

First Nations University of Canada



Request for Proposal (RFP)

First Nations University of Canada

50th Anniversary Commemorative Magazine

Closing Date: Thursday, March 12, 2026 @ 2:00 p.m., Saskatchewan time

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Table of Contents

1. Introduction.....	3
2. Competition Process	4
3. Proposal Content Requirements.....	5
4. Evaluation	5
5. Terms and Conditions	6
6. Confidentiality	6
7. Costs/Expenses.....	6
SCHEDULE A - Scope of Work.....	7
SCHEDULE B - Proposal Content Requirements	10

1. Introduction

The First Nations University of Canada (“FNUUniv” or “the University”) is seeking proposals from qualified consultants to lead the development, design, and production of FNUUniv’s 50th Anniversary Commemorative Magazine.

The commemorative magazine will serve as a legacy publication marking 50 years (1976–2026) of First Nations-led post-secondary education. The publication will highlight FNUUniv’s history, leadership, alumni, community impact, and future vision.

Further details about the Work are set out in Schedule A – Scope of Work.

This Request for Proposal outlines the instructions for submitting proposals and the selection criteria procedures the University will use to select a successful contractor.

The University may enter into an agreement with the preferred proponent at its sole discretion. This RFP is not a commitment by the University to enter into any agreement.

1.1 First Nations University of Canada Background

The First Nations University of Canada (“FNUUniv” or “the University”) is a unique First Nations owned Canadian institution with campuses in Regina, Saskatoon, and Prince Albert, Saskatchewan, as well as a lands-based traditional campus near St. Louis, Saskatchewan. FNUUniv specializes in First Nation knowledges, providing post-secondary education for Indigenous and non-Indigenous students alike within a culturally supportive environment. FNUUniv aspires to have transformative impact by bridging our ceremonies, Knowledge Keepers, languages, and traditions with the delivery of high-quality education that will lead to the pride and success of all students and First Nation communities. Additional information on the University can be found at [Home – FNUUniv.ca](https://www.fnuuniv.ca).

The mission of the First Nations University of Canada is to enhance the quality of life, and to preserve, protect and interpret the history, language, culture and artistic heritage of First Nations.

The First Nations University of Canada will acquire and expand its base of knowledge and understanding in the best interests of First Nations and for the benefit of society by providing opportunities of quality bi-lingual and bi-cultural education under the mandate and control of the First Nations of Saskatchewan.

The First Nations University of Canada is a First Nations’ controlled university-college which provides educational opportunities to both First Nations and non-First Nations university students selected from a provincial, national and international base.

1.2 Form and Duration of Contract

The University expects to engage in a contract with the successful proponent for the development and production of FNUUniv’s 50th Anniversary Commemorative Magazine.

If for any reason negotiations on the contract fail with the preferred proponent, the University reserves the right to negotiate a contract with the next ranked proponent.

The University expects the Work to begin by April 1, 2026, with final print-ready deliverables submitted no later than August 15, 2026 to ensure publication availability for the September 10, 2026 50th Anniversary Gala.

1.3 RFP Documents

The following documents are attached to and form part of this RFP:

Schedule A – Scope of Work

Schedule B – Proposal Content Requirements

2. Competition Process

The following section outlines the schedule of events and inquires process for this RFP process.

2.1 Schedule

The following table outlines the schedule of events anticipated for this RFP process, which may be subject to change. Any/all changes and/or revisions to this schedule of events or information pertaining to or contained within this RFP will be posted to [Home \(sasktenders.ca\)](http://Home (sasktenders.ca)).

RFP Milestones	Date
RFP Posting Date	February 20, 2026
Closing Date for Proponent Inquiries	March 6, 2026
RFP Closing Date	March 12, 2026
RFP Response Review & Evaluation	March 13–18, 2026
Selection of Successful Proponent	March 20, 2026

2.2 Inquiries

All inquiries and questions regarding the RFP process and RFP content are to be directed through e-mail to kfrancis@fnuniv.ca by the date indicated above.

Contact or communication with any individual(s) other than identified above or in regard to this RFP process may result in disqualification from this RFP in the University’s sole discretion.

2.3 Conflict of Interest

Proponents must disclose to the University any actual or potential conflicts of interest relating to their participation in this RFP or their provision of the services sought out. Failure to do so may, in the sole discretion of the University, result in disqualification.

