MÉTIS NATION OF ONTARIO
REQUEST FOR PROPOSALS

The Métis Nation of Ontario (MNO) Healing and Wellness Branch is seeking the services of a contractor to assist the to support its work in Mental Health and Addictions.

RFP Reference: MENTAL HEALTH & ADDICTIONS STRATEGY DEVELOPMENT

Release Date: October 13, 2015
Closing Date: October 27, 2015

1. BACKGROUND

MNO Healing and Wellness

The MNO delivers a range of health, healing and wellness services to individuals (clients) in over 20 communities across Ontario under the following programs: Community Wellness and Métis Healthy Babies Healthy Children programs (funded through Ontario’s Aboriginal Healing and Wellness Strategy) and Community Support Services (funded through Ontario’s Ministry of Health and Long-Term Care). The MNO health, healing and wellness model involves client-driven wellness planning as well as assessments, treatment and support services.

MNO Mental Health and Addictions Strategy

In response to these unmet needs, the MNO Healing and Wellness Branch has recently undertaken an examination of strategic priorities and key client-related activities in the area of Métis mental health and wellness. The overall aim of this work is to: strengthen MNO’s existing mental health and addictions programming, including psychiatric consultation services currently provided through MNO’s existing tele-mental health program, and; to inform the development of a broader MNO Mental Health and Addictions Strategy which is currently scheduled for completion and implementation in April, 2016.

When completed, the MNO Mental Health and Wellness Strategy will:

- Articulate the MNO mental health and wellness model from the MNO perspective;
- Articulate the needs of MNO program clients in the area of mental health and addictions supports;
- Identify client supports that may benefit the MNO and the MNO community workers;
- Identify external professional mental health resources and partners as well as outline: the types of resources available; the interest/feasibility of new service arrangements; the costs of such services; modalities of how client services may be delivered/accessed; and plans to achieve our objectives in 2015/16.

It is expected that the expanded MNO programming will make full use of the MNO’s existing tele-mental health capacity and OTN certified infrastructure: The value and importance of clients’ having access to specialized professional assessment and counseling services via tele-mental health services has been clearly established.
We also are looking to provide a more fulsome mental health and wellness service, one which includes dedicated workers located within each MNO local community, to help increase access for our many Métis children, youth, families and communities to psychologists (including child and adolescent psychologists), social workers, addictions counselors and other professionals who are firmly grounded in age- and culturally-appropriate knowledge and practice.

**MNO Tele-Mental Health Program**

MNO’s tele-mental health program is unique in the province. The MNO has OTN certified and up-to-date equipment in 18 MNO community sites located across Ontario, and through a partnership established with Queen’s University, and Providence Care (Kingston), is able to provide tele-psychiatry clinics twice a week for adult clients. These clinics provide individual MNO clients with much-needed access to psychiatrist services and mental health supports that otherwise would not be available, or which would entail long waits because of limited availability within clients’ local geographic areas.

The MNO is well positioned to expand its mental health and addictions services beyond the tele-psychiatry supports now provided via the MNO tele-mental health program. We envisage that an enhanced MNO Mental Health and Addictions program would: involve a wider range of services and mental health professionals (e.g. psychologists, social workers, pediatric psychiatrists, addictions counselors etc.); be more inclusive of younger age groups (children and youth), and; increase the capacity of the existing tele-mental health infrastructure to meet the identified mental health and wellness needs of Métis adults, children and youth.

To begin to achieve this end, the MNO has been in discussions with various service providers including Providence Care, the Royal Ottawa Hospital, CAMH and others who provide a diverse range of mental health services to adults, children and youth populations, to explore options and opportunities to collaborate and enhance our existing tele-mental health programming.

### 2. PURPOSE OF THE PROJECT

The MNO is seeking competitive proposals for a professional to serve as a contractor to assist the MNO Healing and Wellness Branch management with the design and development of a renewed Mental Health and Addictions Strategy and work plan, with the aim being to finalise and begin implementation of the Strategy on April 1, 2016.

### 3. NATURE AND SCOPE OF WORK

Under the direction of the MNO Project Lead, and building on the development work that has been completed to date, the contractor will:

- Develop a **Detailed Options Paper** that outlines key alternatives for further enhancing MNO’s tele-mental health services, to better meet the needs of MNO clients across the province of Ontario. This paper will summarize the results of research and consultations completed to date, including the results of a survey conducted with MNO staff and service providers.
providers, and include the findings from a series of targeted consultations with selected external service providers. To inform the development of the Options Paper, the contractor may be asked to participate in a series of targeted consultations with selected external service providers. This work will be undertaken in collaboration with, and under the direction of the MNO project lead.

- Develop an **Inventory of Mental Health and Addictions Supports and Services** available to clients for each of the 20 sites where MNO provides service delivery. This work will include a detailed mapping of all existing supports currently available to MNO clients across the continuum of mental health and wellness. It will examine services available in the immediate geographic area, as well as services and supports not physically located in the community, but which may be otherwise available remotely through mechanisms such as provincial tele-health, phone support lines, web-based/online services, and other supports etc.. Such services and supports may be provided by local, provincial and federal agencies, as well as other non-governmental service providers, and may include (but not be limited to) primary care providers, specialists, child and adult psychologists, psychiatrists, social workers, addictions counsellors, and so on. The inventory will also provide an overview of access and eligibility requirements for each service or support identified, as well as any costs involved, where this information is available.

