

BEAUSOLEIL FIRST NATION

Nookmis Revenue Fund



2021-2022
Request for Proposal (RFP)
GUIDELINES

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Project Financial Policy

Within the 2021 annual approved Nookmis Budget certain priorities were identified, and a financial support value determined and approved by the Nookmis Committee.

Intent

To make available, financial support towards projects that focus on strengthening initiatives for individuals or groups within the BFN community.

Objective

To implement a process where Beausoleil First Nation members and/or groups may access financial resources up to a determined level, to plan, implement, monitor, and evaluate a learning, skill development, and ancestral knowledge retention strategies aimed at building up the community for the future.

2021-2022 Project Calls

Under guidance of the Nookmis Committee, the Program Coordinator will facilitate the 2021 Project Calls:

1. The Request for Proposal (RFP) Applications process open on **September 2nd, 2021**.
2. All RFP Applications will be time-stamped upon receipt.
3. No late, incomplete, or unresearched submissions will be accepted. No exceptions.
4. RFP Applications are due by **September 17th, 2021 by 4:30 p.m. EDT**.
5. The Nookmis Committee reviews RFP Application submissions. Successful and unsuccessful applicants will be notified after Nookmis Committee review and BFN Chief and Council approval of the Nookmis Committee review recommendations

Project Cost Policy

Purpose

To support maximum benefit to a broad cross-section of BFN members, project costs shall be reasonable as defined in the Project Cost Policy (noted below)

Allowable Costs

- Payments to a third party whenever possible is the preferred arrangement
- Reimbursement to the project lead of actual expenses associated with pre-approved project costs will be considered and must be submitted to the Nookmis Office.
- Any project savings shall be retained within the Nookmis account.
- Project costs shall not exceed the level as approved by the Nookmis Committee
- Beausoleil First Nation Nookmis account shall not be held liable for any cost over-runs that are project related nor for anything related to contractual arrangements made beyond what is agreed to and approved by the Nookmis Committee.
- All costs shall be reasonable in relation to the project and must include original receipts, detailed invoices/formal agreement/contract where fee for service is arranged.
- Where honorariums are proposed for members, elders, teachers, instructor's, costs must be reasonable in value up to, but not exceeding \$200 per day, depending on the nature of the service provided and at the discretion of the Nookmis Committee
- Contracted arrangements for instructional services must ensure that any licenses, certification, or other professional reference for their area of expertise is provided with the proposal
- Service Fees for food preparation or other service providers not reflected above are limited to \$200 per day or \$15 per hour plus reasonable costs
- Premises to rent for the activity venue may be considered at reasonable costs and where payment is to a third party
- Cost of necessary materials and supplies may be included with written/documented estimates and must be pre-authorized within the Nookmis office via approved Purchase Order (PO) system within budgetary limits of approved projects.

- Any "in-kind" costs or other source funds must be reflected in the Project Budget
- Multiple applications that total over \$5,000 and who fall the same pillar will not be accepted – you may be asked to resubmit one or more proposals.
- No extension provided on Application and Proposal deadline

Ineligible Cost

- NO Salaries or benefits
- NO Entrepreneurial start-ups
- NO Alcoholic beverages or controlled substance(s)
- NO Administration Fees
- NO Capital Equipment or purchases for materials and supplies over \$1000 unless expressly approved by the Nookmis Committee dependent on the nature of the proposed activity and number of BFN members benefiting.
- NO personal loans
- NO items or services on Term Contracts or fee for service arrangements/contracts that have not been clearly defined within the initial proposal
- NO cash advances

Letters of Intent Components

Summary statement – Who wants to do what, how much is requested, what are the timelines

Statement of Need – Outline the issue you are addressing including the solution offered by your project

Project Activity – Highlight reasons why your project will be a success

Outcomes – Any specific outcomes you wish to achieve and how success will be evaluated

Budget – General description of cost-breakdown and total amount of request

Application Process

Interested BFN members or groups may submit to the Nookmis Project Coordinator on behalf of the Nookmis Committee **RFP Applications** that clearly demonstrate a learning or knowledge sharing opportunity that will garner renewed interests and skill development to members of Beausoleil First Nation. **ALL RFP Applications must include a budget component, as well as a workplan that outlines the duration of project.**

Proposals MUST Include

- Executive summary: *Your plan summarized in brief*
- Goals *What are project goals?*
- Objectives *Why are you doing this?*
- Time Frames *Dates of proposed activity*
- Learning Outcomes *What new knowledge, skills or abilities will occur?*
- Previous Experience: *Have you had any previous experiences or involvement in similar activity? If so, what and when?*
- Advertising *How will you advertise your activity? Must have Nookmis logo on all advertising material.*
- Evaluation *Describe how you will evaluate your project?*
- Final Report *Indicate who will be responsible for submitting a final report (include any pictures)*
- Budget *What are the costs associated with this proposal – please include value requested to Nookmis and other values either in-kind or through other funding sources*

Project Confirmation

Confirmation that project is targeted to BFN membership and will occur on Christian Island.

Project Closing

Evaluation

An evaluation component must be included with project proposal to assist with demonstrating the success of the activity proposed (This will also be helpful for "best practices" to be considered in any future activities that are similar).

Final Report

- Hardcopy of final report to be submitted to Proposal Coordinator
- Community Reporting Component – You must present your final reporting info to the general BFN community
 - o Nookmis Committee Meetings
 - o BFN Trust Community Meeting, Proposal Updates
- Failure to adhere to Final Reporting requirements may affect future proposals and applications

The final report must also include a statistical component highlighting total number of BFN members participating/benefitting from this activity and the same information will be used in community reporting commitments through Niigaaning G'Chimnissing Trust.

VESTED INTEREST VALUATION: (to be completed by the Nookmis office only)

Total project Costs: \$ _____

Number of BFN Members benefitting # _____

BFN Member Vested Value: \$ _____

(divide # of BFN Members by project costs)

Important Info & Due Dates

Due Dates

Please forward your hardcopy RFP Applications by **September 17th, 2021 at 4:30 p.m. EDT**. Successful and unsuccessful applicants will be notified after Nookmis Committee review and BFN Chief and Council approval of the Nookmis Committee review recommendations.

Marked ATTN: Tori Cress, delivered;

In Person: Front Desk to Melissa Sunday at the BFN Administration Building

Digital Form: <https://bit.ly/3hrsITE>

By Fax: 705-247-2239

By Email: toricress@chimnissing.ca

Contact Information

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