



Contracting Opportunity
Coordinator – First Nations Drinking Water Class
Action Settlement
(Cowichan Tribes Citizens only)

INTRODUCTION:

Cowichan Tribes is one of many First Nations affected by the long-term water advisory and is part of the First Nations Drinking Water Class Action Settlement. We are seeking a contractor to assist with preparation of the Band Council Confirmation List (BCCL) which is a listing of all First Nation individuals who lived on the reserve during long-term water advisory. We are looking for an individual that can commence work immediately.

SCOPE OF WORK:

- Coordinate with Ts'ewulhtun Health Centre, Operations and Maintenance, Membership, Capital Projects and Finance to prepare a list of First Nation individuals ordinarily resided/lived on the Cowichan reserves during a long-term water advisory from August 1, 2001 to June 20, 2021 and submit it to the Administrator of the class settlement;
- A complete BCCL must be submitted to the administrator by March 7, 2023;

GENERAL CONDITION:

- The use of Cowichan Tribes owned software is required to compile the information. BCCL is to be prepared using Microsoft Excel. The ability to navigate the computer system is required;
- The successful contractor must sign the confidentiality agreement to access information belonging to Cowichan Tribes;
- The completed BCCL will become the property of Cowichan Tribes;
- Knowledge of Cowichan Tribes reserves is a must. An occasional travel around the community with your own vehicle is required;
- Communications with the Cowichan Tribes citizens eligible for BCCL as required;
- The contractor shall not address any communications directly to the Band Council. All communications shall be directed to the appropriate Cowichan Tribes staff member;
- Minimum 812 hours of work required with the total invoices for hours worked to not exceed \$29,000 and additional expenses and mileage to not exceed \$1,400 over duration of project. Total contract is \$30,400.
- The contractor is to provide an invoice to Cowichan Tribes every 2 weeks with a detail of work performed each day;
- The contractor may be evaluated on their performance periodically and Cowichan Tribes reserves the right to terminate at any time;
- The contractor is personally responsible for self-claiming of monies received in conjunction with this contract to Canada Revenue Agency. The contractor must provide WCB clearance certificate;

This is an opportunity available to Cowichan Tribes citizens only at this time.

HOW TO APPLY:

Interested applicants are invited to submit a proposal by email before the deadline with the reference # in the subject line of your email.

Reference No. FIN-CSDW-0822

Cowichan Tribes Finance Department

Email: procurement@cowichantribes.com

Website: <http://www.cowichantribes.com/procurement>

Deadline: **4:00 p.m. August 17th, 2022**