Yellowknives Dene First Nation

PO Box 2514, Yellowknife, NT, X1A 2P8

Request for Proposal (RFP) for YKDFN Comprehensive Community Plan

UPDATED as of 1st October 2025

This is an update to the earlier Request for Proposals posted on 12th September 2025.

Please note the changes below (also highlighted in updated RFP document):

1. Deadline for questions/requests for additional information (Page 10):

   Friday, 10th October 2025

2. Deadline for submission (Page 10):

   Friday, 24th October 2025

3. Project Overview (Page 5):

   Addition: **"For more information on what Comprehensive Community Planning looks like, please visit: CCP Handbook - Comprehensive Community Planning for First Nations in British Columbia Fourth Edition"**

4. Proposal Requirements (Pages 8 and 9)

   Addition: **"Clearly state in the budget what additional activities and items (e.g. YKDFN staff support) are not included and are expected to be covered by YKDFN outside of the scope of the proposed budget."**

Yellowknives Dene First Nation

PO Box 2514, Yellowknife, NT, X1A 2P8

Request for Proposal (RFP) for YKDFN Comprehensive Community Plan

1. Introduction and Background

The Yellowknives Dene First Nation (YKDFN) is initiating a Comprehensive Community Planning (CCP) process to develop a long-term, community-driven roadmap that reflects the Nation's vision, values and priorities. Comprehensive Community Plan is a holistic and inclusive approach to planning that integrates governance, land and resource management, health, infrastructure, culture, social development and economic sustainability. This process will empower YKDFN to articulate its aspirations, strengthen its governance capacity and guide future development on Chief Drygeese Territory in a way that honours its community needs, history and culture.

YKDFN is seeking proposals from qualified consultants or planning teams with demonstrated experience in Indigenous community planning, facilitation and capacity building. The successful proponent will work collaboratively with YKDFN leadership, Elders, youth and community members to support the development of a CCP that is community-led, culturally grounded and action-oriented. The plan will outline clear short-, medium- and long-term strategies that reflect community priorities and support sustainable development. It must also include measurable milestones and key performance indicators (KPIs) to track progress, ensure accountability and guide implementation over time. The planning process should prioritize meaningful engagement, knowledge sharing and capacity development to ensure the CCP is both reflective of YKDFN's collective vision and practical in its execution.

2. Disclaimer

YKDFN may:

1. Decide not to proceed with the RFP, project, work, product or solution;
2. Decide to defer the RFP, project, work, product or solution;
3. Request further information by issuing a "Request For Additional Information" (RFAI);
4. Develop and re-issue a revised Request for Proposal (RFP);
5. Shortlist one or several Proponents to formally present their proposal
6. Negotiate a contract directly with a Proponent; or
7. Break up the scope of the RFP and award individual contracts for different parts of the project, work, product or solution.

Yellowknives Dene First Nation reserves the right to negotiate changes to the preferred Proponent's Proposal and the scope of the work with the preferred Proponent. YKDFN has full discretion to pick the proponent of choice, reserving the right to accept any RFP offer, including that with higher rates, waive defects in any offer, or reject all offers.

Please note:

- This RFP does not commit YKDFN to awarding this contract and reserves the right to cancel this RFP at any time without award or compensation to proponents.
- Proponents are solely responsible for the expense and time required in the preparation and delivery of the proposals.
- By submitting a proposal, the Proponent agrees that they have fully investigated all conditions that may affect the work and assumes all risk regarding those conditions.

This RFP is not a call for tenders or a request for binding offers and no contractual or other legal obligations shall arise between YKDFN and any Proponent as a result of the issuance of this RFP or

the submission of any Proposal in response to the RFP, until and unless YKDFN and the successful Proponent enter into a contract for the Project services sought by YKDFN under this RFP.

For clarity and without limiting the foregoing, this RFP does not commit YKDFN in any way to treat Proponents in a particular manner, to select a Proponent, to proceed to negotiations with any Proponent or to enter into any contract and YKDFN may reject any and all Proposals, re-issue a new RFP or end this RFP process at any time, at its sole discretion.

