



Tsuut'ina Nation  
9911 Chilla Blvd. SW  
Tsuut'ina, AB, T2W 6H6  
Phone: 403-281-4455  
Fax: 403-251-9833

# Tsuut'ina Nation REQUEST FOR PROPOSAL Internal – F.2

## Request for Proposal

|  |   |
|--|---|
| <b>Program/Department/Company Requesting:</b>  | Tsuut'ina Nation Finance Department- Property Tax |
| <b>Scope of Work: Yearly Contract</b>  | Tsuut'ina Nation Property Tax Assessor            |
| <b>Date : December 16th, 2024</b>  | <b>Tracking Number:</b>                           |
| <b>Purpose of Purchase/Justification:</b><br>Tsuut'ina Nations' Property Assessment Law determines what property is assessable for taxation. It is produced in accordance with Tsuut'ina Nation Assessment and Taxation requirements found under Tsuut'ina Taxation laws. Tsuut'ina Nation is actively seeking an independent assessor to conduct assessments according to the assessment rules to determine the following:<br><ol style="list-style-type: none"><li>1. Provide information in the form or manner requested by the designated linear assessor and about the company's designated industrial property.</li><li>2. Request information and data that is in the assessors' possession about the company's designated industrial property or the assessment of the property.</li></ol> Tsuut'ina Nation also requires the Assessor to set up an Assessment Review/Appeals Board. |   |
|  | <b>Budget Amount:</b><br>Negotiable               |
| <b>Source of Funding:</b>  | <b>Estimated Value:</b>                           |

Chief Financial Officer, Tsuut'ina Nation

## Request for Proposal Procedure

Procedure that uses a competitive process will be used to select a preferred bidder but retains the flexibility to conduct negotiations to finalize a Contract. It is typically used where different solutions or approaches may be available for the goods or services required.

## Form

|   |  |
|---|--|
| 1. Is the known supplier on the Eligibility List? Yes   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Is there no eligible Citizen or Citizen-Owned Company Supplier available? Correct  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>3. Background Information</b><br><br>Present a brief overview of your organization/company/department.<br><br>Tsuu Tina Nation is part of Treaty 7 Territory and are the original people of the land. They respect all spirits of the land and how the elements of water, air and fire are a part of the circle we call Natural Law. We have prospered into a thriving nation with great economic opportunities on our doorstep to enhance our way of life for our people and our community. We have many companies, Limited Partnerships and businesses on our territory.   |  |
| <b>4. Scope of Work</b><br><br>Provide details of the duties/services required to complete the contract and expected outcomes.<br><br>We require accurate value assessments to specified lands and buildings both residential and commercial properties as defined in our Tsuutina Nation Property taxation Law, 2018 also located within the areas of our Lands defined as Zone 2. See schedule A attached for details on the scope of work.<br><br>We also need the creation of an Assessment Review/Appeals Board by June 1, 2025 to consider and rule on potential future Objections and Appeals of Property Tax Assessments. |  |
| <b>5. Outcome and Performance Standards</b><br><br>Specify the outcome targets, minimal performance standards expected from the contractor, and methods for monitoring performance and process for implementing corrective actions.<br><br>We would like to enter into an agreement for the supply of accurate assessment services for all of our properties and for the creation of an Assessment Appeals Board for Tsuut'ina Nation.  |  |
| <b>6. Deliverables</b><br><br>Provide a list of all products, reports, and plans that will be delivered to your organization and propose a delivery schedule/deadline.<br><br>Assessments to be delivered by March 1st of each fiscal year as per Schedule 'A' attached. A proposal to establish an Assessment Appeals Board must also be created, together with an implementation plan. Presentation(s) to Tsuut'ina Nation Head Chief & Minor Chiefs (Chief & Council) may also be required.  |  |

## 7. Conditions

Provide a list of Security, Bonds, Certificates, General and Supplementary Conditions as applicable

## 8. Other Requirements

Provide a list of Environmental Concerns, Work Site Safety, Existing Facilities, and Site Surveying or others as applicable.

Must not enter, in vehicle, in person, or otherwise, on the part of Tsuut'ina Nation known as DND Lands, which may contain unexploded ordnances.

## 9. Term of Contract

Specify length, start date and end date of the contract, and the options for renewals if applicable.

3 year contract Starting Jan 1, 2025

## 10. Points of contact for future correspondence

Include a complete list of people to contact for information on the RFP, or any other questions. List their name, title, and various ways to contact them/him/her.

Mirella Baillie, Director of Financial Reporting (see below)

Marilee Whitney, Tax Administrator (see below)

Stephen Crowe, CFO

## Inquiries to:

Mirella Baillie Phone: 825-736-5716 email [Mirella.Baillie@tsuutina.com](mailto:Mirella.Baillie@tsuutina.com)

Marilee Whitney Phone: 587-836-2773 email [Marilee.Whitney@tsuutina.com](mailto:Marilee.Whitney@tsuutina.com)

## 11. List customs duties payable in connection with the purchase of materials or supplies?

None

Yes  No

|  |  |
|--|--|
| 12. First Nations Resource Utilization   |  |
| Will they utilize Tsuut'ina Nation Citizens/companies should employees/product be required?                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| N/A  |  |
| 13. If a contract has been executed, has it gone through Section 8.5 of the Tsuut'ina Nation Finance Act for approval? |  |
| N/A  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Comments

LOBA  
 Signature of Approval/Procurement Manager

December 16, 2024  
 Date

Stephen Crowe, CFO  
 Signature of Approval/Procurement Chairperson

December 16, 2024  
 Date



# DĪDĪLÁ ŌGHĀYĪNÒ-NÁ TSUŪT'ÍNĀ NATION FINANCE

403-238-6130  
9911 CHIILA BLVD.  
TSUUT'INA NATION, AB  
T3T 0E1

## SCHEDULE "A"

### Basic Assessment Services:

- Annual Assessment
- Summary Report
- Industrial Assessment
- Linear Assessment
- Ratepayer Inquires

\*Assessment Services to be provided shall include all information required as per Tsuut'ina Nations Property Tax laws.

\*Assessment Services shall mean these services as may be required to inspect and assess all interest in lands and premises located within the Nation boundary including, without limitation, the following:

#### Interest in Land

- In accordance with *Tsuut'ina Nation Property Taxation Law, 2018*, visual inspections of each interest of land, carrying out tests and investigations if in the opinion of the Consultant such tests and investigations are required.

#### Improvements

- In accordance *Tsuut'ina Nation Property Taxation Law, 2018* visual inspections of each improvement of the interest of the lands within the Nation and carry out interior inspections if in the opinion of the consultant, such interior inspection is required.
- The production of diagrams if in the opinion of the Consultant such diagrams are required.