



Shuswap Nation Tribal Council

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REQUEST FOR PROPOSAL

September 13, 2023

The Shuswap Nation Tribal Council Society (SNTC) (<http://shuswapnation.org/>) is currently seeking proposals from qualified firms to provide an audit of the Human Resource Policy and Procedures and provide any required legislative modifications and improvement recommendations.

The Shuswap Nation Tribal Council Society is an indigenous Non-Profit organization registered under the Society's Act of British Columbia. It is a recognized Tribal Council as defined by Indigenous Services Canada (ISC) and is governed by, and represents, nine member bands within the BC interior. As part of our commitment to transparency and accountability we require an independent audit of our financial statements.

SNTC is primarily funded by federal and provincial government agencies and is currently involved in the following activities:

- Development of self-government and reestablishment of cultural traditions and values
- Supporting health services of bands in the region
- Supplying employment and training support to aboriginal individuals
- Managing, monitoring, and rehabilitating fish stocks and habitat

Scope of Work

Overall examination of existing Human Resource policies, practices, and procedures to look for trouble spots and/or identify ways for improvement with a focus on the following:

- **HR Compliance**
 - a. Ensure the policy complies with all appropriate legislation or regulations.
 - b. Provide recommendations to enhance the existing policy to encompass wellness items: ie Cultural leave, Work from Home, flex-time, consolidated work weeks (suggestions provided – this is not an exhaustive list) to ensure SNTC aligns with both direct and indirect industry best practices
- **HR Processes and Procedures**
 - a. Review processes, procedures and forms and provide recommendations to improve efficiency and simplify the language and process
 - b. Assess existing staffing, hardware and software vs those required to implement recommendations
 - c. Develop a timeline and budget for implementation

Proposals should include: A brief introduction to your firm, firm history, size, experience with not for profit and/or First Nation organizations, a detailed fee proposal, timeline requirements for completion, biographies of the key personnel who will be completing the review and references.

Proposal Submission

Responses to this RFP are due by noon October 13, 2023 emailed to tribaldirector@shuswapnation.org

Questions, interpretations, clarifications and/or copies of our existing policies and procedures should be directed to Linnea Faherty via email at financedirector@shuswapnation.org