

## **Organizational Summary**

The first and only Metis self-government in Canada, recognized constitutionally as a distinct and protected people, the Metis Settlements are a vital and rich part of our Canadian cultural identity.

Across 1.25 million acres are eight communities, populated by the people of the Fathers of Federation and those before them, each connected by the vision for self-government and self-determination. The communities are located throughout northern Alberta and are home to approximately 6,500 people. Each Settlement is unique, vibrant, and rooted in their local natural environment.

The Metis Settlements General Council (MSGC) is the central governance and political body of the eight Metis Settlements of Alberta.

MSGC comprises the elected councils who govern the eight Metis Settlements. The MSGC Assembly includes the 40 councillors, and two executive officers who are elected to their positions by the councillors. The Executive oversee the day-to-day operations of the organization and support the Assembly and Board of Directors (the eight Settlement Council Chairs) in making governance decisions on behalf of the communities.

Since the beginning of the 1900s, one of the Settlement Council's primary objectives has been to create laws and policies for the Settlements, and establish a secure land base for the Métis people to safeguard their culture, lifestyle, and traditions.

Our eternal promise to protecting our land and culture is stitched into the Metis flag, and woven into the heart of every settlement Metis.

The Metis Settlements General Council (MSGC) is seeking proposals from qualified consulting firms to conduct a comprehensive organizational review. This review will include a full human resources (HR) capacity audit to ensure our organization is optimally structured and equipped to achieve our strategic objectives.

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## **Project Background**

The Metis Settlements General Council is committed to continuous improvement and organizational excellence. MSGC is pursuing a s.35 rights claim with Canada as well as ongoing relationship building with the province of Alberta. With an increasing focus on service delivery to Settlement members, while working in partnership with the eight Settlement leaders and administrative teams, MSGC must structure the organization and the central government team to be able to rise to the need.

To support this work, we aim to evaluate our current organizational structure, processes, and human resources capacity. This review will help identify strengths, areas for improvement, and recommendations for future development.

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## **Objectives**

The objectives of this RFP are to:

1. Conduct a comprehensive organizational review.
2. Perform a full HR capacity audit.
3. Identify gaps and opportunities for improvement in our current structure and processes.
4. Provide actionable recommendations to enhance organizational effectiveness and efficiency.

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## **Scope of Work**

The selected consulting firm will be required to:

1. **Organizational Review:**
  - Assess the current organizational structure.
  - Evaluate existing processes and workflows.
  - Review organizational culture and alignment with strategic goals.
  - Identify inefficiencies and areas for improvement.
2. **HR Capacity Audit:**
  - Review HR policies, procedures, and practices.
  - Assess staffing levels and workforce distribution.
  - Evaluate the effectiveness of recruitment, retention, and talent development strategies.
  - Review and revise job descriptions, assess staffing levels, and create a pay band/remuneration framework.
  - Analyze employee performance management systems.
  - Identify gaps in skills, competencies, and capacity.
  - Review compliance with relevant labour laws, and regulations.
3. **Data Collection and Analysis:**
  - Conduct interviews and focus groups with employees at various levels.
  - Administer surveys to gather quantitative and qualitative data.
  - Analyze HR metrics and organizational performance data.
  - Research structures for other orders of government as models for information and consideration.

**4. Reporting and Recommendations:**

- Provide a detailed report of findings.
- Offer actionable recommendations for organizational and HR improvements.
- Presentation of findings and recommendations to the executive, the Board and the Assembly, as necessary; as well as a presentation to the staff team.

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**Deliverables**

1. **Project Plan:** Detailed project plan with timelines, milestones, and key deliverables.
2. **Interim Reports:** Regular progress reports to the project coordinator.
3. **Final Report:** Comprehensive report including:
  - Executive summary
  - Detailed findings and analysis
  - Specific, actionable recommendations
4. **Presentation:** Presentation of findings and recommendations.

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**Proposal Requirements**

Proposals should include the following:

1. **Executive Summary:** Overview of the proposed approach and methodology.
2. **Firm Qualifications:** Description of the firm's experience with similar projects and familiarity with the Metis Settlements.
3. **Team Composition:** Bios and relevant experience of the project team.
4. **Approach and Methodology:** Detailed explanation of the approach, including data collection and analysis methods.
5. **Project Timeline:** Estimated timeline for completion of the project.
6. **Budget:** Detailed cost estimate, including a breakdown of fees and expenses.
7. **References:** Contact information for at least three references from similar projects.

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**Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications:** Demonstrated experience with organizational reviews and HR audits, as well as familiarity with the Metis Settlements. (25 points)
2. **Approach and Methodology:** Clarity and comprehensiveness of the proposed approach. (25 points)
3. **Team Expertise:** Qualifications and experience of the project team. (25 points)
4. **Cost:** Overall cost and value for money. (15 points)
5. **References:** Feedback and endorsements from 3 previous clients (10 points)

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## Submission Instructions

Proposals must be submitted by August 30, 2024 by 11:59pm to:

Catherine Keill, Executive Director  
Metis Settlements General Council  
10712 129 Street NW, Edmonton, AB, T5J 1K3  
[execdir@msgc.ca](mailto:execdir@msgc.ca) / 780 822 4096

Please submit proposals in PDF format via email with the subject line "RFP Submission for Organizational Review"

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## Timeline

- **RFP Issued:** July 30, 2024
- **Deadline for Questions:** August 9, 2024
- **Response to Questions to all Bidders:** August 16, 2024
- **Proposal Submission Deadline:** August 30, 2024 (no later than 11:59pm MT)
- **Interview with Shortlisted Bidders:** September 9, 2024
- **Selection of Consultant:** September 20, 2024
- **Project Commencement:** September 30, 2024
- **Project Completion:** March 31, 2025

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## Confidentiality

All information provided in this RFP and during the project must be treated as confidential and used solely for the purposes of responding to this RFP and conducting the review.

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## Contact Information

For any inquiries or further information, please contact:

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Metis Settlements General Council  
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## Thank You

We look forward to receiving your proposal and partnering with a qualified firm to support MSGC through this time of historical change and reshaping for the future.