

Pitu'paq Partnership Society

Request for Proposals

Administrative and Project Management Services



Issued: March 30, 2026

Deadline to Respond: April 15, 2026

Introduction

Pitu'paq is a group of municipal government and Mi'kmaq leaders that collaborates on issues of environmental concern related to the Bras d'Or Lake. The Society formed as a committee in 2001 and then formalized as a society in 2007 and includes representatives from all five municipalities and all five Mi'kmaq communities in Unama'ki, Cape Breton. Pitu'paq creates a table where local leaders can discuss concerns and ideas to improve the prosperity of the people, animals and environment in and around the Lake. Pitu'paq is the Mi'kmaq word for Bras d'Or meaning "to which all things flow" which evokes complex systems of the Lake.

"The Bras d'Or Lakes is a unique estuarine environment, a place that is home to animals that are normally resident much farther north, and host to occasional visitors (like the Sunfish) from farther places south. The Lakes' 1,100 kilometres of shoreline boast many sheltered harbours and inlets, perfect for mooring a sailboat or gardening oysters. The tidal forces of the Great Bras d'Or Channel move water in and out at a daily speed of up to 11 knots, flushing about once every day and a half. The 3,500 square-kilometre watershed includes parts of the Cape Breton Highlands, at hundreds of metres elevation, down to sea-level salt marshes and barrachois ponds. The people living in the watershed have their roots in at least four different languages and cultures: Mi'kmaq, Acadian, Gaelic, and English, with newer arrivals in the summer months from all corners of the world. This is only a glimpse of what is known as the beautiful Bras d'Or Lakes ecosystem. There is no place like it anywhere in the world." – Spirit of the Lakes Speaks

Background

Following election cycles in several communities around the Lake, and with support from our partners at the Collaborative Environmental Protection Initiative (CEPI) and the Unama'ki Institute of Natural Resources (UINR), the Pitu'paq Board of Directors convened in early 2025 with many new faces around the Board table. The new Board of Directors has held early stage planning and budgeting discussions to begin mapping out a path forward for Pitu'paq.

Before specific projects can be undertaken by the Board, a period of capacity building was / is needed. Specifically, the need for support on both administrative and project/partnership management was identified as an early priority, resulting in this RFP.

Scope of Work

Pitu'paq is seeking an interested person(s) who we can contract to provide a variety of services to the organization.

The services required include:

- 1. Activity 1: Coordination and Administration (50%)**
 - Pitu'paq meeting preparation, planning, and set up (equipment provided to support virtual participation),
 - Attending Pitu'paq meetings in person (monthly),
 - Action item tracking,
 - Leading the renewal process of the Pitu'paq website,
 - Maintaining social media, and
 - Reporting to local funding partners.

- 2. Activity 2: Partnerships and Projects (50%)**
 - a. Seeking project opportunities (eg. Potlotek eel research project),
 - b. Writing project proposals in collaboration with the Board team,
 - c. Participating in partner meetings/projects such as CEPI, UINR, Bras d'Or Lakes Biosphere Region Association, among others (eg. CEPI's State of the Bras d'Or Task Team).
 - d. Providing updates to the Pitu'paq Board on partnership and project activities, and
 - e. Reporting to project funders.

Interested parties are invited to bid on one activity, or both. Pitu'paq reserves the right to select one or more applicants for the activities above.

The duration of the services should reflect a tentative start date of May 1, 2026 through to March 31, 2027. Please note this will be renewable annually, depending on funding availability and Board of Directors approval.

From May 1, 2026 (start date) through to March 31, 2027, the maximum number of hours for both services combined can be no more than 10 hours per week.

Working from a suitable remote location will be expected. Approved travel will be reimbursed at the employee rate set by UINR, which provides financial services for Pitu'paq.

Proposal Requirements

The proposal components outlined are required, therefore, if the applicant does not include the required components in their submission, the proposal may not be accepted, and revisions may not be considered at the discretion of the Pitu'paq Board of Directors.

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The applicant's proposal must include the following components:

- Cover letter that includes:
 - Which service activities outlined in the Project Scope that you are responding to,
 - A summary of relevant skills and experience,
 - A statement indicating ability to work independently and in teams as required,
 - A statement indicating ability to attend Pitu'paq meetings in-person (drivers license or other viable transportation method to rural communities throughout Unama'ki Cape Breton Island),
 - A statement indicating if you would require Pitu'paq to provide support for necessary equipment such as a laptop, smart phone, and/or video conferencing device (eg. Owl).
 - A statement indicating space and ability to work remotely effectively,
- Resume with references,
- Budget amount for services provided for the duration of the project (May 1, 2026 – March 31, 2027).
- 500-word written essay or 2-minute video submission on your vision of a thriving community around the Bras d'Or Lake.

Evaluation Criteria

All submissions are subject to review by the evaluation committee which will be comprised of the Board of Directors (or a subcommittee designated by the Board). Submissions will be evaluated using a point scoring system based on the proposal requirements identified above.

Submission Requirements

Please submit proposals as soon as possible, but no later than 4:30PM on April 15, 2026, to:

Contacts: Mary Lee Johnson and Amanda Mombourquette
Email: amanda.mombourquette@richmondcounty.ca

Proposals can only be accepted via email (hard copies not accepted). Proposals are subject to acceptance by the Board of Directors for sixty (60) days following close of bidding and shall be retained by Pitu'paq.

*The proposal price shall be in Canadian funds and exempt from provincial and federal sales tax. In the event of award, the proposal amount shall constitute the full and complete amount which shall be paid to the applicant for the purpose of this request for proposal.