



## **2017 Chief and Council Elections**

**Request for Proposals**

**Chief Returning Officer**



## REQUEST FOR PROPOSALS

Chief Returning Officer

2017 Chief and Council Elections

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Tr'ondëk Hwëch'in hereby requests formal proposals for the professional services of a Chief Returning Officer for the 2017 Chief and Council election. Interested parties are asked to submit a complete proposal by e-mail only.

For further information, the Tr'ondëk Hwëch'in Election Act and Election Act Regulations are appended to, and form a part of, this Request for Proposals (RFP).

**Please direct all questions in reference to the RFP to:**

**Jenny Whitehouse, Election Committee- Chair**  
jenny.iwhitehouse@gmail.com, 867.334.5175

**Please reference 'Tr'ondëk Hwëch'in Chief Returning Officer RFP' in your subject line, and send formal submissions to:**

**Amanda Taylor, Tr'ondëk Hwëch'in, Administration Manager**  
[Amanda.Taylor@trondek.ca](mailto:Amanda.Taylor@trondek.ca)

**The deadline for receipt of proposals is February 14th, 4:00:00 pm.**

Qualifying proposals will be evaluated by the Tr'ondëk Hwëch'in Election Committee based on a combination of methodology, qualifications and experience, price and preferential, in the best interests of Tr'ondëk Hwëch'in. Tr'ondëk Hwëch'in reserves the right not to accept the lowest price or any proposal as submitted.

**Proposed Start Date: February 18<sup>th</sup>, 2017**  
**Completion Date: May 31, 2017**

## **Introduction**

The Tr'ondëk Hwëch'in has enacted the *Tr'ondëk Hwëch'in Election Act* that, among other matters, establishes a requirement for an Election Committee that will now be responsible for conduct of the 2017 Chief and Council elections for the Tr'ondëk Hwëch'in.

The Election Committee seeks a qualified professional to be appointed as the Chief Returning Officer to perform the services set out in the Election Act, its Regulations, and this RFP. These include the hiring and supervision of additional required team members including Deputy Returning Officers, Poll Clerks and any others required to successfully meet the requirements of the Election Act and the Regulations.

## **Scope of Work**

Carry out all the duties and responsibilities set out and assigned to the Chief Returning Officer in the *Tr'ondëk Hwëch'in Election Act* and Regulations. In particular, responsibility for:

- appointing, hiring and supervising Deputy Returning Officers and Poll Clerks;
- determining Polling Places and the number of Polling Stations;
- conducting any Special Polls;
- posting announcements relating to the election;
- day-to-day administration of the election and the election office;
- ordering and distributing Ballots, forms, and other supplies;
- ensuring that the Polling Day results are reported and announced; and
- conducting a count and any required recount of the Ballots cast.

We encourage proponents to apply their specific expertise in proposing a work plan, tasks, team members and resources that will best meet the responsibilities of the Chief Returning Officer to ensure the proper administration of the elections in accordance with the Election Act and Election Act Regulations.

## **Compensation**

The successful proponent will be compensated at the hourly professional services rates quoted in their response to this RFP, based on actual hours worked. A detailed daily record of hours and tasks performed by all team members will be required to validate compensation.

The successful proponent will be responsible for the compensation of all team members, compliance with all legislation applicable to those team members and all customary source deductions, such as income tax and other remittances payable in connection with the work.

## **Deliverables**

1. Written interim monthly activity reports that demonstrate satisfactory progress in meeting the responsibilities of the Chief Returning Officer.
2. A final written report to the Election Committee. The final written report will include the report and records outlined in Sections 19 and 20 of the Election Act Regulations.

## Criteria for Evaluation of Proposals

The proposal body should be a maximum of twelve pages, excluding cover page and resume, which should be in an appendix. All submissions should follow headings listed below and will be evaluated based on these criteria. Proposals not meeting these criteria may be rejected.

### A. Understanding and Work Plan (25%)

Proponents should demonstrate a clear understanding of the responsibilities of the Chief Returning Officer under the Tr'ondëk Hwëch'in Election Act & Election Act Regulations.

- Description of the proponent's overall approach that will maximize value.
- A work plan and timetable showing how and when specific tasks will be undertaken. The work plan should indicate when the proponent would expect the additional team members of Deputy Returning Officers and Poll Clerks and/or others to be required, their responsibilities, and the proponent's expectations from the Election Committee.
- Estimates of the total number of hours required to fulfill the responsibilities of a) the Chief Returning Officer and b) the additional team members.
- Identification of any travel expected to be required.

### B. Qualifications and Experience (45%)

- Demonstrate the proponent's capability, resources and experience to fulfill the responsibilities and the associated commitments contained within this RFP.
- Brief description of at least two recent (within five years) examples of the proponent's specific experience administering elections that demonstrate the proponent's suitability. The proponent's role(s) and responsibilities in those elections should be clearly described. At least one of the examples should demonstrate experience as a Returning Officer.
- Please provide references for the above, with contact information.
- Proponent resume including professional qualifications, presented as an appendix.

Please note that upon awarding of contract, the Contractor must provide proof of current business licence, and letter of good standing from Worker's Compensation Board, Yukon. Failure to meet the above requirements will result in loss of contract.

### C. Price (15%)

- Provide hourly rates for all professional services including the Deputy Returning Officers, Poll Clerks and/or other team members to be required. Details of any other proposed cost categories and corresponding costs should be included.
- Any travel required and associated expenses will be administered in accordance with Tr'ondëk Hwëch'in policies and paid separately.

In pricing, please note that payments will only be monthly based on satisfactory acceptance of the written monthly report by the Election Committee.

### D. Preferential (15%)

- Up to 15% will be awarded preferentially for Tr'ondëk Hwëch'in, Dawson City, or Yukon businesses using the points structure in Appendix A of this RFP.

# Appendix A

## PREFERENCE POINTS STRUCTURE

Only one preference type can be claimed (Tr'ondëk Hwëch'in, or Dawson, or Yukon business) to a maximum of 15 points:

### Types of Firms

**Wholly Tr'ondëk Hwëch'in owned business**.....**Claim 15 pts**  
(Partnerships 51%+ Tr'ondëk Hwëch'in ownership, Sole Proprietor, etc)

**Partially Tr'ondëk Hwëch'in owned business**.....**Claim 10 pts**  
(Partnership (50/50% Tr'ondëk Hwëch'in, non Tr'ondëk Hwëch'in ownership)

**Non- Tr'ondëk Hwëch'in business within Dawson City**  
..... **Claim 10 pts**

**Non- Tr'ondëk Hwëch'in Business within Yukon**  
..... **Claim 5 pts**  
(Partnership, Sole Proprietorship, etc)

Corporations claim 3 pts. per Tr'ondëk Hwëch'in equity holder up to..... **Claim 15pts**

<b>Total number of Preference Points claimed</b> _____
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Please indicate the number of points available for you to claim (above), and include this declaration in your RFP submission.

**Declaration:** I pledge all information on the Tr'ondëk Hwëch'in Preference Points Claim Form is true, and any discrepancies can void my proposal.

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Signature

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## **Appendix B**

**TR'ONDĚK HWĚCH'IN ELECTION ACT AND ELECTION ACT REGULATIONS**