



Teme Augama Anishinabek

Request for Proposal

Human Resources Services

1. Overview

Teme Augama Anishinabek is seeking proposals from qualified firms or consultants to provide fractional human resource services to the First Nation. The organization is in the process of advertising for a full time Human Resources Coordinator and needs a firm to assist in providing day-to-day Human Resource services for the next 6 months.

The services that the successful firm or consultant will be tasked with providing the following services: recruitment, orientation and onboarding; employee records, evaluations and training; Health, Safety, WSIB and return-to-work; employee relations and support; and, human resources projects and policy support. The firm or consultant may be asked to assist in other related human resources tasks and/or responsibilities.

2. Teme Augama Anishinabek Vision, Mission, and Values Statement

Vision statement

All Temagami People want to build something that is good where we live. We will work to do right by the land.

Mission statement

Good leadership and we will tell everyone what we are doing.

Values statement

We will be of strong heart when we make decisions. We will remember all long ago who lived and who will be born.

3. Background

The Teme-Augama Anishnabai and Teme Augama Anishinabek represent the Original People of N'dakimenan (Our Land) [Unceded]. Our creation story tells us that eight thousand years ago, the Creator placed us at Ishpatina Ridge, the highest point of land in what is now called Ontario. This timeline corresponds to the receding glaciers. Six thousand of those years have been corroborated by science, showing our continuous occupation.

N'dakimenan encompasses approximately 10,000 square kilometers of land, adjacent to what is now known as Quebec border and approximately four hundred kilometers north of the city of Toronto. Neighbouring Indigenous Peoples and First Nations do not dispute our boundary. Further, the boundary of N'dakimenan was accepted by the Supreme Court of Canada in Ontario (Attorney General v Bear Island Foundation,[1991]2 SCR 570).

We have maintained a distinct territory, laws, governing authority, social organization, and culture since time immemorial.

4. Purpose

Teme Augama Anishinabek is a northern Ontario First Nation community with a population of approximately 300 people, located on Bear Island in the middle of Lake Temagami, approximately 85 kilometres north of North Bay. Staff working for Teme Augama Anishinabek are approximately 85-90 working in several departments. The community requires a firm to provide human resources services for the next six (6) months until a permanent Human Resources Coordinator is hired.

5. Objectives

The key objectives of the Human Resource Services request for proposals is to ensure Human Resources services are available for staff for the next six (6) months until a permanent person is hired in the position of Human Resources Coordinator. The selected firm will be responsible for providing day-to-day Human Resource services and will ensure that there is a presence of a person to provide services remotely most of the time and in-person at 55 Wa-Wa-Te Avenue, Bear island, Lake Temagami, ON, P0H 1C0 at least 1 week per month for the duration of the contract in order to be available for walk-ins and previously scheduled appointments of a Human Resource nature. An office or boardroom will be made available while on-site.

6. Scope of work

The selected consultant's responsibilities will include, but are not limited to:

- 1. Recruitment, Orientation and Onboarding:** Coordinates the full recruitment process, including postings, screening, interview logistics, reference checks, and employment offers. Ensures orientation and onboarding activities are completed in accordance with the Recruitment Operations Manual. Maintains accurate documentation and communicates clearly and professionally with applicants and supervisors. This includes Plan Administration for Group and Pension benefits.
- 2. Employee Records, Evaluations and Training:** Maintains secure and confidential employee files. Tracks performance evaluations and follows up to support timely completion. Tracks employee training, certifications, and renewal dates. Tracks receipt and secure filing of sick notes/medical documentation. Monitors vacation accrual

milestones and records when employees move to the next entitlement level. Ensures information is organized, complete, and auditable.

