

# MÉTIS NATION OF ONTARIO

# REQUEST FOR PROPOSALS

The Métis Nation of Ontario (MNO) is seeking professional service from qualified clinical partners to deliver individual and group counselling as part of our intensive community-based substance use program. The primary goal of this program is to provide comprehensive support to individuals with substance use challenges within the comfort of their homes. We seek a highly qualified and dedicated clinical partner with expertise in relevant, culturally grounded, community-based treatment for individuals facing substance use challenges while fostering recovery within their local community. The successful clinical partner will collaborate closely with the Mental Wellness team to deliver this program.

RFP Reference Number: **Intensive Community-Based Substance Use Program- ICSUP-RFP 2024-04**

Release Date: May 23, 2024

Closing Date: June 14, 2024

## 1. BACKGROUND

Since its creation in 1993, the MNO has advocated for and represented the rights, interests and ambitions of Métis within Ontario as a part of the larger Métis Nation through its democratically-elected governance structures at the local, regional and provincial levels.

Every four years Métis citizens have the opportunity to choose their provincial and regional leadership (the Provisional Council of the MNO), by voting in province-wide ballot box elections. In addition, MNO Community Councils have been established throughout the province. They get their mandate to support local governance through signed Community Charter agreements, and work collaboratively to represent the rights and interests of regional rights-bearing Métis communities throughout the province. There are also active provincial Veteran's, Women's, and Youth Councils

While the MNO has always asserted its position as a Métis government the MNO Secretariat, (the MNO's corporate and administrative arm), has been incorporated under Ontario law since 1994. In December of 2015 the MNO Act was passed by the Ontario legislature to recognize and accommodate the MNO Secretariat's unique status as the corporate arm of the Métis Nation.

The MNO through its province-wide infrastructure delivers a range of programs, services and technical support in the areas of health, labour market development, education, housing, intergovernmental affairs and lands resources and consultation. MNO currently has over 450 staff working in 32 offices across Ontario. For more information please see the MNO's most recent annual report at <http://www.metisnation.org/about-the-mno/annual-reports/>.

### **Intensive Community Substance Use Program Background:**

In 2022/23, the Intensive Community Based Addiction Program was initiated as a pilot project by the Métis Nation of Ontario (MNO) Mental Wellness Program, addressing the pressing need for accessible and culturally appropriate addiction treatment for Métis individuals in Ontario. This program integrated addiction support with culturally relevant teachings, providing a comprehensive framework for recovery within the comfort of clients' homes and communities. Rooted in the 12 Métis Core Values and emphasizing relational experiences, the pilot project offered a wrap-around, culturally grounded approach to addiction treatment. Participants were supported in rebuilding their lives, learning, and sharing within a culturally affirming environment, fostering connection, balance, and healing. Furthermore, the program addressed the intertwined challenges of trauma, addiction, and mental health, offering a holistic pathway toward recovery and wellbeing.

## **2. NATURE AND SCOPE OF WORK**

The MNO seeks professional services from a qualified clinical partner to deliver virtual individual and group counselling as part of our intensive community-based substance use program. This program is aimed at delivering community—and culturally-based intensive substance use treatment for 15-20 Métis citizens. This collaborative approach supports citizens along the continuum of care—from intensive intervention to step down, without traditional treatment barriers—facilitating Métis culturally grounded treatment where the client is at the center so that the client can recover within their environment for a longer time.

**Program Goal:** The program's overarching goal is to offer a long-term, community-based (at-home/virtual) intensive day treatment program for Métis people. The objective is to assist participants in achieving sobriety or non-problematic use of legal substances while leading balanced lives. Additionally, participants will receive Métis cultural knowledge and practices as part of their journey to recovery.

**Philosophy:** The program operates under a harm reduction framework with the ultimate goal of attaining abstinence.

**Client Admission Criteria:**

1. Self-identification of a substance use issue.
2. MNO citizen as defined by MNO
3. Absence of acute withdrawal symptoms (detox recommendations may apply).
4. Willingness to undergo treatment.
5. Agreement to abide by program conditions and expectations.

**Program Duration:** The program spans 9-12 months, half days, Monday to Thursday. This program is a virtual program.

**Service Providers:** The program adopts an interdisciplinary approach involving a range of professionals, including case managers, psychiatrists, addictions counsellors (some of whom are Métis), therapists, Métis Peer Support (individuals with lived substance use experience), and Métis knowledge keepers.

**Three Phases of Treatment:**

The programming focus is specific to each phase and aligns with increasing responsibilities, integration into the community, and improvement in clients' overall quality of life.

