



REQUEST FOR PROPOSAL (RFP)

Researcher/Writer

Issue date: March 27, 2026

Closing Location:

Akwesasne Court
CIA #3
101 Tewesateni Road
Akwesasne, ON K6H 0G5

OR

Email: micaelee.horn@akwesasne.ca

Closing Date and Time:

Proposals must be received at the Akwesasne Court office prior to:
12:00 pm (Eastern Time) April 15 , 2026

Contact:

<p>Micaelee Horn, Administrator Akwesasne Court Telephone: (613)-575-2250 ext. 1025 Email: micaelee.horn@akwesasne.ca</p>	<p>Cactus Cook Sunday, Director Akwesasne Justice Department Telephone: (613) 575 2250 ext. 2404 Email: cactus.sunday@akwesasne.ca</p>
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1. INTRODUCTION

The Mohawk Council of Akwesasne, Akwesasne Court, is inviting interested candidates to submit a proposal to provide Researcher/Writer services. This project will include researching other Indigenous community courts and Canadian law in order to highlight areas for improvement regarding recognition and enforcement of Indigenous court orders and peace bonds.

Interested candidates must have experience in conducting research and writing scholarly papers.

2. BACKGROUND

The Mohawk Council of Akwesasne is a recognized Band Council under the Indian Act.¹ under the section 2. of the *Indian Act* (R.S., 1985, c. 1-5) “band” means a body of Indians (a) for whose use and benefit in common, lands, the legal title to which is vested in Her Majesty, have been set apart before, on or after September 4, 1951.

The Mohawk Council of Akwesasne is the elected government of the three Akwesasne districts in the northern portion of Akwesasne (Canada); Kawehnoke (Cornwall Island, Ontario); Kanatakon (St. Regis, Quebec); and Tsi Snaihne (Snye, Quebec). The Mohawk Council of Akwesasne is comprised of one Grand Chief and twelve District Chiefs. Four District Chiefs represent each of the three districts.

Akwesasne is the second largest First Nation in Canada and constitutes one-third of the national on-reserve population. The Mohawk Council of Akwesasne membership is approximately 12,000. Some Akwesasne people are listed on both Mohawk Council of Akwesasne and the Saint Regis Mohawk Tribal membership lists. The population growth is estimated to be around 3.6% per year. Approximately 1,800 of Akwesasronon² live off reserve due to lack of housing, land constraints as well as economic and employment limitations.

Unique Location

Akwesasne is a very intriguing community, historically, geographically, politically and culturally and is located near Cornwall Ontario.

In 1783, the Treaty of Paris, signed between the newly formed United States and Great Britain, established the international boundary between the U.S. and what is now Canada. Ignoring the

¹ INDIAN ACT (R.S. 1985, c. 1-5)

² Akwesasronon: Persons of Akwesasne

claims of the Akwesasne Mohawks, the boundary cut directly through their Indigenous sovereign territory, physically dividing their lands and people.³

The Canada- U.S. international boundary bi-sects Akwesasne at the 45th parallel and the Canadian portion is further divided by the boundary between the provinces of Ontario and Quebec. These provincial boundaries meet the New York State boundary of Akwesasne.

Interestingly, this ancient community predates the existence of Canada and the United States. Akwesasne Mohawk people believe that their ancestors and predecessors have been part of this landscape since people first inhabited this region of North America.

Akwesasne Justice Department

***Mission Statement:** The Akwesasne Justice Department strives to provide a comprehensive Justice System for the people of Akwesasne, utilizing principles of natural justice to empower the community to safeguard collective rights, primarily, and individual rights for Akwesasronon, while remaining respectful of the community's heritage and culture.*

Providing justice and maintaining order are fundamental aspects of governance. All human societies face the tasks of resolving internal disputes, reconciling conflict, maintaining peaceful relationships within the community, and regulating community member behaviour.

A First Nation governance system is not quite the opposite of western systems: as centers of healing, harmony, and restorative justice, these systems are reconciliatory processes against western centers of adversarial process and punitive outcomes. While some First Nation governance systems are punitive in nature, much emphasis is on the restoration of peace and comity; on the obligations of individuals; and interpersonal and interfamilial relations.

