

Mohawk Council of Akwesasne



Request for Proposal



REQUEST FOR PROPOSAL NUMBER:	MCA-RFP-05-26-ITT
TITLE:	Trust Consultation Services – Tsikaristisere Trust
DATE OF SOLICITATION:	April 27, 2026
SOLICITATION CLOSING DATE AND TIME:	May 11, 2026 5:00 p.m. (Eastern Standard Time EST)
ADDRESS INQUIRIES TO CONTRACT ADMINISTRATOR:	Internal Technical Team Mohawk Council of Akwesasne Email: ITT@akwesasne.ca Telephone: (613) 575-2250 ext. 2134
SECURITY:	There is no security requirement associated with this solicitation.
SEND PROPOSAL TO:	Mohawk Council of Akwesasne P.O. Box 90 Akwesasne, Quebec H0M 1A0; <u>OR</u> ITT@akwesasne.ca
TERM:	3 YEAR TERM



REQUEST FOR PROPOSAL (RFP)

MOHAWK COUNCIL OF AKWESASNE

The Mohawk Council of Akwesasne (MCA) is seeking proposals from qualified and experienced Akwesasne consultants to design and facilitate a community consultation process related to the Tsikaristisere Trust Agreement.

The consultation process is intended to support informed community understanding and engagement on matters related to the Trust Agreement, while respecting Council authority, community protocols, and applicable confidentiality and legal requirements.

The Consultant will act as an independent and neutral third party responsible for planning and supporting annual community consultations required under the Tsikaristisere Trust Agreement. The Consultant will assist with and document at least three in-person community consultations, along with any additional engagement activities, to gather Member input on priorities for permitted uses of Trust Income. All engagement must be conducted in an accessible, culturally appropriate, and unbiased manner. The Consultant will objectively collect, analyze, and synthesize community feedback, identifying key themes, areas of consensus, and differing perspectives, and will prepare a clear, accurate, and impartial Community Consultation Report that complies with Section 3.5 of the Trust Agreement.

PART 1 – GENERAL INFORMATION

This Request for Proposals (“RFP”) invites qualified consultants/firms to act as Community Consultant for the Tsikaristisere Trust (“Trust”), established in 2025. All information exchanged under this RFP is confidential. The successful proponent must sign an Oath of Confidentiality before any work begins.

Email proposals to ITT@akwesasne.ca no later than 5:00 p.m. (EST) on May 11th, 2026. Questions must also be emailed to the same address by 4:00 p.m. (EST) on May 4th, 2026.

Issuing this RFP does not oblige the Trust to award a contract or reimburse any costs incurred in preparing a proposal.

Term and Timing

The anticipated term of the contract is three (3) years with the possibility of renewal at the discretion of MCA, subject to satisfactory performance.



Part 1 – PROPONENT INSTRUCTIONS:

Proposals should include the following information:

1. **Proponent Overview** – legal name, contact information, and organizational background;
2. **Relevant Experience** – description of similar projects and references;
3. **Proposed Methodology** – consultation approach, engagement tools, and reporting methodology;
4. **Work Plan and Timeline** – including milestones and deliverables.
5. **Team Qualifications** – resumes or bios of key personnel.
6. **Budget and Fee Structure** – detailed cost breakdown.

Questions

Direct all questions by email only to the ITT, before the question deadline. Answers will be circulated to all proponents via addendum without identifying the requester.

Deadline compliance

Proposals received after the stated closing time will be marked “late” and will not be evaluated. The ITT will email a time-stamped acknowledgement of receipt for every timely submission.

Submission format

Email one PDF attachment not exceeding 20 MB. Use the subject line “Tsikaristisere Trust RFP – [Consultant/Firm Name]”. Include a digitally signed cover letter; electronic signatures are acceptable.

Addenda

Any clarification, correction or change to this RFP will be issued only by written addendum emailed from cheyenne.lazore@akwesasne.ca. It is the proponent’s sole responsibility to ensure it has received and incorporated all addenda before submitting a proposal.

PART 3 - BACKGROUND AND OVERVIEW

The Tsikaristisere Trust (the **Trust**) was established by the Mohawks of Akwesasne pursuant to the Tsikaristisere Trust Agreement dated January 23, 2025 (the **Trust Agreement**). The Trust was created to hold and manage settlement monies arising from the Tsikaristisere/Dundee Claim for the benefit of the Mohawks of Akwesasne and its Members, with an emphasis on transparency, accountability, and community benefit.

