



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Request for Proposals Huu-ay-aht Canoe Project

Statement of Purpose

The main objective of this project is to facilitate a canoe project where a Huu-ay-aht apprentice, Executive Council, Hāwiih, Huu-ay-aht administration and Anacla community members will carve a canoe together under the guidance of a Master Carver. The final product of this project is to have a carved canoe that can be erected near the Huu-ay-aht Anacla Government Office. The goals of the project is to create community cohesion, provide a team building activity for HFN government and staff, and begin training a new carver. Additional objectives are that participants will learn from the Master Carver as they give guidance and direction on how to use the tools, cultural and logistical items for consideration, techniques, history involved with canoe, and the symbolism of the art work.

Background Information

In 2016, the Huu-ay-aht First Nations government identified a need to encourage and empower citizens, staff, and government officials to continue to build a strong team working together in a cohesive manner.

An idea was suggested to have a community canoe project, which is modeled after a project that happened in Hawaii and will bring people together with a common goal, as well as honouring an ancient and valued tradition. The project will give people the opportunity to explore one of Huu-ay-aht's traditional practices and openly ask questions to learn more about the history of the Nation. Participants will have opportunity to work on a project that will be a legacy on Huu-ay-aht lands. They will have opportunity to experience their coworkers, community members and peers in positive, healthy and fun interactions. Additionally, the Nation will have a new canoe that advances the Nations' overarching strategic goals of ensuring that culture is a priority.

Confidentiality and Conflict of Interest

This RFP and all related materials are to be treated in strict confidence. Any proposal received will be evaluated to ensure there is no apparent or actual conflict of interest.



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Scope of Work

1. Consultation with HFN Hāwiih – (initial consultation happened July 12, 2016), continued monthly consultation and ongoing progress with reports
2. Work plan submitted for canoe including timeline and milestones – work with Hāwiih, and Executive Council, to understand vision and curriculum for the project.
3. Find suitable log (to be donated by the Huu-ay-aht Group of Businesses) and conduct ceremonies for removing the tree
4. Ensure logistics are in place (location, log, tools, safety considerations)
5. Provide mentorship to one Huu-ay-aht citizen who is interested in becoming a carver
6. Work with Communications department to communicate project start-up and progress to staff and community
7. Carve the log – staff would be allowed ½ hour each week to participate in the canoe . The majority of the canoe would be done by Master Carver and apprentice.
8. Document progress - regular reports from carver, anecdotes from staff, apprentice, and community
9. Celebration (costs will be covered by HFN) – canoe raising, luncheon, ceremony, naming (to be coordinated with Hāwiih)

Outcome and Performance Standards

- The totem should be carved in a style that is consistent with Huu-ay-aht artwork.
- Safety and safe use of tools must be taught to every participant.

Deliverables

At the end of the contract, Huu-ay-aht will be provided with:

1. A completed canoe
2. Photographs and written reports documenting successes and challenges (HFN will be creating a book for present and future generations)

Term of Contract

April 1, 2017 – July 31, 2017



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Payments, Incentives, and Penalties

Payment schedule will be based on:

- 25% April 15, 2017 – Upon execution of the contract
- 25% May 15, 2017 – Month One completion
- 25% June 15, 2017 – Month Two completion
- 25% July 31, 2017 – Completion

Invoices with tax information clearly identified will be required for each payment. HFN to supply apprentice wages, liability insurance, WCB.

Contractual Terms and Conditions

The successful candidate will be considered a Master Carver among First Nations people and communities. They will have a working knowledge of Huu-ay-aht First Nations and Nuu-chah-nulth artistry, history, successes, and challenges.

They will have a strong understanding of working through major creative projects at a community level and have an understanding of the importance of the return to self-government to Huu-ay-aht as a result of the Maa-nulth treaty coming into effect. They will possess skills in teaching their art and good communication skills for working with people with diverse backgrounds and skill sets.

The final product will belong to the Huu-ay-aht First Nations who will also be responsible for its up keep and preservation.

Sub-contractors that will be utilized in the project will need to be included in the proposal.

Requirements for Proposal Preparation

Proposals should be prepared with the following in mind:

- An outline of anticipated end product (sketches, descriptions, photographs are all acceptable)
- Include the experience working with the Huu-ay-aht First Nations or other Nuu-chah-nulth Nations
- Awards and honours for working on similar projects and examples of completed projects



huu ay aht

ANCIENT SPIRIT, MODERN MIND

- Knowledge of the Huu-ay-aht and the return to self-government as a result of the Maa-nuth Treaty
- Professional experience
- Total costs to produce, including all incidentals, subcontractors, travel and contingency – HFN pay for transport of the log, HFN apprentice wages, and the final celebration. Contractor may have input in apprenticeship selection process.
- Sub-contractor names and function
- Other samples of similar previous art work

The term April 1, 2017 to July 31, 2017 should be included.

Evaluation and Award Process

Proposals will be evaluated based with the following criteria:

- 40% demonstrated successful experience on similar projects and talent (awards and special honours for similar projects are an asset)
- 40% demonstrated professional experience in teaching others
- 10% for outline of anticipated end product
- 10 % for sample work

Huu-ay-aht First Nations may decide, in its sole discretion, whether or not to award this project, and if so to whom, after considering the evaluation efforts.

Huu-ay-aht First Nations will make every reasonable effort to conclude a legally binding project agreement with a successful proponent as soon as practicable prior to March 1, 2017.

Process Schedule

January 23, 2017 – February 10, 2017	RFP posted
February 17, 2017	Review proposals
February 20-24, 2017	Interviews
March 1, 2017	Selection of successful candidate



huuayaht

ANCIENT SPIRIT, MODERN MIND

Contacts

Contact for all canoe project efforts will be Kathy Waddell, Director of Community Services, kathy.w@huuayaht.org or by telephone: 250-723-0100 c: 250-720-9615

Approvals for execution of contract, updates and approval of final products will be through Executive Council and Hawiik Council.

Please send proposals to Trudy Warner, Acting Executive Director at trudy.w@huuayaht.org by 4:00 pm, February 10, 2017.