



Métis Nation – Saskatchewan
Ministry of Lands and Environment
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SAKITAWAK

INDIGENOUS PROTECTED AND CONSERVED AREA LAND RELATIONSHIP PLAN

MÉTIS NATION –SASKATCHEWAN MINISTRY OF LANDS AND ENVIRONMENT

REQUEST FOR PROPOSALS (RFP)

RFP Issue Date:
RFP Closing Date and Time:
Email:

April 11, 2025
14:00 May 2nd, 2025
jkent@mns.ca

INTRODUCTION

1.1 PREAMBLE

Proponents are invited to submit Proposals for the provision of Services in accordance with the specifications and terms and conditions set out in this RFP.

This competitive procurement will be conducted in accordance with one fundamental objective: to maximize the benefit to the Métis Nation-Saskatchewan (MN-S) government while offering Proponents a fair and equitable opportunity to participate.

Proponents are advised to pay careful attention to the wording used throughout this RFP. Failure to satisfy any term, condition or mandatory requirement of this RFP may result in the rejection of the Proposal.

Please include within your proposal a declaration stating if your Business is Métis-owned or any possible conflicts of interest.

1.2 RFP CONTACT

For the purposes of this procurement process, the “RFP Contact” will be:

Joanne Kent
Sakitawak Program Director
Email: jkent@mns.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of MN-S, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the Proponent and the rejection of the Proponent’s proposal. Questions regarding this RFP are to be sent in writing via email to the RFP contact. Questions asked via phone or other means beyond email will not be answered and will not form any part of the contract documents.

2. PROJECT INFORMATION

2.1 PROJECT BACKGROUND

The Métis Nation–Saskatchewan (MN-S) represents the province’s Métis citizens. The Métis Nation Legislative Assembly is the governing authority of the Métis Nation–Saskatchewan and has the authority to enact legislation, regulation, rules, and resolutions governing the affairs and conduct of the Métis in Saskatchewan. The Métis are recognized in the 1982 Canadian Constitution “Section 35 (1) the existing Treaty and aboriginal rights of the aboriginal peoples of Canada are hereby recognized and affirmed;” (2) In this Act, “aboriginal peoples of Canada” includes Indian, Inuit and Métis peoples.

MN – S received funding from Environment and Climate Change Canada to plan and work towards the designation of an Indigenous Protected and Conserved Area (IPCA) surrounding the Community of Île-à-la-Crosse, Saskatchewan. The specific boundaries for this project are made up of the Northern Conservation Area N-14 “Fur block” (Figure 1). The MN-S seeks to declare the N-14 Fur Block in its entirety as an IPCA.



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2.2 PROJECT OVERVIEW

A critical component of an IPCA declaration is the accompaniment of an official plan which illustrates geographically the intended outcomes of the Sakitawak IPCA. Often referred to as “Land Use Plans”, the MN – S is seeking to develop the *Sakitawak Land Relationship Plan* for the purposes of moving the MN – S closer to its IPCA declaration goals by identifying priority areas within the N-14 fur block for environmental protection, sustainable business opportunities, cultural activities and other relevant land activity-based categories.

The *Sakitawak Land Relationship Plan* should be a comprehensive document which brings together background information from different project sources (community engagements, Traditional Land Use Study, Sustainable Business Plan, etc.) and builds an zoning structure suitable to the intended outcomes of the IPCA.

The final report is due to the MN – S Ministry of Lands and Environment by March 30, 2026.

The consultancy firm is expected to deliver high-quality assistance meant to steer the design and development of the *Sakitawak Land Relationship Plan* for the MN-S. More specifically, the firm is required to complete the following tasks:

- a. Create a planning process and framework that will guide the development of the *Sakitawak Land Relationship Plan*. Result must be informed by best planning practices with Indigenous communities.
- b. Support targeted citizen engagement through virtual or in-person sessions as appropriate. Incorporation of diverse voices and perspectives as part of the co-development process is a noted priority. Specific groups of interest include youth, women, elders, traditional land users, and the 2SLGBTQQIA+ stakeholders.
- c. Develop a Land Relationship Plan “Vision, Objectives, and Goals Summary” document (supported through citizen engagement) that is used to inform the development of the draft *Sakitawak Land Relationship Plan*.
- d. Develop a comprehensive Sakitawak IPCA Land Relationship Plan that geographically represents the Métis Nation’s priorities in areas of environmental protection, sustainable business, culture, etc., with consideration for how the Sakitawak IPCA Land Relationship Plan will work to elevate the inherent rights of Indigenous people.
- e. Incorporate results from separate plans and studies under the scope of the project, when available, within the *Sakitawak Land Relationship Plan*.
- f. Work with internal subject matter experts to prepare funding recommendations to the Government of Canada, ENGOS, and philanthropic organizations, ensuring adequate long-term investment for future Sakitawak IPCA programs and services.

