



Request for Proposals

RFP-2025-05 – Consulting Services – Community Case Management Model

Scope of Service:	Creation of Community Case Management Model
RFP #:	RFP-2025-05
RFP Issued By:	Naandwechige Gamig Wikwemikong Health Centre
Issue Date:	May 7, 2025
Closing Date / Time:	Proposals must be received before 3:00PM, June 20 th , 2025.
WHC Contact Information and Questions:	<p>All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to Brandon Corbiere, Associate Director, Mental Health & Addictions, at the following email address: Brandoncorbiere@wikyhealth.ca</p> <p>Please indicate the RFP number in the subject line of the email.</p> <p>Naandwechige-Gamig will accept questions up to three working days prior to the closing date of this RFP. Any questions received after this day, Naandwechige-Gamig will respond to if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at Naandwechige-Gamig's discretion.</p>
Delivery of Proposals:	<p>Electronic copies of the RFP must be submitted to Brandon Corbiere, Associate Director, Mental Health & Addictions and Janine Pitawanakwat, Systems Administrator at the following email addresses:</p> <p>brandoncorbiere@wikyhealth.ca janinep@wikyhealth.ca</p> <p>The subject line must contain the following: <i>Response to RFP-2025-04 – Consulting Services – Community Case Management Model</i></p>
Expected Start Date of Project:	June 30, 2025
End Date of Project:	March 6, 2026



**Request for Proposals
Consulting Services –
Community Case Management Model**

Table of Contents

1. INTRODUCTION	1
1.1. Purpose.....	1
1.2. Organizational Background.....	1
2. BACKGROUND	2
3. PROJECT OBJECTIVES	2
4. SCOPE OF WORK.....	2
4.1. Scope of Work.....	2
4.2. Materials to be provided by WHC	3
4.3. Engagement of Other Firms:	4
5. SUBMISSION DETAILS.....	4
5.1. Eligible Proponents	4
5.2. Submission Method.....	4
5.3. Reservation of Rights	5
5.4. Right Not to Award and Re-issue RFP	5
5.5. Revisions to Proposals by Proponents	5
5.6. Withdrawal of Proposals by Proponents	5
5.7. Proposals are Irrevocable	6
5.8. Confidentiality.....	6
5.9. Addenda	6
5.10. Complete RFP.....	6
5.11. Form of Acceptance of Successful Proponent.....	6
6. PROPOSAL SCHEDULE	6
7. INQUIRIES.....	7
8. RIGHTS RESERVED BY WHC	7
8.1. Proponent Expenses	7
8.2. No Lobbying	7
8.3. Non-Collusion	8
8.4. Limitation of Damages.....	8
8.5. Dispute Resolution	8
9. PROPOSAL SUBMISSION.....	8



Request for Proposals Consulting Services – Community Case Management Model

10.	FEE STRUCTURE	12
11.	PROPOSAL FORMAT	12
12.	DOCUMENTS OF THE SUCCESSFUL PROPONENT	12
13.	EVALUATION OF THE SUCCESSFUL PROPONENT	13
13.1.	Evaluation Committee	13
13.2.	Evaluation Criteria.....	13
13.3.	Incomplete Proposals.....	13
13.4.	Clarification of Proposals	14
14.	SELECTION OF PROPONENT	15
14.1.	Negotiation with Preferred Proponent.....	15
14.2.	Recommendation to Chief and Council.....	15
14.3.	Contract for Services	15
14.4.	Contract Administration	15
14.5.	Subcontracting	15
14.6.	Term of Contract	16
14.7.	Budgetary Approval	16
14.8.	Compliance with Laws	16
14.9.	Insurance Requirements	16
14.10	Acting in Conflict	16
APPENDIX A		i



Request for Proposals Consulting Services – Community Case Management Model

1. INTRODUCTION

1.1. Purpose

Wiikwemkoong Unceded Territory & Naandwechige-Gamig Wikwemikong Health Centre are seeking proposals for professional services to create a community wide case management model for our frontline helping profession staff members. This scope of work is defined in detail in Section 4.1.

