



# Aasgaabwitwindwaa Binoojiinhik Wiin ni Gshkiwewziwaat

11A Debajahmujig Lane PO Box 101 Wikwemikong Ontario P0P 2J0

Tele: 705 859 2592

Fax: 705 859 3552

Date Issued:

Notice of Intent to Bid:

Bidders' Conference Call:

RFP Closing Date/Time:

Finalist Bidder Interviews (if required):

Final Selection:

Work Commences:

CONTACT PERSON:

## Bidder Information

Business Name

Mailing Address

City

Postal Code

( )

Telephone

Cellular

Email Address

Signature

Name and Title Of Authorized Person

Date

HST Registration Number (If Applicable)



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## **Request for Proposals**

### **A. Project Overview**

This Request for Proposal (RFP) solicits written proposals from professionally qualified contractors to provide services to the Wikwemikong Health Centre - Aasgaabwitwindwaa Binoojiinhik Wiin ni Gshkiwewziwaat ABWnG program (formally School Health Support Services) for the completion of a program evaluation.

All proposals should clearly define how they will work with the ABWnG Leadership team, ABWnG program, First Nation and community partners/stakeholders, and families to complete the program evaluation.

### **B. Administrative Information**

#### **1. Definitions**

This section defines the key terms used throughout the RFP document.

The Proponent, Naandwechige-Gamig Wikwemikong Health Centre, will hereinafter be referred to as "Naandwechige-Gamig Wikwemikong Health Centre."

The term "Bidder" is defined as "an individual or a company that submits or intends to submit a proposal in response to this Request for Proposal."

The successful Bidder will be referred to as "the Consultant(s)."

This Request for Proposal will hereinafter be referred to as an "RFP."

The words "shall" or "will" are used to indicate a mandatory requirement.

The word "should" is used to indicate an optional requirement.

The term "Deliverable" means all services, goods, products, work, work product, data (including data collected on behalf of the Naandwechige-Gamig Wikwemikong Health Centre), items, materials, and property to be created, developed, produced, delivered, performed, or provided by or on behalf of, or made available through, the Bidder (or any subcontractor) in connection with any contract resulting from this RFP.

#### **2. The Process**

##### **a. Bidders' Conference Call**

An optional Bidder's conference call for those planning to submit a bid will be



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scheduled for April 5, 2022, at 3:00 pm. This call is the **only opportunity** for Bidders to pose questions regarding the RFP, project, or other relevant topics.

Please confirm by email at [jbebamikawe@wikyhealth.ca](mailto:jbebamikawe@wikyhealth.ca) no later than April 5, 2022, at 12:00 pm if you will participate in the conference call. No payment will be made for participation in the Bidders' conference call. ZOOM and Dial-in information will be provided to those who RSVP for this call.

**b. Closing Date, Time, and Location**

Each Bidder must deliver his/her Proposal electronically. Proposals must be received no later than April 14, 2022, at 2:00 pm local time, by email to [jbebamikawe@wikyhealth.ca](mailto:jbebamikawe@wikyhealth.ca).

**c. Late Proposals**

The Bidder's responsibility is to ensure that his/her Proposal is received at the Closing Location by the Closing Time. The Bidder assumes the entire risk of failure of Naandwechige-Gaming Wikwemikong Health Centre to receive its Proposal the Closing Location (email) by the Closing Time. Proposals received at the Closing Location after the Closing Time will not be considered and may be returned to the Bidder.

**d. Schedule and Timing of Project**

It's expected that the project will begin during the week of **May 24, 2022**. The completion date is likely to be on **July 29, 2022**.