3. Project Overview

The purpose of this project is to define the long-term priorities and objectives of YKDFN. In turn, the CCP will provide practical guidance to Chiefs & Council in creating clear, measurable and member-informed mandates to YKDFN departments and programs. The objective of the CCP is to create aspirational and measurable goals across all areas of YKDFN government service delivery and community life, including but not limited to:

- Culture
- Governance (including Land Claims and Treaty)
- Land and Resources
- Health
- Family Supports and Social Development
- Infrastructure Development
- Education
- Economy

YKDFN's Chiefs & Council and staff will use the CCP to assess progress in advancing YKDFN's vision and to evaluate the relevance and effectiveness of YKDFN's programs, services and initiatives. It is

expected that the final CCP will be accompanied by a performance measurement plan and tools that are integrated into Chiefs & Council's planning and reporting cycles.

Please note:

- The CCP scope may change over the course (in consultation with the project consultant) to align better with other YKDFN projects and strategic initiatives being planned/undertaken at the direction of Chiefs & Council.
- The execution of this project and the award of any contract is contingent on YKDFN securing the necessary project funding and the timing of funding received.

For more information on what Comprehensive Community Planning looks like, please visit: CCP Handbook - Comprehensive Community Planning for First Nations in British Columbia Fourth Edition[1]

4. Scope of Work

Phase 1: Pre-planning/Preparation

- Development of Project Terms of Reference for approval by Chiefs & Council;
- Gathering baseline demographic and socio-economic data from which to set and measure planning targets;
- Creation of a YKDFN community profile including the gathered baseline data, community needs and current state, and an assessment of YKDFN economics, social development, health, education, businesses, employment, and housing;

[1] **https://sac-isc.gc.ca/eng/1377629855838/1613741744194**

- Review of YKDFN laws, policies, and existing departmental plans to ensure they are appropriately integrated and linked with the engagement plan and the eventual CCP document;
- Development of an overall planning framework grounded in Dene culture;
- Development of a communications and engagement strategy focusing on:
  - Elder engagement,
  - Staff engagement,
  - Chiefs & Council engagement,
  - Youth engagement;
  - Members living both inside and outside of Ndilǫ, Dettah and Yellowknife; and
  - Other innovative approaches to planning for community engagement that the Proponent recommends as part of their overall approach, including developing strategies to address potential community concerns and build consensus

Phase 2: Active Planning

In the active planning phase, the Proponent, working under the direction of YKDFN's Chiefs & Council and staff, will engage with community members and develop the CCP.

This will include:

- Implementing the communications and engagement strategy including developing digital platforms and engagement materials;
- In-person and/or virtual meetings with elders, youth, community members living both within and outside of Ndilǫ, Dettah and Yellowknife;
- In-person and/or virtual meetings with Chiefs & Council and staff;
- Working with YKDFN First Nation Chiefs & Council, as well as staff to determine vision, community needs, and that the CCP is relevant to the community.

- Developing drafts of the CCP for review by the project team and Chiefs & Council Committee(s);
- Periodic written and verbal reporting to Chiefs & Council on project progress;
- Preparing presentations of the Draft CCP to Chiefs & Council for approval;
- Preparing presentations to YKDFN members (at the YKDFN AGM or other community meeting);
- Completion of the Comprehensive Community Plan which addresses the identified objectives and needs of the community; and
- Other approaches to community engagement and CCP development the Proponent recommends as part of their overall approach.

Phase 3: Integrating with YKDFN's Governance and Management Processes

- Developing an implementation strategy describing action items, resources, roles and responsibilities;
- Creating performance monitoring tools and templates;
- Providing training to Chiefs & Council and staff to use the performance monitoring tools and templates; and
- Other requirements identified by the Proponent to effectively integrate the CCP into YKDFN's governance and management processes.

