



## **REQUEST FOR PROPOSALS (RFP)**

### **Chief Electoral Officer For General Election 2016**

#### **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 fourteen (14) 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 2016 General Election.

The CEO must assume office no later than March 4, 2016 and shall complete all functions by June 27, 2016. 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;
- Provide a schedule of the General Election process;
- Supply its official logo, laptop computer with computer software and secure paper for ballots;
- Provide an updated Voter's list.

The Bidder's proposal shall include:

- A statement and description of the physical and human resources required to complete the election process including the number of Deputy Electoral Officers who will be hired;
- A physical address of where the work will be carried out in Moose Factory;
- A budget for the cost of fees, advertising, telephone, fax, supplies, "Meet the Candidates Night" forum and all other expenses;
- Prior work experience;
- The names of three (3) references from previous employment or contracts;

The CEO and Deputy Electoral Officers retained by the CEO must undertake to abide by the MCFN Election Regulations and shall be required to sign an Oath of Confidentiality form.

**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.

**OTHER 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:

Patricia Wapachee,  
Director of Administration & Communications  
Moose Cree First Nation  
Tel.: 705-658-4619 ext. 260  
[Patricia.wapachee@moosecree.com](mailto:Patricia.wapachee@moosecree.com)


**Deadline to Submit Proposal**

The deadline to proposals is (5:00 p.m. EST) on Friday, February 23, 2016. Only those proposals that meet the deadline will be considered.

Proposals shall be marked "Confidential" and sent by registered mail to:

Patricia Wapachee,  
Director of Administration & Communications  
Moose Cree First Nation  
PO Box 190  
Moose Factory, ON P0L 1W0

  
Mark Butterfly, Executive Director

  
Date