REQUEST FOR PROPOSAL (RFP)

EMPLOYEE ENGAGEMENT REVIEW

CURVE LAKE FIRST NATION
22 WINOOKEEDAA ROAD
CURVE LAKE, ONTARIO K0L 1R0

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TABLE OF CONTENTS

1. SUMMARY AND BACKGROUND 2
2. PROPOSAL GUIDELINES 2
3. PROJECT PURPOSE AND DESCRIPTION 4
4. PROJECT SCOPE 4
5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE 4
6. BUDGET 5
7. BIDDER QUALIFICATIONS 5
8. PROPOSAL EVALUATION CRITERIA 5

1. SUMMARY AND BACKGROUND

Curve Lake First Nation is currently accepting proposals to conduct a review of employee engagement and satisfaction. In an effort to improve staff moral within all departments of the organization, the review will allow the First Nation to set goals and better equip management with the tools to ensure our employees succeed.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various individuals or organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the knowledge and experience needed to complete the task.

Curve Lake First Nation is located on a peninsula situated between Buckhorn Lake, Harrington Narrows and Chemong Lake. It is affiliated with the Union of Ontario Indians and is one of seven Williams Treaty First Nations.

The total registered population of Curve Lake First Nation is 2260. There are 777 members who live on reserve while 1483 live off of the reserve.

The Council is comprised of one (1) Chief and eight (8) Councilors.

First Nation operations are currently organized into five departments. These are Finance and Administration, Health and Family Services, Education, Economic Development and Public Works. Curve Lake First Nation employs approximately 95 full time employees and 10 short term contracts and casual staff.

Several Council committees have been established to assist the operating departments. These include Finance, Health & Family Services, Education, Economic Development, Public Works, Housing, Lands and employee Health and Safety. Additional Council Committees include, Gaming Revenue Fund, Claims, Petroglyphs, Pow Wow, Rights and Resources and Youth Council.

Curve Lake First Nation delivers a number of essential and non-essential programs and services to both member and non-member residents of the community.

Curve Lake First Nation is striving to become an Employer of Choice. Part of this process is to determine what is engaging and disengaging employees throughout the organization. Council has requested that a review by a third party company be completed on employee engagement to include research, data results analysis and if necessary, recommend an implementation plan.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 12 pm (noon) Friday October 14, 2016. Any proposals received after this date and time will be returned to the sender.

If the individual or organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions may be subject to review by Curve Lake First Nation legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

Proposal Inquiries

All questions, requests for information, instructions or clarifications regarding any part of this proposal document must be set out in writing and directed to:

Abigail McCue, Human Resources Coordinator
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
AbigailM@curvelake.ca

All questions related to this Request for Proposal (RFP) or any clarification with respect to this RFP must be made no later than 3 Business Days prior to the closing date of this RFP in order that staff may have sufficient time to respond. Curve Lake reserves the right to extend the deadline for questions, if required, regarding this RFP.

Written answers or clarifications to issues of substance shall be shared with all Proponents and shall be issued as part of the RFP in the form of an Addendum. This proposal document and all addendum(s), if any, shall also be posted on the First Nation's web-site.

Proposal Submissions and Closing Date

The **closing date for proposals is set for Friday October 14th, 2016 at noon.** Only proposals that are mailed or emailed will be accepted. If packages are mailed, please send 3 copies of the proposal. Packages should be clearly marked Proposal for Employee Engagement.

Proposals should be submitted to the attention of:

Abigail McCue, Human Resources Coordinator
Curve Lake First Nation
22 Winookeedaa Street
Curve Lake, ON K0L 1R0
705-657-8045
AbigailM@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:
There have been a number of changes within the organization over the past year. In the interest of ensuring Curve Lake First Nation employees continue to be fulfilled and committed to the organization long term, Council has determined that experts in the area of Human Resources be contracted to research employee engagement, provide an analysis of results and if necessary, an implementation plan.

Project Description:
Curve Lake First Nation requires a proposal outlining the research plan, how data and information will be collected/analyzed, an implementation strategy and applicable fees to complete this process.

The proposal needs to be easy to follow with clear concise information. A presentation by the successful bidder may be required by the Selection Board who may have questions or points requiring clarification.

4. PROJECT SCOPE

The scope of the proposal must include all research, method of analysis, implementation, applicable fees and a presentation.

The selected bidder will be responsible for planning and conducting introductory research with assistance from Curve Lake Human Resources Department. This will provide an overview of recent organizational changes and overview of the different departments. This will assist with determining the breakdown of data results.

The following criteria must be met to achieve a successful project:

- Thorough understanding of current Human Resources best practices
- Experience conducting employee engagement research and analysis
- Plan to engage and gather information from employees
- Outline of how information will be analyzed
- Implementation strategies
- Timeline for completion of project

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:
All proposals in response to this RFP are due no later than **12:00 pm (noon) EST October 14, 2016.**

Evaluation of proposals will be conducted from October 17, 2016 until October 27, 2016. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than October 28, 2016. Contract negotiations will be completed by November 4, 2016. Notifications to bidders who were not selected will be completed by November 4, 2016.

Project Timeline:
Project must be completed by December 23, 2016.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Planning	NRC	MRC
Research & Data Collection	NRC	MRC
Results Analysis of Data/Report	NRC	MRC
Implementation Plan	NRC	MRC
Presentation to Selection Board	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in research and data collection
- List of how many full time, part time, and contractor staff in your organization
- Examples of other Employee Engagement reports completed
- Testimonials from past clients
- Anticipated resources assigned to this project (total number, role, title, experience)
- Timeframe for completion of the project

8. PROPOSAL EVALUATION CRITERIA

Curve Lake First Nation will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposal must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to Consultation in the area of Employee Engagement
- Value and cost: Bidders will be evaluated based on the work to be performed in accordance with the scope of this project