This includes but is not limited to:

- Developing a culturally responsible and relevant case management model for mental health, addictions, and other relevant staff.
- Conducting interviews with frontline staff, service users, leadership, and community members to determine what case management means in WUT.
- Develop a manual that guides workers in using this new model.
- Within the manual having sample forms, procedures and instructions for case management processes.
- Presenting the report of findings and finished manual to Associate Director of Mental Health & Addictions and Health Services Director.

1.2. Organizational Background

- **Naandwechige Gamig, Wikwemikong Health Centre (WHC)** – Chief and Council mandated the WHC in 1988. It encompasses the following services:
 - Children Services Program
 - Finance Team
 - Home & Community Care
 - Long Term Care
 - Maintenance and Janitorial
 - Medical Transportation
 - **Nadmadwin Mental Health Clinic**
 - Mental Health Team
 - Mnidoo Mnising Mental Wellness Crisis Response Team
 - Naandwe Miikan (OAT & Case Management)
 - G'doo Naagidewendimigoo (Low Barrier Shelter)
 - Land Based Healing Program
 - Primary Health Care
 - School Health Support Services (ABWnG)
 - Youth Centre



Request for Proposals Consulting Services – Community Case Management Model

For the purposes of this project we are focusing on Nadmadwin Mental Health Clinic which is under the supervision of the Associate Director, Mental Health & Addictions and the Health Services Director.

2. BACKGROUND

Wiikwemkoong Unceded Territory & Nadmadwin received funding to support this project from Health Canada, as a result of this funding, this project **must** be completed by the deadline provided. It has been recommended by WUT Administration that the applicable and relevant workers all follow a similar model when case managing clientele, examples of case managers or case workers in the community are Naandwe Miikan Case Management Workers, Land Based Healing Case Managers, etc.

3. PROJECT OBJECTIVES

The objective of this project is to develop a culturally grounded, community-specific Case Management Model and Manual to guide frontline staff across health, mental health, and social service programs in Wiikwemkoong Unceded Territory.

The model will reflect Anishinaabe values, be client-centered, and support consistent, coordinated, and culturally safe service delivery. The manual will include clear processes, tools, and templates to support daily practice and staff training.

The successful proponent will present the final model and manual to the Associate Director of Mental Health & Addictions and the Health Services Director, with the possibility of additional presentations to WUT Administration, and the community.

4. SCOPE OF WORK

4.1. Scope of Work

Information Gathering and Environmental Scan

The Proponent will conduct a comprehensive scan to inform the development of the case management model. This includes:

- Conducting interviews with key groups including, but not limited to:
 - Frontline mental health and social services staff
 - Program clientele and families with lived/living experience
 - Community Elders, Knowledge Carriers, and cultural practitioners
 - Health leadership & Administration Leadership
- Facilitating talking circles or engagement sessions as appropriate, respecting local protocols and knowledge sharing practices
- Reviewing existing internal documents and processes, including intake forms, referral pathways, and the current service delivery models



Request for Proposals Consulting Services – Community Case Management Model

- Conducting literature scan of peer-reviewed and grey literature on Indigenous case management, harm reduction, and strengths-based and trauma-informed approaches relevant to Indigenous communities

Development of an Indigenous-Informed Case Management Model

Based on the findings from the information gathering phase, the Proponent will:

- Synthesize and validate key themes and findings with the project committee through a knowledge transfer session
- Develop a community-specific theory or model of practice that reflects our values, holistic wellness, and approaches to case management
- Ensure the model incorporates key principles, such as:
 - Cultural safety
 - Respect for traditional roles, community protocols, and ceremonies
 - Integration of land-based and language-based healing approaches
 - Connection to existing services and community strengths
 - Clarity in team roles, collaboration, and referral processes

Creation of a Case Management Manual

The Proponent will develop a comprehensive and user-friendly Case Management Manual, which will serve as a foundational guide for staff and leadership. This manual will include:

- A clearly articulated case management model and rationale
- Step-by-step guidance on implementing the model
- Sample forms, intake tools, meeting formats, and file documentation templates
- Guidelines for culturally appropriate engagement and relational practice
- Appendices with terminology, flow charts, and key background information
- A printable and digital format that can be distributed internally, including editable templates where applicable

Final Report and Knowledge Sharing

Upon completion of the model and manual, the Proponent will:

- Prepare a final report summarizing the project activities, findings, and recommendations
- Deliver a formal presentation to the Associate Director of Mental Health & Addictions and the Health Services Director
- Be prepared to deliver additional presentations, as required, to:
 - Wiikwemkoong Unceded Territory Administration
 - Broader community members
 - Partner agencies, where relevant

Throughout the project, the Proponent is expected to maintain regular communication with the Associate Director and the rest of the project committee.