Ministry of Lands and Environment staff will actively participate in constructing project activities. Resource team meetings must be incorporated into the overall work plan and shall include representatives from each MN-S department that must be engaged to ensure successful execution.

3. SERVICE REQUIREMENTS

3.1 SERVICES

The MN-S requires the Services as set out in Appendix B to this RFP.

3.2 SERVICES TIMETABLE

The Contractor shall perform the Services no later than the completion dates specified as follows:

Service/Deliverable	Completion Date
Confirmation of scope, objectives, and startup meeting with project team.	May 23, 2025
High level timeline and work plan to identify project execution and scheduled check-ins with the MN-S resource team.	May 31, 2025
Report Methodology	June 9, 2025
Vision, Objectives, and Goals Summary document	September 30, 2025
Support citizen engagement activities	Ongoing
Ongoing meetings between technical advisors and MN – S staff	Bi-Weekly, or as necessary
Ongoing revisions of the Relationship Plan and Frameworks as gaps are identified and internal direction is received.	As necessary
Final draft of Sakitawak Land Relationship Plan Document	February 28, 2026
Approved final report incorporating any additional feedback from MN-S resource team and leadership.	March 31, 2026

3.3 DURATION OF SERVICES

The expected service timeline is May 15, 2025 to March 31, 2026, with final deliverables by March 31, 2026. Actual start and end dates will be determined by the MN-S, in its discretion, upon finalization of the contract.

The MN-S may extend the Contract for additional terms as determined by the satisfaction of previous work and the need for additional services.

3.4 REPORTING REQUIREMENTS

The Contractor will be required to submit written status reports to the MN-S, in a format determined by the MN-S, within five business days of a request outlining the project progress to date, remaining deliverables and expected delivery on each, as well as any issues or concerns that may affect completion of specific deliverables.

4. PRICING

4.1 FORM OF PRICING

The Proposal must provide the Fixed Hourly Rate for each of the Proponent's resources and an estimate of the time needed for each of the Proponent's resources to perform the Services outlined. Such Fixed Hourly Rate(s) must be inclusive of all expenses to perform the Services.

In their Proposals, Proponents must use the Pricing Form, which is Appendix D, or a similar representation of the same information, to submit their pricing for the Services described in this RFP.

If the any of the Proponent's "Estimated Amounts" or the "Estimated Contract Total" as proposed in the Pricing Form, which is Appendix D, are miscalculated, then the MN-S will use the individual "Estimated Effort" and "Fixed Price Hourly Rate" to calculate the correct "Estimated Amount" or "Estimated Contract Total".

4.2 PROJECT BUDGET

MN-S will determine the budget of this project based on proposal submissions received.

5. PROPOSAL CONTENTS

5.1 WHAT TO PUT IN THE PROPOSAL

It is mandatory that Proposals include responses to requirements described with a "must", "mandatory" or "shall" in this RFP. Failure to provide a response to requirements described with a "must" "mandatory" or "shall" will result in rejection of the Proposal. It is highly desirable that Proposals also respond to "should" provisions. Proponent should ensure that all supporting information is included so that the MN-S can evaluate the Proponent's ability and suitability to perform the Services.

The Proposal response to all mandatory requirements will be screened to determine if the mandatory requirements have been met. Only Proposals meeting the mandatory requirements will be evaluated. Proposal scoring will be based on the Proposal response to the desirable provisions. Scoring for exceeding mandatory requirements, if any, will be applied where indicated in this RFP. In addition, a Proponent should provide cross references to any parts of the Proposal that contain information that the Proponent wishes to be considered in the evaluation of any given requirement or provision.

5.2 PROPOSAL SUBMISSION FORM

The Proposal should include a cover letter in the form of a completed Proposal Submission Form found in Appendix A.

In their Proposals, Proponents must use the Pricing Form, which is included in Appendix A, or a similar format, to submit their pricing for the Services described in this RFP.

The Proponent must also:

- Identify the members of the Proponent Team and the Prime Proponent who will be the Proponent Team's contact with the MN-S Ministry;
- Provide the legal name of the Primary Proponent; and
- Describe the role of the Primary Proponent and each Proponent Team member.

5.3 MANDATORY REQUIREMENTS AND DESIRABLE PROVISIONS

The Proponent should demonstrate that it meets or exceeds the mandatory provisions as set out in Appendix B to this RFP.

The Proponent should demonstrate that it meets or exceeds the mandatory provisions as set out in Appendix C to this RFP. For each proposed resource, Proposals must provide a response to the mandatory requirements and should provide a response to the desirable provisions set out in Appendix C to this RFP.