Akwesasne Justice Department

The Akwesasne Justice Department employs the principle of natural justice to empower the community to safeguard collective rights, primarily, and individuals' rights for Akwesasronon, while remaining respectful of the community's heritage and culture. The Mohawk Council of Akwesasne designed a First Nation Justice System based on customary laws which incorporate traditional restorative principles in the three main responsibilities of government: Law-Making, Adjudication, and Enforcement. The department consists of Legislative Services developing community laws and regulations; the Community Justice Program providing assistance for court proceedings thru a Indigenous court worker, Gladue reports, Gladue aftercare, victim services,

³ Brimely, et al "Resurgent Justice: Rebuilding the Mohawk Justice System" Native Nations Institute for Leadership, Management, and Policy, Udall Center for Studies in Public Policy The University of Arizona, August 2007.

restorative justice, inmate services, and early parole; the Akwesasne Court, an inherent right court, that provides adjudication of community laws, mediation services, and court services; and the Akwesasne Representative & Advocacy Program providing services to families/children living on other First Nations and anywhere across Canada, all dedicated to preserving the Akwesasne Culture.

3. SCOPE OF WORK

The researcher/writer will conduct research on First Nations community courts to determine which Nations currently have their own courts and determine what challenges exist for enforcement of court orders and peace bonds. The researcher/writer will then examine the laws of Canada and the applicable provinces to determine how First Nations Court orders can be recognized. This work is being undertaken in collaboration with Indigenous Services Canada to ensure the laws of Canada are in compliance with the United Nations Declaration on the Rights of Indigenous Peoples. As part of this research the Akwesasne Court would like to find what gaps exist and possible solutions for enforcement of court orders in the existing First Nations Courts, those in development and those yet to be developed.

STANDARDS AND WORK SUMMARY

The Researcher/Writer is acting as an independent contractor and not as an employee of Council. As such the Researcher/Writer is personally responsible for their own liability, errors and omissions insurance coverage and for maintaining any of their own professional licenses or certifications.

Without limiting the generality of the Researcher/Writer's duties and responsibilities as contractor for the Akwesasne Court, duties shall include:

- Researching First Nations Courts across Canada;
- Researching Federal and Provincial laws where applicable;
- Conducting meetings and travelling as necessary;
- Writing a policy paper aimed at informing First Nations Courts how to get recognition of court orders and peace bonds;
- Developing draft documents as necessary to assist First Nations Courts;
- Maintain contact with Akwesasne Court Administrator and update on progress at regular intervals

4. DELIVERABLES

The Researcher/Writer will be responsible to undertake the duties of research and writing throughout the contract and for the following deliverables (note that proponents are not limited by the deliverables and may wish to expand on them):

- regular updates to the Akwesasne Court Administrator;
- follow up on any administrative or travel needs for the project;
- Some orientation as required/requested with the Akwesasne Court and program staff and with other departments of the Mohawk Council of Akwesasne;

5. SUBMISSION GUIDELINES

LETTER OF INTEREST:

A Letter of Interest must be provided to the Akwesasne Justice Department, Attention: Micaelee Horn, Akwesasne Court Administrator.

The prospective Researcher/Writer must declare any conflict of interest in relation to any litigation or legal subject matters or issues, whether it be in the past, present or future; or, with any potential legal challenge or litigation that would involve the Mohawk Council of Akwesasne.

6. COMMUNICATION AFTER ISSUANCE OF RFP AND TIMELINES

Please direct questions by email to the primary contacts for this RFP:

Micaelee Horn (Micaelee.horn@akwesasne.ca)

CC: Cactus Cook Sunday (cactus.sunday@akwesasne.ca)

MCA will make every effort to adhere to the following schedule:

Activity	Date
RFP issue date	March 27, 2026
Deadline for questions for clarification via email	April 7, 2026
Answers to potential consultants' questions for clarification	April 9, 2026
Deadline to submit RFP	April 15, 2026
Selection Process	April 16-22, 2026
Research and Writing Services Agreement, internal vetting process and approval	April 22-28, 2026
Contract signed with Mohawk Council of Akwesasne	May 15, 2026

When MCA selects a successful consultant for Researcher/Writer Services for the Akwesasne Court, the selection committee will negotiate and attempt to enter into an agreement with the consultant. If contract terms and conditions cannot be negotiated with the selected consultant, a contract may be offered to another bidder or the RFP will be revised for further clarification and be retendered.

