

Sample Screening Criteria for Hiring a Contractor

Rationale: A checklist can assist with candidate screening when selecting a contractor to support a project or projects within your community, Nation or organization.

Application: The criteria below are intended as a “menu” that can be adapted to suit your community or organization’s needs or priorities. If desired, they can be integrated into a formal process and/or scoring matrix for reviewing contractor applications as part of the Request for Proposals process. Qualities or qualifications may also be weighted to reflect their importance to the success of the project and support a fair and transparent review of submissions.

Which of the following criteria are important to your community and project?

Experience Working with First Nations Communities

- Identifies as a First Nations business
- Recent and relevant experience working with First Nations communities/Nations/organizations (e.g., community/organization may wish to specify how recent and/or how many years of experience desired)
- Can provide strong references from previous clients including other First Nations communities/Nations/organizations (e.g., community/organization may wish to specify number of references desired; FNHA Procurement requires three)
- Understands relevant Canadian federal and provincial government legislation and policies that relate to the health and wellness of First Nations peoples (e.g., the Indian Act, treaties, health insurance policies, community health agreements, education and social development policies)
- Understands First Nations governance systems (e.g., hereditary and elected leadership, relationship between communities/Nations, relationship between Chief and Council and administration)
- Is committed to using First Nations suppliers (as needed) to support the work (e.g., caterers, facilities, sub-trades/sub-contractors etc.)

First Nations Health and Wellness Context

- Knowledge of the community model of wellness and/or the [First Nations’ Perspective on Health and Wellness](#)
- Understands First Nations health and wellness landscape and the healthcare system in British Columbia
- Knowledge of and/or commitment to learning First Nation traditional wellness, cultural protocols and traditional practices
- Awareness of the intergenerational effects of colonialism on individuals and communities
- Recognizes and accommodates cultural activities (e.g., funerals, potlatches, General Assemblies, time required for traditional harvesting)
- Interest in learning a community or Nation’s language, including proper pronunciation of community names

Cultural Safety and Humility

- Understands and applies principles of culturally safety and humility and anti-racism
- Recognizes and respects First Nations communities/Nations as experts in their own self-determination
- Understands and can demonstrate application of the core values of the community/Nation/organization
- Strong oral communication skills (e.g., good listener, open to feedback, proactive communication)
- Understands and can demonstrate application of the 7 Directives in their work
- Understands the importance of working in collaboration

Community Development Skills

- Commitment to community development and capacity building approach
- Community engagement experience (e.g., knowledge of a variety of engagement and facilitation techniques and approaches)
- Understands and applies strengths-based approach and/or appreciative inquiry lens
- Commitment to include training in project scope if desired by community/Nation/organization (e.g., for staff, community members, youth)
- Commitment to develop and/or support local capacity development as desired by community/Nation/organization (e.g., for staff, community members, youth)
- Commitment to partner with relevant staff/community members on project delivery
- Ability to build/facilitate effective relationships with relevant external partners

Project-Specific Skills

Note: This list is not exhaustive as specific skills may vary depending on project scope- e.g. health services, survey development, research, engineering, and communications.

- Ability to provide examples of work on past projects similar in scope and complexity (e.g., may provide: duration of project, description of scope and deliverables, contractor/firm's role in the project, project outcomes and how success was defined by project owners).
- Proficiency with Microsoft Office suite
- Knowledge and understanding of OCAP® principles (Ownership, Control, Access and Possession)
- Ability to adhere to First Nations data protection and privacy guidelines or laws

Corporate

- Ability to demonstrate firm's financial stability and viability
- Demonstrated commitment to the project (e.g., community/organization may request that contractor shares whether they have other projects concurrently)
- Ability to commit to completing project deliverables within the length of time required (e.g., may request that contractor provide a proposed schedule outlining the key deliverables and timeline to achieve from start of project to conclusion)
- If the contractor/firm is registered and/or located outside of British Columbia, ability to indicate the appropriate business registration number to legally conduct business

- Ability to provide audited financial statements as support documentation (community/organization may choose to include for shortlisted contractors only)

Financial

- Offers transparency about fees to be charged (e.g. total fees to be charged, with breakdown of fee structure, taxes, travel costs, and incidentals as separate line items)