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## Request for Proposals: COO Environment Sector

### SUBMISSION INSTRUCTIONS

You are invited to submit a proposal for **Pre-engagement on the *Canada Water Act***

First Nations in Ontario have an inherent responsibility to preserve and protect water, not as a commodity or economic driver, but as a living, life-providing entity. These responsibilities were established prior to contact with settler governments and form the foundation of freshwater governance, protection, restoration, and conservation. First Nations often highlight the importance of the nation-to-nation relationship, Aboriginal rights, and treaty rights that support their authority, laws, and jurisdiction as they relate to water. Across Turtle Island, this authority and jurisdiction has been exercised since time immemorial and First Nations have never ceded or surrendered their rights and title to water.

### REQUEST FOR FACILITATORS PROPOSALS

Submission Deadline: **February 13<sup>th</sup>, 2025**

Legal Name:	
Address:	
Telephone Number:	
Facsimile Number:	
Email Address:	

Send Proposal to:

**Attn: Kathleen Padulo, Director of Environment**

Chiefs of Ontario

468 Queen St. E - Suite 400

Toronto, ON M5A 1T7

**Email:** [Kathleen.Padulo@coo.org](mailto:Kathleen.Padulo@coo.org)

A proposal must be submitted as a PDF file to Chiefs of Ontario. The proposal must be received by Chiefs of Ontario no later than the deadline date. A proposal submitted in any other manner or late may be disqualified.

The proposal shall be irrevocably open for acceptance and binding on the Facilitator for fourteen (14) days after the Submission Deadline date.

**The interested candidate's proposal must include the following:**

- Demonstration of their expertise with a minimum of 20 years working with First Nations Peoples with a focus in water.
- Experience working in the public, private and not-for-profit sector, both nationally and internationally with expertise that ranges from technical design to policy development, with a strategic focus in civil and environmental engineering as well as sustainability initiatives and community-driven solutions.
- Knowledge and information on the Canada Water Agency Act which is connected to the protection of freshwater, source water protection and watershed management.
- Experience working in all aspects related to water and infrastructure including the development and delivery of policy documents, engagement activities, and technical documents.
- A work plan in alignment with the project deliverables within the provided timeframe below.
- A proposed budget for the completion of the work with a budget schedule in alignment with the completion of each project deliverable

**BACKGROUND AND CONTEXT**

- Chiefs of Ontario is seeking facilitators to develop a framework for meaningful engagement with First Nations in Ontario regarding the *Canada Water Act*. This includes understanding their rights and priorities, fostering collaboration, and laying the groundwork for effective water stewardship and governance.

**OBJECTIVES AND KEY DELIVERABLES:**

- Engagement Plan Development: Create a plan for engaging First Nations in Ontario, including two online information sessions, a one-day in-person hybrid event for discussion and feedback, and a summary report with recommendations.
- Drafting Terms of Reference: Develop provisional Terms of Reference for a First Nations water stewardship and governance table in Ontario to address priorities and support collaboration with the Canada Water Agency.

**WORKING RELATIONSHIP**

- This contract will be supervised by the Chiefs of Ontario Director of Environment
- The Consultant will work alongside and will meet regularly with The Environment Sector

**REQUIRED SCHEDULE WITH MILESTONES**

<b><i>Date</i></b>	<b><i>Milestone</i></b>
Feb 24, 2025	Milestone #1 host 2 virtual information sessions
Feb 28 <sup>th</sup> , 2025	Milestone #2 summary report with recommendations

Date March 5, 2025	Milestone #3 create a plan for engaging with First Nations one day in-person hybrid event
Date March 25, 2025	Milestone #4 draft terms of reference for the First Nations Water Stewardship Table and Governance Table

**PROFESSIONAL FEES**

Applicants are to complete the Fee Schedule as fully as possible by replicating the table below in their proposal. Do not include HST in fees quote, but specify where HST is applicable. The fees quoted should be the applicant's best and only price. Estimated cost is the estimated hours multiplied by the hourly rate. **All travel expenses must be included in the Proposal Fee Schedule** over the timeframe of February 14-March 31, 2025– unless COO requests additional travel.

Work Components	Estimated Hours	Hourly Rates	Est. Cost (Hours Times Rates)	Est. Time Completion
<b>Contingency Rate</b>				
<b>Total Cost &amp; Completion Dates</b>				

Additional points for applicants to consider:

- The Facilitator must commit to a firm price for the entire contract. No increases during the course of the contract will be allowed. All subcontractors' fees must be included in the quoted fees.
- Expenses should be estimated and explained with the Professional Fee schedule

**PROPOSAL EVALUATION**

All submission will be evaluated on the following criteria:

- Quality of the proposal;
- Capacity of the applicant to undertake the project;
- Appropriateness of the project budget and timelines;

**COO RESERVES THE RIGHT TO:**

- Reject any or all proposals received;
- Enter into negotiations with one or more applicants on any aspect of the proposal;
- Accept any proposal in whole or in part;
- Cancel, modify or reissue this document at any time;

- Verify any and all information provided in the proposal.

### **PROPOSAL REQUIREMENTS:**

All submissions must include the following:

- Cover Letter;
- Detailed work plan with all deliverables accounted for;
- Completed fee schedule of estimated budget in alignment with deliverables;
- CVs and References.

### **RECEIPT OF PROPOSALS**

Packages to be clearly marked: Attention: Kathleen Padulo, Director of Environment by **[February 13, 2025 at 5pm ]** Eastern Standard Time (EST).

Please submit electronically to [Kathleen.Padulo@coo.org](mailto:Kathleen.Padulo@coo.org) Submissions received after the stated deadline will not be accepted.

Selection of consultant will be awarded by **[February 14, 2025]**.