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# **REQUEST FOR PROPOSALS**

## **FOR**

Chief Financial Officer for the Upper Nicola Band (UNB)

### **TO SUBMIT PROPOSALS:**

Upper Nicola Band  
Attention: Collette Sunday, Band Administrator  
admin@uppernicola.com  
Phone: 250-350-3342 Ext.235

### **CLOSING DATE FOR PROPOSALS**

July 4, 2022, 12:00 p.m. (PT)

# BACKGROUND

The purpose of this Request for Proposals (RFP) is to solicit offers from qualified company/individuals to provide interim CFO services for Upper Nicola Band (UNB). UNB is in the process of conducting a national search to hire our next CFO to replace the previous one who retired recently after 7 years with the organization. Our intent is for the interim CFO to serve until a new CFO is selected. Our initial estimate is that the search process will take several months.

## Background

UNB is a First Nation of the Okanagan Nation, with a membership of approximately 980 members. Upper Nicola is located 45 km east of Merritt and 90 km south of Kamloops, British Columbia, Canada. Upper Nicola has eight reserves located near Nicola Lake and Douglas Lake. Upper Nicola's two main residential communities are located on Nicola Lake (IR #1), and at the west end of Douglas Lake (IR #3). These communities are known locally as Spaxmn (Douglas Lake) and Quilchena (Nicola Lake).

UNB has passed their UNB Finance Administration Law (FAL) in 2018. UNB has received financial management system certification from the First Nations Financial Management Board in 2020. UNB is a recipient of the New Fiscal Relationship 10 Year Grant from Indigenous Services Canada. In 2016, Upper Nicola Band passed Property Tax Laws, under the requirements of the First Nations Tax Commission. UNB has interest in the following entities: Stuwix Resources Joint Venture, Upper Nicola Holdings Limited Partnership. We also have the UNB Housing Society that has been structured to assist with a housing development.

# SCOPE OF WORK

The successful company / individual shall provide interim CFO services to UNB. The person(s) providing services shall have a current CPA license.

Specific duties will include, but not be limited to, the following:

1. Oversee all financial aspects of UNB operations;
  2. Manage the financial planning, budgeting, accounting, financial reporting and financial analysis functions of UNB;
  3. Maintain short/long-term financial strategies in support of UNB' mission and goals;
  4. Evaluate complex financing issues; propose and implement financing alternatives based on UNB resources, priorities, and goals;
  5. Provide other business units within UNB with policy guidance recommendations and support on key financial issues;
  6. Oversee investment advisors. Monitor compliance and performance of investment portfolios;
  7. Build and maintain strategic alliances with UNB Administrator, Finance Audit Committee, and others as required.
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Proposals should include a schedule of the amount of time needed to perform the duties. It is understood more time may be needed at the beginning of the contract than will be needed after the firm becomes familiar with our finance operations. Duties can be carried out from a distance, with the understanding that some work may need to be performed onsite at UNB' Administration office.

## **SCHEDULE**

### **SCHEDULE AND SUBMITTAL**

#### **RFP AND EVALUATION SCHEDULE**

<b>Issuance of RFP</b>	<b>June 7, 2022</b>
<b>Deadline to Submit Written Questions about the RFP</b>	<b>June 17, 2022</b>
<b>Proposal Due Date</b>	<b>July 4, 2022, 12:00 p.m. (PT)</b>
<b>Evaluation of Proposals, Finalists Selected</b>	<b>July 7, 2022</b>
<b>Finalist Interviews (if necessary)</b>	<b>Week of July 11, 2022</b>
<b>Anticipated Contract Award</b>	<b>Week of July 25, 2022</b>
<b>Commencement of Contract</b>	<b>Week of July 25, 2022, or shortly afterwards</b>

## PROPOSAL MANAGEMENT

Proposal Management is provided by the following:

Band Administrator: Collette Sunday

Mailing Address: General Delivery, Douglas Lake, BC V0E 1S0

Tel: (250) 350-3342 Email: admin@uppernicola.com

## PROPOSAL PROCESS AND SCHEDULE

Requests for Proposal will be sent to identified prospective Company/Individuals no later than June 7, 2022, via email or other electronic media.

