

Cultural Reconcil-ACTION Gathering of NPAAMB Partners

Request for Proposal (RFP)

**Niagara Peninsula Aboriginal Area Management Board
c/o NPAAMB Cultural Competency Steering Committee
50 Generations Drive, 2nd Floor, Box 9
Ohsweken, ON N0A 1M0
Tel: 519-751-8333, ext. 228
Email: policy@npaamb.com
Website: www.npaamb.com
Attention: Iris Wright, Policy and Programs Analyst**

Description

The Niagara Peninsula Aboriginal Area Management Board (NPAAMB) is soliciting proposals from proponents who will research, facilitate discussion, and present information that will form the basis of an Indigenous cultural training/gathering to be delivered specifically to employers and training and education institutes on March 27, 2019 in Hamilton, Ontario. The training will help advance reconciliation between Indigenous and non-Indigenous stakeholders in the employment and training sector, and ultimately, help urban Indigenous youth on their career paths. The Truth and Reconciliation Call to Action #92 speaks to this in more depth. The full wording can be found in Appendix A.

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RFP SUBMISSION AND SELECTION PROCESS

<i>Date of Issue:</i>	<i>January 4, 2019</i>
<i>Receipt of Expression of Interest:</i>	<i>January 15, 2019</i>
<i>Submission Due Date:</i>	<i>January 22, 2019 by 4 pm</i>
<i>Review of Proponent Submissions:</i>	<i>January 23-24, 2019</i>
<i>Q&A/Select Proponent:</i>	<i>January 25, 2019</i>
<i>Contract Signed:</i>	<i>January 28, 2019</i>
<i>Cultural Reconcil-ACTION Gathering:</i>	<i>March 27, 2019</i>

Although every attempt will be made to meet all dates, NPAAMB reserves the right to alter any or all dates at its sole discretion. Changes will be placed on NPAAMB's website. In addition, proponents who formally submit an Expression of Interest will be notified via email of any dates that have been changed.

All submissions must include the following elements:

1. Complete proposal including activities to address identified objectives, company experience and credentials, detailed methodology, clear division of proponent responsibilities and associate team members, realistic budget, and supporting documentation
2. Complete contact listing of principle contact and team support and sub-contracted personnel and a biography of each
3. Three (3) written letters of references from previous clients who have direct knowledge of proponents' work within the last 5 years
4. Description of previous work experience with Indigenous organizations and/or clients
5. Portfolio with previous research and/or delivery of Indigenous cultural competency training
6. Confirmation of availability from January 15, 2019- April 15, 2019.

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Submissions must be received by mail or purolator on or prior to January 22, 2019 by 4 pm. In addition, an email of the submission must be sent to policy@npaamb.com on or prior to the same date.

All submissions and inquiries are to be addressed to:

Iris Wright, Policy Analyst

Niagara Peninsula Aboriginal Area Management Board

50 Generations Drive, 2nd Floor, Box 9

Ohsweken, ON NoA 1Mo

Tel: 1-519-751-8333 ext 228

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1.0 INTRODUCTION TO NIAGARA PENINSULA ABORIGINAL AREA MANAGEMENT BOARD (NPAAMB)

NPAAMB is a not-for-profit Indigenous organization with a mandate to provide employment and training solutions for Indigenous urban youth ages 15-30 years old who reside within the catchment areas of Fort Erie, St. Catharines, Hamilton, Brantford and Kitchener-Waterloo.

Mission Statement

NPAAMB provides skills development and training opportunities for urban Indigenous youth in Southern Ontario. We attract, develop and motivate young Indigenous talent by respecting their diverse cultural identities and working closely with the communities we serve.

Vision

The urban Indigenous youth we serve will have increased confidence, self-esteem, and leadership abilities. They will develop skills and a strong attachment to the workforce that will make them more employable and provide them with greater stability. NPAAMB will be a leader in supporting our youth as they transform into leaders contributing to their communities.

NPAAMB's Objectives

Assessing the needs and establishing the priorities of the various communities within NPAAMB's catchment areas

- Developing and implementing policies designed to address such needs and priorities
- Assessing existing employment and training programs and services available within the various communities
- Facilitating the availability of such employment and training programs and services to urban Indigenous youth within the various communities by collaborating with the existing Indigenous and non-Indigenous organizations and employer partners
- Evaluating and thereby ensuring such employment and training programs and services meet the current and future needs and priorities of the various communities
- Encouraging and monitoring employment equity for Indigenous people and facilitating the improvement of such employment equity

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Organizational Structure

The affairs of the corporation are managed by a Board of Directors. The number of Directors is up to nine (9) with up to two (2) from each of NPAAMB's five catchment communities. The Board will create committees that are deemed necessary and will develop terms of reference to guide the work of the respective group. The Board meets on a monthly basis to review and make decisions and directives concerning the policies and overall governance of the organization.