**e. Summary of Key Activities, Dates, and Times:**

Activity	Date/Time
Optional Bidders' Conference Call	<b>May 6, 2022, at 2 PM</b>
RFP Closing	<b>May 13, 2022, at 2 PM</b>
Finalist Bidder Interviews	<b>May 16, 2022 (various time slots)</b>
Consultant selection complete	<b>May 20, 2022</b>
Contract with Consultant	<b>May 23, 2022</b>

**f. Conflict of Interest**

Naandwechige-Gamig Wikwemikong Health Centre reserves the right to disqualify any submission due to a conflict of interest. Each applicant must disclose any actual or potential conflict that may occur at the time of bid or may occur during the project. If a vendor fails to disclose an actual or potential conflict or where such a conflict cannot be



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resolved, Naandwechige-Gamig Wikwemikong Health Centre has the right to terminate the Contract.

g. **Evaluation and Selection**

Evaluation of Proposals will be performed by a committee formed by Naandwechige-Gamig Wikwemikong Health Centre. Proposals will first be checked against mandatory criteria. Proposals not meeting the mandatory criteria will be rejected without further consideration. Proposals that do meet the mandatory criteria will then be assessed against additional criteria. Naandwechige-Gamig Wikwemikong Health Centre's intent is to enter into a Contract with the Bidder who has the highest overall ranking. Please refer to Section G for a list of criteria and their weighting.

h. **Negotiation Delay**

If a Contract cannot be negotiated with the highest-ranking Bidder within a period of time satisfactory to Naandwechige-Gamig Wikwemikong Health Centre may, at its sole discretion, terminate negotiations with that Bidder and either negotiate a Contract with another Bidder or choose to terminate this RFP process and not enter into a Contract with any of the Bidders. Naandwechige-Gamig Wikwemikong Health Centre may also, at its sole discretion, send out a new RFP for this project should it be unable to negotiate a Contract with the successful Bidder or another Bidder.

### 3. Proposal Preparation

a. **Signed Proposals**

The Bidder must ensure that his/her submission includes the Cover Page of this RFP, signed by a person authorized to sign on behalf of the Bidder and to bind the Bidder to his/her Proposal and the terms of this RFP.

b. **Irrevocability and Validity of Proposals**

By submission of a clear and detailed written notice, the Bidder may amend or withdraw his/her Proposal prior to Closing Time. After Closing Time, all Proposals become irrevocable and will remain open for acceptance for a period of ninety days from Closing Time. By submission of a Proposal, the Bidder agrees that, should the Proposal be successful, the Bidder will enter into a contract with Naandwechige-Gamig Wikwemikong Health Centre.

c. **Bidders' Expenses**

Bidders are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations if any. Naandwechige-Gamig Wikwemikong Health Centre will not be liable to any Bidder whether Naandwechige-Gamig Wikwemikong Health Centre accepts a Proposal or rejects all Proposals, for any claims, whether for costs or damages incurred by the Bidder in preparing the



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Proposal, loss of anticipated profit in connection with the Contract, or any other matter whatsoever. A Bidder may be required to meet in person or by telephone with Naandwechige-Gamig Wikwemikong Health Centre Selection Committee to explain proposal details; it will be the responsibility of the Bidder to cover all costs of his/her attendance and the attendance of any of his/her representatives.

**d. Liability for Errors**

While Naandwechige-Gamig Wikwemikong Health Centre has taken considerable care to ensure an accurate representation of information in the RFP, the information contained in the RFP is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted accurate, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

**e. Firm Pricing**

Prices will be firm for the entire Contract period unless specifically stated otherwise.

**f. Sub-contracting**

Using a sub-contractor (who must be clearly identified in the Proposal) is acceptable. This includes a joint submission by two or more Bidders having no formal corporate links. However, in this case, one of these Bidders must be prepared to take overall responsibility for the successful performance of the Contract, and this should be clearly identified in the Proposal.

#### **4. Additional Terms and Conditions**

**a. Acceptance and Rejection of Proposals**

This RFP should not be construed as an agreement to purchase goods or services. The lowest-priced or any Proposal will not necessarily be accepted, and Naandwechige-Gamig Wikwemikong Health Centre is not bound to enter into a Contract with any Bidder.