Closing date for submission of Proposals is 5 pm on July 4, 2022, at 12 Noon (PT).

## PROPOSAL EVALUATION CRITERIA

Upper Nicola Band will evaluate the proposals and select a Company/Individual based on a combination of the following factors:

- Qualifications and relevant experience of the qualified company/individuals proposed project management team;
- Qualifications and relevant experience of the qualified company/individuals proposed staff;
- The qualified company/individuals track record of successful completion of assignments equivalent request;
- Quality of references from similar work completed recently;
- Reasonableness of cost-of-service rates and associated services requested.

## REQUIREMENTS AND FORMAT OF PROPOSAL

Company/individuals responding to the Request for Proposal should submit the proposals organized and presented as outlined below:

**Part 1 – Letter of Transmittal:** This must consist of a letter of transmittal signed by an individual authorized to bind the Company/Individual contractually. It shall:

- State that the proposal will remain in effect for a period of 45 calendar days after the deadline for submission of proposals;
  - Include the name, title, address, telephone number and email address of one or more contact individuals;
  - Include the name, title, address, telephone number and email address of one or more individuals who are authorized to sign a contract;
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**Part 2 – Understanding of the Scope of Work:** The Company/Individual shall provide a concise presentation of its understanding of the required works and in implementing the scope of work described in this RFP. Company/Individual should notify the Proposal manager of potential difficulties that might arise in implementing the work, and of major managerial or operational decisions that will have to be made during the term of the contract.

**Part 3 – Proposed Work Plan and Schedule:** The Company/Individual will describe the approach and proposed schedule for the 2022-23 fiscal year to be undertake work to successfully implement the UNB Financial Administration Law 2018.

**Part 4 – Proposed Contract Price:** Company/Individual to provide detailed cost estimates.

**Part 5 – Proposed Project Team:** Company/Individual to provide details on the proposed staff, including their titles and credentials, who will be assigned to provide the contracted services.

**Part 6 – Relevant Experience and Client References:** The Company/Individual to provide details on relevant experience, detailing the timeframe over which the services were provided to specific clients. Company/Individual to provide a minimum of three (3) references and include the name of company, contact person, address, telephone number and role of the contact person in relation to the services provided.

## **LIMITATIONS**

Upper Nicola Band reserves the unqualified right to waive defects in any proposal, to choose, or accept or reject any or all proposals submitted in response to this RFP for any reason whatsoever without explanation or justification, to select any company or individual as the party with whom it would be willing to enter into an agreement regardless of whether such party shall have submitted a proposal pursuant to this RFP at any time including the deletion, addition, modification or other changes hereto, and to make any decision in any manner as Upper Nicola Band may choose in its sole discretion in the determination of its own interests and irrespective of the position of any interested party that Upper Nicola Band determination is unreasonable, unfair, arbitrary, discriminatory, or capricious.

Upper Nicola Band may consult references familiar with the Company/Individual, regarding prior projects, management, financial resources, reputation and otherwise. Submission of a proposal in response to this RFP shall constitute permission for Upper Nicola Band to make such inquiries and authorization to third parties to respond thereto.

Upper Nicola Band makes no representations, warranties, or guarantees that the information contained herein is accurate, complete, or timely. The furnishing of such information by Upper Nicola Band shall not create, nor be deemed to create any obligation or liability upon it for any reason whatsoever, and each organization by expressing its interest and submitting its proposal expressly agrees that it has not relied upon foregoing information and that it shall not hold Upper Nicola Band liable or responsible therefore in any manner whatsoever.

## **CONFIDENTIALITY**

Upper Nicola Band shall seek to hold all proposals and subsequent submissions in confidence to the extent consistent with applicable law, until a final decision has been made or the selection process is terminated. Copies of proposals may be retained for future reference for a minimum of one (1) year.

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