



# REQUEST FOR PROPOSALS

## FOR

### HUMAN RESOURCES CONSULTANT SERVICES

**Issue Date: February 7<sup>th</sup>, 2019**

First Nation of Na-Cho Nyak Dun  
PO Box 220, Mayo, Yukon, Y0B 1M0

**Submission Contact Information:**

Catherine Mallon  
Executive Director  
PO Box 220, Mayo, Yukon, Y0B 1M0

This is a Request For Proposal (RFP) only. The First Nation of Na-Cho Nyak Dun is not obligated nor is The First Nation of Na-Cho Nyak Dun to be construed as obligated to proceed further. The First Nation of Na-Cho Nyak Dun may at its sole discretion elect not to accept any submission for any reason.

#### **1. INTRODUCTION**

The First Nation of Na-Cho Nyak Dun (FNNND) represents the most northerly community of the Northern Tutchone language and culture group. In the Northern Tutchone language, the Stewart River is called Na Cho Nyak, meaning Big River. The First Nation of Na-Cho Nyak Dun resides in the community of Mayo, Yukon, and a town that had its beginnings during the boom years of the silver mines in the area. First Nation of Na-Cho Nyak Dun's Traditional Territory covers 162,456 square kilometres of land, that being 131,599 km<sup>2</sup> in the Yukon and 30,857 km<sup>2</sup> in NWT.

FNNND has a membership of 602. As a self-governing First Nation, the First Nation of Na-Cho Nyak Dun has the ability to make laws on behalf of their citizens and their lands. First Nation has been actively involved in affairs of the Mayo community, attempting to promote a better, healthier lifestyle for its future generations and a strong economy based on its rich natural resources. There are approximately 77 positions inclusive to regular, term and casual employees.

#### **2. SCOPE OF SPECIFICATIONS**

The First Nation of Na-Cho Nyak Dun is seeking proposals to retain a consultant to provide general

human resources support to management and staff of The First Nation of Na-Cho Nyak Dun.

Respondents must provide a proposal that indicates a general description of the techniques, approaches and methods to be used to satisfy the following Scope of the requirements and specifications in the following areas:

- Operational Policies and Procedures:
  - Review of existing human resource infrastructure;
  - Provide recommendations and strategies for development of revised and/or new processes, programs and practices on Human Resources matters;
  - Ensure compliance with Yukon Workers' Compensation Health and Safety Board (YWCHS) requirements as they relate to Human Resources policies and procedures;
  
- Enhancements to the Employee Personnel Policy and Procedure Manual: updates to at least but not limited to court leave/special leave; equal opportunity; hours of work policy; pregnancy and parental leave; harassment policy; privacy policy; health and safety; return to work; document retention; health and insurance benefits;
  
- Council Orientation: training elected officials on procedural legislation, conflict of interest, confidentiality, policy development, etc.;
  
- Orientation Manual: develop an HR policy and procedures manual for staff; develop an orientation manual for members of Council;
  
- Supporting the recruitment of management staff and other vacant positions; development of job descriptions, work schedule templates, annual, quarterly, and monthly work plan templates;
  
- Development and Administrative Support of New and Existing Policies:
  - Healthy Workplace Policy and Return to Work Programme;
  - Privacy Protection Policy as per the Privacy Act of Canada;
  - Human Rights Policy as per the Human Rights Commission;
  - Exiting, Overtime and Leave Policies to reflect Federal Labour Standards.
  
- Consult with External Stakeholders: Government of Yukon, other municipal and First Nation governments, to gather best practices and compliance information;
  
- Performance Management Practices:
  - Develop performance appraisal process;
  - Train managers on goal setting, leadership and communication as it relates to FNNND values;
  - Determine appropriate training and provide administrative support to deliver such training;
  - Recommend, facilitate and/or provide training classes;
  
- Ongoing Human Resources Support: Human Resources support for administration of policies and

procedures and to support managers, including advice on legal suits, YWCH complaints process, and general employee relations;

- Identifying areas for improvement of Employee Relations;
  
- Assistance/guidance with:
  - employee discipline
  - hiring procedures and policies
  - termination factors
  - employee accommodations
  - employee benefits

The above list is not all inclusive. The details of the proposal may include other areas that can be provided by the Proponent.

The Proponent will perform the services either exclusively on-site at The First Nation of Na-Cho Nyak Dun Government House, or through an effective combination of remote and on-site support. Proposals must clearly demonstrate a communications and site visit plan that is appropriate for the capacity of The First Nation of Na-Cho Nyak Dun and the expectations of this RFP.

### **3. CONTRACT SUMMARY**

Provide leadership, technical expertise and related communications for Human Resources (training and development) regarding the review, development and implementation of government human resources policies and long-range strategies.

#### **3.1 General Duties and Responsibilities**

1. A general description of the techniques, approaches and methods to be used to satisfy the Scope of the requirements and specifications as indicated in section 2 Scope of Specifications.
2. Assist in developing and implementing new/revised government human resource policies.
3. Provide technical advice to senior management in the handling of human resource related complaints and cases in litigation/mediation.
4. Provide training and development programs for management and staff.