In addition, for each proposed resource, the Proposal should include the following information:

- A résumé detailing the proposed resource's education, work experience, including duration (month/year);
- The earliest date the proposed resource is available to perform the Services; and
- At least three business-related references.

5.4 SERVICE DELIVERY APPROACH

In their Proposals, Proponents must provide a response to the mandatory requirements and should provide a response to the desirable provisions set out in Appendix E-Service Delivery Approach to this RFP.

Proponents must demonstrate sufficient internal capacity to complete the project requirements.

6. SCREENING, EVALUATION AND SUBMISSION

6.1 SCREENING

After receiving the Proposals, the Evaluation Team will screen each to determine if the Proponent met the mandatory requirements of this RFP. A Proponent must provide sufficient detail in its Proposal to demonstrate that it has met this RFP's mandatory requirements. The Evaluation Team will then evaluate Proposals that have passed the initial screening.

All offer submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The following criteria will be used for selecting the winning bid(s):

- Use of correct format.
- The proposal's ability and likelihood of achieving the desired outcome of the project.
- The experience and expertise of the Proponent's management and staff.
- The proposed budgeted costs of the project.

6.2 PROPOSAL EVALUATION WEIGHTING

The RFP evaluation categories and associated weighting will be as follows:

Evaluation Categories		Weight
1.	Experience (Appendix B)	25%
2.	Proposed Resources Experience and Qualifications (Appendix C)	20%
3.	Price (Appendix D)	15%
4.	Service Delivery Plan (Appendix E)	25%
5.	Métis subject matter experts and workforce inclusion	15%
TOTAL		100%

Proposals will be evaluated with objectivity in a collaborative scoring process by a regional evaluation team. During the evaluation process, the evaluation team will develop consensus scores for each evaluation category and the final proposal score for each submission. Additional points may be awarded to those Proposals that demonstrate they have exceeded the mandatory requirements. Subject to the requirements of FOIP, the evaluations shall be confidential and will not be released to any party.

6.3 SELECTION

Proposals will be evaluated and scored based on the quality of response to the requirements and provisions of this RFP. The Evaluation Team will make the final selection, if any, based on the highest scoring compliant Proposal from the evaluation scoring, shortlist presentation (if applicable), and reference checks.

6.4 RFP TIMELINE

RFP sent: **April 11, 2025**

Deadline for questions: **One week prior to RFP closing**

Proposals in response due: **May 2, 2025**

Review of proposals: **May 2, 2025, to May 8, 2025**

Winning Proponent selected: no later than **May 8, 2025**

Contract negotiations with the winning Proponent will begin immediately following notification of selection.

Contract negotiations will be completed by **May 15, 2025**

Proponents who were not selected will be notified by **May 9, 2025**

The above dates are provided for information only and are subject to change at the sole discretion of the MN-S.

6.5 RFP SUBMISSION

Proposals must be submitted electronically, via email, in Microsoft Word or Adobe Acrobat format by the RFP Closing Date and Time to the following email address: jkent@mns.ca. The email subject line should indicate that it is a Proposal and include the RFP title.

APPENDIX A – PROPOSAL SUBMISSION FORM**DATE:**

Name of RFP:	
Proponent's Legal Name	
Mailing Address:	
Name of Chief Executive Officer/Executive Director:	
Contact Person and Position for RFP:	
Telephone:	
E-mail Address:	
Are you a sole proprietor? (select one)	Yes / No
Are you a legally incorporated organization? (select one)	Yes / No
If so, what year was your organization incorporated?	
Name and Position of Authorized Signing Officer:	

I am authorized to sign on behalf of the Proponent to bind the Proponent to statements made in response to this RFP.

Signature:

Date:

APPENDIX B - MANDATORY REQUIREMENTS AND DESIRABLE PROVISIONS - CORPORATE

The Proponent must demonstrate that it meets the mandatory requirements as set out in this RFP. There are two categories of mandatory requirements:

- 1) Submission Mandatory Requirements, and
- 2) Mandatory Requirements - Corporate

Submission Mandatory Requirements

- ☐ Proposal must be received by the date and time listed on the cover page of this RFP.
- ☐ Proposals must be submitted using the Proposal Submission Form.
- ☐ Proponent must submit electronic copy of the Proposal in PDF format via email to the email address listed on the cover page of this RFP.
- ☐ Submission cover page must be signed by a person who is authorized to on behalf of the Proponent to bind the Proponent to statements made in this response.

