



Ktunaxa Nation Council  
 7825 Mission Road  
 Cranbrook, BC V1C 7E5  
 tel: 250-489-2464  
 fax: 250-489-2438

visit us at:  
[www.ktunaxa.org](http://www.ktunaxa.org)

## Request for Proposals – Ktunaxa Legacy Trust Engagement Coordinator

<b>Scope of Service</b>	<ul style="list-style-type: none"> <li>Coordinate community engagement activities to maximize participation in consideration of other events and engagements + daytime and evening sessions.</li> <li>Support meetings, site visits, and community events, including logistics and follow-up</li> <li>Prepare engagement materials tailored to different audiences</li> <li>Track and respond to community requests and inquiries</li> </ul>
<b>RFP Issued By</b>	Ktunaxa Nation Council CAO
<b>Issue Date</b>	<b>May 11<sup>th</sup> 2026</b>
<b>Closing Date &amp; Time</b>	<b>May 29<sup>th</sup> 2026, 4:30pm</b>

<b>KNC Contact Information &amp; Questions</b>	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to: <a href="mailto:knc-hr@ktunaxa.org">knc-hr@ktunaxa.org</a> KNC will respond if time permits. Information obtained from any other source is not official and should not be relied upon.	
<b>Delivery of Proposals</b>	Submissions will be accepted in the following formats: 1. Emailed to <a href="mailto:knc-hr@ktunaxa.org">knc-hr@ktunaxa.org</a>	
<b>Short Listed Proponents</b>	For those proponents which have not been contacted by end of business day on June 5 <sup>th</sup> , 2026, will serve as notice that their proposal submission was unsuccessful.	
<b>Successful Proponents Notified</b>	Expected Proposal Acceptance Date: No later than <b>June 8<sup>th</sup>, 2026</b>	Expected Proposal End Date: (Delivery) <b>December 4<sup>th</sup>, 2026</b>
<b>Proponent's Submissions</b>	Only an individual with sufficient signatory authorization may sign on behalf of the proponent in the <b>Proponent Section</b> below, leaving the rest of this page otherwise unaltered and include the originally signed and completed page with the first copy of the proposal.	

### Proponent Section

**To be completed by proponent and include as the "cover page" of the proponent's response.**

The enclosed proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this proposal, we agree to all of the terms and conditions of the RFP and agree that any inconsistencies in our proposal will not be considered. We have carefully read and examined the RFP and have conducted such other investigations as were prudent as reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.

Signature of Authorized Representative:	Legal Name of Proponent:
Printed Name of Authorized Representative:	Address of Proponent:
Title:	City:                      Province:                      Postal Code:
Date:	Phone:
Authorized Representative Email Address:	Fax:

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## 1. Summary of the Requirement

The Ktunaxa Nation Council (KNC) invites proposals for the following:

### SCOPE: Ktunaxa Legacy Trust Engagement Coordination

Description of the Scope of Work:

- Coordinate community engagement activities to maximize participation in consideration of other events and engagements + daytime and evening sessions.
- Support meetings, site visits, and community events, including logistics and follow-up
- Prepare engagement materials tailored to different audiences
- Track and respond to community requests and inquiries

The successful proponent shall provide the following information about what they can provide for this proposal:

- a) Coordinate community engagement activities to maximize participation in consideration of other events and engagements + daytime and evening sessions.
- b) Support meetings, site visits, and community events, including logistics and follow-up
- c) Prepare engagement materials tailored to different audiences
- d) Track and respond to community requests and inquiries

The minimum requirement for this is as follows:

- a) Prepare correspondence, including emails, letters, briefing notes, and presentations
- b) Support logistics for engagement activities
- c) Track invoices, expenses, and budgets related to community programs
- d) Coordinate action items, deadlines, and follow-ups

## 2. Deliverables

The Successful proponent will;

- a) Have the full cooperation of the Ktunaxa Nation Council staff and access to information necessary to meet the accountabilities set out in this request for proposal and respond to reasonable inquiries.

The KNC will;

- a) Provide a reasonable level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.

The successful proponent shall provide the following deliverable(s) to the Ktunaxa Nation Council;

- a) Maintain engagement tracking systems with accurate records and reporting
- b) Track commitments under agreements, and plans
- c) Prepare reports, summaries, and presentations on engagement activities
- d) Identify engagement risks or opportunities, and develop mediation approaches in consultation with the team
- e) Monthly reports will be provided to the committee directly or through the CAO



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### 3. Invoicing

It is understood that the successful proponent shall submit invoicing in the following format:

- a) A covering statement which will include the following:
  - i. The legal name and address of successful proponent
  - ii. The agreement number and financial code provided by the KNC, if successful
  - iii. The date of the statement of account and the billing period covered by the statement of account
  - iv. GST registration number
  - v. A listing of all invoice numbers for that billing period, including the respective dollar amount for each invoice. (sub-total, plus applicable taxes)
  - vi. A total dollar amount of all invoices being submitted in the billing period
- b) All invoices described in the covering statement; attaching all supporting documentation
- c) Any other billing information reasonable requested by the KNC

### 4. Responsibility and Work Performed by KNC Staff

The successful proponent will:

- a) Have the full cooperation of Ktunaxa Nation Council staff and access to information necessary to meet the accountabilities set out in this request for proposal and respond to reasonable inquiries.