3. **Health, Safety, WSIB and Return-to-Work:** Prepares WSIB documentation and supports employees and supervisors following workplace injuries. Coordinates modified duties and return-to-work processes. Maintains records and communicates timelines and requirements. Supports health and safety documentation and communication with tact and discretion.
4. **Employee Relations and Support:** Acts as a first point of contact for routine HR inquiries. Provides clear guidance based on policy and process, maintaining confidentiality at all times. Supports positive employee relations, wellness initiatives, and consistent communication. Escalates complex matters to the Executive Director and seeks guidance from the HR Consultant when appropriate.
5. **HR Projects, Policy Support and Other Related Duties:** Supports the implementation and communication of HR programs and policies. Assists with reporting, documentation, offboarding, and exit processes. Participates in assigned HR projects and ensures tasks are completed accurately and on time.

7. Proposal content

The consultant will prepare a proposal that clearly indicates how the consultant will provide the required services as set out in this Request for Proposal. The consultant's proposal will contain, but not be limited to:

1. **Company Profile:** A description of the firm, its qualifications, and experience, including previous work related to human resources in Indigenous communities.
2. **Team Members:** Resumes of key team members who will be involved in the project, detailing relevant experience and qualifications.
3. **Subconsultants/Subcontractors:** Identify any and all project partners that the consultant will be working with on the project. Any changes to subcontractors will need to be approved by Teme Augama Anishinabek.
4. **Approach and Methodology:** A detailed description of the proposed approach and methodology for providing the services, including in-person monthly visits of 1 week at a time throughout the duration of the contract.
5. **Past Project Examples:** Examples of similar services or projects, including references from previous clients.
6. **Budget and Fees:** A detailed cost proposal, including a breakdown of fees and any additional expenses.
7. **Timeline:** A duration of 6 months, with potential of extension should a qualified Human Resources Coordinator not be hired within the initial 6 month contract.

8. Proposal submission

Proposal submissions shall include all supporting documentation.

Given the difficulty of delivering proposals by personal service, courier or mail to the remote community of Bear Island, all proposals shall be submitted by email only on or before **May 28, 2026, at 4:00 pm** to:

Holly Charyna, Interim Executive Director
holly.charyna@temagamifirstnation.ca

Proposal submission shall include:

- Proposal in accordance with Section 6 – Proposal Content
- References in accordance with Section 8 – References
- Project budget in accordance with Section 6 – Proposal Content
- Statement of Acknowledgement of Addenda in accordance with Section 14 - Addenda
- Declaration of conflict of interest if applicable in accordance with Section 16 – Conflict of Interest
- Letter requesting non-disclosure of documents if applicable, in accordance with Section 17 – Ownership of Proposals and Disclosure

9. References

Ideally, the consultant will provide references for consulting services for similar services or projects. Teme Augama Anishinabek reserves the right to contact any or all references. Teme Augama Anishinabek defines a reference as any reference supplied with a proposal submission, in addition to any other reference known to Teme Augama Anishinabek.

10. Project budget

All prices shall be FIRM and in Canadian Dollars for the project and shall include, without limitation, all required labour, materials and other services required to complete the project. Teme Augama Anishinabek is exempt from paying HST therefore, price should be without HST. A tax exemption letter will be provided to the successful firm or consultant.

11. Incurred costs

All costs incurred by the consultant in carrying out research, investigation or otherwise as may be necessary for the preparation of a response to this Request for Proposal shall be borne by the consultant and not chargeable in any way to Teme Augama Anishinabek.

Teme Augama Anishinabek reserve the right to change the scope of this project to bring the price within approved budget limits. Teme Augama Anishinabek reserve the right to waive formalities and enter negotiations with the successful consultant, all consultants, or any consultant to bring the project within the budget available. Should it be deemed that the changes in the scope of the project are of sufficient magnitude, Teme Augama Anishinabek may cancel the Request for Proposal and at its sole discretion may commence a new process to complete the project within the budget available.

Teme Augama Anishinabek shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any consultant(s) prior to or after or by reason of the acceptance or non-acceptance or delay related to this proposal.