The primary deliverable for this project will be a Comprehensive Community Plan that integrates all relevant aspects into a cohesive and actionable framework. The final plan should provide YKDFN with a thorough understanding of the communities of Dettah and Ndilǫ, including their current needs, aspirations and opportunities. It must include clearly defined short-, medium-, and long-term strategies, supported by measurable milestones and key performance indicators (KPIs) to monitor progress and ensure accountability. The document should be presented in a format suitable for

distribution among YKDFN stakeholders and designed to support ongoing implementation, evaluation and adaptation over time.

5. Proposal Requirements

- **Company/Consultant Profile:** Provide an introductory overview of your company background and profile within your industry, while highlighting your product and service offerings. Include a brief bio explaining why your organization is a good fit for this project.
- **Project Understanding:** Demonstrate your understanding of the project's unique challenges and opportunities, particularly in the context of Indigenous communities and the Northwest Territories.
- **Previous Experience with CCPs:** Detail your firm's qualifications and experience, particularly in comprehensive community planning, community development projects and working with Indigenous communities. Include specific examples of past successes of community and economic development projects of similar scope, indicating when those projects were completed.
- **Proposed Approach:** Outline your approach to the project. Include methodologies, timelines, capacity management, strategies for community engagement, and any innovative strategies you plan to implement. Collaboration with Yellowknives Dene First Nation staff throughout the duration of this project is essential.
- **Timeline and Workplan:** Provide a detailed work plan for each phase described in the Scope of Work including: (a) Description of major activities, including anticipated number of hours or days; (b) Projected schedule of major activities milestones, dates and timelines matching the proposed phases; and (c) Description of deliverables and anticipated outputs.
- **Budget:** Submit a comprehensive budget that includes all expected costs associated with the project, broken down by phase. Itemize any expected travel costs separately. **Clearly state in**

the budget what additional activities and items (e.g. YKDFN staff support) are not included and are expected to be covered by YKDFN outside of the scope of the proposed budget.

- **Project Team:** Introduce the key personnel who will be involved in the project and their relevant experience.
- **References:** Provide three (3) references that your organization has conducted work for that are similar in scope, size, and value to YKDFN's requirements, as well as relevance to CCP development or other community planning.

6. Submission Guidelines

- **Question Deadline:** Questions must be submitted by **Friday, 10th October 2025**, no later than 5PM (Mountain Time).
- **Submission Deadline:** Proposals must be submitted **Friday, 24th October 2025**, by 5PM (Mountain Time).
- **Format:** Submit proposal in PDF format via email to YKDFN Economic Development at Ec-Dev@ykdene.com.

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation. All pages should be consecutively numbered.

Interested proponents are requested to submit a proposal that adheres to the stated format for consistency in Proponent response and ensure each proposal receives full consideration:

A. **Table of Contents:** A table of contents including page numbers
B. **Executive Summary:** Provide a concise executive summary (one to two pages) that highlights the key features of your proposal, including total proposed budget
C. **Proposal Body:** The main body of the proposal should include detailed information in the following order:
    - Profile
    - Project Understanding
    - Previous Experience with CCPs
    - Proposed Approach
    - Timeline
    - Budget
    - Qualifications

- Project Team
- References

7. Evaluation Criteria

Evaluation and short-listing of Proponents will be based on the following criteria:

- **Company Profile (5%):** Clarity and completeness of company information and demonstrated experience working with Indigenous communities, particularly in the Northwest Territories.
- **Project Understanding (10%):** Demonstrated understanding of the project goals, challenges, and opportunities; alignment with YKDFN's vision for community development and community well-being; recognition of the unique context of the project within an Indigenous community.
- **Proposed Methodology and Approach (25%):** Demonstrate clarity, strategy, and comprehensiveness of the proposed approach; appropriateness of the methodology for each CCP component; incorporation of innovative strategies/best practices
- **Experience with Similar Projects, Qualifications and Project Team (35%):** Demonstrated experience in conducting community planning, research and analysis, and working with Indigenous communities, particularly in the Northwest Territories.
- **Budget and Timeline (25%):** Cost effectiveness, competitiveness, and completeness of the proposed budget. Reasonableness and timeliness of estimated schedule of work.

8. Contact Information

YKDFN Economic Development

Ec-Dev@ykdene.com