



REQUEST FOR PROPOSALS

SAWRIDGE FIRST NATION SPEAKER OF THE ASSEMBLY

RFP Issue Date: October 15, 2021

RFP Closing Date: November 15, 2021, no later than 11:59pm MST

Contact: Michael R. McKinney, Executive Director

Telephone: 780-849-4331

Email: m.mckinney@sawridgefirstnation.com

Mail: Sawridge First Nation, Box 326, Slave Lake, Alberta T0G 2A0

1 Introduction

Proponents or Applicants are invited to submit proposals for the provision of services to the Sawridge First Nation as a Speaker of the Assembly in accordance with this RFP.

2 Background Information

Sawridge First Nation (SFN), an original signatory to Treaty No. 8 (signed June 21, 1899), is located in Northern Alberta near the Town of Slave Lake. Its current vision is to be a self-determining, innovative, progressive and prosperous nation of Cree people who continue to govern in a harmonious and balanced way, inclusive of all members, valuing relationships, customs, and traditions, with honor and respect for our culture and the environment, continuing for future generations. SFN adopted its own Constitution on August 24, 2009 and has continued to build its laws. A copy of the Constitution is available at:

<https://sawridgefirstnation.com/>

At a duly convened meeting on September 11, 2021 the Sawridge First Nation Assembly passed a motion to direct the Chief and Council to send out a Request for Proposals for a third party Speaker of the Assembly.

The Assembly meets approximately once per month on a Saturday at Sawridge. The meetings usually start at 10 A.M. and may last for as little as one hour or as long as 8 hours (including breaks). The Assembly has a Clerk that is charged with assisting the Speaker, taking minutes, distributing documents and keeping records.

The Sawridge First Nation is now inviting proposals from an independent contractor or individual who is interested in providing the services of an individual to act as the Speaker of the Assembly for the Sawridge First Nation.

3 Role

The Speaker of the Assembly presides at all meetings of the Assembly (typically held once a month on a Saturday at Sawridge). The role includes:

- Moderate Debate
- Make rulings on Procedure
- Announce the results of Motions and Resolutions
- Adjourn the Assembly when appropriate
- Provide Guidance on Assembly Procedures and indigenous Matters
- Review and Revise Assembly Documents including Minutes, Order Papers, Standing Orders and Notices

The anticipated commencement of the Role is from January 1, 2022. The Role would continue at the pleasure of the Assembly. The SFN, in its discretion, will confirm actual start date for the Role and termination provisions upon finalizing the Contract.

4 Qualifications

The successful candidate for this Role will have the following qualities:

- **Independent or Neutral.** The ideal speaker is independent or neutral.
- **Trusted.** The ideal speaker would be a trusted advisor and moderator by the majority of Sawridge Members.
- **Knowledgeable.** The ideal speaker would be knowledgeable about Sawridge, its history, Constitution, laws, order papers, structure, and issues. The ideal speaker would also be knowledgeable about Indigenous matters in Canada, including the laws and court decisions in Canada relating to Indigenous matters, and the practices and initiatives of other First Nations. The ideal speaker would also be knowledgeable of the procedures of legislative bodies.

5 Pricing

The Proposal must provide an hourly or daily rate for the fulfillment of the role and an estimate of the expenses (e.g. if the proponent will need to travel to the Assembly). Transportation from and to Edmonton on the day of the Assembly may be provided by the First Nation as the Clerk of the Assembly generally drives to and from the Assembly on the day of the Assembly and can provide a ride for the Speaker. The total cost including the cost of transportation will be a consideration in evaluating proposals.

6 Applications

Interested parties are encouraged to provide a brief proposal including the identity of the individual who would act as Speaker together with a Resume or other summary of qualifications and a price.

The Sawridge First Nation reserves the right to choose a Speaker that best meets its requirements. The Speaker will be chosen by the Assembly and the Assembly may choose not to accept any of the proposals provided. The Assembly may choose to implement an interview process or to seek further information from applicants. The Assembly may reserve the right to appoint a new Speaker at any time. The First Nation may choose to extend the closing date or consider late submissions.