



ACCOUNTABLE, FAIR AND RESPECTFUL

REQUEST FOR PROPOSAL (RFP)
POLICY DEVELOPMENT AND GOVERNANCE CONSULTING SERVICES

Qames ?ems tala Settlement Trust

“Our money is put away safely”

Issue Date: March 2, 2026

Closing Date: April 6, 2026

REQUEST FOR PROPOSAL (RFP)

Issue Date: March 2, 2026

Closing Date: Not later than 4:30 pm Pacific Time on April 6, 2026

Company Name: _____
Contact Person: _____
Address: _____
City/Province/Postal Code: _____
Email: _____
Phone: _____

Guidelines for Proposal Delivery

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

Email: secretary@tlaamintrust.com

Attention: Qames ?əms tala Settlement Trust

Email attachments should be clearly marked with the name and the address of the proponent.

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1. INFORMATION FOR PROPONENTS

a. Summary

The Qames ʔəms tala Settlement Trust invites proposals from qualified consultants to support the development, review, and updating of internal policies and governance frameworks.

The Trust seeks to strengthen its internal governance, operational clarity, and long-term stewardship practices through the creation of clear, effective, and culturally grounded policies. These policies will support Trustees in fulfilling their fiduciary responsibilities and ensure transparency, accountability, and alignment with the Trust’s purpose: safeguarding settlement funds for current and future generations.

The selected consultant will work collaboratively with the Board of Trustees to develop practical, implementable policies and governance tools.

b. Organizational Background

The Qames ʔəms tala Settlement Trust was established to safeguard settlement funds for the benefit of Tla’amin Nation citizens, ensuring that financial resources are responsibly managed and preserved over the long term.

The Trust operates under established legal and fiduciary obligations and is governed by a Board of Trustees responsible for overseeing investments, distributions, and governance.

As the Trust continues to evolve, there is a need to review and strengthen internal policies to ensure they reflect best practices in trust governance, financial stewardship, transparency, and operational effectiveness.

2. SCOPE OF WORK

The selected consultant will work with the Board of Trustees to develop, update, and formalize governance and operational policies.

The scope of work includes, but is not limited to:

Policy Review and Gap Assessment

- Review existing Trust governance documents, policies, and procedures
- Identify gaps, inconsistencies, or areas requiring clarification
- Identify priority policies requiring development or update

Policy Development

Develop and/or update policies such as:

- Honoraria Policy
- Conflict of Interest Policy
- Code of Conduct and Ethics
- Financial Management and Oversight Policies
- Investment Governance Policy alignment (if applicable)
- Travel Policy
- Records management and confidentiality

Governance Framework Development

- Develop a clear policy framework and structure
- Ensure policies align with Trust Deed, applicable law, and best practices
- Ensure policies support effective governance and fiduciary oversight

Facilitation and Engagement

- Facilitate workshops or working sessions with Trustees
- Support consensus-building and clarity on governance roles
- Incorporate Trustee input into policy development

Final Deliverables

Deliverables may include:

- Policy gap assessment summary
- Draft policies for review
- Finalized policy manual
- Presentation to Trustees summarizing policies and recommendations

All policies must be clear, practical, and usable by Trustees.

3. SUBMISSION REQUIREMENTS

Proponents must submit the following information:

Executive Summary

Demonstrating understanding of the Trust's needs and project objectives.

Consultant Qualifications

- Description of consultant or firm
- Relevant experience with trust governance, Indigenous governance, or policy development

Project Approach and Methodology

- Description of proposed approach
- Work plan and timeline
- Engagement approach with Trustees

Relevant Experience

- Examples of similar projects
- Experience working with Indigenous governments, Trusts, or public sector organizations

Team Members

- Identification and Profiles of key personnel

Cost Proposal

- Total proposed budget
- Hourly rates (if applicable)
- Fee structure and billing approach

References

- Minimum two references from comparable projects

4. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

Criteria	Weight
Understanding of project and objectives	15%
Relevant experience and qualifications	25%
Proposed approach and methodology	25%
Quality of past work and references	15%
Cost and value	20%
Total	100%

Preference may be given to consultants with demonstrated experience working with Indigenous governments or Trusts.

The Trust reserves the right not to select any proposal.

5. TERM

The anticipated project timeline is approximately:

Start Date: Upon contract award

Completion Date: Within 3 months of contract award

The Trust may adjust timelines in consultation with the selected consultant.

6. REFERENCES

The Trust reserves the right to contact references provided and verify previous work.

7. INQUIRIES

All inquiries related to this RFP must be submitted to:

Name: Kayla Peters

Title: Secretary

Email: secretary@tlaamintrust.com

Responses to inquiries may be shared with all proponents.