12. Errors and Omissions

Teme Augama Anishinabek shall not be held liable for any errors or omissions in any part of this Request for Proposal. The information in this Request for Proposal has been provided solely as a guideline for consultants. The information is not guaranteed or warranted to be accurate by Teme Augama Anishinabek nor is it necessarily comprehensive or exhaustive. Consultants are to form their own opinions and conclusions with respect to the matters addressed in the Request for Proposal.

13. Evaluation

The following selection criteria outline the areas of importance that will be considered in project award. Proposal submissions should satisfy all criteria points wherever possible. Teme Augama Anishinabek will review all qualified proposals received and score the proposals in relation to the following criteria:

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| a) Project understanding, methodology and workplan | 30% |
| b) Consultants' qualifications and experience on similar projects | 30% |
| c) Project price | 30% |
| d) Quality of submission | 10% |

Teme Augama Anishinabek will accept the proposal that is deemed to be the best value to Teme Augama Anishinabek and reserve the right to accept other than the lowest priced proposal. All qualified proposals will be reviewed and evaluated. Additional information may be requested from one, more than one, or all consultants if required for evaluation of the proposals.

14. Communications

Inquiries regarding the interpretation or scope of the Request for Proposal shall be submitted by email only, prior to 4:00 PM EST on **May 21, 2026** to:

Patrick Cormier, Band Administrative Support Worker
Email: patrick.cormier@temagamifirstnation.ca

All inquiries must reference: **Human Resource Services RFP** in the subject line.

In submitting a proposal, the consultant acknowledges that they have read, understood, and accepted the terms and conditions of the Request for Proposal in full. Teme Augama Anishinabek is not responsible for any misunderstanding of the Request for Proposals.

Under no circumstances shall the consultant rely upon any information or instruction from Teme Augama Anishinabek, its employees, or agents unless in writing by the Interim Executive Director or other appointed and authorized representative of the First Nation.

15. Addenda

Addenda will be posted on the Teme Augama Anishinabek Website at: <https://www.temagamifirstnation.ca> under the Employment and scroll down to Request for Proposal – Human Resources Services. It is the consultant’s sole responsibility to check for addenda issued.

Acknowledgement of Addenda is a mandatory requirement. Failure to acknowledge addenda will result in the Proposal being deemed non-compliant and not eligible for award.

16. Right to reject or not open

Teme Augama Anishinabek reserves the right to reject any or all proposals, and the lowest or highest, as the case may be will not necessarily be accepted. The right is reserved to accept the whole or any part of the proposal. Teme Augama Anishinabek reserves the right to NOT open a proposal should an inadequate number of proposals be received. Unopened bids shall be returned to all consultants who responded.

17. Conflict of Interest

Teme Augama Anishinabek reserves the right to disqualify a proposal where they believe a conflict of interest or potential conflict of interest exists in regard to the consultant and the project.

The successful consultant will work solely and exclusively in the interests of Teme Augama Anishinabek at all times to ensure that the services or project is successfully

completed or delivered. The consultant must identify current and potential situations of conflict of interest or perceived conflict of interest that they may have in the service area, if any. This information will be considered by the Teme Augama Anishinabek in their evaluation of the proposal.

18. Ownership of Proposal and Disclosure

All documents, including proposals, submitted to Teme Augama Anishinabek will become the property of Teme Augama Anishinabek. If the consultant wishes any or all of the documents that they submit to the Teme Augama Anishinabek as part of this proposal to be protected from disclosure to third parties, the consultant must provide a signed letter enclosed with their proposal outlining the parts of the proposal to be protected. This letter will not guarantee that there will never be disclosure, but it does lay the groundwork for overseeing an application for disclosure by a third party.

19. Indemnification

The successful consultant shall indemnify and save harmless Teme Augama Anishinabek and their employees from all actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of a requirement of the contract, save and except for damage caused by the negligence of the Teme Augama Anishinabek or their employees.

End of Request for Proposal