



## **REQUEST FOR PROPOSALS**

### **Department of Consultation and Accommodation – Structural and Functional Review**

In January of 2015, the Department of Consultation and Accommodation (DOCA) was created. As it enters into the 7<sup>th</sup> year of operations, the Mississaugas of the Credit First Nation Band Council wish to complete a structural and functional view of the department, with a view of ensuring the consultation and accommodation expectations are still being met appropriately.

#### **PURPOSE:**

- i) To ensure the current structure and operating practices of the department are meeting the needs of the MCFN;
- ii) To review and evaluate the quality of the proponent agreements;
- iii) To review the current structure and functions of staff and services of the Department of Consultation and Accommodations, with a view to receiving a report that includes observations and recommendations for the improvement of the department and its functioning;
- iv) Recommendations will be required on necessary human resources, workplace training and legislative requirements, as part of the overall MCFN organization.

#### **OBJECTIVES:**

- To conduct individual interviews with Chief and Councillors (7) to ascertain the expectation of an effective department in the view of the Council as a whole;
- To conduct interviews with the current DOCA staff regarding their views as to what is working well and what would make it better;
- To conduct interviews with the interested off-season FLR's regarding their views as to what is working well and what would make it better;
- To conduct interviews with relevant Senior Managers (13) as to what improvements might be made to render the DOCA services more effective and accessible to the organization;
- To conduct interviews or surveys with MCFN membership to obtain their views as to what is working well and what would make it better;
- To conduct a review of the Assessment and Framework for Consultation and Engagement document, with a view to providing recommendations for consideration;
- To conduct a review of the applicable sections of the 2014 Organization Review for background information;
- To conduct a review of the Consultation tools with a view to providing recommendations to render them more effective;
- To conduct a review of all internal DOCA policies and procedures as they relate to the department and its activities;
- To conduct a review of the DOCA job descriptions with a view to recommending revisions where necessary; and identify if they align with current activities.
- To provide a chart to illustrate the percentage of time spent on various functions of the



DOCA staff to assist in identifying the staff required, and rationale to successful and efficiently man DOCA.

**PROPOSALS:**

The proposal shall include the following details:

- Background and experience in working with First Nation communities.
- Experience in the area of the Crown's duty to consult with First Nations.
- Client References including contact information.
- Project Methodology (include detailed work plan).
- Proposed Report Framework (components).
- Proposed Timeframe for Project (express in terms of consecutive weeks required from the time the contract is awarded).
- Total Project Cost (including detailed outline of fees and disbursements as per work plan, including proposed number and type of meetings and cost per meetings)
- Proposed payment schedule (The consultant shall not be paid more than 90% of the agreed fees and disbursements until the Final Report has been reviewed and approved by the MCFN Council).

Please note, the Consultant must include confirmation that they have not engaged in any type of working relationship with DOCA within the past 12 months.

**Deadline:**

Proposals will be accepted up to 12:00pm, March 18<sup>th</sup>, 2021. All proposals should be marked clearly and forwarded, as follows:

**Mississaugas of the Credit First Nation**  
**DOCA Structural and Functional Review**  
**2789 Mississauga Rd.**  
**R.R. #6 Hagersville, Ontario N0A 1H0**

**Applications will also be accepted via email, at [kerri.king@mncfn.ca](mailto:kerri.king@mncfn.ca)**

All inquiries in regard to the above may be directed to:

Chief Operating Officer [kailey.thomson@mncfn.ca](mailto:kailey.thomson@mncfn.ca)

OR

Human Resource Manager [kerri.king@mncfn.ca](mailto:kerri.king@mncfn.ca)

Telephone: (905) 768-1133

Facsimile: (905) 768-1225