4.2. Materials to be provided by WHC

WHC staff will support the Proponent by providing:

- a. A list of relevant case management positions and their corresponding job descriptions.
- b. Nadmadwin Clinical Policy



Request for Proposals Consulting Services – Community Case Management Model

- c. All forms currently used by case management staff.
- d. Support to schedule staff interviews.
- e. Space to conduct interviews.
- f. Other reasonable requests made by the proponent.

4.3. Engagement of Other Firms:

WHC in any event reserves the right to engage any contractor, other than that with which it reaches an agreement(s), if any, pursuant to this RFP process, during the term of such an agreement(s), if advantageous or appropriate. WHC reserves the right to do so at its own discretion.

5. SUBMISSION DETAILS

5.1. Eligible Proponents

WHC is seeking proposals from Proponents who have the resources and skills to successfully deliver the Project. The Proponent's team must have the cross-functional expertise necessary to provide appropriate recommendations. This includes expertise within the following fields at a minimum:

- Health care;
- Education;
- Indigenous organizations;
- Social services;

5.2. Submission Method

Proposals must be submitted in electronic (unalterable PDF) format only. E-mail submissions to Brandon Corbiere, Associate Director, Mental Health & Addictions (brandoncorbiere@wikyhealth.ca) and Janine Pitwanakwat, Systems Administrator (janinep@wikyhealth.ca) (Proponents are asked to submit proposals at least thirty (30) minutes prior to the official closing date and time listed below. This will ensure that WHC can provide applicants with an e-mail notification of receipt prior to the official closing date and time. WHC cannot otherwise guarantee that a receipt of submission e-mail will be sent to Proponents.

The name and address of the Proponent should appear on the cover email, and the cover e-mail should include the Request for Proposal (RFP) title, closing date and closing time.

RFP TITLE:	Consulting Services – Community Case Management Model
CLOSING DATE:	June 20th, 2025
CLOSING TIME:	3:00 p.m. (Eastern)



Request for Proposals Consulting Services – Community Case Management Model

WHC will NOT accept submissions received by facsimile, courier or paper. Submissions received after the above closing date and time will not be accepted. The successful Proponent may be required to submit a hard copy of its proposal for record-keeping purposes.

5.3. Reservation of Rights

WHC reserves the right to:

- Waive informalities in proposals;
- Accept the proposal deemed most favorable in the interests of the First Nation;
- Negotiate with any Proponent, at its sole and absolute discretion;
- Amend the terms of this RFP at any time by addenda;
- At any time, in its sole discretion, to amend the selection process described in this RFP;
- Cancel this RFP at any time;
- Reject any or all proposals, in its sole and absolute discretion;
- Re-issue this RFP or any other RFP for the same or similar project at any time.

5.4. Right Not to Award and Re-issue RFP

This RFP is not an agreement to purchase goods or services. WHC is not obliged to select a successful Proponent or to award or to enter into an agreement with any Proponent.

5.5. Revisions to Proposals by Proponents

Proponents may revise their proposals provided that such revisions are:

- Communicated in writing; and,
- E-mailed to the address identified above, prior to the closing date and time.

Each Proponent assumes all responsibility for the timely and effective delivery of any revision. WHC shall not assume any responsibility for timely receipt of any revision. Each revision should be numbered sequentially and clearly identify the item(s) being amended. Unless the Proponent stipulates to the contrary, each revision will nullify and replace any and all previously numbered revisions to the identified item(s).

5.6. Withdrawal of Proposals by Proponents

A Proponent may withdraw its proposal by written notice only, if provided such notice:

- Is received by the Associate Director prior to the closing date and time for receiving proposals; and,
- In WHC's sole discretion, such notice clearly and unequivocally states the Proponent's intention to withdraw.