Section 3.4 and Section 3.5 of the Trust Agreement require the Mohawk Council of Akwesasne (**MCA**) to conduct annual community consultations and to retain an independent



consultant to prepare a Community Consultation Report that reflects the views and priorities expressed by Community Members.

The Tsikaristisere Trust hereby invites qualified consultants or consulting firms to submit proposals to design and carry out community consultations and to prepare the annual Community Consultation Report in strict accordance with the Trust Agreement.

ROLES AND RESPONSIBILITIES OF THE COMMUNITY CONSULTANT

- Work with MCA to design a consultation approach that complies with Section 3.4 of the Trust Agreement;
- Ensure the consultation process is accessible, inclusive, culturally appropriate, and respectful of Akwesasne community protocols;
- Support at least three (3) in-person community consultations held in each of the three districts;
- Support additional consultations as required, which may include virtual sessions, surveys, focus groups, or other engagement tools;
- Ensure consultation methods allow Members to communicate their priorities directly and freely.

Independence and Neutrality

- Act always as an independent, neutral, third party;
- Avoid advocacy, promotion, or opposition to any specific proposal, program, or funding outcome;
- Ensure that Member perspectives are documented objectively and without bias.

Data Collection and Analysis

- Collect qualitative and, where applicable, quantitative input from Members related to priorities listed under Section 3.2(a)(i) of the Trust Agreement;
- Clearly distinguish themes, areas of consensus, and areas of differing views;
- Compile and summarize feedback from all consultation methods used.

Community Consultation Report

Prepare and submit a Community Consultation Report that complies with Section 3.5 of the Trust Agreement and includes:

- A summary of community priorities expressed by Members;
- Key details for each consultation, including dates, locations, attendance, and main discussion topics;
- A general overview of discussions, identifying major points, consensus, and contention;
- Results of any surveys or digital engagement tools, including data summaries and visual aids where appropriate;
- Clear, concise, and factual reporting suitable for use by MCA in developing its Annual Allocation Plan.



Please confirm in your proposal that you can carry out all the duties above.

Additional Tasks Undertaken by the Community Consultant

The Community Consultant shall be responsible for assisting the Internal Technical Team (ITT) with discharging their Duties as outlined in Section 3.4 of the Tsikaristisere Trust Agreement.

The Consultant will be expected to deliver:

1. A consultation work plan and timeline;
2. Attendance records and engagement summaries;
3. Draft Community Consultation Report for review;
4. Final Community Consultation Report suitable for submission to MCA and the Trustees.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

EVALUATION PROCEDURES

Proposals will be evaluated in accordance with the entire requirements of the RFP Component Section. If the Proponent is deemed non-responsive because of the evaluation, the proposal will be set aside and not be considered for the contract.

All proposals should be treated as CONFIDENTIAL and will be made available only to those individuals authorized to participate in the evaluation process. An evaluation team will evaluate the proposals. While the evaluation team will normally be comprised of ITT, it may also include third-party participants as needed.

It is understood and accepted by the Proponents that all decisions about the degree to which a proposal meets the requirements of this RFP are the judgement of the evaluation team.

RIGHTS OF MCA

MCA reserves the rights to:

- seek clarification or obtain verification of statements made in a proposal.
- reject any or all proposals received in response to the RFP solicitation.
- accept any proposal in whole or in part without prior negotiation.
- cancel the RFP at any time.
- re-issue the RFP.
- retain all proposal submitted in response to the solicitation.



- declare a proposal non-responsive if MCA determines during the evaluation phase that the Proponent does not have the legal status, the facilities or technical, financial, and/or managerial capabilities to fulfil the requirements stated herein.
- discontinue the evaluation of any proposal which is determined, at any stage of the evaluation, to be non-responsive.

BASIS OF SELECTION

Only those proposals that are deemed to be responsive (compliant) will be evaluated based on selection:

Highest Rating

MCA intends to award the contract to the responsive (compliant) Proponent with the highest RFP Component rating. In the case of a tie in the combined score among Proponents, the tie breaker will be the Proponent with the more favorable references.

PART 5 – RFP COMPONENTS

Proponents are advised to address each RFP COMPONENT in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. The proposal should address each of the components in the order in which they appear.

Proponents are advised that only the listing of experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for this evaluation.

Proponents are advised to address these components in the following order and in sufficient depth in their proposals to enable a thorough assessment. ITT's assessment will be solely based on the information contained within the proposal. ITT may confirm information or seek clarification from proponents.