

Kosapsum Development Corporation
Request for Proposals (RFP) for
Administrative and Strategic Support Services



Date Issued: July 13, 2026

Submission Deadline: Friday, July 31, 2026 @ 4:00 pm PDT

1. INTRODUCTION

Kosapsum Development Corporation (KDC) is seeking proposals from a qualified consultant (or team of consultants) to provide regularly scheduled administrative services, as well as periodic grant-writing and strategic support services, on a contractual basis. This work will help support and guide KDC in achieving its economic development goals and objectives over the short, medium, and long-term.

2. BACKGROUND

KDC is an economic development corporation established in the 1990's in order to manage third-party commercial and residential development on designated Esquimalt (X^wsepsəm) Nation Reserve Lands. Esquimalt Nation is the sole shareholder of KDC, and is located adjacent to the Town of View Royal, British Columbia within the Greater Victoria region. The Reserve lands are situated within the broader Lək^wəŋən traditional territory, which is shared between Esquimalt Nation and Songhees Nation.

Within the Nation's 46-acre Reserve lands, just under half of those lands were designated for economic development in 1998. In 2005, approximately 8.5 acres of those designated lands were secured with a long-term head lease to KDC for active economic development potential, which has remained relatively dormant until 2024. Also in 2024, Esquimalt Nation ratified the X^wsepsəm Land Code, transferring control of all land use planning and leasing from Canada (under the *Indian Act*) to local decision-making powers under Esquimalt Nation laws governed by its elected Chief and Council.

Over the past two years, KDC has taken great strides in formalizing its governance, business, policy and administrative structures to the point where it now has a fully functioning Board of Directors who meet regularly, with approved budgeting and auditing procedures, a long-term business plan, and dedicated consulting support for land use, legal, finance, and administrative matters.

On August 31, 2026 the current administrative contract (up to 50 hours a month) is coming to a close, and the KDC Board of Directors has initiated this Request for Proposals (RFP) to seek a new Administrative and Strategic Support Services arrangement, based on the following three categories:

- Administrative Support
- Funding and Grant Applications
- Strategic Planning Support

Proponents who are interested may submit on one or more of the above categories, based on their qualifications and an hourly fee schedule for each team member. Proponents may also wish to propose a "blended" hourly rate for either multiple team members or multiple service categories.

3. SCOPE OF WORK

As noted, the scope of work is delineated into three hourly-based categories as follows:

- a) Administration Support – based on approximately 32 hours per month
 - Board Meeting Facilitation
 - Develop monthly meeting agendas with Board Chair and Technical Team.
 - Circulate meeting materials and coordinate meeting logistics.
 - Create and distribute minutes post-meetings.
 - Coordinate action items as appropriate.
 - Technical Team Facilitation
 - Coordinate monthly technical team meetings (planning, legal, finance). approximately one week in advance of the Board meeting.
 - Circulate meeting materials and coordinate meeting logistics.
 - Create and distribute minutes post-meetings.
 - Coordinate action items as appropriate.
 - Financial Administration
 - Develop and track annual budgets and prepare regular updates to the Board.
 - Coordinate intake and payment of external invoices.
 - Work with financial auditor to prepare annual financial review for AGM.
 - Other Administrative Functions
 - Maintain corporate emails and filing system and ensure proper record-keeping and document management.
 - Coordinate internal and external resources as required.
 - Prepare correspondence from the KDC Board.
- b) Funding and Grant Applications – as opportunities arise (variable monthly hours)
 - Scan the environment for potential funding and grant opportunities for presentation to the KDC Board for consideration, and prepare and coordinate application submission as appropriate.
 - Coordinate with Esquimalt Nation to ensure that potential funding applications are not overlapping or competing, and are best suited to each organization's goals and objectives.
 - Maintain communications with each funder throughout the project(s), and prepare the necessary reporting at the end of each Fiscal Year in order to comply with funding and grant requirements.
- c) Strategic Planning Support – based on approximately 8 hours per month
 - Work with the Board to maintain its recently developed strategic documents, including: Vision/Mission statement, Annual Goals and Objectives, and KDC Business Plan.
 - Assist the Board in its proposed transition from 3 to 5 Directors, including all legislative and administrative requirements as well as coordination with the shareholder (Esquimalt Nation).
 - Maintain and implement Board policies and procedures, and recommend improvements and updates as needed.
 - Coordinate the update to the Strategic Plan (separate initiative).

4. REQUIRED QUALIFICATIONS

For each of the identified RFP service categories, proposals must clearly demonstrate that the consultant (or team of consultants):

- Has demonstrated skills, knowledge, and experience in the following areas (depending on the submission categories as appropriate): administrative management, financial administration, board and organizational support, strategic planning and governance support, and grant and funding opportunities.
- Has demonstrated experience working with Indigenous communities, Federal agencies and other funding agencies.
- Has experience and knowledge of the Greater Victoria market, local governments, and First Nation communities.
- Is available at least once a month to attend Board meetings (usually in-person) and Technical Team meetings (virtual), and can be available to attend other in-person meetings as needed. Preference will be given to consultants who are located on Vancouver Island (ideally Southern Vancouver Island).

5. PROPOSAL REQUIREMENTS

Interested proponents must submit a proposal that outlines:

- **Submission Category:** Identify which category / categories that you are interested in submitting.
- **Methodology & Work Plan:** Describe your process and approach to providing administrative and strategic support services for the KDC Board and technical advisors.
- **Team Members Qualifications & Experience:** Identify the team members allocated to each service category, and highlight past projects related to administrative and strategic support services, especially those involving Indigenous communities and/or economic development boards. Include at least three (3) references.
- **Use of Technology:** Provide examples of the consultant's effective use of technology to provide more efficient administrative support.
- **Project Timing Commitment:** Confirm ability to meet the hourly allocation (estimated at approximately 40 hours a month).
- **Anticipated Billing Structure** – Individual team member hourly rates, blended rate (optional), other fees and disbursements. Note that Kosapsum Development Corporation is currently exempt from GST.

6. SUBMISSION DETAILS

Submission Deadline: Friday July 31, 2026 by 4:00 pm Pacific Time

Submit proposals and questions (if applicable) electronically to:

Edward Thomas Jr., Chair, Kosapsum Development Corporation

Email: edward@esquimaltnation.ca

7. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- **Team Member Experience:** Proven experience in providing administrative and strategic support services to communities and/or organizations.
- **Experience with Indigenous Communities:** Demonstrated experience in working with/for Indigenous Communities, especially within the context of economic development.
- **Understanding of Context:** Understanding of the Greater Victoria market as well as Esquimalt Nation's economic development goals and objectives.
- **Proposal Methodology:** Clarity, feasibility, and appropriateness of the proposed approach.
- **Cost and Value:** Overall cost structure relative to scope and value.

While KDC invites and welcomes proposal submissions from all proponents, we encourage members from the Esquimalt (X^wsepsəm) Nation and Songhees Nation to submit a proposal, as well as Indigenous members from other communities across Turtle Island.

8. TIMELINE

- RFP Issue Date: July 13, 2026
- RFP Questions Deadline: July 20, 2026
- Proposal Submission Deadline: Friday July 31, 2026 by 4:00 PM PDT
- Review and Shortlisting of Candidates: August 2026
- Interviews (if required): August 2026
- Consultant Selection and Contract Finalization: September 1, 2026 (earliest start date)