

BY INVITATION
REQUEST FOR EXPRESSION OF INTEREST
FOR
TRAINING / CONSULTANT SERVICES
FOR

Nokiiwin Tribal Council and Southern First Nations Secretariat

**FIRST NATIONS FINANCIAL CAPACITY
DEVELOPMENT INITIATIVE**

PART A: PURPOSE

In response to the current pandemic, the Request for Expression of Interest is developed to allow Nokiiwin Tribal Council (NTC) and Southern First Nations Secretariat (SFNS) to identify potential interested vendors (businesses, self-employed contractors, professionals, First Nation entities) from whom training, and consultant advisory services may be solicited specific to the First Nations Financial Capacity Development Initiative.

This initiative is ambitious and is scheduled for completion by March 31, 2021.

During the month of January 2021, engagement with key stakeholders to identify capacity development needs will be undertaken that will inform the development of a Workplan and Proposal for submission to Indigenous Services Canada.

Introductory Webinars: Finance 101

Trainers will be required to develop and deliver webinars and training materials (such as how-to videos, power points and written instructions) for First Nations staff and leaders. The initial series of webinars will commence in February 2021 and will initially target year end/audit readiness. Examples of possible subject matter include:

1. Finance Staff Series:
 - a. Bank Reconciliations – the importance and how/when to prepare for banks and credit card accounts
 - b. Setting up A/R - understanding your ISC agreement as an example (and how it impacts F/S)
 - c. Accruals and how and when to account for them
 - d. Payroll: payroll processes, accruals and year end
 - e. How to reconcile clearing accounts
 - f. Opening trial balance – starting with the right numbers from prior audit
2. Leadership/Decision maker series
 - a. BCR's – what information to assemble and why auditors will need this information
 - b. Business Agreements (partnership agreements/MOU's etc.)
3. Operational series
 - a. Completing selected interim or year-end reports
 - b. Preparing a program budget (for 21/22)

To complete this work, we are requesting basic business information (see Business Registry Application Form attached) to assist us in identifying vendors from whom detailed bids or proposals could be requested for specific work. Each application must contain the following information:

- Contact information (business name, address; name, telephone, fax and email for your designated contact)
- Brief description of your business (e.g. size, experience)
- Primary area(s) of training in relation to First Nation Financial Management expertise / qualifications including any professional designations and memberships
- Experience working with Indigenous Services Canada (ISC) Funding Agreements and reporting requirements

- Fee structure/expectations
- Capacity to deliver (e.g. how many qualified facilitators / instructors does your organization have)
- Maximum participants per class
- Preferred virtual platform/methodology.

This registry is intended to identify interested trainers in specific areas. Potential vendors would be required to supply more detailed information (e.g. request for quotation to deliver specific training, fee schedule, company history, resumes of key personnel, references) as specific training is identified.

Please submit your Expression of Interest registry applications by January 27, 2021 to:

Audrey Gilbeau, Executive Director by email: director@NTC/SFNS.com

PART B: ABOUT US

NTC is a non-political tribal council, dedicated to building lasting relationships with our member First Nations. The tribal council was incorporated in 2006.

The leadership shared the vision for the creation of the NTC to meet the growing organizational and capacity development needs of the First Nations. NTC's mandate is to work with the member communities to build capacity and foster collaboration. The NTC member communities are located within the Robinson Superior Territory.

For more information, please visit www.nokiiwin.com

SFNS is a transparent, consistent, and resourceful organization, which is entrusted to address gaps identified by its six member First Nations. It was established in 1992.

SFNS delivers quality programs and services for enriched communities while respecting the diversity of our culture, our values, and our traditions. SFNS's commitment is to bridge programs and services based on common interests and needs achieved through collaborative relationships and partnerships. SFNS mandate is to deliver the following programs and services: Post-Secondary Funding & Support Services, Technical Services, Employment & Training Support Services, Economic & Capacity Development, and Financial Advisory Services.

For more information, please visit: <http://www.sfns.on.ca/>

PART C: CONTRACTORS GENERAL TERMS AND CONDITIONS

This section describes generally how NTC/SFNS conducts business with third party businesses, service providers and self-employed contractors (vendors). These general terms apply to all third parties – specific and any additional terms would be set out in a written contract prior to the award of work.

1. Vendors must operate a duly constituted business at arm's length from NTC/SFNS.

2. Vendors must abide by the following policies
 - a. Conflict of Interest and Confidentiality Policies
 - b. Media Policy
3. Vendors must warrant the quality and originality of their work
4. New vendors will complete a vendor information package
 - a. Vendors are paid net 30 by cheque or EFT
5. Reports and materials (including videos and training materials) produced will become the property of NTC/SFNS, must bear our project logo and shall become available for our absolute use, modification and distribution.

PART D: APPROVAL AND AWARD OF CONTRACTS

NTC/SFNS and SFNS is committed to maximizing accountability, transparency, value and quality in the goods and services we procure on behalf of our members.

As specific work is identified, NTC/SFNS solicits requests for bids and proposals by direct invitation, by web posting, by public posting and/or by media publication. NTC/SFNS, from time to time, issues conditional tenders or requests for proposals for work contingent on funding approval.

When evaluating submissions and determining contract awards, NTC/SFNS:

- Will not necessarily accept the lowest or any bid/proposal
- Reserves the right to award work based on any or all of the following criteria:
 - Qualifications and experience
 - Capacity to delivery
 - Ability to schedule sessions in a timely manner
 - Quality of solutions
 - Demonstrated commitment to the NTC and the G'minoomaadozimin initiative
- Maintains a First Nations procurement policy giving purchasing preference to Aboriginal / Indigenous business and entrepreneurs
- Conducts all business through written agreements
 - NTC/SFNS uses a standard contract that must be signed by the authorized officers of both NTC/SFNS and the vendor prior to commencement of work. The Executive Director is NTC/SFNS's official signatory
 - NTC/SFNS will not assume financial responsibility for work undertaken or costs incurred by a third party without a properly authorized written contract.

Business Registry Application Form

To enter information please follow these steps:

1. Click on a grey box ().
2. Type information, the box will expand to accommodate your response.
3. Select another box to continue.

Company Contact Information

Company Name:

Company Address:

Telephone Number:

Fax Number:

Email Address:

Web Address:

Company Description (please provide areas of expertise and experience)

Please list (up to ten (10) webinars that you/company could deliver between Feb 1/21 and Mar 31/21

Company Overview

Briefly describe your organization (size, clientele, composition, etc.)

Past Experience with NTC/SFNS member communities, issues

Other Information: Please list and attach

Applicants shall save and render NTC and SFNS harmless from errors or omissions that result from our use, management or administration of the Business Registry.

Submission of this application implies that you have read, understood and agree to comply with the provisions set out.