**Phase 1: Engagement & Stabilization (3 months):**

- Individual counselling four times a week, 1 hour per session, daily check
- Group counselling four times a week, 1 hour per session.
- Therapeutic groups/interventions will focus on motivational enhancement, basic recovery skills, problem-solving, criminal thinking\*, concurrent disorder awareness, and healthy living skills. Participants will also receive individual counselling and ongoing case management.
- A comprehensive needs assessment will cover substance abuse evaluation, mental health needs, level of motivation, life domain needs, physical health, vocational and leisure evaluation, and other identified needs.

### **Phase 2: Skills Building (3 months)**

- During this phase, participants will attend individual counselling four times a week for one hour per session and group counselling twice weekly for one hour per session.
- Therapeutic groups and interventions will focus on building relationship skills, establishing and maintaining recovery, and cognitive restructuring. Participants will continue with their support and engage in meaningful activities outside the program to re-establish themselves as productive community members.
- Participants will have contact with their primary clinician two additional days per week. Assessment areas include cognitive skills, behaviour skills, and ongoing evaluation of previously identified needs.

### **Phase 3: Relapse Prevention & Transition (3 months)**

- If the participant is employed full-time, they must contact their primary clinician twice weekly. If the participant is employed part-time, they are recommended to attend at least one group per week and have twice-weekly contact with their primary clinician.
- Therapeutic groups and interventions aim to encourage full-time employment or education for those who can maintain such involvement. Those more suited to part-time work can maintain their involvement in groups and other programming available through MNO and other community partners.
- Areas of assessment include substance abuse severity, relapse prevention plan, vocational goals, and ongoing evaluation of previously identified needs.

**Program Attendance:** Attendance varies across phases. The proposed model includes participants initially attend half-day sessions (mornings) Monday through Friday (Friday being a cultural focus), then reduce to two days per week during later phases. Additional contact with primary clinicians is required based on employment status.

**Types of Interventions:** Interventions include individual assessment, group programming, case coordination, individual counselling, case management, pro-social reconnection, and support for transitioning to employment or education.

The project will include the following deliverables:

Providing Intensive Therapeutic Assessment and Treatment:

- Individual Counseling:
  - Conduct regular one-on-one counselling sessions with program participants
  - Develop personalized treatment plans based on client assessments and goals
  - Provide ongoing support, guidance, and therapeutic interventions as needed
  
- Group Counseling:
  - Facilitate group therapy sessions according to the program schedule above
  - Lead discussions on various topics related to addiction recovery and mental health
  - Foster a supportive and non-judgmental environment conducive to healing and growth
  - Delivering virtual individual and group therapy sessions.

Participation in Program Activities:

- Leading regular case conferencing with various project partners for collaborative client management.
- Participating in team meetings, whether teleconference, video conference, or in-person, as required by the MNO for program planning, case management support, and other relevant duties.

### **3. COMPENSATION**

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 project and requirements;
- Highlight relevant qualifications and experience;
- Indicate the capacity to complete the project, including: project organization and project management plans.

#### 4.2 **The Proposal** - Qualifications and Experience

The proposal must outline and include the following:

- A detailed description of the proposed approach to delivering intensive substance use treatment within the outlined scope.
- The clinician group's qualifications and experience, including resumes, Professional College Registration, and Proof of Practice Insurance.
- Proposed methodology for ensuring culturally grounded treatment and collaboration with project partners.
- Compliance strategy for managing client records and adhering to regulatory requirements.
- Proposed schedule for hosting monthly case conferences and participating in program activities.
- An understanding of Métis culture and history, and contemporary issues affecting the Métis Nation and Ontario Métis and experience and knowledge in working with Métis governments or Indigenous organizations.

#### 4.3 References

- Please supply three relevant references, including the contact person's name, title, telephone number, and email address.

#### 4.4. Innovation

- Provide details of any possible 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 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:

Tammy Adams

Mental Wellness Manager

TammyA@metisnation.org

Include **Intensive Community-Based Substance Use Disorder Program- ICSUD-RFP 2024-04** in the subject line.

**The closing date and time are June 14, at 11:59 p.m. ET via email. Proposals received after this time will not be considered.**

### 6. PROJECT SCHEDULE

- RFP Release Date: May 23, 2024
- Closing Date: June 14, 2024
- Project Commencement: August 6, 2024

- Project Completion: March 31, 2025

## 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 as follows:

Criteria description	Points
Demonstrated qualifications and experience relevant to the proposal (mental health and addictions services, virtual service delivery, working with diverse populations and families)	/15
Knowledge of Métis and Experience with Métis governments and/or organizations	/15
Quality of proposal and demonstrated understanding of program requirements including appropriate services, clear work plan, quality assurance mechanisms, and contingency/risk management planning.	/20
Budget structure is comprehensive, clear, and demonstrates value of resources	/10

The MNO reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the MNO. The MNO will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the MNO.



The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits, and it is not the intention of the MNO to buy on price alone.

The MNO Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost-effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services.
- Where applicable, the total cost of the goods and services purchased should be considered. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;

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

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

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

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