



**tla?amin**  
TLA'AMIN NATION

## **REQUEST FOR PROPOSAL (RFP)**

### **WEBSITE REFRESH**

TLA'AMIN NATION  
4779 KLAHANIE ROAD, POWELL RIVER, BC, V8A 0C4

ISSUE DATE: APRIL 25, 2025  
CLOSING DATE: MAY 14, 2025

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**Issue Date:**  
April 25, 2025  
**Closing Date:**  
May14, 2025

Company Name:  
\_\_\_\_\_  
Contact Person Name:  
\_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Prov: \_\_\_\_\_ Postal: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**GUIDELINES FOR PROPOSAL DELIVERY**

An electronic copy of your proposal must be delivered by email to:

[Davis.Mckenzie@tn-bc.ca](mailto:Davis.Mckenzie@tn-bc.ca)  
Attention: Davis McKenzie – Communications Director  
Tla’amin Nation

Email attachments should be clearly marked with the name of the applicant.

## 1. INFORMATION FOR APPLICANTS

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### a. Summary

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Tla'amin Nation is refreshing our website. We're looking for a skilled and responsive partner to help us build something that works for our people, a site that is clear, accessible, and grounded in who we are.

This project will involve discovery sessions with leadership and key user groups, reviewing our web traffic data, designing wireframes, and developing a new site on WordPress that works well on mobile and meets accessibility standards. We're also seeking help to clean up and port over existing content, write new content, and train our staff so we can manage the site ourselves.

The maximum project budget is \$67,500 and our timeline runs from June to November 2025. Proposals are due May 14, 2025. We're looking for experience, good value, and a thoughtful approach that aligns with our Nation's values and voice.

### b. Nation Background

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Tla'amin Nation is a self-governing modern treaty Nation and part of the Northernmost Salish people. Tla'amin worldview and society are grounded in ʔəms taʔow (our teachings) and ʔayʔaʔ uθəm (language). Our ʔaxʔaxay (Elders) are precious to us, as the primary sources of knowledge and cultural teachings. By listening to and learning from them, and modelling the taʔow in our behaviours and practices, we carry our ancestral traditions and knowledge through present and future generations.

ʔəms giʔ ε is an area over 609,000 hectares (ha) in size, including waters. Historically, we maintained an active presence and settlements across ʔəms giʔ ε, and trade and diplomatic relations with our neighbours up and down the coast, including the Klahoose and Homalco First Nations with whom we were one entity. All of our economic and political systems, along with our spirituality, were based on our relationship with the land, air, and waters.

Tla'amin lands include the 8,322 ha of lands that were transferred back to Tla'amin Nation as part of our Final Agreement in 2016, and additional lands that the Tla'amin Nation has acquired. The Final Agreement is an important set of tools that enable us to rebuild, restore, and reconstruct our Nation and identity as we address the past and present impacts of forced colonial disruption to our lands, relationships, societies, language, and culture.

Tla'amin is governed by a hegus (headperson), and 8 legislators, 4 of which serve as executive council members with portfolio responsibilities.

In 2016, Tla'amin's treaty came into effect and with it, a series of laws and regulations for governance of over 8300 ha of Tla'amin treaty settlement lands, infrastructure, services and finances.

The Tla'amin administration is comprised of 200 staff and you can read our organizational profile here: <https://www.tlaamination.com/wp-content/uploads/2023/01/Tlaamin-Nation-Organizational-Profile.pdf>

A business arm, Tla'amin Management Services Ltd Partnership is charged with developing and running Tla'amin businesses.

To learn about our goals, values and strategic priorities please read our [Comprehensive Nation Plan](#).

## 2. REQUEST FOR CONTRACTOR

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### a. Nature of Services Required

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#### **Project scope:**

- Conduct discovery processes with Tla'amin Executive Council & Directors and targeted user groups including citizens & leaseholders.
- Review 18 months of google analytics and search console data
- Document requirements based on discovery
- Design wireframes
- Working within the WordPress platform, develop a responsive and mobile-friendly website that is secure and WCAC 3.0 compliant
- Provide 100 hours of copyediting and web writing
  - Migrate legacy content to the new website structure.
- Integrate existing analytics tools to monitor and evaluate website traffic and user behavior.
- Orient and train Tla'amin Nation content management staff.

#### **Project Timeline**

- The project is expected to commence June 1, 2025, with the expectation that the updated website should be fully operational by the end of November 2025.

#### **Budget**

- The allocated budget for this project is \$67,500 CDN. The proposal should outline a breakdown of costs, including discovery, design, development, testing, training, and any additional expenses.

## 3. SUBMISSION INFORMATION

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Interested parties are requested to submit their proposals by May 14, 2025. The proposal should include the following:

- Company overview and relevant experience.
- The company's high-level approach to projects.
- A detailed response to the scope of work and the company's proposed solutions and approach, including development, testing, and deployment strategies, including deliverables.
- Example of previous related development projects.
- Proposed timeline and milestones.
- Detailed cost breakdown.

## 4. EVALUATION

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This section details all criteria against which proposals will be evaluated. The Tla'amin Nation reserves the right to not select any proposal.

Applicants should ensure they fully respond to all submission information outlined above and the criteria listed below to receive full consideration during evaluation.

A shortlist of applicants may be contacted for an interview.

#### a. Criteria

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Proposals not clearly demonstrating that they meet the following criteria may be excluded from further consideration during the evaluation process.

Proposals for this RFP which meet all criteria will be evaluated as follows.

<b>Proposals meeting the minimum criteria will be evaluated as follows:</b>	<b>Weight</b>
Relevance of previous experience and portfolio	40%
Cost-effectiveness and value for the allocated budget	35%
Internal engagement approach and timeline	25%
<b>Total</b>	<b>100%</b>

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#### b. Submission Deadline

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All questions must be submitted to Davis McKenzie [Davis.McKenzie@tn-bc.ca](mailto:Davis.McKenzie@tn-bc.ca) by 5:00 pm May 4, 2025.

**The complete proposals must be submitted electronically by 5:00pm May 5, 2025.**

### 5. TERM

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The successful contractor(s) will be contacted by May 24, 2025 to coordinate a project schedule. This will continue until project scope has reached completion.

### 6. INQUIRIES

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All inquiries regarding the services of the anticipated contract or the administrative details of the RFP are to be directed to:

**Davis McKenzie**  
**Communications Director, Tla'amin Nation**  
[Davis.Mckenzie@tn.bc.ca](mailto:Davis.Mckenzie@tn.bc.ca)

**778.834.7934**