# REQUEST FOR PROPOSAL: FINANICAL INFRASTRUCTURE & SYSTEMS DEVELOPMENT CONSULTANT

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| ISSUE DATE: | AUGUST 4, 2026 |
| CLOSING DATE: | AUGUST 25, 2026 |
| CLOSING TIME: | 4:30 PM PST |

SUBMIT TO:
CHYLANE DIABLO
EXECUTIVE DIRECTOR, TSÎLHQOT'IN NIDLIN
EMAIL: EXECUTIVEDIRECTOR@NIDLIN.CA

## BRIEF DESCRIPTION OF REQUEST

The Tŝilhqot'in National Government (TNG), on behalf of Tŝilhqot'in Nidlin ("Nidlin" or "TN"), is seeking proposals from qualified consultants, accounting firms, or consultant teams to support the development and implementation of Tŝilhqot'in Nidlin's financial infrastructure, systems, policies, and financial management frameworks.

This contract is focused on designing and building the financial foundation required to support a growing organization responsible for advancing the implementation of Tŝilhqot'in child and family jurisdiction. The successful proponent will work closely with Nidlin leadership to establish practical, sustainable, and accountable financial systems that support long-term organizational growth.

TNG reserves the right to use and include ideas, concepts, alternate solutions, enhancements, and recommendations presented in any proposal, whether or not that proposal is selected.

## TŝILHQOT'IN NATIONAL GOVERNMENT (TNG)

Tŝilhqot'in National Government (TNG) offices are located in the city of Williams Lake. Tŝilhqot'in National Government was established in 1989 to represent the Tŝilhqot'in Nation; consisting of the six Tŝilhqot'in communities of Tl'etinqox, ?Esdilagh, Yunesît'in, Tŝideldel, Tl'esqox and Xeni Gwet'in.

The vision for TNG was to form an active government structure where the objectives of the Tŝilhqot'in Nation would be heard, supported, and realized. TNG has a mandate to advocate on behalf of the Tŝilhqot'in people to achieve their objectives to create an independent and prosperous future, one in which the Tŝilhqot'in can thrive as a people.

The Tŝilhqot'in Nation has been on a journey for justice for the past 160 years, seeking to have their truth recognized and War Chiefs of 1864/65 honored for their sacrifice in protecting their land, culture, and traditions. In 2014, after years within the Canadian court system, a portion of Tŝilhqot'in land was recognized by the highest court in Canada, the Supreme Court of Canada, as theirs to control, manage and benefit from. The recognized land of 1900 km square area is known as the first ever Canadian Declaration of "Aboriginal Title Land."

Since this momentous decision, referred to as the "Tŝilhqot'in Decision", the Tŝilhqot'in Nation have received exoneration for their War Chiefs from both the province of British Columbia and Canada. It was a historic moment back in 2018 when Prime Minister Justin Trudeau visited title land and exonerated their six war chiefs: Nits'il?in Lhatŝ'aŝ?in, Nits'il?in Biyil, Nits'il?in Telad, Nits'il?in Taqed, Nits'il?in Chayses and Nits'il?in ?Ahan. The Tŝilhqot'in Nation continues to make progress towards securing jurisdiction of Tŝilhqot'in leadership, TNG aims to support and contribute to the Tŝilhqot'in Nation's efforts to create a brighter future for their people and for future generations.

## VALUES

The work of Tŝilhqot'in National Government (TNG) is based upon traditional Tŝilhqot'in beliefs and value systems – such as providing a sense of belonging and acceptance, sharing of information and resources, participation and inclusion in decision-making and respect for individuals and families. It is through strong, healthy individuals and families that strong communities and a vibrant Nation will be built.

The focus of the Tŝilhqot'in National Government remains: to assist Tŝilhqot'in communities to re-establish and embrace their strong culture and spiritual base, understand traditional values and beliefs, and develop a balance between contemporary and traditional lifestyles.

## TŝILHQOT'IN NIDLIN

Tŝilhqot'in Nidlin (TN) was established under Tŝilhqot'in Law to support the implementation of the Tŝilhqot'in ?Esqax Sutsel Jeniyax and the exercise of Tŝilhqot'in jurisdiction over child and family services.

