



**REQUEST FOR PROPOSAL - RFP**  
**Oneida Nation of the Thames**  
**Electoral Officer for June 2018**

**1. SUMMARY**

The Chief and Council of Oneida Nation of the Thames are issuing a Request For Proposal (RFP) for the position of Electoral Officer for their upcoming elections (June 16, 2018). The Chief (1 position) and Councillors (12 positions) are elected under the **Indian Band Election Regulations (C.R.C., c.952 – February 27, 2014)** and have a term of two (2) years. Please review all twelve (12) sections of the RFP for details before submitting your proposal.

**2. PROPOSAL GUIDELINES AND REQUIREMENTS**

Proposals must include:

- i. The bidder's name, address, telephone number and e-mail address;
- ii. The date of the proposal;
- iii. A brief description of the bidder's company and/or attach resume (include experience as an Electoral Officer);
- iv. A statement and description of the physical and human resources required to complete the election process including software and intellectual material;
- v. A cost breakdown/budget including fees and other expenses (please see APPENDIX A, the Expense Sheet/Budget Form);
- vi. A statement of what you would require from the Oneida Nation of the Thames (i.e. support staff, equipment, polling station, etc.);
- vii. A work plan for conducting the Oneida Nation of the Thames elections for Chief (1 position) and Councillor (12 positions), including approach, short synopsis/abstract and timeline;
- viii. The names of reference(s) which have used the services of the bidder as electoral officer.

**3. BUDGET**

The overall budget for the Oneida Nation of the Thames election for Chief (1 position) and Councillor (12 positions) is **not to exceed \$35,000.00.**

The bidder must complete the attached Expense Sheet/Budget form. If required, please include additional line items separately with explanation.

**4. BACKGROUND**

The Oneida Nation of the Thames is located approximately 25kms southwest of the City of London. We are approximately a 10 minute drive from an interchange off Highway 401.

The Oneida Nation of the Thames has a current population of 6207 registered members. As of June 2018, the Oneida Nation of the Thames will have 4849 eligible voters that are 18 years of age or older. Of those who are 18 years of age and older, we have approximately 3982 registered as off-reserve voters. In previous elections we have estimated 1000 mail-out ballots within Canada and 400 mail-out ballots within the USA.

## **5. SCOPE & GUIDELINES**

The successful bidder will be responsible for all activities in relation to the preparation for, holding of and reporting on the results of the Oneida Nation of the Thames Elections of Chief (1 position) and Councillor (12 positions) proposed to be held June 16, 2018 :

- i. Understanding and compliance with the Indian Band Election Regulations (*C.R.C., c.952 – February 27, 2014*);
- ii. Issue a Call for Election in accordance with the Indian Band Election Regulations (*C.R.C., c.952 – February 27, 2014*);
- iii. Take in nominations for the listed positions in accordance with the Indian Band Election Regulations (*C.R.C., c.952 – February 27, 2014*);
- iv. Coordinate and facilitate a Candidates Night to be held in the First Nation on a date (at least one week prior to election date) decided by the Electoral Officer and the Oneida Nation of the Thames;
- v. Preparing, processing and secure collection of all mail out ballots of all registered off-reserve voters in accordance with the Indian Band Election Regulations (*C.R.C., c.952 – February 27, 2014*);
- vi. May have to make some home visits in the Oneida Nation of the Thames community;
- vii. Undertaking the preparation and delivery of all ballots in accordance with the Indian Band Election Regulations (*C.R.C., c.952 – February 27, 2014*);
- viii. Hold a general election ballot on the prescribed date as set-out by the First Nation (proposed election to be held in June 16, 2018) in accordance with the Indian Band Election Regulations (*C.R.C., c.952 – February 27, 2014*);
- ix. Securing and maintaining in his or her possession all ballot papers, in accordance with the Indian Band Election Regulations (*C.R.C., c.952 – February 27, 2014*);
- x. Undertaking the return, securing an official count of all ballots, in accordance with the Indian Band Election Regulations (*C.R.C., c.952 – February 27, 2014*);
- xi. Reporting on the result of the vote, in accordance with the Indian Band Election Regulations (*C.R.C., c.952 – February 27, 2014*);
- xii. Complete the final count of all votes (on a date and at a location to be determined by the successful bidder and the Oneida Nation of the Thames);
- xiii. File all necessary paperwork in accordance with the Indian Band Election Regulations (*C.R.C., c.952 – February 27, 2014*).

