



Request for Expression of Interest

Community Engagement Lead – CCP Project

RFEOI-2019-15 – Community Engagement Lead

Issue date: November 14, 2019

Closing date and time: 2:00 p.m. PST on November 28, 2019

Expressions received after the deadline may be rejected.

Proponents are requested to deliver and ensure expressions are received and time/date stamped.

Mail / Courier	Electronic (preferred)
Westbank First Nation 101-515 – Highway 97 South Kelowna BC, V1Z3J2 Attention: Purchasing	Electronic copies of the RFP may be submitted to: purchasing@wfn.ca The subject line must contain the following: Response to RFEOI-2019-15 – Community Engagement Lead
Fax responses will not be accepted	

Community. Leadership. Pride.

Community Engagement Lead - CCP

This section defines the proposal summary, scope of work and submission guidelines that are to be followed by all participants. Westbank First Nation herein may be referred to as “WFN”.

1. Request for Expression of Interest Summary

Westbank First Nation is requesting Expressions of Interest and CV’s from Okanagan/syilx peoples to lead the community consultation and engagement of WFN’s mandatory 2020 Comprehensive Community Plan review and update project.

2. Scope of Work

The selected Okanagan/syilx individual will be part of a comprehensive team made up of internal WFN staff members and third party consultants. This team is responsible for reviewing and updating WFN’s current Comprehensive Community Plan. The selected individual will provide input and lead the community engagement portions of the project. The selected individual will work collaboratively with WFN staff and the third party consultants in order to achieve optimum community engagement and meet rigorous project deadlines. The selected individual will also assist WFN staff in the evaluation of the engagement efforts identified in third party consultant CCP RFP responses.

3. Expression of Interest – Important Dates

- a. The closing date for this Request for Expression of Interest is **November 28, 2019** at **2:00 PM PST** per WFN Time Clock.
- b. The selected individual will be awarded their contract before **December 05, 2019**.
- c. The selected individual will assist WFN staff in reviewing the prime consultant communications and engagement efforts identified in the main CCP RFP proposal responses on **December 19, 2019**.
- d. The Comprehensive Community Plan project will initiate in **January 2020**.

4. How to Submit a Expression of Interest awarded

Expressions of Interest must be delivered by one of the following methods indicated below (I. digitally, or II. Hardcopy). **Fax Submissions will not be accepted:**

I. Digitally:

Email submission to: purchasing@wfn.ca. Please reference ‘RFEOI-2019-15 – Community Engagement Lead’ in the subject line.

II. Hardcopy Physically Delivered to:

Westbank First Nation
101-515 Highway 97 South, Kelowna, BC
V1Z3J2
Attention: Purchasing

Reference ‘RFEOI-2019-15 – Community Engagement Lead’ on the envelope or cover page.

5. Deliverables

Participants are asked to provide the following information in their Expression of Interest response:

1. Cover letter introducing the participant and their background, understanding of the Community Comprehensive Plan project, and their personal experience in community engagement.
2. References to previous community engagement work completed.
3. Draft ideas to engage WFN’s community.
4. Daily consulting rate.
5. Recommendations:
 - i. Keep it short and simple. Submissions should only be 3-5 pages.
 - ii. Describe why this project is important to the participant and the community.
 - iii. Include ideas, information or recommendations outside of what has been requested in this document.

6. Evaluation Process and Criteria

The contract will be awarded to the participant who shows the best overall value to WFN. Submissions will be evaluated using the criteria described in the table below.

Evaluation Criteria

The table below outlines Evaluation Criteria that may be used to evaluate each submitted expression of interest.

Evaluation Criteria	
Quality of Response	Related Education
Qualifications (referenced engagements)	Project Understanding