REQUEST FOR PROPOSALS
Matrimonial Real Property (MRP) Consultant

1.0 SUMMARY OF WORK AND INTRODUCTION

The First Nations Housing Professionals Association is seeking to engage one (1) Regional Consultants to support the planning, development and execution of the Matrimonial Real Property Program.

Region:

- **(1) – British Columbia, Yukon and Northwest Territories**

This is a request for proposal (RFP) and not an invitation to tender. The reader is hereby advised that we reserve the right to:

a. Accept a proposal without negotiation.
b. Negotiate changes to the technical or financial content of the successful proposal.
c. Cancel or reissue this RFP at any time.

The information contained in this document is proprietary to FNHPA and may not be divulged to any third party.

The contact for the purposes of this response to this request for proposal is:

Carrie Zeppa, FNHP
Manager, Matrimonial Real Property (MRP)
First Nations Housing Professionals Association
473 Kokomis Inamo, Unit #1
Pikwakanagan, ON K0J 1X0

Proposals must be submitted electronically in PDF format to: carrie@fnhpa.ca by close of business (4:30 p.m. EST) on Friday, October 25, 2024.

2.0 About FNHPA

The First Nations Housing Professionals Association is a national not-for-profit professional association exclusively serving the needs of individuals working for or aspiring to housing management positions with First Nations organizations or those working within the First Nation Housing Industry.

This Association's purpose is to expand housing capacity for First Nations in Canada by providing leadership to support housing professionals with services such as developing, promoting and delivering quality standards, practices, research, certification, education and capacity development services, and networking. Services will be provided to individuals and organization members who share the purpose of the association and meet criteria established by the Board of the association.

Housing professionals are key partners with their communities. They work with community members to help them access new homes and support them in maintaining healthy and safe homes as well as act as an information portal on housing trends, legislation and regulations applicable to on reserve housing. First Nations Housing requires fully trained staff in each community. Staff need the education and experience to design, finance, build, operate, manage and maintain housing assets. This means a national capacity building organization is required to provide housing staff with learning opportunities to expand their competencies to do so successfully. FNHPA is the organization to lead capacity development for First Nations housing. FNHPA will help to prepare individuals to work with new knowledge and skills and assist its members and their organizations to set strategic goals, successfully implement business plans, and deliver quality housing service programs as well as advise members, whether tenants or homeowners within the community.

As a national professional association FNHPA provides members with the following types of services:

- Competency and Ethical Standards
- Certification: courses and examination
- Education and Training
- National Conference and AGM
- Seminars/workshops
- Website/social media/networking
- Job listing service and other career supports

- Publications
- Research
- Housing and Wellness Programs
- Website Knowledge Centre, with tools, practice, articles, reports, etc.
- Promotion of both the designation and the profession
- Awards, scholarships and member discounts

The current Board of Directors includes:

- Darlene Marshall, FNHP, CIL, Chair
- Rosie Charles, FNHP, Vice Chair
- Harvey McCue, Secretary Treasurer
- Tabitha Eneas, FNHP, CIL, Director
- Seetta Roccola, FNHP, Director
- Teneal Nole, FNHP, Director
- Joanne Oskatamin-Potts, FNHP, Director
- Roxanne Harper, FNHP, CIL, Knowledge Holder

B. FNHPA Mandate

The following strategic statements have been developed and approved by the Board.

Vision:

> ***FNHPA is the centre for professional standards, certification and other services for existing and future First Nations housing professionals across Canada.***

A **mission** statement has been established to provide direction and support for FNHPA's vision.

> ***FNHPA supports existing and future housing professionals in serving their communities by:***

- ***Providing national standards***
- ***Delivering education and certification programs***
- ***Facilitating communication and knowledge-sharing***

To assist in providing greater direction towards achieving the vision and mission, goals have been established. These **goals** are numbered but not prioritized:

1. ***To develop capacity for housing professionals in First Nations through standard setting, certification and training.***
2. ***To attract members to FNHPA who have a desire to obtain and maintain a professional designation.***
3. ***To engage, promote and communicate while enhancing credibility.***
4. ***To support First Nations with timely and relevant products and services to enhance housing capacity.***
5. ***To obtain government, business and political support, and develop partnerships with like-minded organizations.***
6. ***To pursue the vision and mission in an innovative, effective and financially responsible manner.***

*Government support includes but is not limited to: First Nations, Municipal Regional/Local), Provincial/Territorial, Federal

3.0 PROJECT BACKGROUND

Through a three-year phased transitional approach, the Centre of Excellence for Matrimonial Real Property (COEMRP) will find its new home with the FNHPA; Canada's only national center for professional standards, certification, and services for existing and prospective First Nations housing professionals. FNHPA is enthusiastic about picking up the torch and continuing to expand upon the critical work initiated by NALMA COEMRP.

The transition of COEMRP operations to FNHPA marks a significant milestone in the organization's efforts to champion the First Nations housing industry and reinforces the commitment to ensuring housing professionals have the resources and support needed to make a meaningful difference in their communities and support their community members.

FNHPA is interested in educating and informing housing staff and developing the necessary tools and resources for them to share with governance and community members, therefore, FNHPA will not be pursuing special project funding to assist First Nations in designing their MRP laws, policies or protocols.

