

**ʔAQ'AM COMMUNITY
(St. Mary's Indian Band)
Department of Community & Economic Development**

EXPRESSION of INTEREST
ʔaq'am Post Secondary Student Research Project,
Workforce Development Strategy



ʔAQ'AM

Issue Date: Thursday, May 1st, 2014

Closing Date: Wednesday, May 14th, 2014 by 4.30 pm (Mountain Standard Time)

Closing Location: St. Mary's Indian Band, 7470 Mission Road, Cranbrook BC V1C 7E5

Attention: Becky Pelkonen, Director of Community & Economic Development

Telephone: 250.426.5717 x.3543

Fax: 250.426.8935

Email: bpelkonen@aqam.net

INTRODUCTION & BACKGROUND

The St. Mary's Indian Band is a First Nations community government organization that services approximately 360 Band Members and other Community Members and aboriginal peoples within the Ktunaxa Nation near Cranbrook, BC.

The Community has undergone a significant period of positive growth in areas of community engagement, governance development, organizational planning, and sustainable business development. Furthermore, the Community has recently completed a 5-Year Economic Development Strategy.

The St. Mary's Indian Band is now undertaking a **Workforce Development Strategy** to better inform how to best serve the needs of St. Mary's Indian Band Members and ?aq'am Community Members. This Project is led by the Economy Tipi Pole Goal and Objective 3 which is to *“Build employment and entrepreneurial skills and opportunities through training, mentorship and partnerships.”* Furthermore, part of the Mission that Council has set for the Community's Development Corporation, ?aq'am Community Enterprises (“ACE”) is to *“Develop, manage, and advocate training, entrepreneurship and employment opportunities.”*

Currently, the Department has very little guidance or data however to set targets, implement programs that are effective, negotiate partnerships that create impact, nor have little information from Community about the types of jobs or training they need or are interested in. Because of this lack of data, targets, and information the Department would like to complete a Workforce Development Strategy specific to the St. Mary's Indian Band to inform the St. Mary's Band Council, ACE Board, Community, and employees of how to target resources in order to make a positive impact on the workforce and quality of life for ?aq'amnik.

The St. Mary's Indian Band Department of Community & Economic Development (“The Department”) has acquired funding for an ?aq'amnik (first priority) or Ktunaxa Post-Secondary Student to complete the research portion of this Workforce Development Strategy. The research portion of this strategy will be expected to be completed by September 30, 2014. The Department is requesting Expressions of Interest from ?aq'amnik or Ktunaxa Post-Secondary Students that are interested in completing this research within the timeframe and budget provided herein.

THE RESEARCH PROJECT

The St. Mary's Indian Band Department of Community & Economic Development ("The Department") is seeking Expressions of Interest from ᑭᓂᓂᓂ (first priority) and Ktunaxa Post-Secondary Students who are interested in completing research over the summer months for Workforce Development Planning research. Tasks within this project include, but are not limited to the following:

Research & Analysis Planning:

- Collaborate with the Director of Community & Economic Development to develop research methodologies to gain necessary Community Workforce Data; and
- Collaborate to develop methods to analyse quantitative and qualitative data outputs.

Workforce Development Research:

- Over the summer months, complete the research necessary to answer some or all of the following research questions:
 - What is the unemployment rate of the ᑭᓂᓂᓂ Community?
 - Where do Community members reside?
 - What kinds of jobs are people employed in? By sector? Permanent? Full-time?
 - What are the educational levels within Community?
 - Are people happy in their employment? What kinds of jobs would they like to be in?
 - What kinds of training and education would Community like?
 - What are the barriers to entering the workforce? If people aren't working, why aren't they working?
 - What regional jobs and associated agreements are in place for ᑭᓂᓂᓂ citizens? (i.e. through IMBAs, ACE partnerships, joint ventures, etc.) What opportunities are out there and what is the path to take on these opportunities?
- Methodologies will be collaborated on with the Director of Community & Economic Development however will likely include: one-to-one interviews and small focus groups.

Research Analysis:

- Collaborate with the Director of Community & Economic Development to analyse the data and complete succinct reports on the data.
- Provide any conclusions or recommendations as necessary.

This is a new project wherein the successful post-secondary student will collaborate with the Department to finalize the scope and timeline of the research and outputs, based on student availability and what the student may accomplish within the budget.

The ultimate goal of this project is to develop relevant data and associated analyses for the Department to complete a Workforce Development Strategy with informed recommendations and actions. The expected research deliverables include:

1. Research Proposal & List of Research Questions
2. Completion of Research
3. Completion of Analysis

BUDGET & TIMELINE

The budget for this research project is not to exceed **\$10,000** (plus any applicable taxes), including travel to Cranbrook, BC where necessary. Any other costs relating to the student's project-related needs (i.e. project mileage, project travel costs, computer, office space, etc.), please outline these costs in the Expression of Interest and the Department can secure further funds for mutually agreed upon reasonable costs.

Please note that community consultation, workshop, and communications costs are also within a separate budget to be managed by the Director of Community and Economic Development as collaborated on with the successful student(s).

Furthermore, students may be eligible to receive further wage-based funding for this work through the KKATC Self-Created Summer Employment Program. Please see Appendix A for more information on this program. The Department would support the creation of additional work related to this project to allow the successful student in accessing further funding.

