



REQUEST FOR PROPOSAL (RFP)

COMMUNITY CONSULTATION REGARDING CANNABIS

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

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1. SUMMARY AND BACKGROUND

All First Nations need to develop a position on the legalization of Cannabis. At this point we are seeking the community's input in order to ensure that their best interest and desires are taken into account during this process. We are currently seeking a third party consultant to engage the community in an education and consultation process and to develop recommendations based on their findings.

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 80 full time employees and 25 short term contracts and sub-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, Recreation, 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.

Cannabis will become legal in Canada through mail order, on October 17th, 2018. In the spring of 2019, Cannabis will be legally sold in dispensaries throughout the country. The federal government has stated that there are economic opportunities for the First Nations through legalization. They have also stated that First Nation communities were consulted on the subject. Our community members need to be educated on these topics, the economic opportunities, the health benefits and risks and the potential for the community to change, negatively or positively by legalization. Following education, the community will have the opportunity to provide feedback on the topic which will assist Chief and Council in forming a position.

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 November 2, 2018. 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:

Robin Steed
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
RobinS@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 November 30th, 2018 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 School Expansion.

Proposals should be submitted to the attention of:

Robin Steed
Administrative Clerk
Curve Lake First Nation Health Centre
38 Whetung St. E. Curve Lake, ON K0L 1R0
P: 705.657.2557 ext 415 F: 705.657.3067
W: www.curvelakefirstnation.ca
E: RobinS@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

Curve Lake First Nation has determined that experts in the area of Cannabis Consultation must be engaged in order to formulate an official position on the sales of cannabis in the First Nation.

Project Description:

The successful candidate will undertake a number of activities to educate the community on the many health factors and economic opportunities in the area of cannabis. Following the education process, a number of electronic and manual methods will be engaged in order to collect feedback.

The final report will include a summary of activities, a summary of responses, a number of proposed guidelines and will be presented to Chief and Council at a time that meets their convenience

4. PROJECT SCOPE

The scope of this project includes all research, engagement, development, and presentation of the report.

The following must be considered in order to consider the report complete:

- Does the community desire for cannabis to be sold on the First Nation?
- If so, how many cannabis dispensaries are recommended?
- How would the community like to see cannabis regulated?
- Would the community feel that cannabis was better controlled if the dispensaries were operated by the First Nation?
- Are there any specific community suggestions regarding enforcement?
- Does the community feel differently about medical and recreations dispensaries in the community?

- Does the community feel differently about licensed and unlicensed dispensaries in the community?
- Would the community be open to non-members opening dispensaries in Curve Lake?
- How does the community feel about the possibility of non-licensed grow facilities?
- Does the community have feelings on where a facility should be located? Proximity to schools? Traditional Areas? Elders?

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 Friday November 30th, 2018**

Evaluation of proposals will be conducted from December 3rd, 2018 until December 7th, 2018. 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 **Friday December 7th, 2018**. Contract negotiations will be completed by December 14th, 2018.

Notifications to bidders who were not selected will be completed by **Friday December 14th, 2018**.

Project Timeline:

Project initiation phase must be completed by December 21st, 2018.

Project must be completed by March 15th, 2018.

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	NRC	MRC
Meetings and Administration	NRC	MRC
Community Consultation	NRC	MRC
Research	NRC	MRC
Final report and recommendations	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 with First Nation Consultation
- Description of knowledge of the cannabis industry
- List of how many full time, part time, and contractor staff in your organization
- Examples of other consultation completed
- Testimonials or references from past clients
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project
- Project management methodology

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 and cannabis knowledge
- Value and cost: Bidders will be evaluated based on the work to be performed in accordance with the scope of this project

9. PRIVILEGE CLAUSES

Curve Lake First Nation reserves its right:

1. Not to award the contract;
2. Not to award the contract necessarily to the lowest priced bidder, but rather to the best “value”;
3. To conduct negotiations with one or more bidders in the event the negotiations with the first bidder are unsuccessful;
4. To conduct a survey of potential bidders to obtain clarification of their proposals as part of the evaluation process;
5. To cancel and reissue the RFP; and
6. To extend any deadlines and amend the proposal process.

10. EXCLUSIONARY CLAUSES

The proposal writer shall be liable for all costs associated with preparation and submission of the proposal up to the final award of the contract.

Curve Lake First Nation shall not be liable for any costs, expenses, loss or damage incurred, sustained or suffered by any bidder prior, or subsequent to, or by reason of the acceptance or the non-acceptance by CLFN of any proposal, or by reason of any delay in acceptance of a proposal, except as provided in the tender documents.