**b. Right to Amend or Cancel**

Naandwechige-Gamig Wikwemikong Health Centre reserves the right in its sole discretion and, for whatever reason, by an addendum, modify, amend, or otherwise



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change this RFP. This initiative is dependent on the imminent completion of a successful funding agreement with Naandwechige-Gamig Wikwemikong Health Centre.

c. **Contract**

Notice in writing to a Bidder that he/she has been identified as the successful Bidder and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Bidder will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both events.

d. **No Public Announcements**

Bidders will not make any public announcement or have any communication with the media in connection with this RFP without the prior written consent of Naandwechige-Gamig Wikwemikong Health Centre.

e. **No Promotion of Relationship**

Bidders will not disclose their relationship With Naandwechige-Gamig Wikwemikong Health Centre for promotional purposes, including by means of verbal declarations and announcements through any medium whatsoever.

f. **Proprietary Information Notice**

This RFP contains proprietary and confidential information of Naandwechige-Gamig Wikwemikong Health Centre, which is provided for the sole purpose of permitting the Bidder to respond to this RFP. In consideration of the receipt of this RFP, the Bidder agrees to maintain such information in confidence and not to reproduce or otherwise distribute this information.

g. **Assignment of Intellectual Rights**

All work carried out as a result of this RFP will be the exclusive property of Naandwechige-Gamig Wikwemikong Health Centre and will be surrendered to Naandwechige-Gamig Wikwemikong Health Centre immediately upon completion, expiration, or cancellation of the project. Naandwechige-Gamig Wikwemikong Health Centre will own all rights, title, and interest in all intellectual property rights, including copyrights, patents, trade secrets, and trademarks in any work created that is paid for by Naandwechige-Gamig Wikwemikong Health Centre.



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### **C. Proposal Content and Format**

The following format and sequence should be followed in order to provide consistency in Bidders' responses and to ensure that each Proposal receives full consideration.

Proposals must be on American standard letter size paper, and all pages should be consecutively numbered.

1. Title page: include the title of RFP, Bidder's name, contact person, address, telephone number, and Email address.
2. Signed RFP Cover Page.
3. Executive Summary: Briefly describe the key features of the Proposal (3 pages maximum).
4. Corporate Philosophy: mission, values, treatment approaches, family inclusion, cultural diversity.
5. Corporate Profile: Include a profile of the corporate history, including the length of time in business, number of employees, organizational structure (2 pages maximum).
6. Experience: Describe projects of a similar size and nature for which you have provided similar goods or services, including one reference for each project detailed, including complete contact information, and any direct experience working with First Nation Communities.
7. Project Understanding (maximum 4 pages):
8. The Proposal demonstrates an understanding of the following (please use these headings in your Proposal):
  - Project Deliverables
  - Scope of Work
  - Project Timeline
  - Description of how requirements will be met
9. Project management description (maximum 3 pages).
10. Pricing: Provide a detailed breakdown and summary of costs, including professional fees, disbursements (travel, accommodations, communication, printing, etc.), and taxes (maximum 1 page).
11. Submissions must not include appendices.



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### D. Detailed Project Information

#### Scope of Work

The purpose of the evaluation is to gain insight into the impact of the Aasgaabwitwindwaa Binoojiinhik Wiin ni Gshkiwewziwaat (ABWnG) program from 2018 to the present (5-year pilot). This evaluation will focus on the following:

- i) Developing a detailed evaluation framework
- ii) Completing an environmental scan (internal/external/linkages)
- iii) Review outcomes of program goals and objectives
- iv) Review effectiveness of goals and objectives
- v) Review efficiency of program activities (including costs)
- vi) Review data systems management, strengths, gaps, etc. for improvement
- vii) Review internal processes and forms to determine strengths, gaps, etc. (ie. general intake process)
- viii) Impact of interventions in each First Nation community
- ix) Education and Health recommendations, feedback
- x) Parents, Caregivers' recommendations, feedback

While there is no *specific* approach to the evaluation, we will be looking to work with Bidder's provide the most appropriate approach.

