Request for Proposal (RFP)

Siksikaitsitapi Ohkin'niinaiks Society/Blackfoot Confederacy

Federal and Provincial Legislative Advocacy, Lobbying, Grant Writing, and Philanthropy Strategy Services

Date of Issue: November 20, 2026

Closing Date: Open until a suitable applicant is selected

Please direct questions and submissions to:

Jodi Running Rabbit

Executive Administrative Officer

Siksikaitsitapi Ohkin'niinaiks Society/Blackfoot Confederacy

7535 Flint Road S.E. Calgary, AB T2H 1G3

JodiRR@blackfootconfederacy.ca

Overview

Siksikaitsitapi Ohkin'niinaiks Society/Blackfoot Confederacy is seeking competitive proposals from qualified firms or individual consultants to provide government relations, lobbying, grant funding research and application writing, and philanthropy research and strategy development services. The selected firm or consultant will advance the legislative, policy, and funding priorities of the Siksikaitsitapi Ohkin'niinaiks Society and the Blackfoot Confederacy (together, "the Organizations"), aligned with the seven Blackfoot Confederacy priority areas outlined below.

Introduction and Background

The Siksikaitsitapi Ohkin'niinaiks Society and the Blackfoot Confederacy are collaborative, advocacy-focused organizations dedicated to promoting the political, economic, social and cultural interests of the Blackfoot communities located in southern Alberta, Canada and northern Montana, USA. These are the Piikani Nation, the Siksika Nation, the Kainai-Blood Tribe, and Blackfeet Tribe-Amskapi Piikuni.

Scope of Services

Services will align with the following seven Blackfoot Confederacy priority areas:

1. Education, Language, and Culture.
2. Health.
3. Lands & Environment.
4. Economic Development, Employment, and Tourism.
5. Housing.
6. Child & Youth Initiatives.
7. Political/Legal.

The selected firm or consultant will be expected to perform the following core duties:

- **Legislative Monitoring and Analysis:** Track, analyze, and report on proposed legislation, regulations, and budget appropriations relevant to the seven priority areas and the Organizations' Treaty Rights.

- **Advocacy and Outreach:** Educate and build relationships with key elected officials, staff, regulators, and coalition partners.

- **Strategy Development:** Work with the Organizations' leadership team to create and execute a comprehensive government relations and advocacy strategy.

- **Material Drafting:** Draft briefing notes, position papers, testimony, and leave-behind advocacy materials.

- **Grant Funding Research and Application Writing:** Identify and prioritize grants aligned with the seven priority areas. Work with the Organizations and participating Nations to prepare applications, supporting materials, and budgets; coordinate approved submissions; and track opportunities, decisions, and reporting deadlines.

- **Philanthropy Research and Strategy Development:** Research donors and philanthropic partners aligned with the seven priority areas. Develop a philanthropy strategy covering priority prospects, a case for support, donor engagement and stewardship, timelines, and progress measures. Obtain the Organizations' approval before donor outreach.

- **Reporting:** Provide regular updates and weekly/monthly activity reports on advocacy, grant opportunities and applications, and philanthropy strategy progress, including upcoming deadlines. Provide immediate advisories on critical legislative or funding developments.

Term of Contract

The anticipated contract period will run from January 15, 2027, to January 15, 2028. This will be a one-year (12-month) term with an option to renew for additional one-year terms, subject to performance and funding.

Qualifications and Expertise

To be considered, firms or individual consultants must demonstrate:

- A minimum of 5 years of proven experience in government relations, public policy, or legislative lobbying within Canada.
- Established, non-partisan or strong bipartisan relationships with key decision-makers and committees relevant to the Organizations' issues.
- Knowledge of the seven Blackfoot Confederacy priority areas and experience working with First Nations and Indigenous organizations.
- Demonstrated experience identifying grant opportunities and preparing grant applications, supporting materials, and project budgets.
- Demonstrated experience in philanthropic prospect research, fundraising strategy, donor engagement, and stewardship.
- References from at least 3 current or past clients for whom similar work was performed.
- Compliance with all applicable lobbying registration and ethics laws.

RFP Schedule and Deadlines

1. Date of Issuance: November 20, 2026
2. Questions Due: December 3, 2026
   (Questions received after this date will be answered at the Organization's discretion)
3. Proposal Submission Deadline: Open until a suitable applicant is selected
4. Selection: A suitable applicant will be selected following proposal review.
5. Anticipated Start Date: January 15, 2027
6. Completion Date: January 15, 2028

Budget

The budget for this contract is $60,000 for 12 months ($5,000 per month) for the full Scope of Services. Please provide a clear cost proposal identifying fees for advocacy and lobbying, grant funding research and application writing, and philanthropy research and strategy development. Specify the monthly retainer, hourly rates, or project-based fees, services included, and any reimbursable expenses or additional charges. **Budget amount subject to adjustment.*

Submission Procedure

- All proposals must be addressed to Jodi Running Rabbit, Executive Administrative Officer, and received via email to JodiRR@blackfootconfederacy.ca. Proposals will be accepted until a suitable applicant is selected.
- Applicants should submit a narrative not to exceed 5 pages.
- Respondents will be solely responsible for all costs incurred in the preparation and presentation of their proposal. All proposals and supporting documentation submitted shall become property of Siksikaitsitapi Ohkin'niinaiks Society/Blackfoot Confederacy.
- Only the successful applicant will be contacted once a decision has been made.

Proposal Requirements

The respondent should include:

- **Firm Overview:** Background of the firm or individual consultant and the team assigned to the Organizations' account, identifying responsibility for advocacy and lobbying, grant writing, and philanthropy strategy (include resumes and designate the primary lead).
- **Understanding of Objectives:** A brief summary of the Organizations' seven priority areas and a proposed approach, work plan, and deliverables for advocacy and lobbying, grant research and writing, and philanthropy strategy.

- **Relevant Experience and References:** Examples of relevant advocacy or legislative outcomes, grant applications and funding outcomes, and philanthropy strategies, along with contact details for at least three client references.
- **Proposed Fee Structure:** A cost breakdown for advocacy and lobbying, grant research and writing, and philanthropy strategy, specifying fees, included services, reimbursable expenses, and any additional charges within the proposed contract budget.

Proposal Evaluations

Proposals will be evaluated across the full Scope of Services, including advocacy and lobbying, grant funding research and application writing, and philanthropy research and strategy development, using the following weighted criteria:

- **Relevant Experience and Track Record:** 30%
- **Understanding of Issues and Strategic Approach:** 25%
- **Quality of Assigned Team and Relationships:** 20%
- **Cost Effectiveness / Fee Proposal:** 15%
- **Client References:** 10%

Right to Amend

Siksikaitsitapi Ohkin'niinaiks Society/Blackfoot Confederacy reserves the right to amend or supplement this RFP by providing notice of amendments to all who have received the proposal document. Respondents will be notified of any amendments.

Rejection of Proposals

Siksikaitsitapi Ohkin'niinaiks Society/Blackfoot Confederacy reserves the right to accept or reject any and all proposals at its sole discretion, to choose, in its judgment, the most appropriate proposal from among those submitted, and to negotiate with the successful respondent changes in their proposal prior to, and/or as part of awarding a contract.