The KNC will:

- a) Provide a mutually agreed upon level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.
- b) The following mutually agreed upon resources will be provided by the KNC:
  - Provide feedback to the successful proponent(s) in a timely fashion; and
  - Be available for meetings during duration of agreement period.

### 5. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered, and as follows:

- a) One (1) unaltered and completed Request for Proposals cover page, including Proponent Section completed in original form as per instructions;
- b) A short (one or two page) summary of the key features of the proposal;
- c) The body of the proposal, including pricing, i.e. the “Proponent Response”; and
- d) A detailed description of all costs associated with the requirements listed in this RFP.
- e) Proponents shall submit their submissions via email at: [knc-hr@ktunaxa.org](mailto:knc-hr@ktunaxa.org)

### 6. Mandatory Items in the Proposal

Proponent responses must clearly demonstrate that they meet the following mandatory criteria or they will be excluded from further consideration during the evaluation process:

- a) The Proponents proposal must be received before the specified closing time;
- b) The Proponents proposal must be in English.
- c) Proponents must submit one (1) Request for Quote cover page, with the Proponent Section in its original form, unaltered, fully completed and signed.
- d) Evidence of expertise and experience in:
  - Community engagementDocumentation will include the team names of personnel and all subcontractors and their education, skills, experience, and professional designations. Such management experience must lay out both technical and business skills and ability.
- e) Fee for Service
  - Labour before GST
  - Materials and Supplies
- f) The name and address of the person in your firm who will be the official contact person for your bid.
- g) Description of the Proponents organization, size and structure. Indicate if appropriate, if the Proponent is a small or minority-owned business or First Nations owned.
- h) The contractor must have third party liability insurance

## **7. Desired Items in the Proposal**

**Capability of the Organization and/or Team, including:**

- a) **Executive Summary**
- b) **Resume or Consultant profile**
- c) **Methodology/Approach**
- d) **Work Plan and key timelines/milestones**
- e) **Financial Proposal**
- f) **References**
- g) **Location:**
- h) **Years and types of experience. Please also provide a description of prior experience, including the following:**
  - i. **Names;**
  - ii. **Addresses;**
  - iii. **Contact persons;**
  - iv. **Telephone numbers;**
- i) **The type of assistance that will be required from the KNC staff;**
- j) **Price. A detailed breakdown description of Goods/Services, GST, and any additional taxes, freight quote (if applicable) to the identified location.**



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- k) KNC procurement activities will be governed to ensure all vendors are treated fairly and have equal access to procurement activities; to the extent possible preference in awarding contracts will be given to First Nation organizations and/or First Nation individuals.**

## **8. Evaluation**

An evaluation committee will be formed by the KNC and shall include employees and contractors of the KNC. All personnel will be bound by the same standards of confidentiality. The mandatory and desirable criteria against which proposals will be evaluated are identified below. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated. The KNC may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

### **Evaluation Criteria**

Aa. Cultural Alignment & Sensitivity	25%
b. Relevant experience	25%
c. Work Plan & Approach	25%
e. Financial viability	15%
f. References and past performance	10%

Price may or may not be the determining factor in the proponent selection process.

The lowest bidder may not necessarily be awarded the contract.

Preference will be to Ktunaxa citizens or wholly owned firms.

Evaluation and acceptance of any proposal shall be subject to purchase authorization.

The KNC reserves the right to reject any and all proposals after evaluation.

## **9. Short Listed Proponents**

The short-list will comprise the three highest-ranked Proponents. Proponents which are short listed may be requested to interview in person, and/or teleconference, with the assessment panel to discuss certain aspects of their submitted proposal.

Short-listed bidders will be required to provide:

1. Proof of liability insurance, WCB # and GST # (where applicable)

## **10. Additional RFP Terms and Conditions**

- a. The proponent's response to this RFP must be sent to the KNC via email, as specified above.
- b. Proponents may provide additional information beyond that requested in the RFP, which KNC may consider in its sole discretion.



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- c. Proponents may be asked to submit additional information pertaining to their past experience, qualifications, and other information that the KNC might reasonably require.
- d. All responses and materials submitted in response to the RFP will become the property of the KNC.
- e. The KNC may, in its sole discretion, allow additional time for the proponents to submit a proposal.
- f. Proposals and accompanying documentation provided to KNC in response to this RFP will not be returned.
- g. Prices are in Canadian dollars.
- h. GST and PST are applicable and should be included in any quotes. We are not tax exempt.
- i. Price may or may not be the determining factor in Proponent selection process. The award may be made to the Proponent whose proposal is determined to be of highest value in terms of quality and price.
- j. Proponent's proposal shall be valid for sixty (60) days from the date of proponent's submission.
- k. Any costs or fees incurred by the proponent to submit a proposal are the sole responsibility of the proponent.
- l. No contract or agreement is created by the submissions of a proposal.
- m. The KNC has the right to refuse any and all submissions, in its sole discretion.