2.4 Submission

A completed response will include **one electronic copy, in PDF format** to be submitted via email to kfrancis@fnuniv.ca. Please include the reference name and number (FNUUniv-RFP-2026-02) in the subject line. All responses are due at **2:00 p.m.** local Saskatchewan time on Thursday, March 12, 2026.

3. Proposal Content Requirements

Proposals must address the requirements outlined in this RFP, including Schedule A – Scope of Work and Schedule B – Proposal Content Requirements.

4. Evaluation

1. Proposals will be opened and reviewed privately. The University intends to evaluate proposals based on the criteria set out in this RFP in order to identify the proposal which offers the best overall value to the University. In assessing proposals, the University will take into account the following evaluation criteria in no particular order of importance:
 - (a) the proponent's overall pricing proposal, including fixed sum prices and any other rates;
 - (b) the proponent's ability to meet the University's schedule for completing the Work;
 - (c) qualifications and reliability of the proponent and its workforce;
 - (d) the percentage of the proponent's workforce that is of Indigenous ancestry; whether the proponent is an Indigenous owned firm; and/or whether the proponent has experience working with Indigenous organizations;
 - (e) any other factors that the University considers relevant to the determination of which proponent is able to best meet the needs of the University.
2. In order to help assess the qualifications and reliability of each proponent and its workforce, the University expects to consider the following:
 - (a) the information a proponent provides in response to this RFP;
 - (b) previous experience of a proponent and its workforce in managing and completing comparable projects;
 - (c) the University's previous experience working with a proponent and its workforce; and
 - (d) interviews and reference checks that may be conducted at the University's discretion.
3. Proponents are advised that the evaluation process is subjective in nature and the University's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding, including without regard to whether a proposal is compliant with this RFP.
4. The University may, at its discretion, select a short list of proponents who may be subject to further evaluation.

5. The University may, at its discretion, conduct interviews and reference checks, and may consider information from other sources in order to assist in evaluating proposals.
6. Unsuccessful proponents will not be notified of the outcome of this RFP process until after the University has completed the contract award or has otherwise terminated this RFP process.

5. Terms and Conditions

This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. By issuing this RFP and accepting proposals for evaluation, the University does not intend to create a contractual relationship (either expressed or implied) with any proponent. Without limiting the generality of the foregoing, the University may, at any time and for any reason:

1. Reject any or all proposals (including the lowest cost proposal);
2. Modify or vary any aspect of this rfp at any time before or after the time for submission of proposals;
3. Allow proponents to withdraw or amend their proposals at any time by giving written notice to the university;
4. Extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
5. Accept or reject any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
6. Discuss the terms of a proposal submitted by a proponent with that proponent at any time for the purposes of clarification and/or negotiation of that proposal;
7. Negotiate any aspect of any proposal (including pricing, products, and terms and conditions of supply) with one or more proponents at any time after the date and time for submission of proposals; and/or
8. Cancel this RFP at any time for any reason and thereafter proceed in any manner the university sees fit.

6. Confidentiality

Proponents will keep confidential and secure, all documents, data, information, and other materials of the University, which are provided to or obtained or accessed by a proponent in relation to this RFP.

Proponents must identify any information in their proposals which they consider to be confidential or proprietary.

7. Costs/Expenses

All costs incurred by a proponent in connection with this RFP are at the proponent's expense. The University will not reimburse proponents for any such costs.

SCHEDULE A - Scope of Work

50th Anniversary Commemorative Magazine

Objectives of the Work

- Commemorate the 50-Year Milestone
- Showcase FNUniv’s Institutional History and Impact
- Highlight Alumni, Leadership, Elders, and Community Voices
- Produce a High-Quality Legacy Publication
- Support Advancement and Stakeholder Engagement
- Ensure Professional Project Management and Delivery

Description of the Work

The First Nations University of Canada (“FNUniv” or “the University”) is seeking a qualified consultant or agency to lead the full development, design, and production of a professionally produced 50th Anniversary Commemorative Magazine.

The publication will serve as a legacy document marking FNUniv’s 50 years (1976–2026) of First Nations-led post-secondary education.

The successful proponent will provide full project leadership and management from concept through print-ready delivery.

Editorial & Project Planning

- Develop the overall publication concept and creative direction
- Propose the editorial framework and table of contents
- Identify story themes and feature profiles
- Establish and manage the detailed production schedule
- Provide full project management and milestone tracking
- Maintain responsibility for timeline adherence

FNUniv will provide strategic direction and approve key milestones.

