Fort Chipewyan Community Education Authority Council

Request for Proposals

Fort Chipewyan Community Education Authority – Project Manager

Issued by the Fort Chipewyan Community Education Authority Council[1]

RFP Release Date: April 14, 2026

RFP Response Due Date: May 1, 2026

CONTACT INFORMATION

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[1] A registered society under the *Societies Act*, RSA 2000, c S-14

1. Background

The Fort Chipewyan Community Education Authority Council (the "**FCCEAC**") was established by the Athabasca Chipewyan First Nation ("**ACFN**") and the Fort Chipewyan Métis Nation ("**FCMN**") following the signing of a tripartite memorandum of understanding (the "**MOU**") with the Government of Alberta ("**GoA**"), ACFN, FCMN and Mikisew Cree First Nation ("**MCFN**") in 2022. One of the purposes of the MOU is to explore the creation of a new community-led public education authority responsible for delivering public education in Fort Chipewyan, Alberta. This work is currently supported by a working group comprised of administrative and legal experts from ACFN and FCMN (the "**Working Group**").

FCCEAC is seeking non-binding proposals from qualified contractors to provide *project management and organizational support services* as further set out below (the "**Project Manager**").

The FCCEAC has received capacity funding from the GoA to complete two reports. The first report is a financial/operational feasibility study (the "**Feasibility Study**") and the second is a business case (the "**Business Case**") examining the establishment of a new Indigenous community-led public school authority in Fort Chipewyan (see the attached Guidelines) (collectively the "**Reports**"). The Feasibility Study will be completed by a feasibility study consultant (the "**Feasibility Study Consultant**"), and the Business Case will be completed by a business case consultant (the "**Business Case Consultant**"), both of whom will be hired through a separate RFP process. Work on the two reports is to be completed by December 31, 2026.

To be successful, both reports must be informed by the interests of the three Indigenous communities in Fort Chipewyan and other partners. This will require coordination between the consultants, the FCCEAC Board, the communities, and other partners, such as the GoA.

The Project Manager will help the FCCEAC Board of Directors (the "**FCCEAC Board**") to manage, coordinate, and complete the Feasibility Study and the Business Case, including its community engagement activities, and undertake any necessary reporting to the GoA in accordance with the capacity funding.

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2. Scope of Work

The successful contractor will report to the FCCEAC Board and provide project management services, including but not limited to:

- Working with the Working Group and the FCCEAC Board, coordinate and manage the activities undertaken by the Business Case Consultant and the Feasibility Study

Consultant to complete the Reports, including, but not limited to, ensuring relevant timelines and deliverables are met and that relevant stakeholders receive coordinated and consistent communications.

- Liaison with external partners, including education authorities, other contractors, and government representatives (MCFN, ACFN, FCMN, and GoA) as directed by the FCCEAC Board or the Working Group.
- Working with the Working Group and the FCCEAC Board, provide project and funding management support to the FCCEAC, including, but not limited to, budgeting support, tracking expenditures, and preparing reports, as they relate to the Reports.
- Working with the Working Group and the FCCEAC Board, provide administrative support to the FCCEAC Board, including meeting coordination, agendas, briefing materials, note-taking, and tracking action items as they relate to the activities of the FCCEAC and the Reports.
- Work with the Feasibility Study Consultant, the Business Case Consultant, the Working Group, and the FCCEAC Board, coordinate and complete community engagement activities (as necessary), or as directed by the FCCEAC Board.
- Working with the Feasibility Study Consultant, the Business Case Consultant, and the Working Group, prepare written reports, correspondence, and documentation in relation to the Reports as directed by the FCCEAC Board or the Working Group.

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3. Contractor Qualifications

Proponents should demonstrate:

- Experience providing project management services, preferably in a public-sector, non-profit, or Indigenous governance context
- Strong organizational, communication, and reporting skills
- Experience supporting Boards or governance bodies
- Ability to work independently and manage multiple priorities

Assets include:

- Experience working with Indigenous communities or organizations
- Knowledge of education systems or community-led governance initiatives

- Experience managing government or grant-funded projects
- Knowledge of the current and historical state of education in Fort Chipewyan
- Knowledge of the Indigenous communities in Fort Chipewyan, and their history, culture and language

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4. Contract Term & Location

- **Term:** Fixed-term contract to December 31, 2026, with possibility of extension subject to funding and performance.
- **Location:** Fort Chipewyan, with flexibility for remote work as appropriate.

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5. Compensation

Compensation will be negotiated based on experience, proposed approach, and available funding (approx. $50,000). Proponents should include in their proposal their proposed fee structure (hourly or fixed-price).

