

REQUEST FOR PROPOSAL

TSARTLIP FIRST NATION

Re: Request for Proposals (RFP) for Project Consultant for the Development of a Tsartlip First Nation Economic Development Strategy

Issued: January 8, 2024

Submission deadline: January 29, 2024 at 11:59pm (PT)

Submissions and questions may be directed to:

Victor Rumbolt
Band Administrator
Tsartlip First Nation
#3 Boat Ramp Road, Brentwood Bay, BC, V8M 1N9

E-mail: admin@tsartlip.com

1. INTRODUCTION

Tsartlip First Nation (“**Tsartlip**” or the “**Nation**”) is seeking proposals from qualified consultants with proven expertise in economic development and strategic planning to facilitate the development of a clear and comprehensive Tsartlip First Nation Economic Development Strategy (the “**Strategy**”). The Strategy will guide Tsartlip in achieving its economic development objectives over the short, medium, and long-term.

2. BACKGROUND

Tsartlip is one of five communities that constitute the W̱SÁNEĆ Nation and is a “Band” within the meaning of section 2 of the *Indian Act*. The traditional territories of the W̱SÁNEĆ Nation are located on the east and north coasts of the Saanich Peninsula, the San Juan Islands, and the Gulf Islands.

Tsartlip is currently participating in negotiations with Canada and BC through the Recognition of Indigenous Rights and Self-Determination (“**RIRSD**”) discussion tables process. Tsartlip has also recently restructured their corporate entities and has established a Board of Directors for the Tsartlip Group of Companies (the “**Board**”). The Board is assisting Tsartlip with their economic development initiatives.

One of Tsartlip’s priority areas is economic development. One of the RIRSD Workplan’s objectives is the creation of the Strategy. Tsartlip is seeking a project consultant to facilitate the development of the Strategy.

3. PROJECT DESCRIPTION

Tsartlip is a community of strong, independent people who have built a self-sufficient Nation that thrives in harmony with the W̱SÁNEĆ culture, lands, and waters to which Tsartlip members belong. The Strategy will assist Tsartlip in pursuing sustainable and profitable opportunities that are aligned with Tsartlip's values.

In particular, the Strategy will set out the short, medium, and long-term path for Tsartlip to achieve its economic development priorities as established in the RIRSD Workplan. The priorities include, but are not limited to:

- Establishing formal supports for entrepreneurs & trades people;
- Reinvigorating traditional economies;
- Establishing self-sustainable monitoring programs;
- Exploring options and opportunities for own source revenue based on profitability or best margins;
- Sharing in property taxes collected within Tsartlip's territory;
- Exploring potential IBA's based on the environmental scan;
- Identifying and pursuing profitable land acquisition and land development; and
- Identifying government funding for infrastructure.

4. SCOPE OF WORK

The successful consultant's scope of work shall include the following:

- Creating a workplan detailing timelines and methodology for completion of the project;
- Conducting a full strengths, weaknesses, opportunities and threats (**SWOT**) analysis (or similar analysis) of Tsartlip's current economic development state and future prospects;
- Conducting a regional and provincial environmental scan and a regional economic market analysis for identified economic development opportunities, this includes identifying government priorities for industry development (e.g., infrastructure and energy);
- Recommending an approach and strategic framework to obtain Tsartlip's economic development objectives in light of identified challenges and opportunities;
- Conducting community-wide engagement and consultation activities (e.g., open houses, information sessions, presentations, surveys, and/or focus groups) with Chief & Council, the Board, and other community groups;
- Identifying and engaging with current and potential local, regional, national, or international stakeholders and partners as necessary;
- Participating in regular meetings with the Board to provide updates on project progress and ensure targets set in the workplan are met;
- Creating an implementation plan; and
- Developing and delivering the final Strategy.

The Strategy will clearly and succinctly summarize and outline a strategic framework for economic development in a visually attractive and user-friendly format, and will include at least the following sections:

- **Vision**
 - Describe the community's values, vision, needs and aspirations for economic development [based on community engagement and consultation activities].
- **Economic Analysis**

- Describe current community economic conditions and realities.
- Provide a comprehensive SWOT analysis informed by research, data analytics, and stakeholder engagement.
- **Opportunities**
 - Identify long-term outcomes desired by the community and a path to achieve those outcomes.
 - Describe Tsartlip's assets and strengths in identified industries.
 - Suggest strategic focus areas and directions with corresponding action plans for implementation.
 - Provide recommendations for workforce development and skills training, as applicable, and/or recommendations for Tsartlip programs and policies to support economic development.
 - Identify and address potential challenges or barriers to achieving desired outcomes and objectives.
- **Implementation**
 - Provide a five-year plan for implementation including next steps, required resources, and timelines.
 - Provide direction for monitoring and measuring success, including key performance indicators to track performance towards the desired vision.

5. PROJECT TIMELINES AND BUDGET

Tsartlip expects work to begin in February 2024. The final copy of the Strategy will be completed and delivered as soon as possible and no later than June 30, 2024.

The successful consultant will enter into a contract for services with Tsartlip. Tsartlip's budget for this project is approximately \$40,000.

6. PROPOSAL REQUIREMENTS

To ensure your proposal is considered for evaluation, it must include the following:

- Cover Letter** – an introduction to the consulting firm including consultant(s) name(s), address and contact information, including identifying the key member(s) of the proposed team.
- Proposed Project Work Plan** – a description of the proposed approach and workplan, including a timeline of major tasks and milestones to be taken throughout the term of the contract, to achieve the final deliverable by the stipulated deadline.
- Qualifications & Experience** – a summary of the proponent's relevant qualifications and experience in similar projects (e.g., CV of designated consultants on the project), including demonstrated skills and knowledge in economic development, strategic planning, land use planning, market analysis, community engagement and/or consultation, as well as any experience working with Indigenous communities and/or organizations.
- References** – name, phone number, and email address of three references who can speak to work products from similar contracts.
- Fee Proposal** – provide an all-inclusive fixed cost quotation for the project, including expected costs and their allocation. Proposers will provide a proposed fee structure including costs for specific task items from the Scope of Work with an estimate of the duration and number of hours for each task item. If applicable, proposers will provide a personnel schedule with job title and billing rates.

7. GENERAL INFORMATION

- Tsartlip will not be responsible for any costs associated with the preparation and/or submission of a proposal.
- Final reports, data, and other materials produced throughout the contract are the property of Tsartlip.

8. SUBMISSION

Responses to this RFP are due on January 29, 2024, by 11:59pm (PT).

Direct submissions to the attention of: Tsartlip First Nation c/o Victor Rumbolt, Band Administrator

Send as a PDF via email to: admin@tsartlip.com

With the following subject line: Tsartlip EcDev RFP 2024