7. MANDATORY SUBMISSION REQUIREMENTS

To be eligible for consideration, the Proponent must provide the Proposal in MS Word or pdf format. It must include the following:

- Brief Cover Letter;
- Proponent Profile with full legal name, address, telephone and email contact information, description of company, evidence of proven track record;
- Narrative description of key personnel and qualifications of all individuals proposed for performing services, including the extent and nature of their roles for the services needed;
- Statement of relevant experience, description of proposed approach, including a history of the expertise in subject matter and understanding of Researcher/Writer role;
- Description of work experience with First Nation(s);
- Provisions for ensuring timelines for completion and contingencies for urgent and unexpected deadlines;
- Detailed costs for services utilized, including travel per diem, other direct costs and deliverables as well as any foreseen travel and other related costs;
- Proof of Professional Liability Insurance

8. INSTRUCTIONS TO PROPONENTS

To be eligible for consideration, the proposal must be received no later than:

12pm (EST) on April 15, 2023

Via Email to:

- Micaelee Horn (Micaelee.horn@akwesasne.ca)
- cc: Cactus Cook Sunday (cactus.sunday@akwesasne.ca)

OR

Delivered by hand/courier to one of the following locations:

Akwesasne Court	Akwesasne Justice Department
101 Tewesateni Road	15 Akwesasne Street
Akwesasne, ON	Akwesasne, QC
K6H 0G5	H0M 1A0

Any consultant, whose proposal is determined to be in the most advantageous to the Mohawk Council of Akwesasne, as determined by the Akwesasne Court selection committee, will be notified in writing of its selection.

MCA reserves the right to request additional information which is necessary to assure that the consultants' competence, number of qualified employees, business organization and financial resources are adequate to perform according to the contract. This may include website information, BBB, past reviews, newspaper search, internet search of past published work, discussion with other MCA Departments

9. NEGOTIATION OF CONTRACT AND AWARD

When the Mohawk Council of Akwesasne Court selection committee selects a successful consultant for Researcher/Writer, the committee shall negotiate and attempt to enter into an Agreement with the consultant. If the agreement terms cannot be negotiated with the selected consultant, a contract may be offered to another bidder or the RFP will be revised for further clarification and be retendered.

The selected consultant will be provided with a Researcher/Writer Services Agreement that will outline the final contract for services amount. The successful consultant will be required to submit invoices to the Akwesasne Court Administrator on a monthly basis. For greater certainty, the cost of general management, non-technical supporting services and general overhead costs are deemed to be covered in the invoice and AJD will not be subjected to additional overhead or undisclosed costs.

In addition to a submission of an Electronic Fund Transfer information; all subsequent invoices must include the following information:

1. An invoice number;
2. The name of the consultant, address and telephone number; and,
3. Services rendered for the billing time frame that outlines the various activities completed.

10. DISCLAIMER

All information distributed in connection with this RFP is confidential and is to be used for the sole purpose of completing submissions and for no other purpose unless prior written consent has been provided by the MCA. All material and information distributed will remain the property of the MCA to be used at their discretion.

All Proponents electing not to submit a proposal will dispose of any and all confidential information in a responsible manner.

Proponents will not be compensated or reimbursed for costs incurred in preparing proposals.

The Mohawk Council of Akwesasne Justice Department reserves the right to:

- Accept or reject any or all proposals submitted if such decision is deemed to be in the best interest of MCA.
- MCA assumes no obligation, no responsibility and no liability costs incurred by the responding consultants prior to the issuance of a Legal Services Agreement.
- MCA reserves the right to negotiate a lower or different fee structure, the selection/prioritization of deliverables in line with the contract price with any consultant that is selected.
- Waive any anomalies in proposals.
- Negotiate with any or all potential consultants.
- Modify or cancel the RFP.

Proponents may withdraw their Proposal at any time prior to the Proposal closing time by submitting a written withdrawal letter to the contact persons listed.

All Proposals are irrevocable for a period of (60) business days from the closing date.

Ownership of Proposals: All Proposals, including attachments and any documentation, submitted to and accepted by the MCA in response to this RFP become the property of the MCA.

Local Preference: Preference shall be given to local Proponents where quality, service, and price are equivalent.

Confidentiality: The Proponent covenants and agrees that neither it nor its employees shall divulge, publish, or otherwise reveal either directly or indirectly any knowledge, information or facts disclosed to the bidder by reason of this Request for Proposal. All information furnished to the bidder by the Mohawk Council of Akwesasne (the "MCA") is confidential and shall remain the sole property of the MCA and shall be held in confidence and safekeeping by the bidder for its sole use.