



Ti'azt'en Nation
PO Box 670, Fort St James, BC V0J 1P0
Phone: 250-648-3212 / Fax: 250-648-3250



Request for Proposals Chief Electoral Officer

Ti'azt'en Council Election for four (4) Councillors

Ti'azt'en Nation is seeking proposals from qualified Band Electoral Officers to run its Council election, scheduled for August 18, 2020 (tentative)

Scope of Work

The successful proponent will be responsible for all aspects of the election, including providing necessary notice to Nation members, conducting a nomination meeting, conducting the election itself and reporting to the Nation and Department of Indigenous Service Canada (formally INAC)

We are looking for a person with extensive experience with a First Nation's Council elections who have previously and successfully served as a Chief Electoral Officer.

The Ti'azt'en Nation band election follow guidelines set out in the Ti'azt'en Nation Custom Election Code and amendments. There are approximately 1,191 voting members age 18+ (828 off reserve / 326 on reserve / 37 on reserve-other band)

Deadline for Proposals

Potential proponents are asked to submit proposal by 4 PM, June 24, 2020

1. A letter of interest setting out:
 - (a) The name and qualifications of the applicant
 - (b) The name and qualifications of one Deputy Electoral officer: and
 - (c) A description of how services will be provided
2. A list of professional references:
3. A draft work plan: and
4. An itemized budget

To: Beverly John, Chief
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V0J 1P0
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Telephone: 250-648-3212 / Fax: 250-648-3250

The above documents may be delivered in person or by mail, fax or email

The lowest or any bid will not necessarily be selected.