The Contractor will work collaboratively with the MNO Project Lead throughout project implementation to:

- Determine scope and format of options paper;
- Develop and implement the project work plan;
- Determine the consultation strategy, including respective roles and responsibilities;
- Track and report on project status and progress;
- Other ongoing project requirements.

4. **FINAL DELIVERABLES**
   - **Detailed Options Paper**
   - **Inventory of Mental Health and Addictions Supports and Services** for each of 20 MNO service delivery sites

5. **BUDGET**
   The total budget for this project is not to exceed $35,000 plus eligible taxes. Terms and timelines for payment will be specified in the contract for services.

6. **PROPOSAL RESPONSE GUIDELINES**
   To ensure a proposal is considered for evaluation it must include all the information requested and be presented in the order described below:

6.1. **Cover Letter**
   The cover letter must:
Be dated and signed by a person authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the bidding proponent or firm;

Provide the name of a single point of contact for this RFP, if different from above.

Include a statement indicating your company’s understanding of the proposed project and the deliverables required;

Indicate the capacity of the organization to complete the project, including: project organization and project management; and

Provide an indication of any proposed deviations or exceptions to the terms and conditions outlined in this RFP document.

6.2. Proposed Project Plan
The proposed project plan must:

- Outline the specific steps to be taken from the start of the contract, through production and completion of the final products; and
- Include specific project milestones and timelines.

6.3. Project Resources
The proposal must:

- Provide examples of previous experience working with Métis-specific or broader Aboriginal issues or organizations;
- Identify the qualifications and experiences of the consultant/project team:

6.4. Costs and Charges (Budget)

- Provide an all-inclusive fixed cost quotation in Canadian funds for the project;
- Identify the expected costs and their allocation.

7. SUBMISSION

As a potential supplier of these professional services, you are invited to submit a proposal in accordance with the terms and conditions detailed in this document to the following contact:

MENTAL HEALTH & ADDICTIONS STRATEGY DEVELOPMENT RFP

Attention: Senior Policy Analyst (Healing and Wellness) – Métis Nation of Ontario
500 Old St. Patrick Street
Ottawa, ON
K1N 9G4
Email: KristinaJ@metisnation.org

Closing date and time: by 1700 hrs (Eastern time) October 27, 2015 – via email. Proposals received after the closing time will not be considered.

8. PROJECT SCHEDULE

- RFP Release Date: October 13 2015
- Closing Date: October 27, 2015
9. RFP PROCESS

Upon closing, the Project Lead will review all proposals for completeness. Only completed proposals will be brought forward to the selection committee for further consideration and final decision.

Eligible proposals will be evaluated based on the response guidelines in Section 6 and financial competitiveness:

- Quality of the proposal and work plan (including proposed approach and timelines) – 25 points;
- Demonstrated knowledge and experience working with Métis and/or other Aboriginal peoples – 25 points;
- Qualifications and experience of the proponent – 25 points;
- Budget/costs – 25 points

10. PERIOD OF AGREEMENT

The term of any contractual agreement will be from the date of award to March 31, 2016.

11. SELECTION OF SUCCESSFUL PROONENT

Selection will be based on the proponent’s qualifications and knowledge; related work experience and depth of experience; overall strength of proposal; and proposed remuneration, and subject to the evaluation criteria as above.

Proponents and their team members may be required to participate in an interview prior to awarding the contract. The MNO reserves the right to reject any or all proposals and to accept the proposal deemed most favourable to the interests of the MNO and its partners.

12. TERMS AND CONDITIONS

12.1. The Métis Nation of Ontario (MNO) will not be responsible for any costs incurred by a proponent in preparing and submitting proposals and/or attending interviews. The MNO accepts no liability of any kind to a proponent prior to the signing of a contract.

12.2. Submission of a proposal shall not obligate, nor should it be construed as obligating the MNO to accept any such proposal or to proceed further with the project. The MNO may, in their sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.

12.3. Proponents may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of written or emailed notice to the Project Lead.

12.4. The proponent must identify any information in its proposal that it considers to be confidential or proprietary.
12.5. All proposals and accompanying documentation received under this competition will become the property of the MNO and will not be returned.

12.6. The MNO reserves the right to accept or reject, in whole or in part, any or all proposals.

12.7. The MNO reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.

12.8. The proponent’s proposal shall form part of the contractual agreement by attachment and will be incorporated by reference.

12.9. By submitting a proposal the proponent agrees and acknowledges that it will provide for the duration of the project, the full complement of staff required to perform the work of the project, including the specific individuals identified in its proposal. These key personnel shall remain assigned for the duration of the project unless otherwise agreed to in writing by the MNO. In the event the proponent wishes to substitute any of the key personnel, the individuals(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties and must be approved by the MNO.