



## **NORTHERN SHUSWAP TRIBAL COUNCIL**

**#WUPE001 – 2009**

**Issue Date: April 24, 2009**

**Responses must be submitted by:  
May 15, 2009**

**The Northern Shuswap Tribal Council is seeking proposals to deliver an  
External Institute Evaluation.**

**Delivery Instructions:**

**By mail/hand/courier**

**Northern Shuswap Tribal Council  
Weekend University Program  
17 S. 1<sup>st</sup> Avenue  
Williams Lake, BC  
V2G 1H4  
Attn: Cindy Lynn Charleyboy  
External Institute Evaluation**

**Responses received after the closing date and time will not be considered.**

# **PROJECT SCOPE AND REQUIREMENTS**

## **Overview of the Northern Shuswap Tribal Council**

The Northern Shuswap Tribal Council (NSTC) is a non-profit organization. The four First Nations members are Tsq'escen' (Canim Lake Band), Xats'ull/Cm'etem (Soda Creek Band), T'exelc (Williams Lake Band), and Stswecem'c/Xgat'tem (Canoe Creek Band). The primary purpose of the NSTC is to assist member First Nations at the request of, and under the direction of, those member First Nations. It is the purpose of the Northern Shuswap Tribal Council to provide advisory and support services to preserve and promote Secwepemc culture and history and to assist the communities to achieve their vision for self-determination.

## **Project Overview**

The Northern Shuswap Tribal Council is the contract holder for the Cariboo Chilcotin Weekend University Program. We provide post secondary educational opportunities for our Fifteen local bands and aboriginal students within our region. We have partnerships with our local universities TRU, UNBC and SFU.

The NSTQ Administrators Network on behalf of the Northern Shuswap Tribal Council is issuing this Request for Proposals. The Northern Shuswap Tribal Council will hold any and all contracts.

**PROJECT TIMELINE:** June 2009-August 2009

## **PROJECT INFORMATION: PROJECT OBJECTIVES AND ACTIVITIES**

The consultant will need to undertake the following activities; Internal Evaluation of the Cariboo Chilcotin Weekend University Program, an External Evaluation of the Cariboo Chilcotin Weekend University program.

To achieve this goal you will need to demonstrate what is being done to enhance and strengthen First Nations Adult Higher Learning.

## **EXPECTED OUTCOMES AND CRITERIA FOR MEASUREMENT OF SUCCESS:**

<b>Outcome</b>	<b>Success Criteria</b>
Internal Evaluation	A summary of past Indian Studies Support Program (Indian Northern Affairs Canada-INAC) and other funding source final reports, and additional information to support this evaluation
External Evaluation	A team of two qualified individuals that are NOT associated with the institute to review the internal evaluation report and conduct interviews to support the evaluation Reviewing collected evidence through communities the institute serves Prepare a written report with recommendations Identify financial contributions to the program, as well as interaction with other institutions (affiliation agreements, partnerships etc.)

OUTPUTS THAT WILL BE GENERATED:

- ✓ Provide program evidence in the following areas: students, staff, community, governance, curricula, relationships to public and post-secondary institutions.
- ✓ Demonstrate what is being done to enhance and promote First Nations Higher Learning through our own programs and demonstrate to others what is being done for First Nations students
- ✓ Community awareness of the Weekend University program

## **SUBMISSION PROCESS**

1. Vendors must submit one electronic and two (2) paper copies of their submission on or before the closing date to the delivery address below.
2. Faxes or email transmissions of proposal submissions **will not** be accepted.
3. Closing Date: May 15, 2009 at **4:00 pm**
4. Delivery Address – In person/by mail/by courier:

**Northern Shuswap Tribal Council  
17 S. 1<sup>st</sup> Avenue  
Williams Lake, BC V2G 1H4  
Attn. CCWU Coordinator  
RE: RFP # 09 CCWU-Weekend University External Grant**

5. Bid Opening – All submissions will be opened in private.
6. Proposal Requirements – The proposal must be clearly laid out and must address the following items:
  - a. Background, qualifications of individual, similar services provided for other clients, etc.
  - b. Experience working with First Nations organizations
  - c. Outline of your approach and timeline for completion of the project.
  - d. References – please include the names and contact information of at least two references for which you have provided similar services.
  - e. Any additional information/value added/supporting documentation may be included as an appendix additional to the proposal, including electronic demos of the product.
7. Inquiries regarding this RFP are to be submitted in writing to the Weekend University:

**Cindy Lynn Charleyboy  
Northern Shuswap Tribal Council  
17 S. 1<sup>st</sup> Avenue, Williams Lake, BC V2G 1H4  
Email: [weekend.u@nstq.org](mailto:weekend.u@nstq.org)  
Fax: 250-392-6158  
Phone: 250-392-7361**

## **EVALUATION CRITERIA**

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**10% Presentation**

- (Corporate presentation, completeness and clarity of proposal)

**25% Financial**

**25% Qualifications and Experience**

- (Experience working with First Nations Education, similar project experience and background in evaluation process and delivery)

**25% Methodology and Approach**

- (Ability to meet project timelines, innovative ideas on evaluation tools)

**15% References**

- (Strength of references for whom the vendor has provided similar services)

The Northern Shuswap Tribal Council reserves the right to select one or more vendors for further consideration following the initial proposal evaluation process. The Northern Shuswap Tribal Council **may require** in-person presentations or interviews with vendors selected for final consideration, prior to negotiating a vendor contract.

The Northern Shuswap Tribal Council will negotiate contract terms upon selection. All contracts are subject to review by Northern Shuswap Tribal Council legal counsel and the project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.