



REQUEST FOR PROPOSALS (RFP) Chief Electoral Officer 2012

INTRODUCTION

The Moose Cree First Nation (MCFN) is a Cree Nation located on Moose Factory Island, six kilometers southwest of James Bay.

The Chief, Deputy Chief and Councillors are elected by the MCFN citizens every four (4) years by Band Custom Election. The Election process is carried out in accordance with the MCFN Election Regulations.

OBJECTIVE

The objective of this Request for Proposals (RFP) is to select a Bidder to provide a high quality of professionalism, integrity and confidentiality as the Chief Electoral Officer (CEO) for the 2012 General Election.

The CEO must assume office no later than March 5, 2012 and shall complete all functions by June 20, 2012. The term of office may be extended in the event that an Appeal is launched.

SELECTION AND APPOINTMENT OF CHIEF ELECTORAL OFFICER

The Chairperson of the Leadership Committee, the Executive Director and the Director of Administration & Communications shall open, review and select a Bidder.

In accordance with 2.2 of the MCFN Election Regulations, the Council shall appoint the CEO by Resolution.

STATEMENT OF WORK

Moose Cree First Nation shall:

- Provide a printed copy of the MCFN Election Regulations;
- Supply its official logo, a designated post office box, laptop computer, computer software, secure paper for ballots, and photocopier;
- Prepare and supply an updated Voter's list.

The Bidder's proposal must provide:

- A statement and description of the physical and human resources required to complete the election process including number of Deputy Electoral Officers;
- A statement of prior experience;
- A physical address of where the work will be carried out in Moose Factory;
- A cost breakdown including fees, advertising, telephone, fax, translation, supplies and all other expenses;
- The names of three (3) references from previous employment or contracts.

The CEO and personnel retained by the CEO must undertake to abide by the MCFN Election Regulations.

The CEO shall perform the functions as described in the MCFN Election Regulations. The CEO shall arrange for a forum to be held in Moose Factory for, "Meet the Candidates Night".

RIGHTS OF MOOSE CREE FIRST NATION

Moose Cree First Nation reserves the right to:

- Reject any or all proposals received in response to this Request for Proposals;
- Cancel and/or re-issue the modified version of a given RFP requirement at any time;
- Verify all information provided with respect to a given RFP requirement.

MISCELLANEOUS PROVISIONS

Price

The Bidder must provide a firm fixed price, including fees, physical and human resources and all other associated expenses.

Confidentiality

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

Clarification/Questions

All proposals will be acknowledged.

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

Peter Wesley, Executive Director
Moose Cree First Nation
Tel.: 705-658-4619 ext. 260
Peter.wesley@moosecree.com

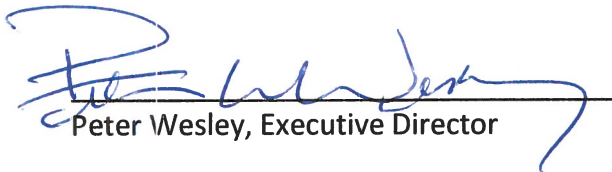
Responses/Submission

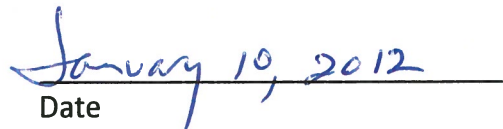
Only those submissions that meet the deadline will be considered.

Responses to this RFP must be received by the close of business (5:00 p.m. EST) on Friday, February 10, 2012.

Submissions shall be sent by registered mail to:

Peter Wesley, Executive Director
Moose Cree First Nation
PO Box 190
Moose Factory, ON POL 1W0


Peter Wesley, Executive Director


Date