0 km).

The nearest major transportation route, Provincial Highway #6, runs north from Wiarton up the Bruce Peninsula to Tobermory.

2. PURPOSE

To provide a CNUFN Wage Strategy for all positions within the CNUFN operation (excluding those reporting to the CNUFN Board of Education; the Child Care Centre, Elementary School and SON office).

3. OBJECTIVE

To have updated job descriptions graded by means of a multifaceted 'Assessment Tool' and placed on a Salary Grid affordable to the CNUFN

4. SCOPE OF WORK

- a) To provide updated job descriptions using a standard template for each of the 86 positions in the CNUFN operations.
- b) To provide a multifaceted 'Assessment Tool' by which to grade each updated job description; the 'Assessment Tool' will be provided to CNUFN for its ongoing use.
- c) To provide a salary grid that includes 'grades/levels' with each spanning a 20 year period.
- d) The presentation of the final Draft Report of the 'CNUFN Wage Strategy' for Council review.

5. DELIVERABLES

A written report (12 copies and an electronic version) that includes but is not limited to the following:

- describes the process through which the objective was met
- describes the process through which the objective and scope of work was organized and undertaken including:
 - 2 hard copies of the updated job descriptions and an electronic copy
 - a copy of the 'Assesment Tool'
 - a salary grid

6. ROLES & RESPONSIBILITIES

- The First Nations Administrator and Human Resource Manager will receive the proposals and provide Council with a summary based on the required proposal elements along with the proposals for Council review and discussion; and make arrangements for presentations by the consultants to Council should Council so elect.
- Chief and Council approve the Request for Proposals-Terms of Reference, and award the contract to the Human Resource Consultant
- The First Nations Administrator and Human Resource Manager will be available to meet with the consultant as required
- Chief and Council signify approval of the Final Report via a Band Council Motion

7. THE PROPOSAL

The applicants shall provide twelve (12) copies of their proposal that shall include the following details:

- a) Background and experience in working with First Nations communities in the area of Human Resources.
- b) Client References including contact information.
- c) Project Methodology (include detailed work plan and description of the 'Assessment Tool').
- d) Total Project Cost (ensure a detailed outline of fees reflective of the workplan; and disbursements as per work plan e.g. be sure to include proposed number and type of meetings and cost per meeting, travel etc.)
- e) Proposed Timeframe for Project (express in terms of consecutive weeks required from the time the contract is awarded).
- f) Proposed Report Framework (components).
- g) Proposed payment schedule (The consultant shall not be paid more than 90% of the agreed fees and disbursements until the Final Report has been reviewed and approved by council.)

8. COPYRIGHT AND PROJECT DOCUMENTS

The information, both written and intellectual, produced in this project is considered to be the property of the CNUFN Council, and the Consultant shall not use any documents or information that result from this project without the written permission of the CNUFN Council. Further the Consultant shall treat all information that results from this study, both written and verbal, in strict confidence.

9. PROPOSAL SELECTION

The Council may award a contract based on the criteria laid out below:

- a) Experience with First Nations and satisfactory performance on similar projects
- b) Proposed Schedule for Project
- c) Project Methodology
- d) Schedule of Fees and Total Estimated Project Cost
- e) Presentation

10. PRIVILEGE CLAUSES

The CNUFN may at its sole discretion, reject or retain for its consideration proposals which are non-conforming because they do not contain the content or form required.

Notwithstanding any other provision in the Request for Proposals or practice or custom in the industry, CNUFN shall have the right to:

- a) Accept any Proposal or part thereof.

- b) Reject any Proposal.
- c) Reject all Proposals.
- d) Accept a Proposal which is not the lowest Proposal

Any person who submits a Proposal shall be deemed to have agreed to the restrictions in the Request for Proposal documents, including the privilege clauses.

11. SUBMISSION

Proposals, hard copy or electronic will be accepted up to 4:00 p.m. September 8, 2020. All proposals should be marked clearly and forwarded, as follows:

Chippewas of Nawash Unceded First Nation Administration
Re: Wage Strategy
135 Lakeshore Blvd
Neyaashiingaamiing
Ontario N0H 2T0

Or to:
humanresources@nawash.ca

All inquiries in regard to the above, may be directed to the First Nation Administrator or the Human Resource Manager:

Telephone: 519-534-1689
e-mail cadministrator@nawash.ca
humanresources@nawash.ca