MÉTIS NATION OF ONTARIO (MNO)
HEALING AND WELLNESS BRANCH

REQUEST FOR PROPOSALS

RFP Reference Number: HEALING AND WELLNESS - FACILITATOR RFP 2016
Release Date: February 12, 2016
Closing Date: February 22, 2016

1. BACKGROUND

In accordance with Ontario’s Mental Health and Addictions Strategy, Phase 2, the Métis Nation of Ontario Healing and Wellness branch has partnered with the Ministry of Health and Long-Term Care and urban Aboriginal partners to identify community mental health and addictions priorities. More specifically, the project involves four community engagement sessions to ensure input and advice from the Métis and broader Aboriginal community is incorporated into Phase 2 of Ontario’s Mental Health and Addictions Strategy.

Over the years, the MNO has developed its own mental health frameworks and delivers mental health programs in over 20 communities across Ontario. The MNO sees this project as an opportunity to inform, strengthen and build upon MNO’s mental health strategy and community/stakeholder engagement.

2. PURPOSE OF THE PROJECT

The MNO is seeking competitive proposals for a process facilitator to serve as a Contractor in the development and delivery, in collaboration with the MNO Health and Wellness project team, in two MNO-specific and two MNO-hosted Aboriginal community engagement sessions, systematic data collection and a summary report that will capture:

- input regarding access to care for adults, transitional aged youth, addictions, transitions;
- input into effective mental health and addiction initiatives and cross sectoral collaborations;
- what culturally appropriate services are needed and where; and
- information to aid in funding reform, and performance measurement within the MNO and across the mental health and addictions system.

3. NATURE AND SCOPE OF WORK

Working in close collaboration with the MNO Healing and Wellness Project Lead, the successful proponent will be responsible for developing and delivering MNO-specific and MNO hosted Aboriginal community and stakeholder engagement sessions in four communities in Ontario. The Contractor will also be responsible to collect and collate data/information and complete a
thematic summary report. It is expected that the proponent will describe how she/he plans to perform and complete each of these tasks more specifically:

3.1 **Group facilitation**
- Preparation;
- Develop agenda, format, etc. with MNO staff;
- Process to facilitate non-subjective group interactions effectively;
- Dates and locations of engagement sessions are as follows:
  - March 17\(^{th}\) 2016 – Welland, ON (MNO-specific)
  - March 18\(^{th}\) 2016 – Toronto, ON (MNO-specific)
  - March 22\(^{nd}\) 2016 – Thunder Bay, ON (MNO-hosted joint Aboriginal session)
  - March 24\(^{th}\) 2016 – North Bay, ON (MNO-hosted joint Aboriginal session)

3.2 **Data Collection**
- Methodologies for the collation of data/information;
- Methodologies to ensure integrity of participant input/responses

3.3 **Report**
- Methodologies for collaboration on draft(s);
- Complete all editing;
- Prepare final deliverable and seek MNO approval by March 31, 2016

The MNO will provide a minute-taker to record discussions in all four sessions. This will assist the Contractor in report writing. Members of the MNO Healing and Wellness Project Team will be available for consultative purposes and oversight of the information collection processes and final report to ensure that the scope and direction of the work conducted meets this project’s objectives and are within budget.

4. **FINAL DELIVERABLE**

A comprehensive report that addresses the above noted areas of “purpose of the project.” More specifically, to ensure input and advice from the Métis and broader Aboriginal community are accurately captured and incorporated into Phase 2 of Ontario’s Mental Health and Addictions Strategy and to facilitate in the MNO’s own objective to inform, strengthen and build upon MNO’s mental health strategy and community/stakeholder engagement.

5. **BUDGET**

The total budget for this project is not to exceed $20,000. It is expected that the facilitator will travel to (4) communities across Ontario for facilitator lead sessions. The location of these communities is identified in section 3.1. Associated travel, accommodation and meal expenditures are not part of this contract and will be arranged and covered directly by the MNO in accordance with MNO policy and procedures.

Terms and timelines for payment will be negotiated 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
- A covering letter, 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;
- Include a statement indicating your understanding of the proposed project and the deliverables required.
- The covering letter must reference the title of the RFP;
- Indicate the capacity of the organization to complete the project, including: project organization; project management;
- Provide an indication of any proposed deviations or exceptions to the terms and conditions outlined in this RFP document;
- Provide the name of a single point of contact for this RFP if different from above.

6.2. Proposed Project Plan
- A proposed project plan, with timelines, that indicates the steps to be taken from the start of the contract to the final deliverable (must be completed by March 31, 2016);
- A production and work plan with timelines.

6.3. Project Resources
- Identify relevant qualifications and experience and provide a c.v.
- Provide examples of previous experience of working with Métis and Aboriginal organizations;
- Provide examples of community facilitator experience

6.4. Innovation
- Provide details of any possible innovative ideas, suggestions, improvements, recommendations, or opportunities for improvement that would enhance the project, process or required outcomes indicated within this RFP.

6.5. 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 to provide professional services in accordance with the terms and conditions detailed in this document. Please submit your proposal by email to:

HEALING AND WELLNESS - FACILITATOR RFP 2016

Attention: Wendy Stewart
Manager of Mental Health and Addictions
Métis Nation of Ontario
E: wendys@metisnation.org
Closing date and time: by 1700 hrs Ottawa time February 22, 2016 – via Email.
Proposals received after the closing time will not be considered.

8. REVIEW SCHEDULE
   ▪ RFP Release Date: February 12, 2016
   ▪ Closing Date: February 22, 2016
   ▪ Tentative Review and Selection of Proponent: February 25, 2016

9. INQUIRIES
Inquiries, interpretations, and questions regarding this RFP are to be directed to the attention of Wendy Stewart (Project Lead), via email, at the following address: Wendys@metisnation.org.

10. RFP PROCESS
Upon closing, the MNO 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 workplan – 25 pts;
   ▪ Demonstrated knowledge and experience working with Métis and/or other Aboriginal peoples – 25 pts;
   ▪ Qualifications and experience of the proponent – 25 pts;
   ▪ Feasibility of proposed approach and timelines – 25 pts

11. CONTRACT NEGOTIATION
The Métis Nation of Ontario (MNO) will enter into a contractual agreement with the preferred proponent. If the MNO is unable to negotiate an acceptable contractual agreement with the preferred proponent, then the second preferred proponent may be selected and a contractual agreement developed. The MNO, at any time and without liability, may withdraw from negotiations with any potential proponent.

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 MNO Director of Healing and Wellness. After the closing date and time, proposals may only be withdrawn by way of written notification.
12.4. Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the MNO.

12.5. The proponent must identify any information in its proposal that it considers to be confidential or proprietary.

12.6. All proposals and accompanying documentation received under this competition will become the property of the MNO and will not be returned.

12.7. The MNO has reserved the right to waive minor non-compliance by a proponent with the requirements of the RFP. This will allow the MNO to consider and possibly accept any proposal which is advantageous even though the proposal may be non-compliant in some minor respect.

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

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

12.10. Prices quoted are to be held firm for a minimum of 120 days following the RFP closing date, and shall remain in effect through the duration of an agreement.

12.11. The proponent’s proposal shall form part of the contractual agreement by attachment and will be incorporated by reference. Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provision thereof.

12.12. The successful proponent agrees to obtain and maintain all professional certifications and licenses necessary to lawfully provide the services required under this request for proposals.

12.13. 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.

END