



T'it'q'et Administration

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Request for Proposals to develop an Economic Development Plan

Introduction and Context

T'it'q'et is inviting qualified consultants to submit a proposal for a contract to develop an Economic Development Plan (The Plan). T'it'q'et is planning for post Covid-19 pandemic recovery. The Plan will be used to identify regional economic opportunities and post-pandemic economic recovery strategies.

Description:

This project should focus on incorporating the values and visions of T'it'q'et into a plan that shows due diligence in identifying economic development issues and provides cost effective but environmentally sustainable options for acting to respond to these issues. The Plan should recommend specific policies and actions to respond to the identified economic development opportunities, provide a schedule and strategy for future actions, which will aid in preparing work programs, budgets, and funding applications.

Who We Are

T'it'q'et maintains stewardship of our lands and resources with a vision of being economically self-sufficient, with the means to live in dignity and assume responsibility for its economic, political, spiritual, cultural and social development within the context of Canadian society rather than having its lands and resources managed on its behalf by Canada under the Indian Act.

T'it'q'et is one of the 11 St'at'imc communities whose ancestral language is St'at'imcets. T'it'q'et is located adjacent to the small town of Lillooet, British Columbia which is part of the Squamish-Lillooet Regional District. As of September 2021, T'it'q'et has a total registered population of 445, with 189 members living on reserve.

The town of Lillooet has experienced a period of economic stagnation as a result of a reduction in primary resource industries and centralization of government services from rural to urban centres. Reduction of railway services as a result of a deal between BC Rail and CN also led to a loss of employment and services to the community.

Governance

T'it'q'et's unique governance structure is made up of the following governance Councils:

- Elders' Council whose mandate is Language, Culture and Justice;
- P'egp'ig'lha Council whose mandate is Title and Rights;
- T'it'q'et Council whose mandate is on-reserve programs and services including infrastructure.

T'it'q'et Joint Council meetings, where members of all 3 Councils are invited to attend, are held quarterly to ensure communication and coordination.

General T'it'q'et meetings are ordinarily held quarterly.

Business Entities

There are two non-profit societies that operate within T'it'q'et: the T'it'q'et Economic Development Authority, holding the mandate to support economic development opportunities for T'it'q'et members, and the Úcwalmicw Centre Society which provides training and education programs.

The T'it'q'et Economic Development Corporation 2015 is a for-profit company that was formed to provide opportunities for T'it'q'et economic development. This company is currently inactive.

The community has acquired 3 properties in the District of Lillooet, two of are registered under the ownership of Rancherie Enterprises Ltd. One property comprises a motel business that operates under the name of Retasket Lodge and RV Park Ltd. The second property is a rental income-generating property on Lillooet's main street. The third property is located on the shores of Seton Lake and is held by a numbered company.

In addition, there are several T'it'q'et members who operate businesses out of their own homes.

Project Purpose

This project will complete an outcomes assessment of the 2011 Strategic Economic Action Plan and complete a key objective identified in the Action Plan: To develop a Comprehensive Economic Development Strategic Plan. This project will also be guided by best practice outlined in the 2011 Action plan (approved 2012/03/29):

“All future economic development planning is recommended to consider the Harvard Research on Nation Building, which has identified five elements required for successful Aboriginal economic development:

- i. Jurisdiction (Practical Self-Rule) – Taking effective control of and responsibility for T’it’q’et affairs, resources, and decision-making;*
- ii. Capable Governing Institutions – Establishing effective, responsible, and reliable economic development institutions that exercise jurisdiction (practical self-rule);*
- iii. Cultural Match – Traditional knowledge is used to organize, administer and exercise authority;*
- iv. Strategic Orientation – Moving away from opportunistic, quick-fix answers to long-term decision-making that incorporates community priorities, concerns, circumstances, and assets; and*
- v. Building Leadership Capacity– Breaking with status quo practices, understand, articulate and encourage foundational change through a new vision of the nation’s future.”*

This Plan will include post-pandemic economic recovery strategies for T’it’q’et members.

Scope of Services

The scope of this project includes all research, development, community consultation, Council and staff consultation, and presentation of the report.

The selected bidder will be responsible for planning and conducting thorough research with assistance from T’it’q’et Administration staff.

