



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

REQUEST FOR PROPOSALS

EXECUTIVE SEARCH SERVICES

Proposal due date: Friday, September 23, 2022, at 5:00 p.m. EDT

1. ABOUT US

The First Nations Information Governance Centre (FNIGC) is an incorporated, national, not-for-profit organization. Mandated by the Assembly of First Nations' Chiefs-in-Assembly (AFN Resolution #48, December 2009), our mission¹ is to assert data sovereignty and support the development of information governance and management at the community level through regional and national partnerships. We adhere to free, prior, and informed consent, respect Nation-to-Nation relationships, and recognize the distinct customs of First Nations. We are committed to producing evidence-based research and information and envision every First Nation achieving data sovereignty in alignment its distinct world view. FNIGC is strictly technical and apolitical and is not a rights-holding organization.

We are committed to providing quality information that contributes to improving the health and well-being of First Nations people in Canada. In collaboration with our regional partners, FNIGC conducts unique data-gathering initiatives that enable our partners to support First Nations governments to build culturally-relevant portraits of their communities.

FNIGC supports First Nations communities by contributing directly to building data and statistical capacities at national, regional, and community levels, including providing credible and relevant information on First Nations. We are responsible for a wide range of work, including conducting several surveys. We oversee data collection on First Nations

¹ <https://fnigc.ca/about-fnigc/>

reserve and Northern communities, conduct research, engage in knowledge translation and dissemination activities, offer education and training, and promote the advancement of the First Nations Principles of OCAP®.

Most of FNIGC's revenue is from government funding. Funding levels exceed \$15 million per year to coordinate national surveys, data-oriented initiatives, and research with 10 regional partners across Canada. We employ a diverse and talented group of 40 staff, most of whom are in the National Capital Region. Our head office is in the Mohawk community of Akwesasne, Ontario, with the branch office located in Ottawa, Ontario.

2. OBJECTIVE

To receive proposals from qualified, independent firms for the provision of professional executive search services to identify a Chief Executive Officer (CEO).

3. SERVICES TO BE PROVIDED

The minimum services required from the successful firm (herein referred to as the firm) are, but are not limited to:

- The development of a profile for the CEO by meeting and communicating with the Executive Committee of the Board of Directors (herein referred to as the Committee); to obtain information regarding issues and opportunities facing FNIGC; the desirable education, experience, and background of the candidates, and; identification of the management skills and style appropriate for this leadership position,
- Develop and present a recruitment strategy (including anticipated expenditures),
- Provide end-to-end candidate management (from initial contact to final appointment), including providing the Committee with status reports on candidate entry and exit from the recruitment process,
- Assess and present candidate profiles, including background and position qualifications, followed by preparatory discussions for candidates and Committee members during the interview process. Each presented candidate will be pre-screened by the firm, and candidate summaries will be presented to FNIGC,
- Conduct in-depth, 360-degree reference checks of selected candidates,
- Recommend and finalize a process with the Committee for interviews and managing candidates throughout,
- Debrief the Committee following interviews and provide insights on candidate interest in FNIGC,
- Verify candidate's educational and employment background, financial/credit status, and coordinate criminal background checks,
- Notify candidates that are not selected for further consideration,
- Assist the Committee with structuring the job offer, the employment package, and relocation (if applicable) for the successful candidate,

- Provide the Committee with regular written status reports and keep candidates apprised of the status of their candidacy,
- In advance of implementation, provide messaging to be used during candidate engagement,
- Detail the approach the firm will take to validate any candidate claims of Indigeneity, and,
- Reinitiate additional executive searches, at no fee to FNIGC, if the successful candidate leaves the employment of FNIGC within one (1) year of placement (via resignation or termination with or without cause).

4. REQUIRED INFORMATION

Items to be included in the proposal include the following:

- Name(s), title(s), and contact information (address, email, telephone number) of the person(s) authorized to sign for the firm
- A description of the firm, including its areas of expertise, size, range of activities, etc., with a specific emphasis on how its experience and expertise fulfill the requirements of this Request for Proposals (RFP)
- A complete fee structure (including start-up costs, if any). Any hourly rates not included in the overall cost structure must be indicated.
 - The fee structure must indicate the services associated with the fees and reflect the full scope of services requested by FNIGC.
 - Prices in the proposal will be firm for the duration of the contract.
 - The fee structure must show a fee as a lump sum amount and include all anticipated direct and related expenses (travel, per diem, reproduction, etc.). Alternatively, the methodology for expense reimbursement for candidates should be clearly stated.
- A summary description of the personnel assigned to FNIGC and their position within the firm
- A detailed understanding of the work requested by FNIGC
- Up to three references for previous executive searches similar to this RFP, including names and contact information
- Provide information regarding litigation within the past five (5) years, or any pending or settled litigation, arising from the performance of the firm

5. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder must warrant that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant factors or circumstances which could give rise to organizational conflicts of interest.

6. HOW TO SUBMIT A PROPOSAL

- Proposals will only be accepted electronically.
- When submitting a proposal, indicate “Proposal for FNIGC Executive Search Services” in the subject line.
- Proposals must state that the information provided is true, correct, and reliable.
- Physical address to be referenced:

First Nations Information Governance Centre
341 Island Road, Unit D
Akwasasne, ON K6H 5R7

Attention: Albert Armieri, Acting CEO
Email: aarmieri@fnigc.ca

7. PROPOSAL EVALUATION AND SELECTION PROCESS

- Proposals will be evaluated on the criteria set out in this RFP, with an evaluation and ranking of the proposals undertaken by the Committee.
- FNIGC reserves the right to request an interview with any consultant to determine service capabilities in greater detail and to clarify any unclear areas in a proposal. FNIGC will not be liable for any costs incurred by the respondent in connection with such interviews, presentations, or discussions (i.e., salaries, travel, accommodations, etc.).
- A shortlist will be determined using the evaluation criteria below.

Criteria	Points
Qualifications and expertise of the firm and related staff	20
Understanding, proposed approach, methodology	20
Experience, references, successful completion of similar projects	20
Overall quality of the proposal	20
Proposed fees	20

- FNIGC will not be obliged in any manner to any responder/proposer whatsoever. At its sole discretion, FNIGC may terminate the request for proposal process and not enter into a contract with any proposer.

8. DISPOSITION OF RESPONSES

All material submitted in response to this RFP will become the property of FNIGC.

9. FNIGC CONTACTS AND INQUIRIES

- Any questions about the RFP process must be submitted by email to Albert Armieri, Acting CEO at aarmieri@fnigc.ca. All questions and answers will be distributed to all responding firms.
- As of this date of this RFP, there shall be no communications concerning the selection process between any proposer and any member of the Board of Directors or staff member of FNIGC, other than the contacts noted above. Other FNIGC personnel are not authorized to discuss this RFP with responders. Contact regarding this RFP with any personnel not listed above may result in disqualification.
- It is anticipated that the successful firm will be contacted no later than October 16, 2022.