Working alongside six Tŝilhqot’in communities, Nidlin's role is to help build and strengthen the governance, operational, financial, policy, and organizational foundations necessary to support communities in delivering services to Tŝilhqot’in children, youth, and families.

While communities remain responsible for service delivery, TN provides nation-level leadership, coordination, planning, capacity-building, policy development, and systems support to ensure the successful implementation of jurisdiction.

TN is currently in a foundational development phase. Financial administration, accounting services, and reporting functions are presently supported through the TNG. As TN continues to establish itself as a separate organization, there is a need to develop the financial systems, policies, processes, and infrastructure required to support future independent operations.

## PURPOSE OF THE CONTRACT

The purpose of this contract is to support the design, development, and implementation of Nidlin's financial infrastructure and financial management framework.

The successful proponent will help establish systems, processes, controls, policies, and reporting tools that support transparent, accountable, and effective financial management.

At the conclusion of this engagement, TN will have the foundational financial infrastructure required to operate independently, including financial policies, reporting frameworks, budgeting tools, internal controls, financial procedures, and recommendations for future financial management capacity.

This is a strategic infrastructure-building engagement and does not include ongoing bookkeeping or day-to-day financial operations.

## SCOPE OF WORK

The proponent will work collaboratively with Nidlin leadership and TNG Finance staff through interviews, working sessions, document review, and project meetings to support the following:

1. Assess and Design Financial Infrastructure
    - Review TN's financial management needs, organizational structure, and operational requirements
    - Review existing financial processes currently provided through TNG for the purposes of identifying recommendations to support the future transition to TN's independent financial operations
    - Recommend and support implementation of appropriate payroll and accounting systems and financial tools
    - Develop or refine the chart of accounts, fund structures, financial workflows, and internal controls
    - Document key financial processes and procedures
2. Develop Financial Policies, Planning, and Reporting Frameworks
    - Develop a financial management policy framework, including procurement, expense, travel, and financial authority procedures
    - Create budgeting, financial planning, and budget monitoring tools
    - Develop financial reporting templates and processes to support management, Board, and funder reporting requirements
    - Ensure alignment with governance, accountability, and funding obligations
3. Strengthen Organizational Financial Capacity
    - Identify compliance risks and improvement opportunities
    - Provide recommendations regarding future finance staffing, roles, and organizational capacity
    - Develop practical tools and resources to support future internal financial management
    - Prepare a roadmap for the ongoing development and sustainability of Nidlin's financial systems

## DELIVERABLES

The successful proponent will provide:

- Financial Infrastructure Assessment
- Financial Systems Recommendations Report
- Chart of Accounts
- Financial Policy Package
- Budgeting Framework and Templates
- Financial Reporting Templates
- Internal Financial Procedures Manual

- Financial Capacity Development Recommendations
- Implementation Plan identifying priority actions, timelines, and responsibilities for establishing Nidlin's independent financial function
- Final Financial Infrastructure Roadmap

## CURRENT SERVICES

Tŝilhqot'in Nidlin is currently in a foundational development phase. Financial administration, accounting services, and reporting functions are presently supported through the Tŝilhqot'in National Government. As TN continues to establish itself as a separate organization, there is a need to develop the financial systems, policies, processes, and infrastructure required to support future independent operations.

## PROPOSAL CONTENT

You are encouraged to structure your response in accordance with the requirements contained in this document. It will be by these criteria that we will determine whether a response is complete, appropriate and competitive. Proposals that do not conform to these requirements may not be considered. All information supplied in response to the RFP must contain sufficient details to support the services being proposed.

All bids shall be provided on company letterhead. All bids represent irrevocable offer and shall be valid for a period of 90 days following the closing date for submissions. All bids must be received before 4:30 pm local time August 25, 2026.

Proposals shall be submitted electronically to executivedirector@nidlin.ca.

This document is not intended to limit an Applicants submission, but rather to provide a common framework for TNG to assess each proposal in a professional manner, in a demonstrably fair process. Applicants are encouraged to provide unsolicited information or material not specifically covered in the sections of this RFP.

