



Listuguj  
MI'GMAQ GOVERNMENT

**Request for Proposal**

**RFP LMG 001**

**FOR THE CUSTOMARY ELECTION CODE COORDINATOR AND THE  
DEVELOPMENT OF A CONSULTATION COMMITTEE**

**ISSUE DATE:** October 23, 2018

**CLOSING DATE:** 4:00pm November 9, 2018

**CONTACT PERSON:** Jill Martin, Office of Chief and Council, Listuguj, Quebec

via email at: [jill.martin@listuguj.ca](mailto:jill.martin@listuguj.ca)

## 1.0 BACKGROUND/INTRODUCTION

Listuguj is located in Gespe'gewa'gi ("The Last Land"), the seventh and largest district of Mi'gma'gi. Gespe'gewa'gi has been Mi'gmaq and Listugujewa'q traditional territory since time immemorial. It includes what is now known as the Gaspé Peninsula, parts of mainland Québec and Maine, and northeastern New Brunswick. Listuguj is comprised of 4,058 members; 2,108 members living on reserve and 1,950 members living off reserve.

## 2.0 PURPOSE

The purpose of this Request for Proposal (RFP) from the Listuguj Mi'gmaq Government is to solicit proposals from individuals for the provisions of a Customary Election Code Coordinator for the Listuguj Mi'gmaq Government to engage in the adoption of a customary election law.

Your completed proposal is to be sent to Jill Martin, Office of Chief and Council via email at [jill.martin@listuguj.ca](mailto:jill.martin@listuguj.ca) or mail 17 Riverside West, Listuguj, Quebec, G0C 2R0. Subject line should reference the RFP number. **Proposals must be received no later than 4:00 P.M Atlantic Daylight Saving Time on FRIDAY, November 9, 2018.**

## 3.0 RATIONALE

The LMG Council's elections are currently conducted pursuant to section 74 of the *Indian Act*, R.S.C., 1985, c-I-5. The LMG Council has decided to engage in the adoption of customary election law. Community consultation must take place and due consideration must be given to the community members needs and concerns regarding the proposed Election Code prior to a ratification vote. The Listuguj Mi'gmaq Government has therefore decided to engage an individual to provide management and coordinator support to the project.

#### **4.0 SCOPE OF WORK**

The contractor will provide the following during the contract period:

- Plan and Conduct 6 Month Consultative Process for on-reserve and off-reserve, starting November 2018.
- Plan and conduct two-month consultation process starting April 2019, under the supervision of Chief and Council
- Plan and undertake consultation activities with the assistance of the Consultation Committee
- Providing information sessions to membership regarding the proposed customary laws
- Plan a community meeting to present the proposed Election Code and provide a forum for debate and interaction on issues of concerns
- Conduct surveys to identify Community members' needs and concerns, as their comments with respect to the proposed Election Code
- Report the results of the consultation process and make recommendations to the LMG Council accordingly
- Review and provide feedback on draft Customary Election Code with assistance of legal counsel
- With assistance and recommendation of Council the contractor shall appoint a Ratification Vote Coordinator and promptly undertake the necessary steps to develop a secure online voting and public voting
- Develop and implement public information strategies for internal and external communication needs
- Presentation to LMG Chief and Council through scope of work
- Convey the LMG membership to a ratification vote for the Customary Election in July 2019 if successful.

#### 4.1 Timeline/Schedule

The below list consist of the initial marks identified for the Listuguj Election Law Consultation and Ratification Process:

Item No.	Activity/Task	Completion Date
1.	Consultative and Research Phase	May 2019
2.	Ratification Process	June 2019
3.	Project Completion	July 2019

#### 5.0 REPORTING

The individual shall report to the Listuguj Chief and Council and the Senior Director of Operations.

Once each project phase is completed and the individual provides their report/presentation for review and approval, Chief and Council will approve the next stage to begin or reply to the individual in writing, advising what task that are incomplete or requires modifications

Once all of the project task have been completed, the project will enter in to the project completion stage. During this stage of the project, the individual will provide their final report to Chief and Council and having an Order in Council signed from Chief and Council putting ratified Listuguj Election Law into effect.

In the event that ratification vote is defeated, Listuguj Mi`gmaq Government will continue to operated under the *Indian Act Election Regulations*.

#### 6.0 BUDGET/COST

The provision of the coordinator service will begin November 26, 2018 and not extend beyond July 2019. The contract shall not exceed \$50,000.00.

The successful contractor will be paid on a monthly basis in arrears in equal payment throughout the agreed upon work period and fixed period.

## **7.0 REQUEST FOR PROPOSAL PROCESS**

### **7.1 Closing Date**

One complete signed copy of each proposal must be received **no later than 4:00PM, Atlantic Standard Daylight Savings Time on FRIDAY, November 9, 2018**. A proposal must be sent by e-mail only in PDF or Microsoft Word format. Receipt of proposal submissions will be acknowledged via e-mail upon receipt, provided a valid e-mail accompanies the submission, or mail upon receipt.

### **7.2 Late Proposals**

Late proposals will not be accepted and will be returned to the potential Contractor.

### **7.3 Evaluation and Selection**

The Listuguj Mi'gmaq Government will solely be responsible for the decision as to which proposal may be chosen as the successful one. Listuguj Mi'gmaq Government reserve the right to accept any or all parts of the proposal.

#### **Proposal will be evaluated according to the following criteria:**

- 1) The Contractor will have prior experience with managing and coordinator various consultations.
- 2) Have been operating continuously as a consultation agency for a minimum of 24 months and possess full-service, in-house capabilities for consultation, creative services, media planning, direct response and research.

- 3) The education, experience, knowledge, skills and qualification of the firm and the individuals who will be available to provide these services.
- 4) The competitive cost of services
- 5) The expertise of the firms working with similar customers
- 6) References
- 7) Workplan and its justification

## **8.0 Notification and Correspondence**

All notices and correspondences will be sent to the Contact Person identified in this RFP.

**Question:** Questions must be sent via email to [jill.martin@listuguj.ca](mailto:jill.martin@listuguj.ca), and must be received before 4:30PM Atlantic Daylight Savings Time on Thursday, November 8, 2018.

Questions will not be answered by telephone. In order to mediate a fair process with regard to responding to questions, the Listuguj Mi'gmaq Government contact person will email every response to the names appearing on the RFP emailing listing.

## **9.0 CONFLICT OF INTEREST**

Individuals must disclose any conflict of interest it has in the performance of this scope of work and any possible future regulated parties.

## **10.0 Firm Pricing**

Prices will be firm for the entire contract period unless this RFP specifically states otherwise.