



ᑭᐱᑭᐱ
(ᑭᐱᑭᐱ Community)
ᑭᐱᑭᐱ Administration

REQUEST FOR PROPOSAL

Strategic Plan Update

December 01, 2023

Issue Date: Monday, March 20, 2023

Closing Date: Tuesday, April 11, 2023

Closing Location: ᑭᐱᑭᐱ, 7470 Mission Road, Cranbrook BC V1C 7E5

Attention: Bonnie Harvey

Telephone: 778.761.1120

Fax: 250.426.8935

Email: bharvey@aqam.net

INTRODUCTION

ka kniwi·tiyaᑭa is a living, breathing plan. To nourish and sustain it, we will pay attention to how we are implementing it (monitoring), assess how well we are moving toward our community vision (evaluating), and revise the plan based on what we learn and when we are accomplishing our objectives (updating).

Ka kniwi·tiyaᑭa “Our Thinking” was first completed in 2011, updated in 2013, then reviewed and renewed in 2015/16.

ᑭᐱᑭᐱᑭ is located 5 kms north of Cranbrook, British Columbia and is home to the ᑭᐱᑭᐱᑭᑭᑭ people and is one of the 4 member communities that comprise the Ktunaxa Nation. Detailed community information can be found at:

www.aqam.net

<https://aqam.net/government/community-strategic-plan-ka-kniᑭwi-tiyaᑭ - ᑭᐱᑭᐱᑭ Strategic Plan>

PURPOSE

ᑭᐱᑭᐱᑭ is seeking a contractor to complete the revision of the 2023 Ka kniᑭwi-tiyaᑭ - ᑭᐱᑭᐱᑭ Strategic Plan.

QUOTE REQUIREMENT

- Breakdown based on hours.
- Equipment and materials, if required.
- Travel and expenses.
- Proposed timeline of work.

STRATEGIC PLANNER QUALIFICATIONS:

- Strategic thinking abilities.
- Analytical mind with problem-solving aptitude.
- Organizational and leadership skills.
- Excellent communication skills, interpersonal, and problem-solving skills.
- Ability to create influence.
- 4 years of experience with writing policies, technical documents, and strategic plans.
- Must be familiar with ᑭᐱᑭᐱᑭ'ᑭ current community strategic plan.

STRATEGIC PLANNER DUTIES:

The Strategic Planner must be able to take on duties including:

- Assist in writing creative briefs.
- To support the Governance Coordinator with activities related to community engagement.
- Track work in progress and material availability.
- Ability to discuss and interpret information with community members and leaders.
- Prepare reports to CAO and ᑭᐱᑭᐱᑭ Chief & Council.
- Continually evaluates on-going action plans and initiatives to ensure attainment of objectives.
- Willingness to mentor an ᑭᐱᑭᐱᑭᑭ/Ktunaxa community member.

PROPOSAL REQUIREMENTS

1. Cover letter confirming that the applicant can meet the proposed timelines and specifications.
2. Profile of the partnership and those staff that will be involved.
3. Proposed work plan and budget. Identifying timeframes and cost breakdown
4. Experience of Strategic Planner duties with First Nations.
5. Conflicts of interest

SUBMISSION DEADLINE

The deadline for the submission of proposals is 11:59pm MST on Tuesday, April 11th, 2023.

One complete electronic or hard copy of the submission must be received at ʔaąam on or prior to the indicated deadline addressed to:

Bonnie Harvey (Governance Coordinator), ʔaąam, 7470 Mission Road, Cranbrook, BC V1C 7E5.

Electronic submission may be sent via email to: **bharvey@aqam.net**

Fax submissions can be made to: 250-426-8935 for the attention of Bonnie Harvey

Those sending electronic copies are encouraged to send a follow-up hard copy.