



N A C C A

REQUEST FOR PROPOSAL (RFP)

Report Writing and Editing

Indigenous Entrepreneurship Program

DEADLINE FOR SUBMISSIONS:

FRIDAY, DECEMBER 12, 2025, 8PM EST

Proposals are to be submitted to Stacey Fox, Quality Assurance Manager, sfox@nacca.ca

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1.0 Request for Proposal

The National Aboriginal Capital Corporations Association (NACCA), Indigenous Entrepreneurship Program (IEP), is seeking a contractor to write and edit an Indigenous Finance Institution's (IFI) Officer Toolkit. The IFI Officer Toolkit will consist of templates that will be used by the NACCA network of IFIs. The chosen contractor will require strong skills in written communications, writing, and editing.

2.0 Background and Context

The IEP team has been working to develop an Officer Toolkit for business development officers that work within the IFI network to provide templates for letters, memos, assessments, and checklists related to administration of the Business Financing Program. These templates will assist with IFIs administrative tasks and allow IFIs to use these templates and brand them as their own. This project is a part of NACCA's ongoing advocacy and support for the IFI network and will assist capacity development for business development officers while reducing administrative burden.

2.1 About NACCA

The National Aboriginal Capital Corporations Association (NACCA) is a network of over 50 IFIs across Canada that is dedicated to stimulating economic growth for all Indigenous people in Canada.

2.2 Indigenous Entrepreneurship Program

The Indigenous Entrepreneurship Program (IEP) administers and delivers NACCA's core programming to more than 50 IFIs across Canada. These programs include:

- **Business Financing Program**, a non-repayable contribution program allowing Indigenous entrepreneurs to access up to \$99,999 and communities up to \$250,000.
- **Developmental Lending Assistance Program** providing IFIs with capital to support the growth and stabilization of their loan portfolios through a 13% subsidy on eligible loans.
- **Interest Rate Buy-Down program** covers the cost of interest for IFIs if they receive other sources of capital to assist in the cost of borrowing for loan portfolio growth.
- **Capacity Development Program** provides up to \$37,500 per IFI for strategic initiatives and training for their staff, and up to \$25,000 over three years for Strategic Planning.

2.3 IFI Officer Toolkit

The IEP team has been developing the Officer Toolkit to provide IFIs with the framework and a complete set of templates with the objective of ensuring consistency in the delivery of the Business Financing Program.

3.0 Project Description

The selected consultant will oversee writing and editing of all IFI Officer Toolkit templates which include the following and more:

- Advance Payment Conditions Document
- Amendment Letter Templates
- Approval Checklists
- Business Development and Advocacy Templates
- Environmental Assessment Forms and Templates
- Environmental Screening Terms of Reference
- Memorandum to File Templates
- Letter of Offer Templates
- Payment Letter Templates
- Subordination Agreements

4.0 Project Duties

Formatting:

- Apply consistent formatting standards across templates and documents.
- Organize content and documents to be clear, concise, and easily readable.

Writing:

- Create clear and concise templates tailored to the IFI network.

Editing:

- Review and refine documents for grammar, punctuation, and clarity.

Communication:

- Collaborate with IEP team to gather necessary information and clarify requirements concerning the purpose, language and expected outcomes for each element of the IFI Officer Toolkit.
- Provide regular updates on progress.

5.0 Reporting and Final Deliverables

The key deliverable from the completion of the IFI Officer Toolkit is to have all documents ready to be shared with the IFI network.

- **Completed Officer Toolkit:** All documents, templates, and letters included in the Officer Toolkit are completed to a high standard and final copies of the required documents are ready to be shared with the IFI network. The final versions will be reviewed by the IEP team for completeness.

6.0 Timeline for Project

It is anticipated that work will be expected to commence by January 5, 2026, and no later than January 31, 2026. All work associated with this project including all draft versions must be completed no later than March 31, 2026, unless otherwise agreed upon.

7.0 Qualifications

- University-level writing is a key requirement and will be verified through writing samples.
- Organizational skills will be beneficial to ensure timely completion.

8.0 Proposal Submission

Interested consultants or firms are invited to submit proposals including:

- A cover letter and statement of interest
- Resume or organizational profile
- Writing example
- Two references

Submit all documents via email to the Project Lead:

Stacey Fox, Quality Assurance Manager, NACCA

sfox@nacca.ca

Deadline: December 12, 2025, by 8:00pm EST