FORT WILLIAM FIRST NATION

Call for Tenders - Open to Certified Electoral Officers

Tender Notice Type:	**Tender Notice**
Tender Category:	**General Election Electoral Officer**
Reference No.:	**FWFNGE.27**

Organization Name:

Fort William First Nation Administration Office
100 Little Lake Road
Suite 201
Fort William First Nation
P7J 0L2

Description:

Conduct the 2027 Fort William First Nation General Election (the "VOTE") pursuant to and in accordance with the *First Nation Election Act* (FNEA) (the "RULES") for the election of one (1) Chief and twelve (12) Councillors on or about **April 27, 2027.**

Pursuant to section 6 of the RULES, titled *Subsequent Elections*, "subsequent elections, other than by-elections, must be held within the period of 30 days before the day on which the term of office of the incumbent chief and councillors expires."

Specifics as attached to this Call for Tender:

Contact Person : Esther Pervais – Land & Governance Manager
Tel: (807)623-9543 ext.608
Email: LandsManager@fwfn.com

Deadline: Sealed bid envelopes must have referencing number.
Forward to FWFN Reception no later than **Friday, November 20, 2026,** by **2pm.** Late applications will not be reviewed.

Eligibility Requirements:

To be considered for this Request for Proposals (RFP), Proponents must demonstrate that they meet the following minimum qualifications:

- Hold the required certifications and qualifications to serve as an Electoral Officer;
- Have successfully completed all training required to administer elections under the *First Nations Elections Act;*
- Possess a minimum of five (5) years of experience serving as an Electoral Officer, including at least three (3) years of actively administering elections, with preference given to candidates who have facilitated elections under the *First Nations Elections Act*;
- Demonstrate knowledge of Indigenous governance, electoral administration, relevant legislation, and election security best practices; and
- Be able to provide a satisfactory Criminal Record Check upon request.

Proposals must include the following:

- A current resume outlining relevant qualifications and experience;
- A cover letter summarizing the Proponent's suitability for the assignment;
- Three (3) professional references;
- A signed Conflict of Interest Declaration (See Appendix A);
- A signed Confidentiality and Privacy Agreement (See Appendix B); and
- A detailed budget and pricing breakdown, including all proposed fees and disbursements.

Specifics:

- Develop a Voting Event Check List pursuant to the RULES;
- Supervise VOTE operations;
- Monitor compliance;
- Schedule and oversee the Nomination Meeting;
- Manage and oversee the Regular Poll;
- Prepare, post and mail notices of the VOTE and Mail in Ballots to all members;
- Appoint one or more Deputy Electoral Officers, as required, to support the administration and conduct of the election in accordance with the *First Nations Elections Act* and its regulations;
- Be available to travel to Fort William First Nation, as required, to fulfill all responsibilities related to the administration and conduct of the election;
- Manage and certify eligible voters list and voters;
- Supervise ballot counting and certification of VOTE results;
- Oversee and administer the voting process in a professional, impartial, and ethical manner, ensuring transparency, fairness, integrity, and compliance with the *First Nations Elections Act*, its Regulations, and established democratic principles and best practices;
- Prepare and post all necessary documents and notices;

- Supply toll free number, and all other communication resources and options for voters;
- Collect, secure, and safeguard all ballots throughout the voting process to preserve the integrity and secrecy of the vote and protect the confidentiality of all election-related information;
- Prepare final report (bound and in triplicate) and other prescribed certified documents;
- Be fully versed in the details and content of the VOTE and RULES and answer any inquiries from Staff and electorate (Members) relating to the voting event and its processes;
- Develop and implement a comprehensive risk assessment and mitigation plan for all phases of the VOTE, including contingency planning for operational, security, health and safety, and emergency situations; and
- Comply with all applicable occupational health and safety legislation and, where required by law, maintain current Workplace Safety and Insurance Board (WSIB) coverage for all personnel engaged in the delivery of the Services, as well as all other insurance required to perform the Services.