

**Title:** Proposal Writing Services - Tsawout First Nation

**Opportunity Type:** Request for Proposals

**Organization:** Tsawout First Nation



## **Tsawout First Nation**

### **Request for Proposals**

### **PROPOSAL WRITING SERVICES**

The Tsawout First Nation, located on the Saanich Peninsula approximately 20 minutes from Victoria, requires the services of a professional proposal writing firm/individual to assist Tsawout with securing funds and/or grants from various governmental and non-governmental programs. Speaking in general terms, the Tsawout First Nation currently provides the following services to our Band members:

- General Band Administration
- Health Services
- Housing
- Social Services
- Fisheries
- Treaty Research
- Elder and Youth Services
- Lands
- Public Works

The proposal must contain, at a minimum, the following information:

Your past experience in securing funding – this would include but not be limited to the name of the organization/agency/First Nation Government that received the funds, the general category and the funding amount received.

Payment approach – this would include how you would like to be paid. For example, is it to be based upon a percentage of the amount raised, a flat fee per proposal or on an hourly basis.

Total hours that your services would be available to the Tsawout First Nation.

Total budget costs – this would include fees and expenses.

References – three are required. This would include names and phone numbers.

Location of the services to be provided. Will they be provided through your office or are you expecting to use a portion of the Tsawout First Nation Band office?

A copy of your proposal writing style. This must be added as an appendix to your actual proposal.

A copy of your Worksafe account number.

The total proposal should not exceed a total of five pages. If you are going to submit, it must be received by Tsawout no later than **4:00 pm on May 14, 2010**. No electronic copies will be accepted. Tsawout reserves the right to reject any proposal submitted. Please feel free to either send your proposal to or contact the undersigned for additional information:

Ken Cossey, MCIP  
PO Box 121 - 7728 Tetayut Road  
Saanichton, BC V8M 2C3

Phone (250) 652-9101  
e-mail [kcossey@tsawout.ca](mailto:kcossey@tsawout.ca)

**Location:** Central Saanich

**Date Posted:** Wednesday, April 21, 2010

**Tender Expires:** Friday, May 14, 2010 - 4:00:00 PM