



**FORT MCKAY**  
FIRST NATION

**REQUEST FOR PROPOSALS (RFP)**

**FOR THE PROVISION OF SERVICES FOR:**

**SCOPE A: CONSULTING SERVICES TO REVIEW AND UPDATE THE FORT MCKAY FIRST NATION HEALTH AND SAFETY MANUAL AND PROGRAM. UPDATES WILL ENSURE COMPLIANCE WITH APPLICABLE FEDERAL AND PROVINCIAL SAFETY LEGISLATION AND ENSURE THE REQUIREMENTS OF CORE CERTIFICATION ARE MET.**

**SCOPE B: PROVIDE A SAFETY SOFTWARE PLATFORM FOR ONGOING PROGRAM TRACKING AND COMPLIANCE MONITORING.**

**BID CALL: February 19<sup>th</sup>  
2026**

**BIDS CLOSE: March 5<sup>th</sup> 2026**

**REQUEST FOR PROPOSAL (RFP) – Summary**

<p><b>Scope of Service</b></p>	<p>Scope A: Consulting services to review and update the existing health and safety manual/program of Fort McKay First Nation (FMFN). The safety program updates will ensure compliance with current Federal and Provincial Legislation, and ensure it meets the requirements of the Alberta COR Certification program. (“<b>Scope A</b>”)</p> <p>Scope B (Contingent): Provide a safety software platform to replace the existing program used by FMFN. The Software platform must allow for full safety program tracking and compliance monitoring for all FMFN employees. (“<b>Scope B</b>”)</p> <p>(collectively “<b>Scopes of Work</b>”)</p>	
<p><b>RFP Issued By</b></p>	<p>Fort McKay First Nation (“<b>FMFN</b>”)</p>	
<p><b>Issue Date</b></p>	<p>Thursday, February 19<sup>th</sup>, 2026</p>	
<p><b>Closing Date/Time (“Submission Deadline”)</b></p>	<p>Bids must be received before 17:00 hours (5:00 pm) Mountain Time on: Thursday, March 5<sup>th</sup>, 2026</p>	
<p><b>Contact Information and Questions</b></p>	<p>All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to: <a href="mailto:Procurement@fortmckay.com">Procurement@fortmckay.com</a> referencing “Safety Consulting Services RFP” in the subject line of the email.</p> <p>Note all questions should be received no later than <b>Wednesday, February 25<sup>th</sup> 2026</b> in order to allow for the questions to be answered. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all bidders.</p>	
<p><b>Delivery of Bids</b></p>	<p>Bid Submissions must be submitted via e-mail as one PDF copy of the Bid to <a href="mailto:procurement@fortmckay.com">procurement@fortmckay.com</a> .</p>	
<p><b>Notification</b></p>	<p>All Bidders will receive written notification of their Bid status upon completion of the competitive process.</p>	
<p><b>Expected Term:</b></p>	<p><b>Expected Start Date of Project:</b>  <b>March 12th, 2026</b> This date is for planning purposes only and may change depending on this competitive process.</p>	<p><b>Expected End Date of Project:</b>  <b>May 29<sup>th</sup>, 2026.</b></p>
<p><b>Bids</b></p>	<p>All Bids must be signed by an authorized representative of the Bidder.</p>	

## **1.0 SCOPE OF WORK:**

FMFN is issuing this Request for Proposal's ("RFP") to secure professional services to complete the scopes of work outlined below. Scope A and B include the corporate services and facility operations outlined in Schedule "A" of this RFP.

### **1.1 Scope A:**

FMFN is currently seeking consulting services to update their existing safety manual/program to:

- Ensure regulatory compliance with all applicable Federal and Provincial legislation.
- Ensure the FMFN safety manual meets the Alberta COR certification requirements.
- Reduce the complexity of the existing program to streamline safety requirements and standardize documentation.
- To enhance worker participation and program compliance.
- Enhance the workplace safety culture and reduce incident rates.
- Develop required documentation to establish a corporate "Joint Health and Safety Committee" to cover the services and facilities outlined in Schedule "A".