The Executive Director is responsible for all day-to-day operations, internal procedures, staffing management and execution of the annual work plan for the organization, and supervises four senior managers. As of January 2019 there is a complement of 40 staff situated within the head office and NPAAMB's urban offices. Five (5) Youth Services Officers, three (3) Youth Navigators and fourteen (14) Program Staff deliver programs and services from NPAAMB's urban offices.

2.0 CURRENT STATUS

As of April 1, 2019, NPAAMB will be in its first year of a 10-year funding cycle with Employment and Social Development Canada to provide employment and training to urban Indigenous youth. As a pro-active measure, NPAAMB has been securing additional sources of funding and currently has an operating budget in excess of \$5 million annually.

NPAAMB is currently on Facebook, Instagram and Twitter. Please refer to these social media sites to gain a better understanding of NPAAMB's services and target audience.

There has been much transition within the organization over the last 6 years including: transition of a new Executive Director, organizational structural changes, tripled funding increase, quadrupled number of staff, and exponential programming growth including the design and delivery of employment and training programs specific to urban Indigenous youth. As a result, the organization has had to quickly adapt to the above changes including the development of policies and processes while continuing to implement identified priorities and activities on an annual basis.

To move NPAAMB's 5-year (2018-2023) Strategic Plan forward, it was necessary for the organization to pause and reflect on:

- Successes and challenges to date
- A better understanding of the needs of urban Indigenous youth and the factors that help them succeed in their journey to employment

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- Gaps in policy/programming, organizational structure, governance mechanisms, and operations
- New opportunities to action NPAAMB's partnership strategic priorities

3.0 QUALIFICATIONS, SKILLS AND EXPERIENCE

The successful proponent will have the following qualifications and experience:

- Good working knowledge of Indigenous cultures, history and their application in today's society
- Knowledge of and experience with large and small group facilitation
- Possess the in-house technical resources to effectively facilitate partnership discussions, identify themes, and clearly articulate reports of findings
- Must be in business for at least (4) four years
- Sample or links to completed research and group facilitation reports of projects similar in nature
- Excellent written and verbal English skills

It is important that the proponent(s) to this RFP respect NPAAMB's current business at hand and ensure that approaches are reflective of its cultural history; unique demographic/clientele, and emphasis on private and public-sector employer and training partnerships.

4.0 PROPOSED SCOPE OF WORK

Under the direction of the Executive Director, the successful proponent will develop and complete all items in the Scope of Work and will undertake this assignment with strict adherence to the timelines identified below.

Please see Appendix B for Detailed Scope of Work

Critical Path and Timelines:

Date	Issue	Activities
Jan 31, 2019	Planning and design meeting	Meet with the Executive Director at NPAAMB's head office situated at 50 Generations Drive, Ohsweken, ON.
Feb 8, 2019	Work plan	After reviewing relevant NPAAMB documents, reports, and social media to gain insight into NPAAMB's operations, program offerings and history, submit a detailed work plan for review and approval.

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Date	Issue	Activities
Feb 28 and Mar 15, 2019	Status reports	Submit written status reports to the Executive Director. Weekly updates through email and/or conference calls will be held as scheduled by the Executive Director.
On or before Feb 22, 2019	Literature review	Submit a report of a literature review of: 1) history and past injustices imposed on Indigenous people and; 2) Indigenous (First Nation, Metis, Inuit) cultural methods of communication and learning.
On or before Feb 28, 2019	Cultural methods of communication and learning	Submit a written report of interview results and/or focus groups with Indigenous knowledge keepers and Elders representing First Nation, Metis, and Inuit people as it relates to cultural methods of communication and learning.
On or before Mar 8, 2019	Pre and Post Surveys	Develop and administer a pre and post survey for participants attending the one-day gathering to measure the change in their knowledge of Indigenous people generally and as it relates to their cultural communication and learning styles.
Mar 27, 2019	One-Day Gathering	Confirm all logistics including date, venue, hospitality, guest speakers, facilitators and recorders, and the participants representing employers, training and education institutions and cultural knowledge keepers to a one-day gathering to take place March 27, 2019. Liaise with designated NPAAMB admin assistant in relation to venue logistics.
April 15, 2019	Final Report	Submit a final report of the project including a summary of all reports submitted and recommendations from the gathering.

NPAAMB will:

1. Provide background documents, reports, videos and media to proponent to help gain a better understanding of NPAAMB's core values, mission and vision statements, clientele served, partnership priorities and program areas
2. Provide ideas and recommendations related to the project objectives
3. Be available to respond to inquiries on a timely basis.

5.0 DURATION OF CONTRACT

The length of engagement of the contracted services will be from January 28, 2019 to April 15, 2019. Upon awarding of the contract, the Proponent's principal contact will be contacted to meet with NPAAMB's Executive Director and Policy and Programs Analyst

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to discuss the details within their submission. The Proponent must be available for a meeting via a telephone call or face to face meeting on January 31, 2019.

