IZWTAG
INDIGENOUS ZERO WASTE TECHNICAL ADVISORY GROUP

REQUEST FOR PROPOSALS

As-Needed Legal Counsel Services

Indigenous Zero Waste Technical Advisory Group (IZWTAG)

RFP Issue Date	October 13, 2026
Proposal Deadline	November 6, 2026, at 4:00 PM PST
Contract Term	January 1, 2027 - December 31, 2027, with option to renew
Maximum Contract Value	$60,000 per year, plus applicable taxes

Legal services will be engaged only as needed and as authorized by IZWTAG.

1. About IZWTAG

The Indigenous Zero Waste Technical Advisory Group (IZWTAG) is an Indigenous-led non-profit organization supporting First Nations communities in British Columbia with waste management, zero-waste initiatives, training, technical advisory services, community projects, and related program delivery.

IZWTAG is seeking proposals from qualified legal professionals or law firms to provide legal counsel services on an as-needed basis.

The intent of this RFP is to establish access to qualified legal counsel when required. There is no guarantee of a minimum volume of work or expenditure during the contract term.

2. Scope of Services

The successful proponent may be requested to provide legal advice and services in areas including:

- Drafting, reviewing and revising contracts and service agreements;
- Reviewing consultant, contractor and third-party agreements;
- Reviewing funding and contribution agreements;
- Providing general corporate and non-profit legal advice;
- Advising on governance matters, policies and organizational requirements;
- Providing employment-related legal advice, when required;
- Identifying contractual or organizational legal risks;
- Providing advice regarding disputes, contract interpretation or other legal matters as they arise; and
- Other legal services reasonably required by IZWTAG.

Services will be requested only as needed and authorized by IZWTAG.

3. Qualifications and Experience

Proponents should demonstrate:

- Membership in good standing with the Law Society of British Columbia;
- Experience in contract drafting, review and negotiation;
- Experience advising non-profit organizations;
- Experience working with Indigenous organizations and/or First Nations is considered an asset;
- Knowledge of corporate, governance, employment and contractual matters relevant to non-profit organizations;

- Ability to provide practical and timely legal advice;
- Appropriate professional liability insurance (minimum $1,000,000 coverage); and
- Capacity to provide services remotely and attend meetings when required.

4. Proposal Requirements

Firm / Lawyer Information

Brief description of the firm or individual practitioner and the legal professionals who would provide services to IZWTAG.

Relevant Experience

Description of relevant experience, particularly with contracts, non-profit organizations, Indigenous organizations and First Nations.

Proposed Approach

A brief explanation of how the proponent would provide responsive, as-needed legal services to IZWTAG, including typical response and turnaround times.

Fees

Please provide the following:

- Hourly rates by lawyer or professional level;
- Any administrative or additional charges;
- Rates for travel, if applicable;
- Availability of fixed-fee arrangements for specific assignments;
- Any retainer requirements; and
- Any anticipated annual rate increases.

Proponents should identify any circumstances that could result in additional costs to IZWTAG.

References

Provide two or three references from organizations for which similar legal services have been provided.

Conflicts of Interest

Identify any actual or potential conflicts of interest that may affect the proponent's ability to provide services to IZWTAG.

Supporting Documentation

Proponents should include confirmation of good standing with the Law Society of British Columbia (e.g., a certificate or letter of standing) and proof of professional liability insurance coverage.

5. Budget and Contract Value

IZWTAG anticipates establishing a maximum contract value of **$60,000 per year, plus applicable taxes** for legal services provided under this agreement.

The maximum contract value represents a spending ceiling only and does not constitute a guarantee of any minimum volume of work, hours, assignments, or payment.

Legal services will be requested on an as-needed basis and must be authorized by IZWTAG prior to work being undertaken.

IZWTAG may require a written cost estimate, fixed-fee proposal, or not-to-exceed amount for individual assignments prior to authorization.

IZWTAG will only be responsible for fees and expenses associated with services that have been authorized in accordance with the agreement.

6. Evaluation Criteria

Proposals may be evaluated using the following criteria:

Criteria	Weight
Relevant legal experience and qualifications	25%
Experience with Indigenous organizations / First Nations and non-profits	20%
Understanding of IZWTAG's legal service requirements	15%
Proposed approach, responsiveness and availability	15%
Fees and overall value	20%
References	5%
Total	100%

IZWTAG reserves the right to consider factors beyond price and is not obligated to select the lowest-priced proposal.

7. Contract Term

The anticipated initial term is one year, beginning approximately January 1, 2027.

IZWTAG may, at its discretion and subject to satisfactory performance and applicable procurement requirements, extend the agreement for an additional one or two years.

8. RFP Schedule

Milestone	Date
RFP Issued	October 13, 2026
Deadline for Questions	October 23, 2026
Proposal Submission Deadline	November 6, 2026, at 4:00 PM PST
Proposal Evaluation	November 9–13, 2026
Contract Negotiation and Finalization	November 17–25, 2026
Anticipated Start Date	January 1, 2027
Contract Award / Confirmation	November 27, 2026
Anticipated Start Date	January 1, 2027

IZWTAG may modify this schedule at its discretion.

9. Proposal Submission

Proposals must be submitted electronically by 4:00 PM PST on November 6, 2026, to:

Karen Martin

Finance & Administration

Indigenous Zero Waste Technical Advisory Group

Email: karen.martin@izwtag.com

Subject: RFP - Legal Counsel Services

Proposals should be submitted in PDF format and should not exceed 10 pages, excluding resumes, certificates of insurance, and other supporting documentation.

Late proposals may not be considered.

10. General Conditions

IZWTAG reserves the right to:

- Accept or reject any or all proposals;
- Cancel or amend this RFP at any time;
- Request clarification or additional information from proponents;
- Negotiate scope, fees and contract terms with a preferred proponent;

- Verify information and references provided in a proposal; and
- Award all or only a portion of the services described in this RFP.

Issuance of this RFP does not constitute a commitment by IZWTAG to award a contract or incur any costs.

Proponents are responsible for all costs associated with preparing and submitting their proposals.

This RFP and any resulting contract will be governed by the laws of the Province of British Columbia.

11. Confidentiality and Conflict of Interest

The successful proponent will be expected to maintain the confidentiality of all information received through their work with IZWTAG and comply with applicable professional obligations.

Any actual, potential or perceived conflict of interest should be disclosed in the proposal.