The successful Bidder shall complete the following task to achieve the above objectives:

- Perform a gap analysis of the FMFN safety program to identify any missing elements within the existing program.
- Complete a detailed review of the existing FMFN Safety manual and develop a plan outlining the recommended revisions and updates for FMFN consideration and approval. The plan should include an outline of the anticipated timeline for the completion of each task and the rationale for the suggested revision (program efficiency, regulatory requirement, COR program element, etc).
- Review and update existing safe work practices (SWP's), job hazard analysis (JHA's), safe work procedures, program policies and emergency response plans (ERP's) to reflect any changes made to the FMFN safety manual, and to meet current regulatory requirements.

- Coordinate and participate in various meetings as required to complete the Scopes of work.
- Complete all work required to the FMFN safety program to achieve the objectives of this RFP. This shall include, but is not limited to, the creation of new documents and/or the modification, update, and revision of the current FMFN safety manual and program documentation.
- The extent of revisions will be determined based on the initial assessment of the consultant and the direction provided from FMFN after the initial plan document has been approved.

## **1.2 Scope B:**

Provide a safety software platform for ongoing safety program tracking and compliance monitoring. The software package should allow the following functions at a minimum:

- Tracking employee orientations and training (date completed and expiry dates). The software platform should allow for internal training content to be uploaded (videos and examination forms, policy reviews, etc).
- Establish an employee profile for each employee (up to 400 employees and the ability to expand to reflect future staffing levels) to capture key information such as contact information, mailing address, emergency contacts, and training/competency records.
- Each employee should have a platform portal.
- Provide a tool for completing and tracking incident investigations and corrective actions.
- Provide a tool to complete and track worker observations and planned site inspections.
- Provide a centralized database for ongoing access to safe work procedures, safe work practices, job hazard analysis documents, emergency response plans, formal hazard assessments, etc.
- Include a whistle blower app for reporting unsafe acts, defects, hazardous conditions and other safety concerns.
- Provide a tool for tracking and monitoring WCB claims, modified work assignments for workplace injuries by program administrators.
- Auto generation of a daily/weekly report showing program

compliance. The report should be customizable to allow for work unit, department, and full organization reporting.

- Reports should capture the following key performance indicators of the safety program:
  - b. Number of workers completing Field Level Hazard Assessments,
  - c. Completed worker observation and planned inspections,
  - d. PPE daily compliance,
  - e. The number of incidents and injuries that have occurred within the reporting period

***Scope B is a contingent scope item for FMFN Consideration. If the bid for Scope B is accepted, that portion of the RFP will occur in 2026 after Scope A has been finalized.***

#### **General Scope Requirements:**

- a) The successful Bidder shall complete weekly progress reports as required by FMFN and participate in weekly progress meetings for the duration of the contract. The weekly meeting shall include:
  - an overview of the weekly progress,
  - An overview of the project schedule and any changes that may impact on the completion date.
  - A task summary list showing critical tasks and all pending items that require FMFN input.
  - An overview of completed tasks and overall project progress.
  - A general discussion on arising issues or key consideration required to maintain project progress.
- b) Provide FMFN with electronic and hard copies of all finalized documents, contract deliverables, and any files established under a contract awarded through this RFP.
- c) Electronic files shall be provided in PDF and Microsoft Office formats (word, excel, powerpoint, etc).

- d) All documents that are established, produced, revised, and/or updated through a contract for this RFP shall be considered the intellectual property of FMFN. All intellectual property shall have no restrictions on the use, distribution, modification and ongoing updates by FMFN after the contract term (excluding any software platform provided under Scope “B” of this RFP).
- e) Any customized forms, templates, or documents established under Scope “B” shall be considered FMFN intellectual property. Such items shall be free of any restrictions regarding the ongoing use and production after the expiration of a contract award under this RFP.
- f) At the completion of Scope “A” the contractor shall provide FMFN with ten hard copies of the Health and Safety manual and all digital production files to allow ongoing production of the manual by FMFN.

## **2.0 DEFINITIONS**

In this RFP, the following terms have the following meanings:

**"Addendum"** means any one or more written revisions to this RFP issued by FMFN; **"Bid"** means the Bidder's response to this RFP under its terms and conditions; **"Bidder"** means the party responding to this RFP;

**"Business Day"** means any day other than a Saturday, Sunday, or statutory holiday recognized in the Province of Alberta or any day that FMFN's Band office is closed.