Request for Proposals Consulting Services – Community Case Management Model

5.7. Proposals are Irrevocable

Proposals shall be irrevocable and remain open for acceptance for thirty (30) days following the closing date and time. This is regardless of whether another proposal has been accepted or not.

5.8. Confidentiality

All proposal submissions become the property of WHC and will remain confidential. WHC may make the names of the Proponents public. Proponents may not make any public comment or carry out any activities to publicly promote their proposal or interest in the Project.

5.9. Addenda

Any interpretation of, additions to, deletions from, or any other corrections to this RFP will be issued as written addenda by WHC. WHC makes no guarantee, warranty or representation as to timely delivery of any addenda.

5.10. Complete RFP

It is the sole responsibility of the potential Proponents to verify whether they have received all available information (including all addenda) prior to submitting a proposal. By delivery of a proposal, the Proponent is deemed to have received, accepted, read, and understood the entire RFP including any and all addenda.

5.11. Form of Acceptance of Successful Proponent

A written notice of award is the only valid form of acceptance by WHC of the proposal of the successful Proponent.

6. PROPOSAL SCHEDULE

The anticipated schedule for the RFP timeline is as follows:

Task	Date
Issue RFP	May 7, 2025
RFP Closing Date	June 20, 2025
Award of Contract	June 27, 2025

WHC reserves the right, in its sole discretion, to alter the dates shown above as deemed necessary.



Request for Proposals Consulting Services – Community Case Management Model

7. INQUIRIES

Requests for clarification of terms and conditions of the proposal process and technical issues should be directed, via e-mail to:

Brandon Corbiere
Associate Director, Mental Health & Addictions
Naandwechige Gamig Wikwemikong Health Centre
E-mail: brandoncorbiere@wikyhealth.ca

WHC shall not be responsible for any information given by way of verbal communication. Information obtained from any source other than the Associate Director is not official, will not be binding on WHC, and must not be relied upon or otherwise used in any way for any purpose whatsoever.

Any questions that are received by WHC that amend the RFP or RFP process will be issued as addenda by WHC. Other requests for clarification from Proponents whom WHC determines do not amend the RFP or the RFP process will be considered up to and including the RFP Closing Date. WHC will attempt to respond to questions no later than RFP Closing Date.

8. RIGHTS RESERVED BY WHC

8.1. Proponent Expenses

Proponents are solely responsible for their own costs and expenses in preparing a proposal and for any subsequent processes or negotiations with WHC. WHC is not liable for any costs incurred by Proponents in the preparation of their responses to this RFP or any additional interviews. Furthermore, WHC shall not be responsible for any liabilities, costs, losses or damages incurred, sustained, or suffered by any interested party or Proponent, prior or subsequent to, or by reason of the acceptance or non-acceptance by WHC of, any proposal, or by reason of any delay in the acceptance of any proposal.

WHC reserves the right to request that Proponents provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.

WHC reserves the right to modify any and all requirements stated in this RFP at any time prior to the awarding of a contract.

8.2. No Lobbying

Proponents must not contact, directly or indirectly, with respect to this Project: any member of WHC staff, other than the Associate Director in accordance with this RFP (by email), or



Request for Proposals Consulting Services – Community Case Management Model

any member of Chief and Council. Failure to comply with this requirement may, in the sole discretion of WHC, lead to disqualification.

8.3. Non-Collusion

Proponents must not discuss or communicate, directly or indirectly, with any member of another Proponent about the preparation of their proposal(s). No Proponent may have any interest whatsoever in the proposal of any other Proponent. Each Proponent must ensure that its participation in this RFP is conducted without collusion. If WHC determines, in its sole discretion, that collusion has occurred, WHC may, in its sole discretion, disqualify the proposal or terminate the awarded contract.

8.4. Limitation of Damages

Each Proponent, by submitting a proposal, irrevocably agrees that, if WHC cancels this RFP or rejects all proposals, the Proponent shall not claim, and WHC will not be liable to the Proponent or any person, in contract, tort, or otherwise, for any costs, expenses, damages or anything whatsoever including, without limitation, loss of revenue, opportunity, or anticipated profit in connection with this RFP.

In no event will WHC be liable to any Proponent in contract, tort, or otherwise, for costs, expenses, claims, compensation, damages, or anything whatsoever in excess of an amount equivalent to the actual and reasonable costs directly incurred by the Proponent in preparing its proposal.

