



**Subject:** Request for Proposal # 270126

**Title:** Framework for Grief Services & Programming Document-Paqtnkek Mi'kmaw Nation

**To Whom It May Concern:**

You are invited to submit one copy of a proposal to develop a Framework for Grief Services & Programming in the form of a Document for Paqtnkek Mi'kmaw Nation

Proposals will be accepted until 12:00 PM Atlantic Time March 20, 2026. Proposals must be submitted via email to:

Re: RFP # 270126 (Subject Line)

David Kearns, Human Resources Director  
Paqtnkek Mi'kmaw Nation, 7 Dillon Street  
Afton Station, NS  
B0H 1A0

**Email:** [jobs@paqtnkek.ca](mailto:jobs@paqtnkek.ca)

Those who submit a proposal agree to be bound by the instructions, clauses and conditions of the Request for Proposals and accept the clauses and conditions of any resulting contract. Proponents are encouraged to register their intention to submit a proposal with the Director of Human Resources, to ensure they receive any addendum or notifications regarding the RFP.

Paqtnkek Mi'kmaw Nation will not necessarily accept the most profitable or any of the proposals received and it reserves the right to accept or reject any or all proposals received, which shall be final and at the sole discretion of the Band.

Yours truly,

David Kearns, Director of Human Resources

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# GENERAL INFORMATION

## Definitions

“Band” means the Paqtnkek Mi’kmaw Nation or its representative.

“Proponent” means a person or organization that submits a Proposal in response to this RFP. The terms “Proponent” and “Contractor” are used interchangeably in this RFP.

## Introduction

The official name of our community is “The Paqtnkek Mi’kmaw Nation” which is pronounced as “buck-n-keg”. We are a Mi’kmaq Band situated in the northeastern region of Nova Scotia. We inhabit a reserve known as Paqtnkek-Niktuek 23 and has a registered population of 598 as of December 2019 and is a member of the Confederacy of Mainland Mi’kmaq. The term “Paqtnkek” denotes “by the bay” or “above the water (but at a distance from the ocean)”, and the area has been significant to the Mi’kmaq people for a long time for fishing activities involving eel and other species.

Paqtnkek Mi’kmaw Nation is currently in Year 2 of the implementation of a 60-month multi-sectoral direct intervention project (“Kisiku’kw Kekina’muksi’kik (The Elders are Teaching Us) Paqtnkek Prevention/Intervention Project”), to address identified risk factors and enhance protective factors among Indigenous youth (ages 12-30) in the Paqtnkek First Nation community, in Nova Scotia. This will include strengthening existing partnerships (both in the community and external), delivering Mi’kmaq culturally enriched activities (land and water-based), strengthening youth-elder relationships, the provision of a culturally based youth engagement strategy and referral process, and the creation of culturally appropriate assessment tools.

**The development of grief programming and services is a community and project priority. The framework must be developed within the framework of the Mi’kmaq culture, including ceremony, cultural protocol, traditional knowledge, and Mi’kmaq ways of knowing & doing.**

## Community Values, Culture, and Future Ventures

Established March 3, 1820, Paqtnkek Mi’kmaw Nation is located in Antigonish County, 24km east of Antigonish, Nova Scotia. The name Paqtnkek, meaning “by the bay”, is a distinction emphasizing the importance of the local bay and its resources to the Mi’kmaw people.

Historically, the Mi’kmaw of Paqtnkek has lived by the bay in a harmonious, renewable manner, respecting the local environment while honoring their passion for their century’s old culture.

Time-honored traditions of the past continue to be strong within the community. Commercial development of the Paqtnkek Fisheries Enterprise is a prime example of how the community

maintains its cultural identity while serving the people under today's treaty driven economic development opportunities.

Paqtnkek community members strive to honor their culture through communication. Aboriginal language programs throughout the community are working to keep the language alive. Community members enjoy teaching one another the intricacies of the centuries-old way of communication among Mi'kmaw people. Cherished elders pass on their wealth of knowledge to community youth who grow up honouring the experiences elders remember from days gone by.