**"Owner"** means the Fort McKay First nation and its employees.

## **3.0 BID REQUIREMENTS AND SUBMISSIONS**

The Bidder must submit the following documents to FMFN in their Bid submission:

- (a) A profile overview highlighting the bidders' qualifications and experience with projects of a similar nature involving both Federal and Alberta Safety Legislation;
- (b) A detailed Lump Sum bid with an overview of

itemized costs required to complete the Scopes of Work;

- (c) Proof of valid and relevant insurance for consulting/engineering coverage for errors and omissions.
  - (d) A Recent Letter of Clearance from WCB showing the bidders account is in good standing.
  - (e) An overview of planned daily, weekly, and monthly services to be undertaken to successfully complete the Scopes of work.
  - (f) Names and experience of employees that will complete the work, if the bidder is successful in this RFP process;
  - (g) Information regarding any Indigenous ownership and/or employees (if applicable);
  - (h) A list of any sub-contractors being proposed to support the work;
  - (i) An overview of any value-added services provided by the bidder. Value added services can include, but are not limited to the following:
    - technical support team for ongoing review and edits to the program requirements,
    - legal support services if any claims arise from the work completed,
    - software package technical support services,
    - flexibility within the software package to allow customization to meet specific requirements of the FMFN safety program,
    - access to existing database of safe work practices and industry best practice documents, etc.
  - (j) A list of any assumptions made in the bid.
- 1.2 Bidders may amend their Bid at any time prior to the Submission Deadline upon request to FMFN.
- 1.3 The Bidder is responsible for evaluating the Scopes of Work and determining pricing for the Bid. The Bidder is responsible for making any inquiries or arrangements necessary to

become fully informed of the nature of the Scopes of Work. By submission of the Bid, the Bidder acknowledges it has investigated and satisfied itself as to:

- (a) the nature of the Scopes of Work;
- (b) the Work sites of FMFN, including but not limited to the types of services provided by FMFN Employees, the quantity and type of worksites/buildings, the current and planned staffing levels of FMFN, etc;
- (c) the general character, quality, quantity, and availability of specified items, supplies, equipment, and materials necessary to execute and complete the Scopes of Work;
- (d) any accommodations, facilities, services, or utilities that performance of the Scopes of Work may require;
- (e) the magnitude of the work, services, supplies, materials, or equipment required to execute and complete the Scopes of Work.

1.4 By submission of the Bid, the Bidder warrants and represents:

- (a) the Bidder accepts the conditions of this RFP and complied with its terms and conditions;
- (b) the Bidder is qualified and experienced to perform the Scopes of Work in accordance with this RFP, including but not limited to all required training, accreditation, skills, and experience required to complete the Scopes of Work;
- (c) the cost or pricing in the Bid covers the Bidder's obligations necessary for the performance of the Scopes of Work in accordance with this RFP;
- (d) the cost or pricing of the Bid represents the total price of the Scopes of Work, including all direct and indirect costs such as insurance, freight, overhead, and applicable taxes, which should be itemized separately;
- (e) the individual submitting the Bid is authorized to submit the Bid on behalf of the Bidder; and
- (f) the Bidder will complete the Scopes of Work in accordance with all applicable laws and standards of

law.

- 1.5 All information, regardless of form, including personal information that is obtained, generated, provide by FMFN or by the Bidder in a submitting a Bid shall be kept in confidence and may not be disclosed without FMFN's consent.

## 2. **INQUIRIES AND AMENDMENTS**

- 2.1 The Bidder shall remain responsible for reviewing this RFP. If the Bidder finds any errors, discrepancies, or omissions, or if any part of this RFP is unclear, the Bidder is responsible for requesting clarity or additional information from FMFN before submitting their Bid.

## 3. **BID IRREGULARITIES**

- 3.1 In the event of any minor irregularities on a Bid submission, FMFN may seek clarification with the Bidder to provide an opportunity for the Bidder to correct the irregularity and continue in the bid process, however, FMFN may disqualify the Bidder if the irregularity is not satisfactorily corrected. Additionally, FMFN retains the right to automatically disqualify any Bidder for major irregularities on their Bid submissions, including any deviations from the competitive bid process and which is material to the award.
- 3.2 FMFN may, in its sole discretion, choose to retain any Bid for consideration and may waive any or all of the foregoing on such terms or conditions as FMFN may consider appropriate, even if any of the foregoing would otherwise render a Bid null and void, and the Bid may be considered in the same manner as Bids that fully conform to the requirements of this RFP without qualification.

