



DRIFTPILE CREE NATION
Box 30 Driftpile, Alberta T0G 0V0
Telephone 1-780-355-3868 /
Fax 1-780-355-3650
Toll Free: 1-866-355-3868

Request for Proposal – Driftpile Cree Nation Electoral Officer

Overview

Driftpile Cree Nation (DCN) invites qualified individuals to submit proposals for services of Chief Electoral Officer for the upcoming Nation Elections, to be held December 2020. Deadline for submissions is **September 11, 2020**.

DCN follows the Election Regulations as described in the *Indian Act*.

Driftpile Cree Nation is a First Nation with a reserve, Driftpile River 150, located on the southern shore of the Lesser Slave Lake on Alberta Highway 2 in Northern Alberta. The Nation has approximately 2100 members and its governing body is comprised of 9 Council members and 1 Chief.

The objective of this Request for Proposals (RFP) is to select a Bidder to provide a high quality of professionalism, integrity and confidentiality as the Electoral Officer for DCN's Chief and Council Election.

Requirements

Proposals are now being accepted and must include:

- Copy of Certification confirming that the applicant has completed the *Indian Act* Election Training Course;
- Statement of the applicant's experience as Electoral Officer or Deputy Electoral Officer;
- Daily rates and expenses that would be charged for occasional consulting work on matters pertaining to DCN elections;
- A budget for serving as Electoral Officer, including fees and other expenses;
- A statement of resources and information that the applicant would require from DCN; and
- Two or more references which have used the services of the bidder as electoral officer.

Evaluation

All proposals will be evaluated by DCN on the basis of the requirements above and a combination of qualitative and quantitative criteria.

Confidentiality

Responses to this RFP will be treated confidentially and used by DCN only for the purposes of selecting its Electoral Officer

Contact

Proposals are to be submitted to:

Box 30 Driftpile,
Alberta T0G 0V0
Phone: (780) 355-3868
Fax: (780) 355-3650

Attn: Darlene McLean, CAO - cao@dpcn.ca

DCN reserves the right, its sole and absolute discretion to modify, cancel or suspend the Expression of Interest process at any or all stages of the process, at any time, for any reason. DCN reserves the right not to pursue any of the interests submitted.