Content Development

- Identify and schedule all interviews
- Conduct interviews (virtual and/or in-person as required)
- Draft all written content
- Integrate archival materials and historical documentation
- Provide professional copyediting and quality assurance
- Ensure cultural sensitivity and accuracy in storytelling

FNUUniv Communications will provide initial contact information and facilitate introductions where required but will not be responsible for interview scheduling, drafting, or editing.

Honoraria

- Honoraria for Elders, Knowledge Keepers, or cultural contributors will be administered and paid directly by FNUUniv in accordance with institutional policy.
- Honoraria are not to be included in the proponent's fixed-sum pricing.
- The proponent will notify FNUUniv in advance where an interview participant may qualify for honorarium.

Design & Layout

- Develop visual design aligned with FNUUniv brand and 50th Anniversary identity
- Provide two initial design concepts for selection
- Complete full layout and formatting (anticipated 40–48 pages maximum)
- Integrate photography, archival imagery, and graphic elements
- Incorporate revisions within structured review phases
- Prepare print-ready files (CMYK, press-quality standards)
- Provide web-optimized digital version

Governance & Review Process

FNUUniv will designate a single Communications lead to consolidate institutional feedback. The structured review phases will include:

1. Editorial Framework Approval
2. Full Draft Review
3. Designed Layout Review
4. Final Proof Approval

All feedback will be consolidated and submitted during scheduled review windows. The proponent will not be required to respond to individual or ad hoc stakeholder feedback outside of formal review phases unless approved through a documented change process. Final editorial direction will be approved by the President prior to final design approval.

Schedule

Key milestones:

- Project to Commence - April 1, 2026
- Editorial Framework Approved – April 2026
- Draft Content Complete – June 2026
- Designed Layout Complete – July 2026
- Final Proof Approved – August 15, 2026
- Print Delivery – Prior to September 10, 2026 Gala
- Meeting the August 15 final proof deadline is mandatory.
- Print Delivery – Prior to September 10, 2026 Gala

Meeting the August 15 final proof deadline is mandatory to ensure timely production.

Pricing

The Work is to be priced on a fixed-sum basis inclusive of all research, interviews, writing, editing, design, project management, and structured revisions.

Proposals must clearly outline:

- Fixed-sum project cost
- Number of structured revision phases included
- Additional costs for scope changes or page increases
- Print cost assumptions (if applicable)

Payment

The successful proponent will invoice the University based on milestone completion, as agreed upon in the final contract.

SCHEDULE B - Proposal Content Requirements

Proposals will address the following:

Introduction

1. Proposals must address all of the requirements found throughout this RFP, particularly as set out in Schedule "A" – Scope of Work.

Proponent Detail

2. Proposals must include a brief description of the proponent's history and capacity to meet the University's needs, as described in this RFP.
3. Proposals must indicate if the proponent is an Indigenous owned firm and/or what percentage of the proponent's workforce is of Indigenous ancestry.
4. Proposals will identify and provide a brief description of any subcontractors you propose to engage to perform the work.

Relevant Experience

5. Proposals must include a description of a proponent's experience in performing similar work (including examples of similar projects completed by the proponent for Indigenous organizations if available) in the previous three (3) years and appropriate contact information for references.

Lead Personnel

6. Identify your proposed team of resources who will execute the work.
7. Provide resumes and describe the relevant experience of each resource.

Price

8. The proposal must provide a "fixed sum" price in Canadian Dollars for the Work (as described in Schedule A), as well as applicable force account rates for extra work for labour, equipment and materials. Please note that the University is exempt from the payment of PST and GST.

Schedule

9. Proposals must include an outline of the proponent's anticipated work schedule, including dates for completion of key milestones, owner needed coordinated work, and delivery timing.
10. Proposals will include confirmation whether the proponent is capable of meeting the University's schedule for completion of the Work, as set out in this RFP.

Conflict of Interest Disclosure

11. Proponents must disclose any actual or potential conflicts of interest that may exist between the proponent, its management, employees or consultants and the University or its management, employees or representatives, and the nature of such conflict of interest. If a proponent has no such conflict of interest, a statement to that effect should be included in its proposal.

Confidentiality

12. All proponents must identify any information in its proposal or communications with the University which it considers to be confidential or proprietary.