8.5. Dispute Resolution

Each Proponent, by submitting a proposal, irrevocably agrees that the Proponent shall, within fourteen (14) days of any dispute arising in connection with this RFP, submit written notice to the Associate Director of such dispute. All disputes not resolved through negotiation with WHC within 21 days of the date of written notice to the Associate Director will be referred to and finally resolved through binding arbitration in accordance with the *Commercial Arbitration Act*.

9. PROPOSAL SUBMISSION

Proposals will be assessed according to how well the Proponents assure WHC of success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the Proponent's expertise and competence.

All Proponents should provide the following information with their submissions, in the order that follows:



Request for Proposals Consulting Services – Community Case Management Model

Section 1: Overview

Provide:

- A description of the Proponent's understanding of the full scope of the project objectives / outcomes and vision, and how these will be achieved.
- A narrative demonstrating the Proponent's understanding of the full scope of services being sought.
- Confirmation that the Proponent's services will respond to the required scope of services identified in this RFP.

Section 2: Work Program

Provide:

- A detailed project methodology explaining each task of the Project.
- A detailed proposal of project deliverables, including the expected outcome and benefits to WHC.
- A complete definition of the process that will be employed to meet the Project objectives (i.e., approach to be taken, feasibility study, etc.).
- A description of the methods to be employed to perform and coordinate the work and to control the scope, quality, schedule and cost of the Project;
- An itemized work program grouped by items of work (tasks) envisioned by the Proponent, with a description of each task. Activities in this section should be carried forward into a work schedule and / or Gantt chart depicting the sequence and duration of each task;
- A clear and thorough description of all assumptions made;
- A brief description of special challenges or considerations foreseen by the Proponent and proposed solutions for each; and
- A brief description of the requirements for WHC's staff assistance and support in terms of communication, measurement, data collection, etc.
- A description of all assumptions underlying their proposal in terms of the amount of project management and other project resources that the Proponent would require from WHC's staff in the performance of its services pursuant to their proposal, including the following:
 - A detailed list of all activities that WHC is expected to undertake; and
 - A detailed list of all data and information required from WHC for the Proponent to undertake the scope of services.

Section 3: Organization

Provide:

- Description of the Proponent's firm, including:
 - Type of services offered
 - Ownership
 - Organization and management structure



Request for Proposals Consulting Services – Community Case Management Model

- A list of associates, other employees and any anticipated contractors who might be assigned or engaged to provide services to WHC. These should include individuals with the desired expertise described in section 5.1. Include a description of:
 - The types of services and practice areas that they might be involved in, and
 - Their specific qualifications and experience as they relate to those service and practice areas.
- A table of comparable projects previously undertaken. Include in the table the following information at a minimum:
 - Project name
 - Client name
 - Project description
 - Project value
 - Client reference (name, title and phone number)
- Demonstration of capability and experience of the project management firm providing service to comparable projects.

Section 4: Price Proposal

Provide:

- A price proposal as described in this RFP.
- A schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this Project.
- A price methodology, complete with a time allotment for each identified task to carry out the work. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- Disbursements are to be presented as a lump sum cost. However, charges to WHC are to be based on actual disbursement costs incurred by the Proponent during the Project.
- A charge-out rate list for all Proponent staff.

Detailed information on the Proponent firm's fee structure and billing information. In particular, please address the following (all fees or other costs should be noted exclusive of applicable taxes, however, please indicate which taxes would apply):

- All fees relevant to fulfill all terms and conditions as set forth in the RFP for the services performed as part of the Project, including.
- Frequency of billing; monthly, progress, etc.;
- Provisions for providing estimates of fees for extraordinary items;
- Expected billing arrangements with any contractors who might be engaged as a sub-contractor to provide services to WHC (for example, different hourly billable rates or different methods of billing);



**Request for Proposals
Consulting Services –
Community Case Management Model**

- Retainer details including any applicable estimated monthly retainer with an explanation of services covered within that retainer and when extra costs or billable hours would commence;
- A list of services, if any, billed on a flat-fee basis, and the fee charged;
- A list of services, if any, available without charge;
- Rates for costs other than those already noted (for example, travel time costs, office equipment costs, disbursements, including any applicable mark-up);
- The time frame for which the above noted rates or costs would be held firm, and any trigger mechanisms which dictate adjustments to the rates or costs and the manner in which the firm would address these adjustments with WHC;
- A sample services billing (demonstrating how billing is tracked by file, staff person/department requesting service, billable hours or other basis of calculation, disbursements, etc.); and
- The firm's expected payment terms.



