



ELECTORAL OFFICER FOR THE BY-ELECTION OF TWO (2) COUNCILLORS

Introduction

Nak'azdli Whut'en Chief and Council are requesting proposals for the services of an Electoral Officer to oversee the upcoming by-election for two (2) Council seats in accordance with the Nak'azdli Whut'en Custom Election Code 2019.

Scope Of Work

The successful proponent will:

- Issue a call for by-election a minimum of 45 days before election day, per Section 3.1(e).
- Develop and manage the pre-election timeline, ensuring adherence to all Code-mandated procedures, adjusting timelines as appropriate for a by-election.
- Organize and supervise all stages of the election process, including:
 - Nomination meeting and public notice process.
 - Verification of candidate eligibility.
 - Voter registration and maintenance of the Voter List.
 - Coordination and training of polling staff and volunteers.
 - Management of polling stations in Fort St. James, Prince George, and Vancouver, BC.
 - Distribution of 975 mail-in ballots to off-reserve members and secure ballot tracking.
 - Maintenance of privacy and integrity of all votes cast (mail-in, advance, and in-person).
 - Setup and supervision of polling stations from 8:00 a.m. to 8:00 p.m. PST on Election Day.
 - Supervised vote tabulation and public declaration of results.
 - Documentation and secure storage of all election materials for one year or until legal matters are resolved.
 - Collaboration with the Election Appeal Board, if appointed.
 - Production and submission of an Electoral Officer Certificate upon completion.
- Ensure compliance with the Oath of Electoral Officer & Assistants as required by the Code.
- Maintain clear and open communication with Nak'azdli Whut'en throughout the process.

Proposal Submission Instructions

- Proposals must be **received by noon PST on Tuesday, April 15, 2025**.
- Sealed proposals must clearly indicate:
"RFP for Electoral Officer" and include the name of the proponent.
- Late submissions will be returned unopened.



- Proposals submitted via fax or email will not be accepted.
- Proposals should include:

Required Proposal Contents

- 1. Executive Summary**
 - Description of proponent's company or personal background
 - Overview of contents and any exceptions to requirements
- 2. Qualifications**
 - Proven experience as an Electoral Officer or in a related role
 - Familiarity with First Nations election processes
 - Strong organizational, communication, and conflict resolution skills
 - Understanding of relevant electoral laws and regulations
- 3. Project Team (if applicable)**
 - Team composition, roles, and experience
 - Specific experience with Nak'azdli Whut'en or other First Nations elections
- 4. Declaration & Warranty**
 - Commitment to abide by the Nak'azdli Whut'en Custom Election Code 2019
- 5. References**
 - Contact information for three (3) recent clients who have used the proponent's electoral services
- 6. Cost Breakdown**
 - Detailed pricing including administration, travel, materials, printing, translation, and other costs
 - Total project cost must be stated in Canadian Dollars and be fixed price
- 7. Consultation Fee Estimate**
 - Daily rate and estimated time required for services

Contact For Clarifications

All questions or requests for clarification must be directed to:

Tracey Baldwin

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