Proposals should include:

1. Organization or Consultant Profile
   - Overview of organization or consultant
   - Relevant experience and qualifications
2. Project Approach
   - Understanding of project
   - Proposed methodology
   - Workplan and timelines
3. Relevant Experience
   - Examples of similar projects completed
   - Experience working with Indigenous organizations and governments

4. Project Team
    - Key personnel and qualifications
5. Fee Proposal
    - Detailed pricing structure
    - Estimated costs and assumptions
6. References
    - Minimum of three references for comparable work

## TERM OF CONTRACT

Contract Term: One (1) Year

Expected Start Date: As soon as possible following contract award.

Location: Remote.

## QUALIFICATIONS

The successful proponent will demonstrate:

- Experience developing financial infrastructure and systems for new or growing organizations
- Strong understanding of financial controls, governance, and accountability frameworks
- Experience developing financial policies and procedures
- Experience working with Indigenous governments, Indigenous organizations, non-profit organizations, public sector entities, or similarly funded organizations
- Strong project management and communication skills
- Ability to work collaboratively within a developing organizational environment

## EVALUATION PROCESS

All proposals will be evaluated for completeness and suitability for the requirements. Applicants will be contacted, if necessary, to clarify any major items in question. After reviewing initial proposals, a successful applicant will be selected and will be recommended to the Board of Directors. A decision of the successful bid will be based on:

| DESCRIPTION | RATING |
|---|---|
| COMPLIANCE WITH THE RFP | PASS/FAIL |
| **RELEVANT EXPERIENCE AND QUALIFICATIONS** | 30 PTS |
| UNDERSTANDING OF PROJECT AND PROPOSAL APPROACH | 25 PTS |
| EXPERIENCE WORKING WITH INDIGENOUS GOVERNEMENTS AND ORGANIZATIONS | 20 PTS |
| CAPACITY AND AVAILABILITY | 10 PTS |
| COST AND OVERALL VALUE | 15 PTS |
| TOTAL | 100 PTS |

## TIMELINE

This Request for Proposal process will be governed by the following timetable of events. Although TNG will attempt to meet all dates, it specifically reserves the right to modify any dates, at its sole discretion, by notifying all Applicants in writing at the addressed noted in the Proposals submitted to TNG.

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| Availability of RFP | August 4, 2026 |
| Proposal Submission Deadline | August 25, 2026 |
| Submission Evaluations | August 26, 2026 – September 9, 2026 |
| Preferred Respondent Recommendations to Board of Directors | September 10, 2026 for discussion at September 17, 2026 Board meeting |

## GENERAL TERMS AND CONDITIONS

The following is the general terms and conditions for the Request for Proposals (RFP) except as modified by addenda issued by TNG prior to the RFP closing date.

1. Notices

   By submitting a response to the RFP, the Applicant represents and warrants that such bid is genuine and not false and collusive or made in the interest or on behalf of any person therein named and that the Applicant has not, directly or indirectly, induced or solicited any other Applicant to put in a false bid, or any other person, firm or corporation to refrain from bidding, and the Applicant has not in any manner sought by collusion to secure to the Applicant an advantage over any other Applicant

   If at any time it shall be found that the person, firm or corporation to whom a contract has been awarded has in presenting any bid or bids, colluded with any other party or parties, then the contract so awarded shall be liable to TNG for all loss or damage which TNG may suffer thereby; and TNG may advertise for a new contract and for said labour, supplies materials, equipment or service. Unauthorized conditions, limitations or provisions attached to an RFP may cause its rejection.

   The Applicant, by submitting a bid, shall represent and warrant that they have sufficiently informed themselves in all matters affecting the performance of the work or the furnishing of the labour, supplies, materials, equipment or service called for in the quotation documents; that they have checked their bid for errors and omissions; and that the amounts stated in their bid are correct.

The Applicant shall confirm in their submission that the Applicant agrees to abide by the terms and conditions outlined in the RFP. Submissions which do not have this confirmation will not be considered.

The submission of a bid shall be deemed to indicate that the Applicant has read, understood and considered all addenda issued prior to the closing date and time.