Request for Proposals Consulting Services – Community Case Management Model

10. FEE STRUCTURE

The Proponent must specify the fees required to fulfill the terms of reference, work plan, and methodology outlined for the Project. All costs must be clearly identified and detailed separately, with each phase of the work plan appropriately costed. Applicable taxes and disbursements must be explicitly itemized.

Proposals must include:

- A fixed fee for all services described in the scope of work.
- An estimate of reimbursable expenses, including travel, mileage, meals, and accommodations, listed separately from the fixed fee.

The fee structure should be organized by project milestones and deliverables over the duration of the contract with WHC.

Note: All fees and reimbursable expenses must be clearly aligned with specific deliverables. Proponents should also include the estimated total time required to complete all tasks, including any revisions during the final completion phase from scope of work.

11. PROPOSAL FORMAT

Proponents are all asked to respond in a similar manner. The following format and sequence should be followed to provide consistency and ensure each proposal receives full and complete consideration. All pages should be consecutively numbered, and sections should be in the following order:

- a. **Title Page:** including the RFP title and number, Proponent's name and address, telephone number, fax number, email address and contract representative.
- b. **Letter of Introduction:** one-page letter of introduction signed by the person or persons authorized to sign on behalf of the Proponent which will bind the Proponent to statements made in the proposal.
- c. **Table of Contents** including page numbers.
- d. **Executive Summary:** description of key features of the proposal.
- e. **Proposal:** the body of the proposal, including pricing, i.e. the "Proponent's Response". This should include all information requested in Section 9 of the RFP.
- f. **Appendices:** any attached firm brochures, or supporting information. Please be brief and concise.
- g. **Additional information:** any additional information that a Proponent may choose to provide.

12. DOCUMENTS OF THE SUCCESSFUL PROPONENT



Request for Proposals Consulting Services – Community Case Management Model

The successful Proponent will be required to provide all documents related to the Project to WHC in hard copy and in electronic format.

13. EVALUATION OF THE SUCCESSFUL PROPONENT

13.1.Evaluation Committee

Proposals will be reviewed and evaluated by an Evaluation Committee comprising of no fewer than 3 Naandwechige-Gamig management staff. During the evaluation process, any or all Proponents may be invited to give written or oral presentations or to participate in interviews with the committee or both.

13.2.Evaluation Criteria

Proposals will be evaluated based upon, but not limited to, in any particular order, the following criteria:

- **Understanding of Project Objectives / Outcomes and Vision**
- **Team Composition** - whether the Proponent has:
 - Identified the roles and responsibilities of the agents, employees and subcontractors that will be providing the deliverables.
 - Identified the project team members that will be responsible for providing the project deliverables.
 - Demonstrated the project team and its members have the knowledge, skills, and experience relevant to the project deliverables.
- **Work Plan, Methodology and Schedule** – whether the Proponent has provided:
 - A detailed work plan explaining the approach to the work and how it will be performed.
 - A work schedule that clearly demonstrates how project timelines will be met.
- **Project Deliverables**
- **Value for Money**

The proposal submission should be clear, concise, and complete. (See Schedule A: Evaluation Criteria).

13.3.Incomplete Proposals

Incomplete proposals are subject to disqualification at the sole discretion of WHC; however, if any proposal is obscure, contains a defect, omits to provide information, or fails in some way to comply with any term of this RFP that, in the sole discretion of WHC, is not material, then WHC may waive the effect of this provision and accept the proposal as submitted. Further WHC may request that the Proponent clarify or rectify any obscurity, defect, omission, or non-compliance. WHC shall not be bound by industry custom or practice in the exercise of its discretion.



Request for Proposals Consulting Services – Community Case Management Model

13.4. Clarification of Proposals

After the closing date and time, WHC may, in its sole discretion, enter into separate and confidential discussion with individual Proponents in order to seek clarification or rectification of proposals. WHC has no obligation whatsoever to have such discussion with all Proponents or to provide any and all Proponents with the same questions or opportunities to rectify.