Today, Paqtnkek Mi'kmaw Nation is a vibrant, deeply spirited and genuinely welcoming community that is a stopping point for many Mi'kmaw people travelling to and from Unama'ki. Travelers are always welcome guests in Paqtnkek, where the friendly people instinctively make anyone feel right at home. Guests can find comfort and privacy at the Entertainment Centre, grab convenience items at locally operated businesses or stop at the Gas Bar to top off their tanks, just as First Nations peoples from the mainland and Cape Breton have been doing for decades.

By harnessing its strong cultural history and reliance on the land as key tools, Paqtnkek is forming and developing economic and social ventures that will embody its past, present and future.

Each year, the community participates in many social gatherings, showcasing their culture at the annual Pow-Wow. The public is invited to watch traditional dancers, listen to the rich sounds of ancient drums, considered the heartbeat of the Mi'kmaw Nation, and even purchase Mi'kmaw craft items created by community artists. Another significant date is Saint Anne's Day, when the entire community honors the Mi'kmaq Patron Saint, every July 26th, at religious celebrations at Summerside Mission, renewing their faith while ensuring future generations continue to come together to celebrate their heritage.

## Scope of Services and Deliverables

The principal services and deliverables are as follows:

Framework for Grief Services & Programming Document

## PROPONENT INSTRUCTIONS

### Basic Instructions

Proponents agree to be bound by the instructions, clauses and conditions of this RFP and accept the clauses and conditions of any resulting contract. Proponents are encouraged to register their intention to submit a proposal with the Director of Human Resources in order to ensure they receive any addendum or notifications regarding the RFP.

Proposals will be assessed in accordance with the entire requirement in this Request for Proposals, including the mandatory and point-rated criteria detailed in Part 3. An evaluation team composed of representatives of the Band and appointed by the Band Council will evaluate the bids. The evaluation team may include third-party representatives.

Proponents should include the information included on the proposal bid application:

1. Their legal name and the name and contact person (including this person's mailing address, phone and email address) authorized by the Proponent to enter into communications with Paqtnkek Mi'kmaw Nation with regards to their Proposal; and any contract that may result from their Proposal.
2. Three references related to previous similar work
3. Identify if there is a Conflict of interest with Paqtnkek Mi'kmaw Nation
4. In the submission, the Proponent should provide a description of the methods to be employed to perform and co-ordinate the work.
5. A proposed itemized costing of the proposed work up to \$20,000 in total.

The Band will not necessarily accept the lowest bid, or any, of the proposals received. The Band reserves the right to accept or reject any or all proposals received, which shall be final and at the sole discretion of the Band.

## Confidentiality of Proposals

All Proposals, including documents submitted to the Band by a Proponent in connection with a Proposal or pursuant to the RFP, become the property of the Band and shall not be returned to Proponents. They shall be received and held by the Band in confidence and shall not be disclosed to third parties, except as may be necessary for the proper evaluation of the Proposals.

Proponents shall not be entitled to know the content of other Proponents' Proposals.

## Anticipated Timeline

Activity	Timeline
Request for Proposal Issued	By January 28, 2026
Request for Proposal Closed	February 11, 2026
Evaluation of Proposals	February 18, 2026
Lead Proponent Notified	By February 20, 2026
Agreement Finalized and Signed	By February 27, 2026
Project Completion	By March 31, 2026

## Revisions or Withdrawal of Proposals

A Proposal may be withdrawn by submitting written notice of withdrawal to the Director of Human Resources by courier, hand delivery or email. A Proposal withdrawn after the Closing Time cannot be resubmitted.

## Right to Amend or Terminate RFP Process

The Band is not under any obligation to award a contract and reserves the right to amend by addendum any term of the RFP documents or to terminate this RFP process at any time.