The Métis Nation of Ontario (MNO) is seeking professional services of a Project Manager for a new Youth Transitional Housing program. The Project Manager selected should have knowledge of Transition Housing and/or Shelter activities and be culturally sensitive to the needs of First Nations, Inuit, and Métis (FNMI) youth.

Release Date: ASAP
Closing Date: November 10, 2022

1. OVERVIEW OF SERVICES REQUIRED

The Métis Nation of Ontario (MNO) is seeking the professional services of a Project Manager to develop and advance the goals of a Youth Transition House located in Thunder Bay, Ontario. The ideal consultant would have a background in Social Work and Shelter/Transition homes or other relevant experience related to vulnerable groups. The consultant will be responsible for coordinating the project and provide input on how best to operationalize best practices in a wrap-around delivery model to ensure safety and security in this environ.

The MNO is seeking a firm that is knowledgeable in:
- Transitional housing, independent living, social housing and/or shelter housing,
- Métis and FNMI cultural distinctions and social services
- Serving vulnerable populations;
- and policies/procedures.

The successful contractor will oversee all aspects of planning and developing the project under the guidance of MNO Housing & Infrastructure staff.

Terminology used in this document:

FNMI – First Nations, Métis and Inuit. It is a term used to identify the three distinct indigenous peoples recognized under the Canadian Constitution. MNO utilizes a distinctions-based approach to recognize and respect the diverse peoples and heritages.

Métis - The Métis are a distinct Indigenous people with a unique history, culture, language, and territory that includes the waterways of Ontario, surrounds the Great Lakes, and spans what was known as the historic Northwest.

Transitional Housing - refers to a supportive – yet temporary – type of accommodation that is meant to bridge the gap from homelessness to permanent housing by offering structure, supervision, support (for addictions and mental health, for instance), life skills, and in some cases, education and training.

Wrap-around Delivery Model – is used to describe a program that is flexible, individualized, person-oriented and comprehensive – that is, a number of organizations work together to provide a holistic program of supports. We are addressing the whole person, not just the experience of homelessness.
Youth – individuals aged 18 – 24 years’ old

THE MÉTIS NATION OF ONTARIO

In 1993, the Métis Nation of Ontario (MNO) was established through the will of Métis people and Métis communities coming together throughout Ontario to create a Métis-specific governance structure. At its original meetings, Métis representatives from communities throughout the province set out the foundational vision for the MNO. This vision is encapsulated in the MNO Statement of Prime Purpose.

This statement is a seminal document for the MNO as it sets out why the MNO was formed, who MNO represents, and what the MNO wants to achieve. The statement has been central to the MNO’s success over the last 18 years. It also affirms that the MNO was created to represent Métis people and communities in Ontario.

Some of the goals set out in the MNO Statement of Prime Purpose include:
- Creating a Métis-specific governance structure for the implementation of the inherent right to self-government in the province;
- Establishing a credible and recognized identification system for Métis people within the province;
- Pursuing a rights-based agenda and proudly asserting the Métis existence as a distinct Aboriginal people within Ontario;
- Protecting and preserving the distinct culture and heritage of the Métis people in the province; and,
- Improving the social and economic well-being of Métis children, families and communities throughout the province.

The MNO also has a negotiated accommodation agreement with the provincial government on Métis harvesting rights. The MNO, through its province-wide infrastructure delivers a range of programs and services in the areas of health, labour market development, education and housing to Ontario Métis and other Indigenous people. More than 340 people work for the MNO in 30 offices throughout the province.

2. NATURE AND SCOPE OF WORK

Interested contractors will guide the work of a Transitional Housing program for previously homeless youth.

The scope of this work will include but not be limited to the following functions:
- Consult with MNO Housing & Infrastructure Director on the projected methodology, work plan, and goals of the project prior to the start of the project;
- Engage and consult with MNO Housing & Infrastructure Director throughout the duration of the project, including the planning phase of the project;
- Attend regular partnership meetings and report progress;
- Conduct research on best practices and examples of effective Transitional Housing policies for indigenous youth (jurisdictional scan);
- Make recommendations specific to this program and highlight any potential risks;
- Present MNO with a final, editable version of the policies and procedures, which will be in the sole ownership of MNO and cannot be shared by the contractor;
• The policies and procedures will be culturally safe and the contractor selected will be familiar with distinctions-based service delivery for Métis, First Nations and Inuit cultural needs.

3. COMPENSATION

The maximum funding available within this project is $50,000 for a term ending March 31st, 2023 (option to extend pending funding). Terms and timelines for payment will be specified in the finalized retainer and contract for services.

4. 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:

4.1 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 and within the expected timeline.

4.2 Qualifications and Experience
The proposal must outline that the applicant has the following:

• An understanding of Métis culture and history, and contemporary issues affecting the Métis Nation and Ontario Métis;
• Experience in policies and procedures for shelters, transitional housing programs, or similar;
• Experience and knowledge in working with Métis governments or Indigenous organizations;
• Demonstrated knowledge and experience in culturally relevant and responsive evaluation approaches;
• Demonstrated ability to work collaboratively and respectfully with Indigenous communities; and
• Demonstrated ability to research and review operational policies and procedures.

Preference will be given to Métis firms.

4.3 References
• Please supply three relevant reference letters including contact information

4.4 Methodology and Innovation
• Provide details of your recommended methodology, Project Management style, innovative ideas, suggestions or opportunities for improvement that would enhance the project, process or required outcomes indicated within this RFP.

4.5 Costs and Charges
• Provide the total cost of the project, including the hourly rates for the team proposed to conduct the work.
5. 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:

Cindi Rye
Acting Director, Housing & Infrastructure
CindiR@Métisnation.org

Proposals received after November 10 @ 11:59pm EST on the closing date will not be considered.

6. PROJECT SCHEDULE

- RFP Release Date: September 28, 2022
- Closing Date: November 10, 2022
- Project Completion: March 31st, 2023

7. 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 Section 4.

8. PERIOD OF AGREEMENT

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

9. TERMS AND CONDITIONS

9.1. The Métis Nation of Ontario (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.

9.2. 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.

9.3. Contractors may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of written notice.

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

9.5. 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 Métis Nation of Ontario.
9.6 All proposals and accompanying documentation received under this competition will become the property of the MNO and will not be returned.

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

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

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