Request for Proposals Consulting Services – Community Case Management Model

14. SELECTION OF PROPONENT

14.1. Negotiation with Preferred Proponent

WHC may select one or more Preferred Proponents as a result of this RFP process and may enter into negotiations with the Preferred Proponent(s) in an attempt to settle one or more agreements necessary to implement the services generally described in this RFP. Proponents must commit to negotiate in good faith with WHC if chosen as a Preferred Proponent.

14.2. Recommendation to Chief and Council

Following the conclusion of the evaluation process and any resulting negotiations, the Evaluation Committee may be required to make a recommendation to Chief and Council with regard to a contract(s) to the successful Proponent for the project.

14.3. Contract for Services

WHC may, at its sole discretion and following any direction provided by Chief and Council, enter into a written contract with any one of the Proponents for the provision of the services generally described in this RFP. There shall be no agreement, and no Proponent shall acquire any legal or equitable rights or privileges with respect to this RFP or the services in question, until such a written contract has received Chief and Council approval and is duly executed by the signing authorities of the Proponent, and of WHC administration.

Any response to this RFP may become part of any contract entered into with a successful Proponent.

14.4. Contract Administration

Following the execution of any contract for service, which results from this RFP process, WHC will appoint a contract administrator. The service provider will be expected to name a counterpart contact, which will oversee the administration of the contract with regard to the service provider's responsibilities, and will provide information upon request to WHC's contract administrator or designate regarding the implementation and ongoing provision of service.

14.5. Subcontracting

Subcontracting may be permitted pursuant to any contract for service that may result from this RFP process. In the event of any proposed subcontracting arrangement (which includes a joint proposal submitted by two bodies having no formal corporate links) the responsibility for the submission of a proposal, any subsequent negotiation, and the administration of any resulting contract for service will be that of the first Proponent named on the title page submitted pursuant to Section 11 of this RFP (the Proposal Submission Format).



Request for Proposals Consulting Services – Community Case Management Model

14.6. Term of Contract

Any contract for service which results from this RFP process shall be effective from the date of commencement specified in the contract and shall continue subject to the terms and conditions of the contract. Such terms and conditions may include provisions for the extension, upon mutual agreement between WHC and the Proponent, of the term of the contract.

14.7. Budgetary Approval

Any contract for service which results from this RFP process shall be subject to budgetary approval by WHC of sufficient funds to meet any payment obligations of WHC that have been agreed to as set out in that contract for service.

14.8. Compliance with Laws

Neither the acceptance of any proposal submitted pursuant to this RFP, nor the execution of any agreement for the provision of the service(s), as generally described in this RFP, is an explicit or implicit approval or waiver of the requirement of or for any permits, licenses, fees, taxes or other legal requirements that would ordinarily be required for the implementation or operation of the service. A Proponent or service provider is solely responsible for complying with all applicable Federal and Provincial legal requirements.

14.9. Insurance Requirements

Any contract for service which results from this RFP process will also include a term requiring the service provider(s) to, insofar as is legally possible, indemnify and hold harmless WHC, its officers and employees, from any and all liability arising out of the service provider's or a contractor's performance or non-performance of the terms of the contract or out of the provision of the service generally.

14.10. Acting in Conflict

Any contract for service which results from this RFP process will include a term prohibiting the service provider(s) from acting for any party whose interests are in conflict with those of WHC, unless specific prior waiver of that term has been given by WHC in each instance.



**Request for Proposals
Consulting Services –
Community Case Management Model**

APPENDIX A

Consulting Services – Community Case Management Model RFP – Evaluation Criteria							
Proponent Name:		Rated By:					
Proposal #:		Date:					
Consultant:							
Factor	Weight (100)	Enter Value in Appropriate Column					Weighted Total
		Poor (0.3)	Marginal (0.5)	Fair (0.7)	Good (0.9)	Excellent (1.0)	
Understanding of Project objectives / outcomes and vision	10						
Team Composition	20						
Work Plan, Methodology and Schedule	40						
Project Deliverables	10						
Value for Money	20						
Totals	100						