

REQUEST FOR PROPOSALS (RFP)



UPPER NICOLA BAND Education Department

Education Governance & Post-Secondary Policy Consultant

Contract Term: January – March 13, 2026

Submission Deadline: Accepting proposals now

Submission Email: hr@uppernicola.com, education@uppernicola.com

Background

The Upper Nicola Band Education Department is undertaking education policy and resource development work to support learners and program planning for the 2026 period. The Department is seeking proposals from qualified consultants to support Post-Secondary policy development, Education Handbook development, and Post-Secondary financial planning.

Scope of Work

- Support the update and development of the 2026 Post-Secondary Education Policy
- Support development of Education Handbooks, including K–12, Post-Secondary, and Trades Education Handbooks
- Assist with preparing a 5-year Post-Secondary budget/financial forecast
- Work collaboratively with the Education Department
- Provide progress updates and a final summary report

Deliverables

- Draft and final 2026 Post-Secondary Education Policy
- Draft and final Education Handbooks (K–12, Post-Secondary, Trades)
- 5-year Post-Secondary financial forecast
- Final summary report

Proposal Requirements

- Consultant experience and qualifications (First Nations education, policy development, and/or post-secondary programs)
- Proposed approach and timeline for completing the scope of work
- Budget proposal (hourly rate and/or total contract cost)
- References

Evaluation Criteria

- Relevant experience and qualifications
- Proposed approach and ability to meet timelines
- Budget and overall value
- Experience working with First Nations communities (asset)

Additional Information

This is a project-based consulting engagement. The Upper Nicola Band reserves the right to accept or reject any proposal and is not obligated to accept the lowest-priced proposal.