#### 1. Requirements and Deliverables

The Proposal must show the Bidder's ability to provide and deliver the following:

1. Detailed evaluation framework
  - A multi-method approach to capturing quantitative and qualitative information
  - Ability to bring together various stakeholders at appropriate times and sessions, achieving the most impact.
2. The successful contractor should have a track record of providing education and/or health evaluations and reporting (or similar work). Evaluations should demonstrate:
  - Ability to engage stakeholders
  - Knowledge of First Nation education and health systems or similar collaborations
  - Understanding the relationship and value of the First Nation Health and Education partnership.
3. Findings should speak to questions from stakeholders, including:
  - First Nation Health and Education Sectors
  - Parents/Caregivers
  - Findings related to funders (federal source)





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### **E. Context**

We are currently seeking proposals from qualified bidders to complete an evaluation of the Aasgaabwitwindwaa Binoojiinhik Wiin ni Gshkiwewziwaat (ABWnG) program from 2018 to the present (5-year pilot). ABWnG provides the following services to Wiikwemkoong Unceded Territory, M'Chigeeng First Nation, Whitefish River First Nation, and Sagamok Anishnabek:

- Care Coordination
- Speech and Language Services
- Occupational Therapy
- Physiotherapy
- Autism Spectrum Disorder Therapy
- Behaviour Intervention
- Psychological Assessments

### **F. Management Requirements**

#### **Work Plan and Project Schedule**

Bidders are required to submit a work plan, itemizing the tasks and sub-tasks they will undertake to complete the project. The work plan should be thorough enough in scope and detail to convey the Bidders' understanding of the project requirements and ability to manage the project.

Any meetings and deliverables should be included and each task should show the start and end date as well as the estimated number of hours or days required to complete the task.

Each task should also identify the person assigned to complete the task. As well as time and required resources.

### **G. Pricing**

The Bidder shall provide cost detail and include the following components:

- Professional fees in per diem rates;
- Travel expenses;
- Other disbursements;
- Administrative/miscellaneous fees;
- Total fees/costs;
- Reports; and
- HST (if applicable)

Bidders are required to provide their payment terms as part of their Proposal.



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### H. Proposal Evaluation

Evaluation of proposals will be performed by the project Working Group. Selection of the Consultant will be achieved through a formal evaluation process. Proposals will first be checked against mandatory criteria. Proposals not meeting the mandatory criteria will be rejected without further consideration. Proposals that do meet the mandatory criteria will then be assessed against the additional criteria listed below or in any addendum or addenda to this RFP. Additional consideration will be given to proposals that demonstrate a high level of professionalism, innovation, and perceived commitment to the project.

The following are the mandatory requirements:

- Bidder must email a signed copy of the RFP form (first page of this document) to [jocelynbebamikawe@wikyhealth.ca](mailto:jocelynbebamikawe@wikyhealth.ca) or 16A Complex Drive, Wikwemikong, ON, POP2J0 so that it is received by 2:00 pm May 13, 2022.
- The Proposal must not be delivered or sent by facsimile;
- The Proposal must contain a cover letter

Criteria will be scored as follows:

#### Bidder Qualifications and References (total 30 points)

##### 1. Corporate and Project Team's Experience and Qualifications

- a) The Proposal must identify all members of the proposal team (including subcontractors if applicable) and their relevant skills, qualifications, and experience, the amount of time each team member will devote to the project, roles/responsibilities, and team structure.
- b) The Proposal should provide evidence of the Bidder's recent (in the last three years) experience and demonstrate the team's experience in working together in similar projects.

#### Project Details and Pricing (total 70 points)

##### 1. Approach to the Project and its Deliverables

- a) The Proposal should demonstrate the Bidder's clear understanding of the project by recommending a suitable and innovative approach to the review. The approach must be practical, realistic, and clearly articulate how it will achieve the objectives of this RFP.
- b) The Proposal should also present evidence of the Bidder's comprehension of the project scope of work and rationale. The value-added insight that is beyond what is stated in the RFP will be recognized; simple reiteration of the content of the RFP will not constitute the Bidder's understanding of the project.



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### **2. Quality of Project Management**

- a) Bidders are expected to describe the proposed approach to overall project management and client liaison and reporting, including a detailed work plan with the timing of milestones/deliverables.
- b) In addition, Bidders should be able to demonstrate a successful track record of delivering similar projects on schedule and within budget.

### **3. Document Quality (Reporting)**

#### **4. Pricing**

Proposals within the budget will be evaluated based on the cost breakdown in phases. The budget must provide detailed costs for each of the deliverables and milestones including professional fees, disbursements, HST as applicable, and other related costs. All costs must be reasonable and total budgets will be factored into the final consideration.