2. Inquiries

All questions concerning this Request for Proposal shall be directed to Chylane Diablo, Executive Director by email executivedirector@nidlin.ca or call 250 302 0322.

Any attempt by the Applicant or any of its employees, agents, contractors, or representatives to contact members of the Board of Directors,TNG Nits'il?in-Qi (Council of Chiefs) or TNG staff not identified above may lead to disqualifications.

Any changes to the RFP shall be stated in writing by Addenda. All requests for clarification must be received in writing at least four (4) business days prior to the closing date to allow written clarification to be issued to all Applicants. Verbal responses are only binding when confirmed by written addenda.

3. Privilege

TNG reserves the right to suspend or cancel any RFP at any time for any reason without penalty.

TNG reserves the right to reject any and all bids or accept any bid or part thereof and may award all or portion of the work to one ore more Applicants.

TNG reserves the right to accept other then the lowest fee offered.

TNG reserves the right to award a contract on the basis of the initial offers received, without discussions or requests for best or final offers.

TNG reserves the right to waive any informalities, formalities, technicalities or to reject any or all RFP's based on the Applicants lack of proven experience, performance on similar projects or the suitability of proceeding with the execution of the work.

In the event that a number of suppliers submit bids in substantially the same amount or score, TNG may, at its discretion, call upon those Applicants to submit further bids.

TNG reserves the right to inspect any products supplied as a result of the quotation, either during or after manufacture and delivery, and shall be the sole judge as to whether product supplied meets specifications.

TNG reserves the right to reject any Applicant, if after an investigation of the evidence submitted by the Applicant, it fails to satisfy TNG that the Applicant is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of TNG or otherwise, which are inconsistent with the provisions contained herein.

4. Law

The law applicable to the RFP and any subsequent agreements shall be the law in force in the Province of British Columbia.

In responding to the RFP, Applicants warrant their compliance with all appropriate Municipal, Provincial and Federal regulations, laws and orders.

Applicants must agree to indemnify TNG and its employees if they fail to comply, and TNG reserves the right to cancel an agreement arising from the RFP if the proponent fails to comply with the above.

The successful Applicant shall indemnify TNG, it's Council of Chiefs and employees against any damage caused to TNG as a result of negligence or unlawful acts of the successful Applicant, its employees, agents or manufacturer of the products sold to TNG. Similarly, the successful Applicant shall agree to indemnify TNG, it's Council of Chiefs and employees against any claims or costs inherited by third parties as a result of any negligence or wrongful acts of the successful Applicant, its employees, agents or manufacture of the products sold to TNG.

5. Submission and Evaluation

Preparation: All expenses incurred in the preparation and presentation of submissions of the response to the RFP is entirely the responsibility of the Applicant. The includes, but is not limited to, labour, materials and the cost of site visits if applicable.

Method of Submission: Email proposals will be the only form. Hard copy, facsimile or telephone proposals will not be considered unless otherwise specified.

Completeness: It is the Applicant's responsibility to ensure that their submission is complete and is delivered to TNG by the date and time indicated. Proposals submitted after the above will not be considered.

Changes to Submissions: Changes in submission will only be considered if submitted in writing by email, and providing such change is received by Chylane Diablo, Executive Director prior to the established closing date and time. Changes to submissions will not be accepted after the established closing date and time.

6. Quotations

   Prices must be in Canadian funds, and shall include all handling, freight, duty and any other charges which are applicable at the time the quotation is awarded. It is the responsibility of the Applicant to find out from the appropriate authorities what rates and charges are applicable to this quotation.

7. Data and Documents

   All data materials, and information collected, and work products created (i.e. calculations, reports, etc.) either directly for, or in support of the work outlined in the RFP is the property of TNG. The Applicant shall not be permitted to publish or in any way use said information without the expression or final approval of TNG.

## DEADLINE AND DELIVERY OF PROPOSALS

Proposals must be submitted electronically with the subject line:

→ "**Request for Proposals – Financial Infrastructure & Systems Development Consultant.**"

Proposals will be received until 4:30pm, August 25, 2026, by email submission to Chylane Diablo, Executive Director, at executivedirector@nidlin.ca.

Inquiries can be made to (250) 302 0322