MÉTIS NATION OF ONTARIO
REQUEST FOR PROPOSALS

Project Title: Métis Nation of Ontario Canoe Expedition 2023 – Guided Canoe Expedition for Youth ages 18+

Release Date: Monday, November 7, 2022.
Q&A Session: Please contact Simon Sutherland
Closing Date: Thursday, December 16, 2022, @ 4:30 pm

INTRODUCTION

The Métis Nation of Ontario (MNO) is seeking tenders for a canoe expedition and its necessary training for the MNO Canoe Expedition program (MCEx) 2023. This Request for Proposals (RFP) is for a quote for a guided canoe expedition in Ontario leaving from Thunder Bay and arriving in Ottawa during the summer of 2023. We anticipate approximately a 3-week experience. The proposal is to include a route for the canoe expedition, the training required to participate, a meal and logging plan, and an overall safety plan. There will be approximately 24 youths aged 18+ that will embark upon this journey plus additional guides and support people. Selected candidates will be contacted to meet with the Canoe Expedition Planning Team to present and discuss their proposal. The MNO is open to suggestions as to approaches to deliver the services most cost-effectively.

OVERVIEW OF SERVICES REQUIRED

Under the direction of the MNO Canoe Expedition Planning Team, the successful applicant will be responsible for the planning, coordination, and implementation of the Canoe Expedition including the pre-expedition, expedition, and post-expedition activities. The Canoe Expedition is a unique experience for Métis youth to develop leadership skills and experiences. The successful applicant will promote the importance of team building, interpersonal skills, and self-reflection which are necessary for good mental health.

NATURE AND SCOPE OF WORK

The successful candidate will work in close consultation with the MNO. Specifically, the successful candidate will:
Project Management:
1. Risk management, safety, and emergency response plan.
2. Create an inventory of equipment (including but not limited to rain gear, sleeping items, food preparation, outdoor gear, etc.) and resources required for purchase.
3. Attend Canoe Expedition Planning team committee meetings.
4. Become familiar with the MNO policies and procedures (purchase orders, etc.).
5. Provide a plan for 24-hour on-call service to support the expedition in any emergency.

Training:
6. Design, develop, and implement the Canoe Expedition Training Plan in consultation with and under the direction of the Canoe Expedition Planning Team.
7. Provide a detailed list of training costs including tuition, resource books, worksheets, etc. related to the listed training (including but not limited to): Wilderness First Aid, Swift Water Rescue Technician, Canoe Tripping Levels 1, 2,3, and Voyageur Canoe Levels 1, 2.

Program Design and Implementation:
8. Identify and plan needed ground support activities (transportation of canoes to and from paddle locations).
9. Identify specific routes of expedition within Ontario waterways starting in Thunder Bay and arriving in Ottawa.
10. Provide the necessary guides for the expedition with the appropriate skills, abilities, and experience including but not limited to: a valid Class F driver’s license, experience with canoe and equipment repair, experience with safe food handling, experience with packing for wilderness trips, solid experience with canoe trips and good hospitality skills.
11. Provide necessary insurance coverage for staff.

Key Milestones:
- **December 2022** – Successful applicant chosen
- **January 2023** – Present plans for expedition including equipment needs and training plan for youth, begin to attend Canoe Expedition Planning Team meetings with MNO staff.
- **April / May 2023** – Host training for youth.
- **May 2023** – Present final plans of the canoe expedition including routes, safety plan, and necessary equipment and resources.
- **May / June 2023** – Purchase required equipment.
- **July / August 2023** – Canoe expedition.
- **August 2023** – Project wrap-up.

**COST**

The total cost of the project is to reflect the cost of the required equipment, training, lodging, guides, etc. for up to 24 youth plus additional guides and any necessary ground support people.

- Guides
- Insurance
- Administration
- Training and Certifications
- Equipment and Resources

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:
   - Reference the project title and the number of the RFP.
   - Be dated and signed by a person authorized to negotiate, make commitments, and provide any clarifications concerning the proposal on behalf of the bidding contractor.
   - Include a statement indicating your understanding of the proposed services and requirements.
   - Highlight relevant qualifications and 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 canoe expeditions, training, and safety.
   - Demonstrated knowledge of Ontario’s waterways concerning a proposed route.
   - 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 successful applicant should detail the proposed methodology to achieve the project milestones. The consultant should demonstrate a clear understanding of the work involved by addressing the following factors:
   - Objectives
   - Client input
   - Meetings
   - Schedules
   - Per item cost
   - 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 per-item basis which shall be inclusive of the time required to complete the work.

SUBMISSION

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

Simon Sutherland
Manager – Post Secondary Education
simons@metisnation.org

All bids must be submitted electronically.

Proposals received after December 15, 2022, @ 4:30 pm will not be considered.

PROJECT SCHEDULE

• RFP Release Date: November 7, 2022
• Closing Date: December 16, 2022
• Project Completion: August 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 before 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 before 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 that 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.