6.0 SUBMISSION OF THE RFP

Submissions must be received by mail or purolator and by email on or prior to January 22, 2019 by 4 pm (eastern standard time).

Your submission must include:

- ✓ Confirmation of availability on all dates indicated on pages 2 and 6 and 7
- ✓ Biography of proponent's principle contacts and sub-contracted personnel
- ✓ The number of hours contracted proponent and also sub-contracted personnel and/or third-party team members will work on the project
- ✓ A work plan of milestone activities. This work plan MUST align with timelines identified in section 4.0 of RFP- Proposed Scope of Work and outline critical milestone deliverables and labelled critical path timelines.

Notifications to bidders who were not selected will be made by email by January 25, 2019.

Inquiries

All questions, requests for information, instructions or clarifications regarding any part of this RFP must be set out in writing and directed to NPAAMB's Policy and Programs Analyst email at policy@npaamb.com and must be made prior to and no later than three business days before the closing date of this RFP. Written answers or clarifications to issues of substance shall be shared with all Proponents on NPPAMB's website.

7.0 BUDGET

The proponent will outline a detailed project budget and costs for the following line items:

- Project initiation and planning
- Literature review
- Elders and Knowledge Keepers honorariums and travel to participate in interviews (or focus groups) on the learning and communication methods of Indigenous people
- Development and administration of pre and post survey measuring employers and training and education institutions' knowledge of the learning and communication methods of Indigenous people

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- Costs associated to the one-day gathering: i.e. printing of materials, travel expenses of participants and guest speakers, guest speakers' fees, venue, hospitality, equipment rental, (payable by NPAAMB directly to vendor(s))
- Recorder (payable by proponent)
- Compilation of discussions into a report including next steps recommendations
- Presentation of a printed and electronic final report (including printing costs for 5 bound color copies)
- Other Costs – Incentives or other special costs to implement the study
- HST

The budget section will include the proposed invoicing dates. Proponents shall be liable for all costs associated with preparation and submission of the RFP.

8.0 PROPOSAL REQUIREMENTS & ASSESSMENT CRITERIA

The successful Proponent will be selected based on the following criteria:

- Completeness and quality of proposal in addressing the “RFP”
- Feasibility of the proposed methodology, human resource allocation and timeline
- Experience, knowledge and skills of the Proponent and Team Members
- Inclusion of three relevant references
- Cost and value of proposed services
- Resources and capabilities
- Innovation and creativity of the approach to undertake the RFP

Scoring will be as follows:

<u>Technical Merit</u>	<u>Weighting</u>
Factors	
Capacity to perform the work (knowledge, skills, abilities)	20%
Methodology (clear, concise, reasonable time frames and deliverables)	25%
Overall presentation of proposal (well written, organized)	10%
Budget (realistic and includes financial notes)	20%
Total: Technical Merit Value	75%

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Other Criteria

Proven experience working with urban Indigenous communities	15%
Proposal includes all requested documentation and is complete	10%
Total: Other Value	25%

9.0 PRIVILEGE CLAUSES

NPAAMB reserves the right to:

1. Not award the contract
2. Not award the contract necessarily to the lowest priced bidder but rather to the proponent who offers best “value”
3. Cancel and reissue the RFP
4. Extend any deadlines and amend the proposal process.

Miigwetch. Thank you for your proposal and attention to our request. We look forward to hearing from you.

Shari St. Peter, Executive Director

Niagara Peninsula Aboriginal Area Management Board

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APPENDIX A

TRUTH AND RECONCILIATION CALL TO ACTION #92

We call upon the corporate sector in Canada to adopt the *United Nations Declaration on the Rights of Indigenous Peoples* as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:

- i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
- ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
- iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

APPENDIX B

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SCOPE OF WORK

GOAL:

As a result of the gathering, that training and education institutes and employers that partner with NPAAMB incorporate and infuse cultural safety training into their curriculum, practices and policies to help increase the number of urban Indigenous youth who enter into their institution and workplace and the number who succeed.

OBJECTIVES:

1. Plan and coordinate a one-day gathering of 70+ selected employers and training and education institutes (list to be provided by NPAAMB) and knowledge keepers to share and receive information and to share recommendations on how to achieve and measure the above goal's results.
2. Conduct a literature review and hold interviews with cultural knowledge keepers on the cultural learning and communication methods of Indigenous people, prepare a report of findings, and forward to selected employers and training and education institutes prior to the one-day gathering.
3. Develop and administer a pre and post survey to participants who attend the gathering and measure the change in their knowledge of learning and communication methods of Indigenous people and measure the extent of how the participants plan on infusing this knowledge into their training, processes, and/or structure within their work places and institutions.
4. Facilitate and record workshop discussions on recommendations and methods of incorporating findings and learnings into the employers' workplace and training and educations' institutions.
5. Prepare a final report of all findings and recommendations.