

MATAWA FIRST NATIONS MANAGEMENT

Request for Proposal

For

Finance Department System and Process review

Proposals will be received not later than:
January 3, 2023, at 12:00pm EST

Addressed to:

Neil Miller

Manager of Finance and Administration

nmiller@matawa.on.ca

with a carbon copy to: lkahgee@matawa.on.ca



GENERAL TERMS AND CONDITIONS

Matawa First Nations Management ("MFNM") is seeking a proposal to provide a review of the finance department of Matawa First Nations Management. This review will help the Tribal Council to assess past and current performance of the Finance department of MFNM and provide specific recommendations to ensure continuing success and support growth opportunities of MFNM.

Background information on MFNM is available on the Tribal Council's website at www.matawa.on.ca.

1.1 Purpose

The proponent will review MFNM's Finance Department which will include:

- Current state summary/report:
 - Staffing level, qualifications, experience.
 - State of financial recordkeeping and financial processes.
 - Corporate responsibilities and duties.
 - Report would consider all entities under the MFNM umbrella.
- Assessment and recommendation for Finance Department involvement in contract negotiation, program and service management, and reporting requirements of funding and service contracts.
- Opportunities related to process / policy / organization / technology.
- Review of budgeting practices and strategies and recommendations moving forward.
- Identification of best practices in financial management and opportunities for accounting and reporting processes (accuracy, timeliness, efficiency) tailored to MFNM.
- Evaluation of financial services.
- Assessment of MFNM Finance department's ability to meet future demand for services and growth, opportunities, future challenges.
- Concrete recommendations and implementation plan including but not limited to departmental structure, positions, job descriptions, clarification of roles and responsibilities.
- Staffing succession assessment and recommendations.

In the report, the proponent will provide a summary of findings and identify specific, actionable recommendations based on the analysis and findings that aim to identify and resolve capacity constraints, improve accuracy, and efficiency and timeliness of financial reporting.

1.2 Proposal Submissions

Any change notices, appendices and addenda issued for this Request for Proposal shall be considered part of this proposal document.

The proposal is to be submitted digitally to Neil Miller via email with the subject line "RFP – MFNM Finance Department" on or before the closing date and time. Proponents must submit one (1) submission.

Fax proposals are not acceptable.

Proposals will not be accepted after the closing date and time. Proponents may not make modifications to their proposals after the closing date and time.

All proposals shall become the property of MFNM.

It is the responsibility of each proponent to submit all required documents as outlined in this Request for Proposal. Failure to quote on all options set out may disqualify your proposal.

1.3 Irrevocable Offer

The proponent hereby acknowledges that offers contained within your response to this Request for Proposal shall remain open for acceptance by MFNM for a period of not less than sixty (60) days from the closing date of this Request for Proposal following the closing date and time specified in Section 1.6 and 1.7.

1.4 Proposal Costs

MFNM is not liable for any costs incurred by the proponent in preparing responses to this Request for Proposal or for any work performed prior to official appointment by MFNM.

1.5 Schedule of Events

The following schedule is provided for planning purposes only. MFNM may alter this schedule at any time and accepts no responsibility for adherence to this schedule:

Issue of Request for Proposal: December 9, 2022

Inquiries up to: December 20, 2023

Responses from MFNM provided by: December 22, 2023

Due date for submission of Proposal: January 3, 2023 at 12:00 pm EST

Evaluation of Proposal submissions: January 4 to 12, 2023

Proponent selected: January 13, 2023

Project work: February 1, 2023 to March 17, 2023
Draft report: March 24, 2023
Final report: March 31, 2023

1.6 Proposals Requirements

Written proposals to carry out this project are being accepted by invitation only. Proposals must contain but are not necessarily limited to the following:

- An outline of the proposed work program to be carried out by the proponent, which briefly describes the various tasks to be accomplished.
- A work schedule indicating the submission of a final draft report no later than March 24, 2023, and the final report due March 31, 2023.
- A list of personnel to be involved, their respective roles and their qualifications
- A list of sub-consultants, if applicable.
- A brief résumé of relevant and comparable work undertaken, including references
- Familiarity with ISO certification.
- Contract price for the review, including a breakdown showing disbursements and expenses.
- Appendix A - Completed.

Proposals will be signed by an official authorized to bind the proponent and will provide the name(s), title(s), address and telephone number of the individual(s) to be contacted during the evaluation process.

1.7 Opening

Proposals will only be received by:

Name	Neil Miller
Title	Manager of Finance and Administration
Address	233 South Court Street, Thunder Bay, ON P7B 2X9
Telephone	807.344.4575
Email	nmiller@matawa.on.ca <i>with a carbon copy to:</i> lkahgee@matawa.on.ca

One (1) copy of your proposal must be received via email no later than **January 3, 2023 at 12 p.m. EST.** MFNM will email an acknowledgement of receipt.

Proposals received later than the specified closing date and time will not be accepted.

As this is a proposal document for which a number of criteria will be evaluated, there will be no public opening.

1.8 Evaluation of Proposals

All of the eligible proposals will be evaluated on the basis of price and the relevant experience of the key personnel to be involved in this type of project. The successful candidate will be notified following the decision of MFNM and will promptly prepare a contract for execution by the client, which is based on the requirements of this RFP and is satisfactory to MFNM.

Please note that MFNM, in its own best judgment, reserves the right to ultimately select the consultant deemed to be most suitable and qualified to undertake this project. MFNM may therefore select any proposal or reject all proposals and is not bound to accept the proposal with the lowest cost.

1.9 Rejection of Proposals

MFNM reserves the right to reject any and/or all proposals received. MFNM is not under any obligation to award a contract and reserves the right to terminate the Request for Proposal at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal do not constitute acceptance of any proposal.

1.10 Confidentiality

MFNM and the proponent agree that the content of each response to this Request for Proposal will be held in the strictest confidence, and details of any response will not be discussed with any other party.

1.11 Insurance

The successful bidder shall at its own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide MFNM with evidence of:

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions with relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured; contingent employers liability; tenants legal liability – broad form; cross liability and severability of interest clause.

The contractor shall indemnify and hold MFNM, their officers and employees harmless from and against any liability, loss, claims (including WSIB), demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the contractor, their agents, officers, employees or other persons for whom the contractor is are legally responsible.

1.12 Reservation of Right

Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted to MNFM, nor shall proponents have the right to withdraw a proposal once it has been submitted.

The lowest or any proposal will not necessarily be accepted.

1.13 Governing Law

Any contract resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

1.14 MFNM for Request for Proposal

It shall be the proponent's responsibility to clarify any points in question with the Finance Department of MFNM prior to submitting the proposal. Responses to inquiries will be forwarded to all proponents.

Inquiries should be directed to:

Name	Neil Miller
Title	Manager of Finance and Administration
Address	233 South Court Street, Thunder Bay, ON P7B 2X9
Telephone	807.251.9969
Email	nmiller@matawa.on.ca

If a proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this Request for Proposal, it must notify MFNM immediately in writing.

Any revision to this Request for Proposal will be issued as an addendum to all proponents.

APPENDIX A (Mandatory)

Financial system and process review

Offer of \$ _____

I have read and understood the tender package and have placed my bid submission accordingly.

The undersigned affirms that he/she is duly authorized to execute this Bid:

Legal Business

Name: _____

Contact person: _____

Business Address: _____

Business Telephone: _____

Business Cell phone: _____

Business Email: _____

Signed: _____ **Date:** _____