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6. Proposal Submission Requirements

Proposals must include:

1. A brief description of the proponent and relevant experience
2. A summary of the proposed approach to delivering the scope of work
3. Résumé or CV of the proposed contractor(s)
4. Proposed fee structure
5. Two references

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7. Submission Deadline

Proposals must be received **no later than**:

May 1, 2026

Late submissions may not be considered.

8. Communicating with the FCCEAC

Proponents are encouraged to contact the FCCEAC through the contact identified in this RFP to ask questions or seek clarification regarding any element of this RFP. This individual is the only individual with any express or implied authority to clarify any uncertainties arising from this RFP. The FCCEAC accepts no responsibility for, and the proponents agree not to rely upon, any verbal or written statements or representations from any other person concerning this RFP.

The FCCEAC will share information or otherwise communicate with requesting parties at its own discretion.

9. Submission Method & Contact Information

Proposals should be submitted electronically and clearly marked:

"RFP – Project Management Services (FCCEAC)"

Submissions and inquiries should be directed to:

Attention: FCCEAC Board
Email: pjohnson@tlellp.ca; jason.mcevoy@fortchipmetis.ca; Maggie.farrington@acfn.com
Subject Line: RFP – Project Management Services

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10. Confidentiality

All proposals submitted to FCCEAC may be shared with the FCCEAC Board, the Working Group, the GoA, elected officials and staff of ACFN, FCMN, and MCFN, FCCEAC Board consultants and Fort Chipewyan Community Members.

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11. Selection Process

FCCEAC will follow up with proponents that have submitted proposals under this RFP at its sole discretion.

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12. Legal Notice

This is an informal RFP process. Nothing in this document is meant to create a legal relationship between FCCEAC and any potential proponent or other person, entity or body.

By issuing this RFP and accepting proposals for evaluation, the FCCEAC Board does not intend to create a contractual relationship (either express or implied) or any other legal duties or obligations with any prospective consultant. Without limiting the generality of the foregoing, the FCCEAC may, at any time and for any reason, and without any liability whatsoever to any prospective consultants:

1. modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
2. extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
3. accept or reject any compliant or non-compliant proposal, in whole or in part;
4. waive strict compliance with the terms of this RFP and waive irregularities in any proposal;
5. discuss the terms of a proposal submitted by a prospective consultant with that consultant at any time for the purposes of clarification and/or negotiation of that proposal;
6. allow any prospective consultant submitting a proposal to modify any aspect of its proposal at any time;
7. verify or seek clarification of any and all information provided pursuant to this RFP;
8. withhold the names of the prospective consultants and content of their proposals from the other proponents;
9. negotiate any aspect of any proposal (including pricing and scope of work/services) and the form of contract with one or more prospective consultants at any time whether before or after the date and time for submission of proposals; and/or
10. cancel this RFP at any time for any reason and thereafter proceed in any manner the FCCEAC sees fit, in its sole discretion, including:
    a. issuing a new RFP or other request based on the same or changed criteria or other requirements;
    b. entering into sole source negotiations with any one or more of the prospective consultants or any other person; or
    c. cancelling this RFP in its entirety.

Submission of a proposal does not obligate the FCCEAC to accept any proposal or proceed further with the award of any services contract.

Further:

1. The FCCEAC will not be liable for, nor reimburse, any prospective consultants, as the case may be, for costs incurred in the preparation, submission, or presentation of any proposal, for interviews or any other matters that may be requested as part of the evaluation process, or the process for the negotiation or execution of an agreement with the FCCEAC.
2. The rejection or non-acceptance of any or all proposals shall not render the FCCEAC liable for any costs or damages to any person that submits a proposal.
3. All correspondence, documentation, and information provided by the FCCEAC to any prospective consultants or the successful Project Manager about, or arising out of this RFP, any services, or the acceptance of any proposal:
    a. is and shall remain the property of the FCCEAC;
    b. must be treated by the prospective consultants and the successful Project Manager as confidential and must not be disclosed to any person; and
    c. must not be used for any purpose other than for replying to this RFP, and for fulfillment of any related subsequent agreement.
4. By submitting a proposal, each prospective consultant grants its consent for the FCCEAC to conduct such due diligence as the FCCEAC may deem appropriate in its sole discretion.

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13. Evaluation

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Understanding of the scope of work
- Proposed approach and capacity
- Cost and overall value
- Such other factors determined by FCCEAC

Attachments:

1) Business Case Guidelines
2) Feasibility Study Guidelines