## **6. EVALUATION**

All proposals will be evaluated by a Selection Committee established by the Oneida of the Thames First Nation. The Selection Committee will independently review and rate each proposal on a variety of quantitative and qualitative criteria.

## **7. FORMAT FOR PROPOSALS**

All proposals will be submitted in a professional format. Electronic versions must be in PDF, MS Word and/or MS Excel.

## **8. CONFIDENTIALITY**

Responses to this RFP will be considered as confidential information by the Oneida Nation of the Thames and will be used solely for the purposes of selecting the successful bidder.

## 9. QUESTIONS

Requests for clarification and/or questions regarding this RFP must be submitted by phone, fax or by e-mail **on or before Wednesday, March 7, 2018** to:

Catherine Cornelius  
Chief's Assistant  
Oneida Nation of the Thames Political Office  
2210 Elm Ave  
Southwold, ON N0L 2G0  
T: 519-652-6161 ext. 226  
F: 519-652-2174  
E: Catherine.cornelius@oneida.on.ca

All answers will be provided to all bidders via e-mail, fax or phone **on Thursday, March 8, 2018.**

## 10. SUBMISSION OF PROPOSAL

- i. Proposals MUST be received before 4:00 p.m. **on Friday, March 9, 2018.**
- ii. Late proposals will not be considered for evaluation.
- iii. Proposals may be sent by e-mail, mail, fax or dropped off in person to:

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Oneida Nation of the Thames-Political Office  
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Southwold, ON N0L 2G0  
T: 519-652-6161  
F: 519-652-2174  
E: Catherine.cornelius@oneida.on.ca

## 11. CONTACT FOR RFP

For information about this Request For Proposal or any other questions, please contact:

Catherine Cornelius, Chief's Assistant  
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**APPENDIX 'A'**

**12. EXPENSE SHEET/BUDGET FORM**

(If completing electronically, please double-click the "Amounts" cell and enter directly into the spreadsheet. The total will add automatically.)

<b>RFP for Electoral Officer</b>		
<b>Expense Sheet/Budget</b>		
<b>Type of expense</b>	<b>Description</b>	<b>Amounts</b>
<b>Supplies</b>	<i>(envelopes, paper, labels, hall rental, etc)</i>	
<b>Postage:</b>	<i>Canada, approximately 1000</i>	\$ -
	<i>USA approximately 400</i>	\$ -
<b>Post Office Box</b>	<i>rental fee</i>	
<b>Photocopying</b>		\$ -
<b>Travel</b>	<i>mileage, hotel, etc.</i>	\$ -
<b>Meals</b>	<i>(please identify what meals are required, i.e. 3 breakfasts, 2 lunches, 1 dinner)</i>	\$ -
	<i>Electoral Officer</i>	\$ -
<b>Staff Fees:</b>	<i>Deputy Officer(s) (please identify how many required)</i>	\$ -
	<i>Support Staff (please identify how many required)</i>	\$ -
	<i>Oneida Language interpreter</i>	\$ -
	<i>American Sign Language interpreter</i>	\$ -
	<i>Security (please identify how many required)</i>	\$ -
	<i>Ballot Counter(s) (please identify how many required)</i>	\$ -
<b>Candidates</b>	<i>Hall rental, support staff, light</i>	
<b>Night Expenses</b>	<i>snacks and drinks</i>	\$ -
<b>Other Expenses</b>	<i>please identify what other expenses that may be incurred</i>	\$ -
<b>TOTAL</b>		\$ -