



# Request for Proposals Electoral Officer Services

Issued  
November 29, 2024

Submission Deadline  
December 27, 2024, at 4:00 pm

# The Opportunity

Haisla Nation Administration is seeking proposals from qualified individuals or firms to serve as the Electoral Officer for its upcoming election. The selected Electoral Officer will be responsible for overseeing and administering the election process in a fair, transparent, and efficient manner.

## Background

The Haisla Nation Council is the band government of the Haisla people. The Haisla Nation has many formal and informal partnerships and working relationships with governments, agencies, and businesses throughout our traditional territory. We have a registered population of 2,081 members with approximately 675 members living on reserve. HNC strives to lead in good governance with the principles of fairness, transparency, and accountability to support our Nation's future.

## Scope of Services

The selected Electoral Officer will be responsible for conducting the June 2025 Haisla Nation Councillor General Election pursuant to and in accordance with the Haisla Nation Custom Election Code for the election of four (4) Councillors and one (1) Chief Councillor. This includes facilitating in-person voting, electronic voting, and mail-in voting options for our members to ensure accessibility and inclusivity.

### **Pre-Election Responsibilities:**

- Develop a critical election timeline and voting event checklist pursuant to the Haisla Nation Custom Election Code.
- Coordinate with band leadership to ensure all logistical needs are met.
- Certify voter eligibility and administer the official voters list.
- Ensure that all eligible voting members receive information about the voting process by preparing election notices, sharing candidate details, and providing clear voting instructions.
- Prepare, post and mail out all election notices and mail-in ballots to all eligible voting members and in compliance with the election rules and regulations.
- Ensure the security and confidentiality of voter information for all voting methods.
- Be well-versed in the Haisla Nation Custom Election Code and able to promptly address any questions from staff and members (electorate) about the voting process and procedures. Ensure a dedicated email and toll-free phone number are available for inquiries.
- Manage the nomination process here in the Haisla Nation.

### **Voting Methods:**

In-Person Voting:

- Set up polling stations at designated locations on the election day, and ensure polling stations are properly resourced.

- Manage staff and volunteers to facilitate the voting process.
- Ensure the secure handling of ballots.

#### Electronic Voting:

- Coordinate with a secure and reliable electronic voting platform to ensure ease of access for voters.
- Oversee the technical aspects of the electronic voting system, ensuring data integrity and security.
- Facilitate, monitor and administer the electronic vote procedures and electronic ballot.

#### Mail-In Voting:

- Distribute mail-in ballots to eligible voters in a timely manner.
- Establish procedures for receiving, verifying, and counting mail-in ballots.

#### **Election Day Responsibilities:**

- Ensure the smooth and secure operation of all voting methods.
- Enforce election rules and resolve any issues or disputes that may arise.
- Guarantee that the voting process remains impartial and fair.

#### **Post-Election Responsibilities:**

- Gather and securely protect all ballots, along with any other security measures required to ensure the integrity of the vote.
- Supervise ballot counting and certification of the vote results.
- Announce the official election results in accordance with the election rules.
- Provide a detailed report on the election process, highlighting any irregularities or challenges encountered, along with all required certified documents as mandated.

## Qualifications

Candidates should possess the following qualifications:

- Proven experience in managing electoral processes, particularly within First Nations organizations or communities.
- Demonstrated ability to administer multiple voting methods (in-person, electronic, mail-in).
- Strong understanding of the election rules and regulations applicable to First Nations.
- Ability to maintain neutrality and uphold the principles of fairness and transparency.
- Knowledge of secure voting technologies and data protection standards.

## Proposal Requirements

Interested applicants should submit a proposal that includes the following:

- Cover Letter summarizing the applicant's qualifications and experience relevant to the role.

- Detailed Work Plan outlining how the applicant plans to execute the election, including how each voting method will be managed.
- Budget including all costs associated with the election process, such as staffing, technology platforms, materials, travel, and incidentals.
- Timeline indicating key milestones from pre-election planning to post-election reporting.
- References from past clients, preferably from First Nations organizations, who can attest to the applicant's qualifications and past performance.

## Submission Guidelines

Proposals must be submitted no later than December 27, 2024. Please submit proposals electronically in PDF format to:

Eliza Bisshopp, Interim Director of Governance and Administrative Services  
Email: [ebisshopp@haisla.ca](mailto:ebisshopp@haisla.ca)  
1-250-639-9361 ext. 109

Late submissions will not be considered.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications.
- Thoroughness and feasibility of the proposed work plan.
- Demonstrated ability to handle all three voting methods (in-person, electronic, mail-in).
- Cost-effectiveness of the proposal.
- References and past performance.

## Contact Information

For any questions or further information regarding this RFP, please contact:

Eliza Bisshopp, Interim Director of Governance and Administrative Services  
Email: [ebisshopp@haisla.ca](mailto:ebisshopp@haisla.ca)  
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## Terms and Conditions

Haisla Nation Council reserves the right to reject any and all proposals.

The lowest bid may not necessarily be selected.

The successful applicant must agree to abide by the Haisla Nation Custom Election Code.