



WEI WAI KUM FIRST NATION

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Request for Proposal – Human Resource Consultant or Firm

Located within the beautiful waterfront City of Campbell River, the Wei Wai Kum First Nation (WWKFN) is a progressive and innovative Band and has become one of the fastest growing First Nations communities in BC with many exciting economic and capital projects on the go. Wei Wai Kum First Nation is currently soliciting proposals from qualified firms or Human Resource Consultants to conduct a Full Human Resources Organizational Review.

In conducting the Human Resources Organizational Review, the external consultant or firm will work under the direction of the Band Manager in collaboration with Chief and Council.

This RFP is being issued to obtain proposals from highly professional and experienced Consultants or Firms whom:

- Deliver high quality services as outlined below with skill, integrity, confidentiality, accuracy and expertise,
- Are knowledgeable with First Nations organizations and their administration, procedures and policies, including in depth knowledge of Human Resource functions and best practices.
- Are Subject Matter Experts in current legislative compliance governing HR requirements.
- Have an established reputation for superior consulting,
- Are experienced in conducting similar HR Organizational Reviews.
- Possess a comprehensive understanding of how first nations are structured and function

The purpose of the HR Organizational Review is to:

1. Examine Wei Wai Kums organizational policies and best practices and ensure they align with the current strategic objectives
2. Assess the structure of the Nation and identify gaps and best HR roles and structures that program optimal services to the organization
3. To Explore how to better service the needs and satisfaction levels of relevant stakeholders, including the Chief and Council HR Governance Requirements, Senior Management, Management and employees within an optimal Human Resource Structure
4. To define / streamline the work processes used to carry out functional work within the HR
5. To determine what needs to be done and how these changes will benefit the Nation and how to prioritize problematic areas in terms of significance

The objectives & deliverables of the Human Resource Organizational Review are:

1. To perform a SWOT analysis review on current HR organizational structures, roles, accountabilities, engagement arrangements
2. To review and provide updated policy that reflects gaps, lapses, shortcomings in the implementation of the policies, procedures and practices
3. To evaluate the current HR competencies and identify gaps and requirements to ensure the organization is fulfilling legislated requirements and leading practices.
4. To evaluate the current pay structure and create an up to day pay structure that aligns with the Nations overall strategic plan
5. To establish a baseline for future improvements including HR Strategy for Senior Management.
6. Training and Development, Succession Planning
7. Job analysis & Competency Management including a pay scale
8. Performance Management including a KPI structure and implementation plan

9. Payroll and Time Tracking (managed by finance) review and identify gaps
10. Operational HR roles and core processes for centralized shared-services between all 100% Nation owned entities
11. To provide clear, prioritized recommendations regarding the above

Submissions:

Are to be directed electronically to:

jodiboyd@weiwaikum.ca - Jodi Boyd, Band Manager

Wei Wai Kum Nation

Submitted By June 12 2020 5:00pm Pacific Standard Time

Please include the following:

- A cover letter, signed and dated, summarizing the qualifications of the Consultant or firm to engage in this project.
- An outline of the range of services the consultant or firm can provide.
- A chart showing the appropriate timing of the deliverables, and milestones.
- A summary of similar projects on which the consultant or firm have worked, and, in particular, reviews for similar First Nations or large Not for Profit organizations
- A profile of the consultant(s) who would be assigned to the project, and an identification of the key contact person for the engagement. A complete CV of the individuals who would be assigned to complete the intended contract will be included as an appendix to the submission.
- A listing of references (maximum 5), for use by Wei Wai Kums reviewer of submissions, and will include the institution or business, an individual contact name, a daytime phone number, and an email address.
- An outline of fees which will include detailed information on all expenses required and all contractual information.

Submissions will be evaluated based on the following criteria:

General approach to projects of this scope

Methodology(s) used in conducting similar assessments

Depth of experience, quality of services in a not-for-profit (preferably First Nations) setting.

Qualifications and experience of the consultant or firm relating to the special needs and challenges of First Nation Organizations, in particular those related to the above outline.

Qualifications and experience of the individual(s) assigned to the search.

Reputation for superior consulting services.

Evaluation of services provided.

Ability to meet timeline.

Clarity, structure and competitiveness of fees.

Scoring will be applied according to the following weighting scale:

- 25% The experience and qualifications in working with broader First Nations projects of a similar scope or magnitude. Satisfactory client references from the sector for whom similar work has been performed.
 - 25% Clear understanding of the issue, the approach and methodology proposed to address the requirements of the terms of reference.
 - 25% Proposed budget, fees (all-inclusive services fee, which will include the cost of all disbursements necessary to complete the project), number of hours on account and terms and conditions.
 - 25% Relevant expertise, experience and qualifications of key personnel who will be involved in the service requirements. Demonstrated ability and personnel to fulfill the requirements of the proposal; CV's included.
- 100%