



Request for Proposals

First Nation-Municipal Community Economic Development Initiative (CEDI)

Sustainable Funding Model

CEDI Background

The First Nation-Municipal Community Economic Development Initiative (CEDI) is a joint initiative delivered by Cando (Council for the Advancement of Native Development Officers) and the Federation of Canadian Municipalities (FCM), funded by Indigenous Services Canada (ISC).

The purpose of CEDI is to increase the capacity of participating First Nations and adjacent municipalities to build sustainable partnerships and to engage in joint long-term land use and community economic development planning and initiatives. It provides accompaniment to selected applicants, including relationship-building workshops, technical expertise and learning opportunities, as well as a modest capacity development grant to build the capacity of the partnership to advance a joint community economic development initiative.

Having completed a pilot phase (2013-2016) with six First Nation-municipal partnerships and a second phase (2016-2021) with nine additional partnerships, the program is well positioned for growth. Phase III (2021-2025) provides support to eight new First Nation-municipal partnerships and will see the development of alternative funding and delivery models to increase access to the expertise, knowledge, and support for more communities.

Project Requirements

Cando and FCM are seeking a consultant/consulting company with specialization in fund analysis and development to support the CEDI team in exploring potential funding sources for the delivery and expansion of the CEDI Program. This work will support the development of a long-term 'Sustainable Funding Model'. The contract is expected to begin in March 2023 and should ideally be completed by August 2023.

Scope of Work

Working in collaboration with the CEDI team, the consultant(s) will:

1. Complete an environmental scan of potential funding partner organizations/funding sources, including, but not limited to:
 - a. Government assistance – municipal, provincial, federal
 - b. Community-based organizations (e.g., Regional Economic Development Alliances in Alberta)
 - c. Foundations/philanthropic institutions
 - d. Corporate/industry partnerships
 - e. Endowment funds
 - f. Fee for service models
2. Identify plausible funding sources and create a documented summary on the feasibility of each source by:
 - a. Developing an overall fundraising ‘industry overview’ that identifies opportunities, challenges anticipated, current trends, etc.
 - b. Completing a cost-benefit analysis of each funding opportunity based on a ‘CEDI lens’
 - c. Identifying the preliminary/initial steps required to begin the fundraising process for each opportunity
 - d. Defining the resources and level of effort required to pursue funding opportunities, such as legal and financial advisory services, and human and financial resources
3. Incorporate the preceding elements into a stand-alone report or guide in a user-friendly format to allow for updates and modifications as needed by the CEDI team.

Proposal Timeline

1. RFP release
January 31, 2023
2. Deadline for submitting questions regarding the RFP
February 17, 2023
3. Deadline for proposal submission is **4:00 pm MT**
March 1, 2023
4. Interviews of applicants, if required

March 2-3, 2023

5. Approval of proposal

March 6, 2023

6. Award/Denial notices sent to proponents

March 6, 2023

7. Awarding of contract

March 6, 2023

Proposal Submission Requirements

Proposals should be received no later than 4:00 pm MT on March 1, 2023.

Proposal format should include:

- Cover Letter – including consultant's name, address and contact information.
- Summary of the proponent's background and experience in similar projects.
- Three references from similar contracts.
- A brief synopsis that displays the proponent's understanding of CEDI's needs and how the proponent plans to meet those needs.
- A detailed description of the proposed plan and timeline to complete the scope of work, as understood by the proponent.
- Detailed budget that itemizes all estimated costs for work to be performed.
- Brief but relevant resume of individual(s) who will be performing the proposed work.
- Any other information deemed pertinent by the proponent.

All correspondence, including proposals, must be submitted to:

Jill Yanch
Program Manager - CEDI
c/o Council for the Advancement of Native Development Officers
9635 - 45 Avenue
Edmonton, AB T6E 5Z8
Phone: (780) 990-0303 / 1-800-463-9300
Fax: (780) 429-7487
E-mail: jill.yanch@edo.ca

Required Competencies

The proponent should have the following competencies:

1. A minimum of five (5) years of experience in designing and delivering financial analysis and funding source review.
2. Experience working with Indigenous communities and organizations, specifically non-profit organizations.
3. Familiarity with provincial and federal government departments that provide funding assistance to Indigenous organizations and municipalities and those involved in economic and community development.
4. An understanding and sensitivity to issues facing Indigenous people and communities in Canada with respect to economic development.

Evaluation and Selection Criteria

The proposals will be evaluated based upon the following criteria:

1. Degree to which the proponent demonstrates competencies
2. Experience in fundraising
3. Appropriateness of methodology
4. Ability to meet the desired timeframe for the completion of work
5. Cost

Please note that Indigenous-owned and controlled vendors will be given priority consideration. Alternatively, vendors with experience working with Indigenous clients/organizations will also be given priority consideration. The preferred vendor will bring ideas and vision based on industry best practices, expertise, technical capability, and client relations. In your proposal, please feel free to suggest alternatives where appropriate.

Reporting Structure

The successful proponent will report to the CEDI Program Managers.

Intellectual Property

Ownership and copyright of all data, drafts and final products will be the sole and exclusive property of Cando.

Proposal Conditions

1. This request does not commit Cando to award a contract. Cando reserves the right to accept or reject any or all of the proposals it receives as a result of this RFP.
2. This RFP does not commit Cando to pay any cost incurred in the preparation of the proposal – the proponent agrees that all costs incurred in developing this proposal is the sole responsibility of the proponent.
3. Contract will be awarded based on the competitive selection of proposals received.
4. Cando may require the potential contractors selected to participate in interviews and/or negotiations, and submit revisions to pricing, technical information and/or other items in the proposal that may arise from negotiations. The contents of the proposal, if awarded the contract, become contractual obligations, subject to negotiation and failure to accept these obligations in a contractual agreement may result in cancellation of the award.
5. Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP, unless otherwise stated in the proposal.
6. The final authority to award the contract rests with the Executive Director of Cando.

The CEDI team thanks you in advance for your interest.

Deadline for submissions: March 1, 2023

***If you have any questions regarding this opportunity
or to submit your proposal, please contact:***

Jill Yanch at jill.yanch@edo.ca.