

MÉTIS NATION OF ONTARIO

REQUEST FOR PROPOSALS

Project Title: Métis Nation of Ontario Culture and Language Camp Feasibility Study

Release Date: Tuesday, March 1, 2022.

Q&A Session: Please contact Louise Humphreys

Closing Date: Thursday, March 31, 2022 @ 4:30pm

INTRODUCTION

Métis citizens of the Métis Nation of Ontario (MNO) are represented at the local level through MNO Charter Community Councils. MNO Community Councils have been established throughout the province. They get their mandate to support local governance from the MNO through signed Community Charter agreements, and work collaboratively with the MNO and other Community Councils to represent the rights and interests of regional rights-bearing Métis communities throughout the province.

Taking a step toward improving the lives of Métis families and children, the MNO signed the historic Canada-Métis Nation Early Learning and Child Care Accord on March 6, 2019. The Accord, co-developed with the federal government, makes an investment in the MNO to design and deliver early learning and child care services and programs for Ontario Métis children. It also allows the MNO to determine its own early learning and child care priorities and to develop new and culturally relevant programs and services for Métis families and children.

The Métis Nation of Ontario (MNO) is seeking professional services to investigate the feasibility and operational considerations of establishing two culture and language camps (one in northern Ontario and one in southern Ontario) dedicated to culture and language programming and space for retreats.

OVERVIEW OF SERVICES REQUIRED

The MNO is seeking to contract an organization or individual qualified in recreational camp planning/urban planning to perform a feasibility study that clearly answers the following questions:

1. What is the ideal location for each camp and what are the best options for procuring use of the land?
2. Would Métis communities located within Ontario support a cultural and/or language camp overseen by the MNO?
3. What technical and human resource capacity does the MNO need to support and administer such camps?
4. What construction/renovations would bring the infrastructure to current Ontario building code requirements and health and safety standards? What would be the costs of these renovations and construction work and what would be the ongoing maintenance of such properties?
5. What are the steps required to implement such camps?
6. What are options to leverage the camp as a source of revenue?

NATURE AND SCOPE OF WORK

The successful candidate will work in close consultation with the MNO to conduct the study. Specifically, the successful candidate will:



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1. Conduct initial research and meet with the MNO to present this research and develop a final project plan.
2. Coordinate community engagement to seek MNO community feedback/input on the project.
3. Coordinate sub-contractors to conduct all necessary environmental assessments, site assessments and legal reviews.
4. Create drafts of the studies, with each open for review by the MNO.
5. Create a comprehensive final study documented in the form of a word document/PDF, including charts, diagrams, and any form of visual representation of information as required.
6. Create an abbreviated version of the study.
7. Develop a PowerPoint presentation which describes the study and deliver a final presentation to the MNO.

Key Milestones:

- **16 April 2022** - Consultant chosen
- **28 May 2022** - Initial research + revised project plan
- **2 September 2022** - Community Engagement Report
- **1 November 2022** - Site reports/recommendations
- **31 January 2023** - Final Report and presentation

COST

The total cost of the project is not to exceed **\$250,000** (including HST), and must be inclusive of, but not necessarily limited to:

- **Professional Fees:** Costs for contractor and sub-contractor(s) related to meetings, travel, research and writing. This includes:
 - Meetings with the MNO to discuss project scope and requirements
 - Community engagement and reporting
 - Creation of all product drafts
 - Comprehensive, final study (including charts, diagrams and visual representations)
 - PowerPoint presentation
 - Final presentation and meeting
- **Travel:**
 - Costs for contractor, sub-contractor(s) and/or key staff related to meetings, community engagement and reporting/presentations.
 - Costs for key staff and community council members to attend regional engagement sessions.

Meetings: Room rental, AV costs, food/hospitality, etc.

Terms and timelines for payment will be specified in the finalized retainer and contract for services.

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:

1. Cover Letter

The cover letter must:

- Clearly reference the project title and number of the RFP.
- 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 contractor.
- Include a statement indicating your understanding of the proposed services and requirements.
- Highlight relevant qualifications experience.
- Indicate the capacity to provide the services.

2. Project Team

- This section should include all team members and should detail their qualifications and roles in this project.

3. Relevant Experience

The proposal must outline and include the following:

- Experience and knowledge in generally working with Métis, First Nation or Inuit governments or Indigenous organizations.
- Demonstrated experience in planning community engagement activities to support research.
- Experience in coordinating travel logistics and other meeting requirements for attendees.
- Demonstrated knowledge of required legislation in relation to Ontario's Building Code; Liability and Insurance; Health & Safety.
- Demonstrated ability to undertake feasibility studies, environmental studies, architectural and engineering design, technical studies, as required and provide a report to include evidence-based recommendations.
- Demonstrated ability to work collaboratively and respectfully with Indigenous communities.
- Understanding of Métis culture and history.

The experience may be supported with project description(s) and examples submitted.

4. Methodology

The consultant should detail the proposed methodology to achieve the project objectives. The consultant should demonstrate a clear understanding of the work involved by addressing the following factors:

- Objectives
- Client input
- Meetings
- Schedules
- Budget
- Risks and concerns
- Significant events or activities.

5. References

- Please supply three relevant reference letters including contact information.

6. Fees

- The consultant shall submit a proposal based on a time fee basis which shall include estimates of proposed hours of work, rates, and expenses for all team members to complete the project.

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:

Louise Humphreys
Manager of Early Learning and Child Care
louiseh@metisnation.org

**All bids must be submitted electronically.
Proposals received after March 31, 2022 @ 4:30pm will not be considered.**

PROJECT SCHEDULE

- RFP Release Date: March 4, 2022
- Closing Date: March 25, 2022
- Project Completion: January 31, 2023

SELECTION PROCESS

Upon closing, all proposals will be reviewed for completeness. Only completed proposals will be brought forward for further consideration and final decision.

Eligible proposals will be evaluated based on the response guidelines in the “PROPOSAL RESPONSE GUIDELINES” section.

PERIOD OF AGREEMENT

The term of any contractual agreement will be from the date of the award to be defined in the retainer agreement.

TERMS AND CONDITIONS

1. The MNO will not be responsible for any costs incurred by a contractor in preparing and submitting proposals and/or attending interviews. The MNO accepts no liability of any kind to a contractor prior to the signing of a contract.
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.
3. Contractors may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of written notice.
4. The contractor must identify any information in its proposal that it considers to be confidential or proprietary.

5. The contractor will be expected to comply with the MNO's conflict of interest policy, and must identify any areas of potential conflict in its work with other clients and will be expected to work in the best interests of the MNO.
6. All proposals and accompanying documentation received under this competition will become the property of the MNO and will not be returned.
7. The MNO may rely on the criteria which the MNO deems relevant, even though such criteria may not have been disclosed to the bidder.
8. The MNO may contact any one or more bidders to request clarification or further information without any obligation to contact other bidders. Such additional clarification shall be provided promptly by the bidder to the MNO. The MNO may, but is not obligated to, amend or revise the bid based on the clarification or further information.
9. The MNO reserves the right to accept or reject, in whole or in part, any or all proposals.
10. The MNO reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.
11. The contractor's proposal shall form part of the contractual agreement by attachment and will be incorporated by reference.