4.0 SCOPE OF WORK – REGIONAL CONSULTANT

The FNHPA will engage one (1) Regional Consultant through a 3-year term contract and will train and equip them with the knowledge, tools and materials necessary to respond to First Nation inquiries from community members for which region they represent. Responses will be based on providing guidance on FHRMIRA or First Nation MRP Laws that have been enacted. Each of the four Regional Consultants will be responsible for one of four (4) regions across Canada which have been identified as follows:

1. **British Columbia/Yukon/Northwest Territories;**

The FNHPA is seeking MRP Regional Consultant to:

- Act as the primary contact responsible to respond to all MRP related inquiries from First Nations, community members and Housing and Lands staff and provide a referral service in a supportive and timely manner.
- Serve as subject matter expert offering assistance and guidance to First Nation communities and Housing and Lands staff to navigate the MRP and FHRMIRA legislation.
- Must deliver advice on FHRMIRA and how the Legislation applies to First Nations with a sample approach on when the consultant can be contacted (day's and times) by community members or their First Nations Housing or Lands staff to seek necessary advice on FHRMIRA or MRP Laws and Legislation.
- Delivery of a presentation on FHRMIRA through an approach defined by the consultant and MRP Manager.
- Ensure all referrals are tracked using the referral system which will ensure effective and efficient responses to outline all inquiries for successful implementation. Referral system chart to include, but not limited to:
    - Dates of contact
    - Client names
    - Client contact information
    - First Nation
    - Land Regime
    - Consultation topic and all details of discussion
    - Follow-up system to document all outcomes
- Participate in regional events, when required, to be determined by the Manager, MRP.

- In coordination with the MRP Program Staff, the Consultant will attend the regional sessions to respond to specific questions and scenarios from participants.
- Provide regular program status updates to the Manager, MRP.
- Work and collaborate with the MRP Program Coordinator and MRP Administrative Clerk to achieve best results to responding to all MRP inquiries.
- Attend the FNHPA National Conference to assist with a pre-conference workshop that will ensure Housing staff are acquainted with their regional consultant and provide a question/answer session and understand how MRP legislation impacts individuals and families living on-reserve.

5.0 Information About the Regional Consultant Required of a Respondent to this Request for Proposal

The Association will require the following information from the Regional Consultants responding to this RFP:

General Information:

- Name, address and contact person for the Regional Consultant, along with a brief background history of the Consultant, locally and nationally.
- Brief summary of relevant experience as it directly relates to MRP and the Court Processes for each region.
- Brief summary of relevant experience as it relates to FHRMIRA.
- List of credentials and designations specific to this RFP.
- Identify languages both verbal and written.
- Identify which region you are submitting the RFP for consideration.
- Prepare and deliver a powerpoint presentation to the Manger, MRP (Date and time will be selected at a later time).

Qualifications:

- Provide a list of the Consultants experience in working within First Nations indicating the type of service performed, the number of years served and identify the First Nation which served the client.
- Provide three relevant client references.
- Disclose any potential conflicts of interest.

- Elaborate on the Consultants collective relevant knowledge and any other value-added service it can bring to the engagement not addressed in this document.
- Contractors must be able to travel regularly, hold a valid drivers' licence, undergo a satisfactory criminal record check, and work evenings or weekends from time to time as required.
- Understanding of First Nation Housing processes, procedures and protocols including but not limited to housing tenures and housing agreements
- Understanding of the different types of land regimes and legislation of the law, in the province you are applying
- Assets include:
    - First Nation Housing Professional (FNHP)
    - NALMA Land designation
    - Legal certification and/or designation
    - Paralegal and/or legal designation
    - Critical knowledge of Family Court processes in the provinces that you are applying for.
    - In depth knowledge of the Family Homes on Reserves and Matrimonial Interests or Rights Act (FHRMIRA) and the Indian Act

Approach:

- Approach to facilitating MRP education awareness for First Nation community Housing programs
- Contractors will be primarily responsible for responding to MRP related inquiries from First Nations community members and housing staff and providing referral services as appropriate in a supportive and timely manner.
- Contractors will not provide legal advice related to any inquiry related to the MRP program.
- Contractors will document their activities through activity logs including: dates, community and client names, consultation topics, referral advice, and follow-up to document outcomes. All such activities will be reported to the MRP Program Manager in an informative and timely manner as required.
- The Contractors will also work and collaborate with the MRP Program Coordinator and MRP Program Clerk to achieve best results.
- Contractors will also participate in Regional and National events as scheduled and/or as required.

Service Costs:

- Detailed explanation of the services the Consultant is proposing to provide the organization.
- Breakdown of fees for planning and delivery.
- Proposed cost of services.

PROJECT TIMEFRAME:

Capacity development support and referral services until March 31, 2027.

6.0 REQUEST FOR PROPOSAL SELECTION PROCESS

All proposals will be reviewed by the Manager of MRP and the Chief Executive Officer who will be responsible for the preliminary selection of the Regional Consultant. The following factors will be considered when assessing your submission:

a) Breadth of expertise available and appropriateness to the Association's needs.
b) Level of service in addressing client needs (references).
c) Level of experience and knowledge of MRP and First Nation Housing.
d) Experience working with a First Nation, First Nation Association or organization.
e) Estimated fees for cost for specialty work.