Mandatory Requirements and Desirable Provisions – CORPORATE

The Proponent should respond to and provide descriptions of how it meets the following:

Mandatory Requirement	Mandatory Criteria
1. Demonstrated experience through prior engagements with public sector entities in completing similar work as outlined in this RFP.	At least two (2) engagements demonstrating the required experience.
Desirable Provision	Desired Experience
2. Demonstrated experience with and knowledge of Indigenous organizations, collecting traditional knowledge, through projects similar to the nature, size and complexity of this project.	At least five (5) years previous experience and at least two (2) prior engagements demonstrating the desired experience and knowledge acquisition.
3. Demonstrated experience in engaging with and gathering information from stakeholders using methods and techniques that hold participants' attention and elicit meaningful feedback.	At least two (2) prior engagements where the Proponent successfully conducted stakeholder consultation.

APPENDIX C - MANDATORY REQUIREMENTS AND DESIRABLE PROVISIONS FOR PROPOSED RESOURCES

Proponents are responsible for proposing a resource or a team of resources capable of successfully performing the Services described in this RFP.

Mandatory Requirements – Proposed Resources

THIS REQUIREMENT IS INTENTIONALLY LEFT BLANK

DESIRABLE PROVISIONS – Proposed Resources

For each proposed resource, the Proposal should include the following information

- A résumé detailing the proposed resource's education, work experience, including duration (month/year);
- The earliest date the proposed resource is available to perform the Services and their availability during the term of the Contract; and
- At least three business-related references.

It is recommended that the Proponent resource team should, at a minimum, consist of a project lead and a resource with specialized knowledge of strategy development, as follows:

DESIRABLE PROVISIONS	PREFERRED EXPERIENCE	NAME OF PROPOSED RESOURCE	EXPERIENCE CLAIMED	RESUME CROSS REFERENCE	EMPLOYEE PROPONENT, SUBCONTRACTOR, OR EMPLOYEE OF SUBCONTRACTOR
1. Project lead with experience in leading a team of resources in the creation of provincial strategic policy documentation.	Proposed resource has led and successfully completed at least one (1) project as outlined in this RFP.				
2. At least one resource with background and specialized knowledge of Indigenous peoples in Canada.	Proposed resource has at least three (3) years working in the Indigenous sector.				

APPENDIX D - PRICING FORM

The pricing for the performance of the Services described in this RFP are on a Fixed Price basis, including all expenses.

Anticipated Start Date: XXXXXXXXXXXXXXXX

Anticipated End Date: XXXXXXXXXXXXXXXX

1. Fixed Hourly Rate

The Proposal must provide the Fixed Hourly Rate for each of the Proponent's resources and an estimate of the time needed for each of the Proponent's resources for the Proponent to perform the Services. Such Fixed Hourly Rate(s) must be inclusive of all expenses to perform the Services.

Individual	Service/Project Role	Fixed Hourly Rate	Estimated Effort	Estimated Amount
(Name)		\$		\$
(Name)		\$		\$
(Name)		\$		\$
(Name)				
Estimated Total:			_____ hrs.	\$_____

2. Expenses

The Proponent's pricing as specified above is inclusive of all expenses and as such MN-S will not be obliged to pay any expenses incurred by the Contractor in the performance of the Services.

3. Facilities

Whether or not the Proponent is required to provide Facilities for the proposed resource to perform the Services, the Fixed Hourly Rates quoted for each of the Proponents' proposed resources must be inclusive of all overhead; office space and equipment including supplies, administrative burden, mark-up and all other costs to perform the Services for the duration of the performance of the Services.

APPENDIX E - SERVICE DELIVERY APPROACH

It is mandatory that the Proposal include a service delivery approach to the Project, which should include the following:

- A narrative that demonstrates an understanding of the Project requirements and deliverables, highlighting or emphasizing any aspects which the Proponent considers unique to this particular Project/provision of the required Services:
 - Include a detailed work plan for how the services will be performed. The proposed approach should identify:
 - All tasks, phases and stages to be completed.
 - A timeline/schedule of activities and deliverables
 - An explanation of how the proposed approach has been successfully utilized to refine and achieve the vision of the client in a reference project;
 - The Proponents proposed approach to stakeholder engagement;
 - A communication plan for how the Proponent shall keep MN-S informed of the status and progress of the project;
 - A resource work effort matrix, including the estimated total number of hours per resource on the Project, and a detailed description of which resource will work on the development of each deliverable and work product;
 - Any assumptions as to the scope or nature of the work, which the Proponent has made in completing the Proposal, or any other significant factors upon which changes in resource effort may result;
 - An identification of risks applicable to the Project, and proposed strategies to mitigate such risks;
 - An indication of why the Proponent considers itself, its Proposal and its resources to be the “right” ones and what key strengths it will bring to the Project; and what the Proponent sees as the critical success factors for the Project.
- Describe the team organization and management strategy that will be used to implement the proposed approach, including the reporting relationships required.
- Demonstrate the Proponent’s commitment to performing the Services and providing the deliverables to the MN-S government on schedule.