### **4. SUBMISSION REQUIREMENTS**

To ensure the proposal is considered for evaluation, the respondent must ensure their proposal includes the following:

1. Brief document pertinent to the Request for Proposals that supports the submission addressing the above noted general duties and responsibilities 1 through 4 in section 3.1.
2. A completed list of references, minimum of three (3) with other government sector clientele (preferred).
3. An official authorized to sign on behalf of the Respondent with completion of the Respondent Submission attached to this Proposal.

4. The Consultant shall provide an estimate for: time, charges and disbursements.
5. The Consultant shall provide a cost of this proposal.

The following must accompany all proposals:

- Covering Letter
  - A covering letter advising that the Respondent has reviewed and understand the contents of the Request for Proposal package and is capable of meeting the requirements of the contract.
- Profile/Resume
  - A profile or resume of all principal staff assigned to the project, their respective roles, qualifications and a brief description of the organization as a whole.
- Schedule of Activities
  - The Respondent will provide a schedule of anticipated services that are required to meet the needs of The First Nation of Na-Cho Nyak Dun.

## **5. REQUEST FOR PROPOSAL SUBMISSION TIMELINES**

### **5.1 Date of Issue: February 7<sup>th</sup>, 2019**

Deadline:

The deadline for submission of proposals is **February 22<sup>nd</sup>, 2019 at 12:00 p.m. (PST)**. Proposals shall be marked "Human Resources Consultant". Submissions must be received at the FNNND prior to the established deadline addressed to:

Catherine Mallon  
Executive Director  
First Nation of Na-Cho Nyak Dun  
PO Box 220  
Mayo, Yukon  
Y0B 1M0

Fax or Electronic submissions will not be accepted.

### **5.2 Inquiries:**

Inquiries, interpretations and questions regarding the procurement process or elements of this Request for Proposals must be directed to Ronalda Moses by email to this address: [ronalda.moses@nndfn.com](mailto:ronalda.moses@nndfn.com)

### **5.3 Award:**

The lowest priced proposal will not necessarily be accepted. Preference to proposals will not be based on price alone and will not be based upon any single criteria. Among the criteria may be relevant and proven experience, references, reliability, price, timelines, financial viability, local presence and content, and whatever additional other factors the First Nation of Na-Cho Nyak Dun deems appropriate.

#### 5.4 Obligations:

The First Nation of Na-Cho Nyak Dun incurs no obligation toward the successful Respondent, if any, until a contract (“the Contract”) is signed by the successful Respondent and the First Nation of Na-Cho Nyak Dun. The First Nation of Na-Cho Nyak Dun reserves the right after negotiation to introduce in the contract different or supplementary terms from the terms of the proposal.

All proposals shall be irrevocable and remain open for acceptance for at least sixty (60) days after the closing date, whether or not another Proposal has been accepted. If a Proponent’s Proposal is accepted by the Government, the Proponent agrees to enter into agreement in accordance with the proposal conditions.

The First Nation of Na-Cho Nyak Dun will not pay for the submission of the proposal in response to the RFP.

#### 5.5 Clarification of Proposals

The First Nation of Na-Cho Nyak Dun is not obligated to seek clarification of material contained in a proposal, but reserves the right to do so. The First Nation of Na-Cho Nyak Dun may choose to obtain this clarification verbally, in writing, or in a face-to-face meeting. All requests for clarification will be documented by staff and forwarded to the firm or consultant. The firm must immediately respond to any disagreement with written points of clarification in writing. All information submitted in response to a request for clarification becomes part of the proposal.

#### 5.6 Review Process

Upon closing, the First Nation of Na-Cho Nyak Dun will review all proposals, for completeness and compliance to the guidelines outlined in this Request for Proposals. Significantly incomplete proposals will be rejected and will receive no further consideration.

Late Proposals will not be accepted.

### 6. *CONFLICT OF INTEREST*

To avoid a conflict of interest, the successful Proponent of the Request for Proposals warrants that neither it nor any of its officers, directors or employees with the authority to bind the Proponent, has any financial or personal affiliation with any elected official and/or employee which might, in any way, be seen to create a conflict.

**RESPONDENT SUBMISSION**

ALL RESPONSES SHALL BE SIGNED:

For Human Resources Consultant Services

I certify that the information provided in this Request for Proposals Response Document is true and complete.

Legal Company Name: \_\_\_\_\_

Respondents' Signature: \_\_\_\_\_

Respondents' Printed Name: \_\_\_\_\_

Respondents' Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Fax: \_\_\_\_\_

## PROPOSAL EVALUATION

The First Nation of Na-Cho Nyak Dun will be evaluating the proposals based on a weighted scoring system. Rating will be given based on understanding of the FNNND Government, overall experience, references, and price as outlined below:

<b>Evaluation Criteria (1)</b>	<b>1-5 Score (2)</b>	<b>Weight (%) (3)</b>	<b>Weighted Score (2x3)÷3</b>
Understanding of the FNNND/ Local Presence		20	
Proven Experience		30	
References		20	
Price and Financial Viability		30	
Proposal Rating		<b>100</b>	

<b>Score 1 - 5 Guide</b>	
1	None
2	Below Expectations
3	Expectations Met
4	Partially Exceeded
5	Exceptional