



ʔaąam
(ʔaąam Community)
ʔaąam Administration

REQUEST FOR PROPOSAL

Chief Electoral Officer for the 2026 ʔaąam General Election

Re-Issue Date: Tuesday, August 11, 2026
Extended Closing Date: Monday, August 17, 2026, at 12:00 p.m. (MDT).
Election Date: Wednesday, October 28, 2026
Submission Address: ʔaąam, 7470 Mission Road, Cranbrook BC V1C 7E5
Attention: Bonnie Harvey, Governance Manager
Telephone: 778.761.1120
Email: bharvey@aqam.net

*Please note that the closing date for this Request for Proposals has been extended from the original closing date to August 17, 2026, at 12:00 p.m. (MDT).

INTRODUCTION

The ʔaąam ʔitwatnaʔis (Chief & Council) invites qualified individuals to submit proposals to serve as the Chief Electoral Officer (CEO) for the 2026 ʔaąam General Election, to be held on Wednesday, October 28, 2026.

The successful proponent will be responsible for administering the election in accordance with the ʔaąam Custom Election Regulations (2024) and applicable Band Council Resolutions. The Chief Electoral Officer is expected to conduct all pre-election, Election Day, and post-election activities with neutrality, professionalism, transparency, fairness, and accountability while maintaining the confidence of ʔaąam membership.

ʔaąam is located approximately five kilometres north of Cranbrook, British Columbia, and is home to the ʔaąamnik people. As one of the four member communities of the Ktunaxa Nation, ʔaąam is committed to exercising its inherent right of self-government through governance processes that reflect its laws, values, and traditions.

For more information about ʔaąam, please visit www.aqam.net.

PURPOSE

The purpose of this Request for Proposals (RFP) is to identify and select a qualified, impartial, and experienced Chief Electoral Officer to administer the 2026 ʔaᑭam General Election in accordance with the ʔaᑭam Custom Election Regulations (2024).

Fee Proposal

Provide a detailed fee proposal that includes, at a minimum:

- Mail-in voting
- Election Day voting (in person and telephone)
- Deputy Electoral Officer(s), if required
- Equipment and materials, if required
- Travel and expenses
- Any additional administrative costs

Scope of Work

The Chief Electoral Officer will be responsible for administering all aspects of the election, including but not limited to:

Pre-Election

- Review the ʔaᑭam Custom Election Regulations.
- Administer the election in accordance with the election timeline approved by ʔaᑭam ʔiᑭwaᑭnaʔis (Chief & Council).
- Coordinate with Membership Clerk regarding the voters list.
- Receive the preliminary voters list from the Membership Clerk.
- Finalize and publish the voters list in accordance with the Regulations.
- Prepare and publish all required election notices.
- Conduct the nomination process.
- Verify candidate eligibility.
- Administer candidate nomination documentation.
- Appoint and supervise Deputy Electoral Officer(s) and Polling Clerks.
- Coordinate mail-in, online, and telephone voting processes.
- Coordinate the All-Candidates Forum.

Election Day

- Conduct polling operations.
- Ensure voting procedures comply with the Regulations.
- Maintain security and integrity of ballots.
- Supervise election officials.
- Count ballots.
- Certify and provide the official election results to ʔaᑭam for public posting.

Post-Election

- Prepare official election results.
- Retain election records as required.
- Coordinate with the Elections Complaints and Appeals Board, if required.
- Submit a final election report to Chief and Council.

The Chief Electoral Officer shall perform all duties outlined within the ʔaᑭam Custom Election Regulations.

PROPOSAL REQUIREMENTS

1. Cover letter confirming that the applicant is capable of meeting the requirements, timelines, and specifications outlined in this RFP.
2. Profile of the proponent and any personnel who will be involved in delivering the services.
3. Proposed work plan, project schedule, and detailed fee breakdown.
4. Demonstrated experience serving as a Chief Electoral Officer or administering elections, preferably for First Nations governments.
5. Declaration of any actual, perceived, or potential conflicts of interest.

ʔaᑭam reserves the right to reject any or all proposals, waive informalities, negotiate with proponents, or cancel this Request for Proposals at any time without obligation or liability.

SUBMISSION DEADLINE

The deadline for submission of proposals is 12:00 p.m. (MDT) on Monday, August 17, 2026. One (1) complete proposal, submitted electronically (PDF) or in hard copy, must be received by ʔaᑭam no later than the stated deadline.

Bonnie Harvey, Governance Manager,
ʔaᑭam,
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V1C 7E5

Electronic submission may be sent via email to: **bharvey@aqam.net**