



Council of Yukon First Nations

REQUEST FOR PROPOSALS (RFP)

Human Resource Organizational Plan for the Yukon First Nations Education Directorate

Description – The contractor will develop the Human Resources organizational plan for the establishment of the Yukon First Nations Education Directorate.

Request for Proposals

CYFN Education Department

Issue date: August 23, 2019

RFP Deadline: September 11, 2019 at 4:30 p.m.

Contact:

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Proposal Timetable

Issue Date of RFP	August 23, 2019
Submission Deadline	September 11, 2019
Completion Date	March 31, 2020

Scope of Work

Background

The Yukon First Nations have resolved to create a Yukon First Nations Education Directorate (YFNED) to support the education of Yukon First Nations students. The mandate of the YFNED will be to work, to support changes and enhancements in the education of Yukon First Nations students. The establishment of the YFNED in the short-term transitional operations will require Human Resources planning and development. Focusing on the senior implementation staffing.

The Deliverables

- 1) Development of:
 - A Workplan consisting of the determination of Human Resource needs for the Yukon First Nations Education Directorate (YFNED), with five-year prioritized timelines and milestones.
 - YFNED human resources organizational structure, Job descriptions, interview and hiring processes (including interview questions, determine panel members, arrange and conduct interview, conduct reference checks, job offers)
 - Personnel Policy reflective of current HR standards and YFNED organizational needs.
- 2) Implementation:
 - Work closely with YFNED Executive Director and consultants to hire senior staff for the establishing YFNED

Project Timeline

August, 2019 to completion date.

Evaluation/Selection Criteria

The following is an overview of the categories and weighting for the evaluation and selection criteria. Each of the 4 components must be ***clearly*** demonstrated in the RFP and distinguished separately.

Evaluation/ Selection Criteria Category
Experience and Qualifications
Workplan/Approach
Price
First Nations
Total Points

Experience and Qualifications

- Diploma, Degree or professional certificate in Human Resources or a related field and/or equivalent and extensive related work experience;
- Understanding and knowledge of Human resources, organizational development with educational perspective;
- Demonstrated experience in research, writing and consultations;
- Experience with working with First Nations;
- Demonstrated ability to think analytically and synthesize data

Workplan/Approach

- Proponent clear outlines a suggested workplan/approach to complete the required deliverables including timeline with dates;
- Demonstrated approach to working with numerous stakeholders and partners.

Pricing

- Budget breakdown detailing number of days and daily rate;
- Travel costs (not including daily rate) to all Yukon Communities. Flights, accommodations, mileage, per diems to be included