

Request For Proposal (RFP)

Resource Inventory Standards Course Review

Date of Issue: April 2, 2025

Submission Deadline: April 30, 2025

Contact Information:

Karen Aird
Heritage Program Manager
The First Peoples' Cultural Council
216-345 Chief Alex Thomas Way,
Tk'emlups te Secwepemc, BC
V2H 1H1
Email: karen@fpcc.ca

All communications and questions regarding this RFP should be directed to the RFP contact via email. Email is the preferred method of communication. Please include "FPCC RISC Assessment RFP" in the subject line for all RFP-related correspondence.

Project Overview

FPCC Heritage Program has developed a strong network of experts and knowledge keepers who guide our shared goals to redress the impacts of colonization by creating programming and resources that support First Nation cultural heritage revitalization research. The Heritage Program supports B.C. First Nations' revitalization and stewardship through grant programming, professional development, resources, research, and advocacy. Our community-based approach fosters relationships within and across First Nation communities and creates opportunities to increase community capacity, develop technical expertise, and share knowledge and resources.

The FPCC Heritage Program is seeking a consultant or a consulting company to assist with a ten-month project, beginning in June 2025 and ending in March 2026, to review the Resource Inventory Standards Course (RISC), a training course developed by the Government of British Columbia's Archaeology Branch. The contractor will work with the FPCC Heritage team and select B.C. First Nation archaeologists, cultural heritage experts, and allies will review the RISC and provide recommendations for improving or redeveloping the course to reflect and better articulate B.C. First Nations' unique and diverse cultural heritage, expertise, stewardship practices, knowledge systems, and rights.

FPCC Background

The First Peoples' Cultural Council (FPCC) is a provincial Crown Corporation formed by the Government of British Columbia in 1990 to administer the First Peoples' Heritage, Language and Culture Program. The First Peoples' Cultural Council is supported by *the First Peoples' Heritage, Language and Culture Act* in legislation. The mandate of FPCC is to assist B.C. First Nations in their efforts to revitalize their languages, arts, and cultural heritage. Since

COMMITTED TO THE REVITALIZATION OF B.C. FIRST NATIONS LANGUAGES, ARTS, CULTURES AND HERITAGE

1990, FPCC has successfully distributed over \$197 million to British Columbia's Indigenous communities for languages, arts and culture projects.

FPCC is committed to providing communities with a high level of support and quality resources. Our cultural heritage and the living expression of our identities are integral to the health of all members of our Indigenous communities and the well-being of all British Columbians.

The First Peoples' Cultural Council serves 204 B.C. First Nation communities and organizations who represent 36 languages and over 90 dialects.

Project Goals and Objectives

The overarching objective of this project is to review the Provincial Resource Inventory Standards Course RISC, through one-on-one interviews, engagement sessions and focus groups with BC First Nations, Indigenous and non-Indigenous archaeologists, knowledge keepers and allied cultural heritage experts to understand the successes, gaps and provide recommendations for improving the training course. The consultant will also be expected to conduct research to understand alternative models and approaches to similar training programs in Canada and elsewhere.

Scope and Deliverables

The primary outcome of this study will be a comprehensive, peer-reviewed¹ report that summarizes the research results and engagement findings (see methodology section below) and provides recommendations for improving RISC. The key audience for the report will be the Province of B.C. and B.C. First Nations, as the rightful stewards of their cultural heritage. Along with the report itself, FPCC will retain rights to all research materials used in developing the report, including:

- Spreadsheets/databases
- Recorded and transcribed interviews and summary reports from focus groups and site tours
- Photographs, videos, and other multimedia from site tours (and possibly other sources)

The delivery timeline is as follows

Establish a detailed workplan, approach and key deliverables and milestones , including:	June 16, 2025
Develop and approve the engagement plan and questionnaire	June 30, 2025
Interim report with summary of data and findings to date	Oct 1, 2025
Draft 1 final report	Feb 6, 2026
Final report (peer-reviewed, graphic-designed), with all transcripts and other materials	March 20, 2026

Methodology

This research project should employ a team approach to engage with and learn from Indigenous Knowledge Keepers, archaeologists, stewards and experts across B.C. The methodology should employ three complementary strategies to curate diverse information on B.C. First Nations: **interviews, focus groups, and cultural heritage research** to understand options and other approaches to conducting related training programs. The project must

COMMITTED TO THE REVITALIZATION OF B.C. FIRST NATIONS LANGUAGES, ARTS, CULTURES AND HERITAGE

ensure that the data collected, and recommendations developed represent the perspectives of B.C. First Nation cultural experts across the province.

The main guiding principle for ensuring a representative sample is of B.C. First Nations in this study is to include diverse communities and individuals from different geographic regions and cultural groups. Concerning cultural diversity, the project should start with the 36 language communities of B.C., which can be grouped into 7 language families, or 9 major sub-families². The project team should assume that the linguistic histories traced through language family relations reflect communities' cultural relationships and histories.

Budget

Please provide cost proposals to accomplish the scope outlined above. The budget must include costs necessary for the entire project, including:

- Research
- Facilitating and supporting focus groups (a minimum of 3 across the province in distinct cultural groups and regions)
- Oral interviews
- Transcription, honoraria and all meeting and travel costs
- Final Report design
- Other necessary costs

Estimated Timeline

Request for Proposal timeline

- RFP Release (April 2025)
- RFP Submission deadline (April 30 at 4:30 pm)
- Interview period (May 5 to 16, 2025)
- RFP vendor selection (May 26, 2025)

Proposal Guidelines and Requirements

All RFP submissions must include the following:

- **Profile:** Company name, background, history and list of main projects/clients.
- **Draft Approach and Methodology:** A detailed description of how the scope of work outlined in this RFP document will be completed and carried out. Indicate all resources required to complete the work.
- **Portfolio:** Provide examples of previous work demonstrating similarity in projects (e.g. scope, size, Indigenous peoples, government, or non-profit). Showcase work demonstrating similar projects with First Nations in B.C. and/or Canada.
- **Work plan/timeline:** Describe a detailed timeline of the project and identify key milestones for each phase. Please also indicate what is needed from FPCC staff for the project to be streamlined in a timely fashion.
- **Key staff:** Describe the key staff working on the project and highlight their qualifications and experience. Please note any staff with expertise in BC First Nation cultural heritage.
- **Cost:** Provide a detailed breakdown of costs associated with the project (See Budget section). Please contact Karen to know the budget range.

COMMITTED TO THE REVITALIZATION OF B.C. FIRST NATIONS LANGUAGES, ARTS, CULTURES AND HERITAGE

RFP Evaluation

FPCC will review proposals, answer questions during the question period and then shortlist bidders for interviews. Only successful bidders will be contacted for interviews. Evaluation of the submitted proposals will be based on the following criteria:

- Previous projects and experience that are provincial or national in scope
- Experience working with Indigenous AV and with Indigenous peoples
- Completeness, quality and relevance of the proposal
- Staff/company qualifications and prior experience working with BC First Nations cultural heritage and archaeological projects
- Service Fees / Costs
- 3 references from past projects that are relevant to this work.

Sincerely,

Karen Aird
Heritage Program Manager
The First Peoples' Cultural Council
karen@fpcc.ca