

SAMPLE

Contents for a Request for Proposals to prepare an EMP

- Introduction and context
 - » Description of First Nations community (name, population, area in hectares, location, summary of land uses on reserves)
 - » Governance structure relevant to the study (roles of staff, Chiefs and Council, lands or environment committees, etc. in preparing, adopting, and implementing the EMP. Identify who will manage the EMP project.)
 - » Why an EMP is needed (to identify environmental issues, develop responses, comply with Framework Agreement, guide future environmental management activities, etc.)
 - » Scope of services sought (describe what the consultant is to do, either design and prepare an entire EMP or provide specific services, such as collect and analyze environmental information or prepare maps and assemble the report)
- List of relevant reports, maps, etc. (list environmental reports that the First Nation can make available to the successful bidder)
- Deliverables (what products and activities should the consultant provide?)
 - » Draft documents describing environmental conditions and issues
 - » Maps showing location of environmental features and issues
 - » Presentation materials for community
 - » Number of copies of draft and final reports
 - » Numbers of meetings, community presentations, etc. to be held
- Schedule (start-finish dates, interim deadlines for products)
- Criteria to be used to select a consultant
 - » Quality of proposal
 - » Credentials of consultants
 - Company background, size, resources, other relevant projects
 - Team member education, training, experience, professional registrations
 - » Value for money

- » Familiarity with EMPs, Framework Agreement, local conditions
- » Other criteria
- Budget or budget range
- Information to be included in proposal
 - » Description of approach to the EMP
 - » List of tasks to be completed
 - » Description of deliverables
 - » Detailed table showing staff hours, fees, and expenses
 - » List of references (with phone numbers)
- Proposal due date (be very specific, listing date and time)
 - » State that late or incomplete proposals will not be reviewed
- Proposal format (how the proposal should be delivered)
 - » Hard copy (with First Nations delivery address and number of copies) OR
 - » Digital (describe format, e.g., MS Word, PDF, etc.)
- Questions and clarifications (provide the name and staff position of the First Nations person to be contacted for RFP questions and clarification, including email address and phone number)