It is expected that this research project be initiated during the first week of June, 2014 and completed by the end of September, 2014. Timelines are flexible however a reporting schedule will be agreed upon between the Department and the Student prior to initiating work on this project.

Ideally, the student will be available for the Ktunaxa Nation Annual General Assembly and during Aboriginal Days Celebrations where many of the Community's Members will be available for interviews and surveys if necessary.

Furthermore, there is the possibility to access further funding through the Ktunaxa Nation Council's "Ktunaxa Kinbasket Aboriginal Training Council's Self-Created Summer Employment Program" to add to any wage portion of this project. Any students interested in increasing the scope of this project should address this in their Expression of Interest. The Director of Community & Economic Development would support this interest.

SUBMISSION REQUIREMENTS

Applicants are directed to prepare clear and concise Expressions of Interest with no more than eight (8) pages of text directly relevant to the proposed project. A complete submission package would include one (1) copy of the following:

1. *Covering Letter:*

A covering letter advising that the student has reviewed and understands the contents of this EOI package and is capable of meeting the proposed timelines and budget. Please also express your interest in this research project and a background of your current studies.

2. *Profile/Resume:*

A profile or resume of your current education and previous/current work.

3. *Proposed Approach & Work Plan within the Budget:*

Provide a concise description of your interest, approach, and availability for the timelines of this project including a draft work plan. Please outline the number of days that you will be available to complete this work and your proposed daily rate. The Director can assist with research methodologies – it will simply be important to note your interest, experience, and availability in carrying out this work. Should the requested deliverables require further funding in order to carry out the scope of work, please provide this in a separate budget and make note of the reasons for the need for further funding.

4. *Budget:*

Please outline a proposed budget for carrying out this work including:

- Number of days available, proposed daily rate
- Cost of travel to Cranbrook, BC; Cost of living while in Cranbrook/?aq'am if necessary
- Anticipated project costs to meet deliverables
- Proposed interest in accessing KKATC Funding (see Appendix A) to increase time or wages spent on this project

5. *Conflicts of Interest:*

Please include any recent or ongoing projects that would conflict with the interests of St. Mary's Indian Band.

SUBMISSION DEADLINE

The deadline for the submission of proposals is 4.30 pm MST on May 14th, 2014.
One complete electronic or hard copy of the submission must be received at St. Mary's Indian Band on or prior to the indicated deadline addressed to:

*Becky Pelkonen
Director of Community & Economic Development
St. Mary's Indian Band*

Electronic submissions may be sent via email: bpelkonen@aqam.net
(Please request confirmation receipt.)

Hard copies of submissions may also be sent via mail/post:

*St. Mary's Indian Band
7470 Mission Road
Cranbrook BC
VIC 7E5*

Or by fax to: 250-426-8935.

SELECTION

The EOI will be reviewed by St. Mary's Indian Band through an evaluation committee. The finalists may be requested to provide the evaluation committee an oral presentation and/or interview. The evaluation committee will review the EOI as well as any requested presentations and/or oral interviews to gather information that will assist the evaluation committee in making their recommendation.

A contract will be awarded on the basis of which proposal the St. Mary's Indian Band deems best suited to fulfill the requirements within the Request for EOI. The St. Mary's Indian Band also reserves the right not to make an award if it is deemed that no single proposal fully meets the requirements of this Request for EOI.

St. Mary's Indian Band will be the sole judge as to the acceptability, for our purposes, of any and all proposals. Proposals will be evaluated according to consistent criteria such as the following:

1. **Overall Written EOI** – responsiveness to the goals and objectives outlined in this EOI within budget and in collaboration with other funding sources, proposed timeframe for initiating and completing the project, and measureable outcomes likely to be achieved;

2. ***Relevant Experience and Proven Work Quality*** – qualifications and successes of the student(s) as well as the experience of the student(s); high quality of work and passion in completing this work relevant to our community's socio-cultural needs;
3. ***Appropriate Work Plan*** – experience working with Community and outlines a work plan suitable to the needs of our government and community;
4. ***References***;
5. ***Ability to Prove Highest Value/Quality within Time Frame and Budget*** – greatest value in deliverable completion within proposed budget; and
6. ***Passion and Interest in Research*** – please address this component within your EOI.

Note: St. Mary's Indian Band reserve the right to select the student deemed to be the most suitable to undertake this project. St. Mary's Indian Band reserves the right to negotiate with the successful student such terms and conditions that may be deemed to be in the best interest of the St. Mary's Indian Band. The St. Mary's Indian Band also reserves the right not to make an award if it is deemed that no single proposal fully meets the requirements of this Request for EOI.

EOI DISTRIBUTION, REGISTRATION & ADDITIONAL INFORMATION

This Request for EOIs has been distributed on the St. Mary's Indian Band's website, Facebook page, and through other select marketing channels however other candidates may apply by way of reference. The list of bidding students intending to submit proposals will be kept confidential. It is recommended to notify your interest to submit to Becky Pelkonen (bpelkonen@aqam.net, 250-426-5717 x 3543) as early as possible.

Any questions and/or requests for clarification may be submitted by e-mail only to Becky Pelkonen at bpelkonen@aqam.net.