Deliverables

1. The Consultant will review the 2011 Strategic Economic Development Action Plan, Comprehensive Community Plan, Land Use Plan, T'it'q'et Land Code, foundational documents of all T'it'q'et economic entities including business partnership agreements, and other pertinent post pandemic economic recovery plans.
2. Develop a plan outline based on the review of pertinent documents.
3. Conduct a Survey of small business operated and/or owned by T'it'q'et members, board members of the P'egp'ig'lha Development Corporation, members of the T'it'q'et Economic Development Authority, board members of the Rancherie Enterprises, and board members of Retasket Lodge and RV Park Ltd.
4. Carry out focus group discussions with three governance councils of T'it'q'et Council, P'egp'ig'lha Council and P'egp'ig'lha Elders Council and a group of interested youth.
5. Based on surveys and focus groups, the first draft will be produced.
6. Follow up focus group discussions with economic development entities, business groups and the Lands Committee.
7. Based on follow up focus groups, the second draft will be produced.
8. Host two community engagement sessions for draft plan review and input.
9. Final draft will be produced and presented to T'it'q'et Council for approval.

Proposed Fee

Proponents will need to include all costs to complete the scope of work including travel and disbursements. Any applicable taxes should be shown as a separate line item.

The Successful Consultant will demonstrate:

- Experience in providing services associated with economic development strategies and planning.
- A clear understanding of this project and provide a detailed description of the proposed methodologies and the work approach.
- Intentions, clearly described, indicating how the requirements will be met and what services will be required.
- Roles and relationships required.
- Expectations of T'it'q'et and any support required.
- Clear schedule of work with major milestones leading up to the project completion date.
- Indicate the ability of the consultant to meet the timelines of the project, their availability throughout and if there are other resources available to draw on should it be required.

Timeframe

The deadline for Proposals will be October 21, 2021 at 4 p.m.

The project is slated to begin immediately up award of the contract and is expected to finish by March 31, 2022.

The proposal must not exceed 10 pages (not including CVs) and must include the following information:

1. A detailed work plan with identification of key tasks including timelines for completing key tasks.
2. An outline of the consultant's approach to the key task(s), including a description of how it plans to engage stakeholders and T'it'q'et membership in the review process.
3. A rate schedule for all elements of the proposal broken down into professional fees and disbursement components.
4. A description of what constitutes "out of scope" work and related fees.
5. Name and qualifications of the lead consultant and any other personnel or subconsultants engaged to work on the project.
6. Related experience working with Indigenous communities in the field of economic development.

List of Relevant Reports and Documents to be provided to the Consultant

1. P'egp'íg'lha Constitution
2. P'egp'íg'lha Government Framework
3. T'it'q'et Land Code
4. Rancherie Enterprises Ltd. articles
5. Retasket Lodge and RV Part Ltd. articles
6. T'it'q'et Economic Development Authority Constitution and Bylaws
7. P'egp'íg'lha Council 2011 Strategic Economic Action Plan
8. T'it'q'et Land Use Plan
9. T'it'q'et Comprehensive Community Plan
10. Economic Base Analysis: District of Lillooet, Electoral Areas A&B, Northern St'át'imc.

Selection Criteria

- Related experience in economic development planning, including evidence of outcome-based reports.
- Significant experience in similar work with First Nations.
- Facilitation skills working with committee and community members.
- Fees and pricing.
- Quality and relevance of references.

Copyright and Project Documents:

The information, both written and intellectual, produced in this project is considered to be the property of the T'it'q'et Administration, and the Consultant shall not use any documents or information that result from this project without the written permission of the T'it'q'et Administration. Further, the Consultant shall treat all information that results from this study, both written and verbal, in strict confidence.

COVID-19 Considerations

The ongoing COVID-19 pandemic has created difficulties in our community consultation practices. The Consultant must have virtual and online engagement tools available to engage community members safely.

Privilege Clauses:

T'it'q'et may at its sole discretion, reject or retain for its consideration proposals that are non-conforming because they do not contain the content or form required.

Notwithstanding any other provision in the Request for Proposals or practice or custom in the industry, T'it'q'et shall have the right to:

- Accept any Proposal
- Reject any Proposal
- Reject all Proposals
- Accept a Proposal which is not the lowest bid

Any person who submits a Proposal shall be deemed to have agreed to the restrictions in the Request for Proposal documents, including the privilege clauses.

Proposal Deadline and Mode of Delivery

Proposals must be in electronic form (PDF or Microsoft Word), and received before October 28, 2020 at 4 p.m. Please submit your proposal to:

T'it'q'et Administrator Janice Whitney
PO Box 615
Lillooet, BC
V0K 1V0
(250) 256-4118 Extension #223
Email to: tfadministrator@titqet.org

Thank you to all applicants but we regret that only candidates short-listed will be contacted.