## 4. **REVIEW AND ACCEPTANCE OF BID**

- 4.1 If a contract is to be awarded as a result of this RFP, it will be awarded to the Bidder whose Bid, in FMFN's opinion, provides the best potential value to FMFN and is capable in all respects to fully perform the Scopes of Work and has the integrity and reliability to assure performance of the Scopes of Work. FMFN reserves the right to, in its sole and absolute discretion, consider the following in its evaluation of a Bid:
  - (a) qualifications of the Bidder;
  - (b) past experience with the Bidder;

- (c) the expertise and experience with similar scope or projects of the Bidder;
- (d) the schedule or timing of the performance of the Services, including potential work commencement and end dates;
- (e) the Bidder's commitment to, and past record on, health and safety and environmental protection;
- (f) level of effort and budget;
- (g) Bidders who are Indigenous-owned business; and
- (h) any perceived lack of commercial credibility or financial resources.
- (i) The value-added services included within the proposal.

4.2 Following acceptance by FMFN, written notice of award will be issued to the successful Bidder and the successful Bidder shall submit the following documents to FMFN within 5 Business Days:

- (a) A valid WCB Clearance Letter (if not already provided in the bid submission);
- (b) Acceptable evidence of appropriate insurance naming FMFN and its Chief and Council as named insureds alongside a copy of each policy.
- (c) Contact information for the bidders project manager who will oversee the completion of the scope of work for ongoing coordination and communications (email address and phone number and an alternative contact in the event the project manager is not available); and
- (d) Any other documentation that FMFN, in its sole discretion, requires.

4.3 The lowest or any Bid will not necessarily be accepted. Notwithstanding any custom of the trade to the contrary, FMFN reserves the right to reject the lowest Bid, even if the lowest Bid is a compliant Bid, accept any Bid or part thereof, negotiate any aspect of any Bid, advertise for new Bids, negotiate a contract as FMFN deems to be most advantageous to FMFN's interest without incurring any liability, and to award a contract to whomever FMFN in its sole

and absolute discretion deems appropriate and solely in the best interest of FMFN and no Bidder will have any claim against FMFN as a consequence. Unless required otherwise, FMFN shall not, at any time, be required to disclose any information to the Bidders regarding FMFN's consideration and evaluation of Bids.

- 4.4 If FMFN decides to award a contract based on a Bid received in response to this RFP, the successful Bidder will be notified of the award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Bidders will not acquire any legal or equitable rights or privileges whatsoever and FMFN shall not be obligated in any manner to the successful Bidder whatsoever until a contract has been duly executed by the parties.
- 4.5 In the event the Bidder fails to respond to any notice of award, for any reason, FMFN reserves the right to terminate such notice and award a contract to any other Bidder which FMFN considers appropriate.
- 4.6 Any resulting contract will be in such form determined by FMFN and shall contain the relevant provisions of this RFP, the accepted Bid, and any other such terms that may be required by FMFN, whether arising from the accepted Bid or as a result of any negotiations between FMFN and the Bidder. FMFN reserves the right to negotiate modifications with any Bidder who has submitted a Bid.
- 4.7 In addition to any remedies available to FMFN, any resulting contract will allow FMFN to immediately terminate its contract with the successful Bidder if the successful Bidder breaches or fails to observe and perform any of the terms of the contract or for any deficiency as determined by FMFN in its sole discretion.
- 4.8 For any contract that includes work beyond the current fiscal year, authorization to proceed with additional work to be completed in future years will be conditional upon any approval spending by FMFN for each future year. Contracts will only be executed for work that has approved funding under the current budget.
- 4.9 If FMFN receives no Bids satisfactory to FMFN, they reserve the right in its sole discretion to negotiate a contract for the whole or any part of the Scopes of Work with any one or more persons whatsoever, including any one or more of the

Bidders, or to postpone or cancel this RFP and issue a new RFP, or to cancel or postpone some or all of the RFP.

