



**AHOUSAHT**  
**General Delivery**  
**Ahousaht, BC V0R 1A0**  
**Ph: 250-670-9563 Fax: 250-670-9696**  
**www.ahousaht.ca**



Ahousaht is a First Nation with 2,400 members located mostly in Maaqtusiis as well as in Port Alberni, Nanaimo, Victoria and Vancouver.

On June 19, 2018 Ahousat will be holding a general election for 1 Chief Councillor and 12 Councillors.

Ahousaht is requesting proposals for an Electoral Officer to oversee the nomination and electoral process.

The objective of this Request for Proposal (RFP) is to inform and solicit applications from qualified candidates who will possess a high degree of professionalism, integrity, and confidentiality as Ahousaht's Electoral Officer.

Please submit your application in confidence to [rbullock@ahousaht.ca](mailto:rbullock@ahousaht.ca) by 4pm Pacific, Tuesday, March 13<sup>th</sup>, 2018. The date of appointment will be no later than March 28, 2018.

The Electoral Officer must be prepared to assume office at least eight (8) weeks prior to the election. The Electoral Officer ceases to function two (2) weeks after the election, provided there have been no challenges to the electoral result.

The Electoral Officer proposal must include:

1. A statement and description of the resources required to complete the election process, including software and intellectual material
2. A statement of experience
3. A cost breakdown including fees, travel and other related expenses
4. A statement of what you would require from Ahousaht
5. The name of three (3) references which have used the services of the Bidder as Electoral Officer.

#### Rights of Ahousaht

Ahousaht reserves the right to:

- a) Reject any or all proposals received in response to this RFP
- b) Enter into negotiation with one or more Bidders on any or all aspects of their respective proposals
- c) Accept any proposal in whole, or in part
- d) Cancel and/or re-issue the modified version of a given RFP requirement, including the right to request a confirmation of the Bidder's legal status and signed documentation
- e) Award contracts without competition for follow-up work, if any, to the selected Bidder for a given project requirement.

Bidders must provide a firm fixed price, including administrative fees, travel, material costs, printing of draft concepts, and any related taxes.

#### Confidentiality

All submissions are considered confidential information by Ahousaht to be used solely for the purpose of selecting the successful Bidder.

Submissions and questions may be sent by email:

Rob Bullock, Executive Director, Ahousaht

[rbullock@ahousaht.ca](mailto:rbullock@ahousaht.ca) Office: 250 670 9531