



681 Ste-Philomene,
Kanesatake, Quebec,
J0N1E0

Tel: (450) 479-8373
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REQUEST FOR PROPOSAL FOR CHIEF ELECTORAL OFFICER

Kanehsatake General Election 2025

April 8, 2025 - The Mohawk Council of Kanesatake (MCK) invites proposals from qualified election service providers to oversee and conduct the Kanehsatake General Election 2025. The selected proponent will be responsible for ensuring the election process is carried out with professionalism, integrity, and transparency, in accordance with the Mohawks of Kanesatake Custom Electoral Code.

OBJECTIVE

The objective of this Request for Proposal (RFP) is to select a bidder who will serve as the Chief Electoral Officer for the 2025 Kanehsatake General Election, scheduled for Saturday, **August 2, 2025**. The Chief Electoral Officer will oversee all aspects of the election process, including nomination, voting, and ballot counting, while ensuring compliance with the Mohawks of Kanesatake Custom Electoral Code.

POSITIONS TO BE ELECTED

The 2025 Kanehsatake General Election will determine the following political positions for a four (4) year term:

One (1) Grand Chief and Six (6) Chiefs

Note: The Grand Chief and Council Chiefs will be elected on two separate ballots.

PROPOSAL SUBMISSION INSTRUCTIONS

Closing Date: May 1st

Submission Methods:

By email: humanresources@kanesatake.ca - Subject line: **"RFP for Chief Electoral Officer"**

By sealed envelope to the attention of: Mohawk Council of Kanesatake - Human Resources
681 St. Philomene, Kanesatake, QC, J0N 1E0
Late submissions will not be accepted.

PROPOSAL REQUIREMENTS

All proposals must include the following:

1. **Election Plan**

- Strategy for conducting the election in accordance with the Mohawks of Kanesatake Custom Electoral Code.
- Nomination process and candidate verification.
- Security measures for ballots and voting process.
- Plan for advance polling, online voting, and final election day procedures.
- Ballot counting and result reporting process.
- Post-election report submission and ballot destruction as per the Mohawks of Kanesatake Custom Electoral Code.

2. **Qualifications & Experience**

- Description of the proponent's experience in electoral processes.
- Previous experience with First Nations election codes.
- At least two (2) references from previous election services conducted.

3. **Resources & Team Composition**

- List of team members involved, their roles, and their relevant experience.
- Details of software or systems to be used for election management.
- Security protocols for data and voter confidentiality.

4. **Cost Breakdown**

- Detailed budget, including:
 - Salaries of consultants and election staff.
 - Office expenses and supplies.
 - Ballot printing and distribution.
 - Travel and legal fees.
 - Any additional costs.
- Total cost in Canadian dollars.

RESPONSIBILITIES & FINANCIAL ARRANGEMENTS

MCK's Responsibilities:

- Provide an updated voter list of eligible members residing on/off-territory.
- Provide dedicated and adequate office space.



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- Cover rental costs for nomination night, advance polling, and election day venues.
- Provide a computer, printer, and technical support if needed.
- Reimburse costs for services based on submitted invoices.
- Provide access and training to MCK's OneFeather voting platform for use by the Chief Electoral Officer.
- Provide a copy of the Custom Electoral Code

Consultant's Responsibilities:

- Recruitment and management of election staff.
- Procurement of office supplies and election materials.
- Secure printing and handling of ballots.
- Postal costs for mailing voter information.
- Legal fees and travel expenses.
- Ensuring ballot box security and compliance with the Electoral Code.

RIGHTS OF THE MCK

The Mohawk Council of Kanesatake reserves the right to:

1. Reject any or all proposals received in response to this RFP.
2. Enter into negotiations with one or more bidders on any or all aspects of their proposals.
3. Accept any proposal in whole or in part.
4. Cancel or modify this RFP at any time.
5. Award contracts without competition for follow-up work related to the election process.
6. Verify all information provided, including requesting confirmation of legal status and references.

MISCELLANEOUS PROVISIONS

Price

- The contract price must be a firm fixed price, inclusive of all fees and materials.
- Additional costs for online voting facilitation (if required) will be assessed separately.

Confidentiality

All submissions will be treated as confidential and used solely for the purposes of selecting the successful bidder.

Clarifications & Questions

All inquiries regarding this RFP should be directed to: Mohawk Council of Kanesatake Office – Human Resources
humanresources@kanesatake.ca

Responses must be received by the deadline to be considered. We look forward to receiving your proposal and appreciate your interest in serving the Kanehsatake community's electoral process.