**5. OTHER TERMS AND CONDITIONS**

- 5.1 FMFN shall not, under any circumstances, be responsible for any costs, expenses, loss, damage or liabilities, whether direct, indirect, consequential or economic in nature, incurred by a Bidder as a result of, in connection with or incidental to:
- (a) the tendering of the Scopes of Work;
  - (b) costs incurred for the preparation of any Bid;
  - (c) the acceptance or rejection of any Bid; or
  - (d) the exercise by FMFN of its rights under this RFP.
- 5.2 By participation in the procurement process under this RFP, the Bidder, on its own behalf and on behalf of all firms, corporations and individuals that may comprise the Bidder, agrees that none of FMFN or any of its representatives, including elected or appointed officials, any directors, officers, employees, and agents or other representatives, shall be liable to any Bidder, or any firm, corporation or individual comprising the Bidder, including in contract, tort, statutory duty, duty of fairness, duty of care, law, equity or otherwise, for any claims, direct or indirect, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, incurred in preparing and submitting a Bid, or negotiations of any contract, or in any way arising in connection with this RFP or any associated Bid. The Bidder further agrees on its own behalf and on behalf of all firms, corporations and individuals comprising the Bidder, that the award of a contract is in the sole discretion of FMFN and in no event shall the Bidder, or any firms, corporations or individuals comprising the Bidder seek any injunctive or other relief to prevent or delay the award of the contract or the performance of any services in relation to the Scopes of Work.
- 5.3 FMFN does not, by virtue of this RFP, call, commit to an award of a Bid, nor does it limit itself to accepting the lowest price or any Bid submitted, but reserves the right to award this Bid in any manner deemed to be in FMFN's best interest.
- 5.4 FMFN has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no Bidder will have any claim against FMFN as a

result of the cancellation or reissuance of this RFP.

- 5.5 FMFN will not make any payments for the preparation of any response to this RFP and all costs incurred by a Bidder relating to their Bid will be borne by the Bidder.
- 5.6 FMFN will not consider any Bid that is delivered to any address or in any manner other than that provided in this RFP.
- 5.7 The Bid and accompanying documentation submitted by the Bidders are the property of FMFN and will not be returned.
- 5.8 Bidders shall disclose in their Bid any actual or potential conflicts of interest and/or existing business relationships it may have with FMFN, its elected or appointed officials, and/or employees. FMFN may rely on such disclosure.
- 5.9 Upon final receipt of the Bids at the Submission Deadline, FMFN, in its sole discretion, may elect to conduct a post-Bid meeting with one or more Bidders to discuss in detail their Bid submission or other items FMFN may consider appropriate or necessary without invalidating the Bid process.
- 5.10 Before award of any contract, the Bidder may be required to provide specific information with respect to its legal and or financial status.
- 5.11 Bidders and their agents will not contact any member of FMFN with respect to this RFP, other than the contact specified herein, at any time prior to the award of a contract or the cancellation of this RFP.
- 5.12 The successful Bidder is free to provide services for other clients during FMFN's engagement, provided such other activities do not interfere with or conflict with their obligations to FMFN.

## **SCHEDULE "A"**

### **OVERVIEW OF FMFN FACILITIES AND SERVICES**

Fort McKay First Nation provides a variety of community services to residents of Fort McKay First Nation. The nation is governed by an elected Chief and Council that establishes and administers all community services. The nation currently employs approximately 370 full-time employees and has a seasonal workforce fluctuation of 30 to 40 temporary employees.

Fort McKay First Nation has the following services and facilities which shall be included under the scope of work for this RFP:

- 1) Public Works Department: road maintenance, landscaping, building maintenance and operations, trade services, fleet maintenance, heavy equipment operations, snow removal, carpentry, house construction and life cycle maintenance, arborist and chainsaw duties, etc.
- 2) Housing Services: the nation owns and maintains approximately 270 residential housing units within the reservation. The nation is responsible for the construction, upkeep and life cycle maintenance of those units.
- 3) Community Health Services: services include a long-term care facility, family support services, homecare workers and a community health clinic.
- 4) Educational Services: the community has a kindergarten to grade nine school, a daycare facility, and an extended learning center.
- 5) Sustainability Department: responsible for land management services, stake holder engagements, environmental monitoring, operational services for two rural worksites (Moose and Namur Lakes), and the parks ranger program.
- 6) Protective Services: includes the community's bylaw officers and animal control employees.
- 7) Community Services Department: responsible for the operation of various public facilities within the community. Facilities include a hockey arena, community youth center, community gym and a radio station. The department also coordinates various community social programs and services.
- 8) General office administrative support services (communications, human resources, finance, etc).