

**ATLANTIC POLICY CONGRESS OF FIRST NATIONS
CHIEFS SECRETARIAT**

REQUEST FOR PROPOSALS (RFP)



EVALUATION OF THE MENTAL HEALTH AND ADDICTION PLAN FOR FIRST NATIONS IN THE ATLANTIC REGION

ISSUE DATE: 14 January 2020

CLOSING DATE: 12:00 PM. (A.S.T.) ON 31 January 2020

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REQUEST FOR PROPOSALS
***“Evaluation of the Mental Health and Addiction
Strategic Action Plan for First Nations in the Atlantic
Region”***

1. PURPOSE

The purpose of this Request for Proposals (RFP) is to secure a contractor qualified to evaluate the Mental Health and Addiction plan for First Nations in the Atlantic Region.

2. BACKGROUND

Atlantic Policy Congress (APC) of First Nations Chiefs Secretariat

The Atlantic Policy Congress of First Nations Chiefs Secretariat (APC) is a policy research organization that analyzes and develops culturally relevant alternatives to federal policies that impact on the Mi'kmaq, Maliseet, Passamaquoddy and Innu communities and people.

APC Secretariat works closely with the Mi'kmaq, Maliseet, Passamaquoddy and Innu First Nations communities. APC Secretariat also works in partnership with several federal stakeholders, such as Health Canada, First Nation Inuit Health (FNIH) and Indian and Northern Affairs Canada, Health Canada (INAC). APC Secretariat also works closely with the various regional First Nations organizations such as The Confederacy of Mainland Mi'kmaq (CMM), Union of Nova Scotia Indians (UNSI), Union of New Brunswick Indians (UNBI), Mawiw Council Inc. and The Mi'kmaq Confederacy of Prince Edward Island (MCPEI).

The First Nations Chiefs of the Atlantic Region called for the drafting of a Mental Health and Addictions Plan for First Nations in the Atlantic Region in 2014-15 to address the mental health and addictions challenges face by their communities. This strategy focused on improvement through five goal areas: to value culture as the foundation; to create a high-quality First Nations community-based continuum of mental health and addiction services and supports to support healing and wellness; to provide culturally appropriate and high quality care facilitation for every First Nations client; to support and grow a competent First Nations community-based mental health and addiction workforce; and to demonstrate a First Nations-led, strengths-based change process that keeps First Nations people at the centre of all initiatives.

3. SCOPE

The 5-year scope of this plan is coming to an end. APC requires the services of a consultant/evaluator to work with APC, Community, and FNIHB staff in reviewing the strategy, relevant indicators, and the draft evaluation framework to assess effectiveness describing successes, lessons learned, and opportunities for future work.

The consultant/evaluator will need to work collaboratively all stakeholders in completing this task. The consultant/evaluator may leverage existing stakeholder meetings and/or coordinate additional meetings as they see fit.

The contract period will take place until 31 March 2020.

4. METHODOLOGY

The consultant/evaluator will need to complete this work using a culturally safe, two-eyed seeing approach that incorporates an appropriate methodology with community-centred indicators of success. The consultant/evaluator should also be aware in their work of the First Nations Mental Wellness Continuum Framework, its ability to connect mental health outcomes with many relevant social determinants of health and be able to use this tool in their approach to engagement and evaluation.

This evaluation should also be conducted with the knowledge that Mental Wellness will continue to be a priority of the Atlantic First Nations Chiefs and help inform future Mental Wellness work in the region.

5. DELIVERABLES, SCHEDULE AND COST

A contract will be developed between APC and the successful applicant/firm detailing the terms and conditions for the work.

6. CRITERIA SELECTION COMMITTEE

The APC will have a select group of experienced individuals sit on the selection committee.

7. OWNERSHIP OF PROGRAM MATERIALS (if applicable)

The APC will have complete and full ownership and use of all reports and materials (“works”) produced by the contract under this project and shall have copyright therein. In consideration of entering into the agreement, the contractor must agree, in writing, to waive all moral rights (as defined by the *Canadian Copyright Act*) in any works in which copyright subsists.

8. REQUEST FOR PROPOSAL PROCESS

8.1 Closing Date

Each proposal must be received no later than 12:00 p.m. (AST) 31 January 2020. The anticipated start date of the services is 12 February 2020. Proposals may be sent by e-mail or hard copy (mail or courier). Receipt of proposal submissions will be acknowledged via e-mail upon receipt, provided a valid e-mail accompanies the proposals.

An electronic copy is required.

8.2 Late Proposals

Late proposals will not be accepted and will be returned to the bidder.

8.3 Evaluation and Selection

Each proposal will be evaluated by the Selection Committee. The APC will be solely responsible for the decision as to which proposal may be chosen as the successful one. APC reserves the right to accept any or all parts of a proposal.

Proposal will be evaluated according to the following criteria. Scoring is based on the following maximum values totaling 100%.

8.3.1. Work Outline and Methodology

VALUE: 25

A response to this RFP must outline the methods for accomplishing the proposed work. Describe what, where, when, how and in what sequence work will be carried out during the contract term. Consider how each task may be carried out; what

services or interaction is required from the advisory committee, identify any distinct and substantive qualifications for undertaking the proposed contract such as availability of specialized equipment or unique approaches or concepts relevant to the requirement expectations.

8.3.2. Qualifications and Demonstrated Experience VALUE: 20

Response must describe previous projects that the project team has worked on that are related in size and scope of this project. Describe the dollar amount of the contract and a brief narrative of the successes encountered during the contract period. Address how the experience will help you to perform under this contract and provide references (contact name and number) for each project. Indicate which of the proposed firms and project staff were involved in each contract. APC reserves the right to investigate references projects, contract references and research other projects the respondent has worked on.

8.3.3. Proposed Project Staff VALUE: 25

Describe the work to be performed by the individuals you name to perform the essential functions and detail specific qualifications and substantive experience directly related to the proposed contract. A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from evaluations of proposal. Focus on individuals specific duties and responsibilities and how the project experience is relevant to the proposed contract. Competence of the consultant/team should be demonstrated. This includes:

- Knowledge of the topic and literature in the field
- Research qualifications
- Demonstration of an effective historical relationship and involvement with First Nations communities
- Knowledge of the region

8.3.4. Objectives and Services VALUE: 15

The proponent's response to this RFP should demonstrate the comprehension of the objectives and services for the proposed contract. Do not merely duplicate the deliverables set forth within this RFP. Define any assumptions made with regard to a proponent's proposal response to this RFP.

8.3.5. Quality of Proposal

VALUE: 5

Proponents do not respond to this criterion. Committee will rate this based on their perception of the clarity, completeness and presentation of proposal. This criterion is not used to rate colour or graphics or other visual techniques but only for content.

8.3.6. Cost and Timing of Study

VALUE: 10

The proponent should include a response discussing:

1. Both current and potential time commitments of proposed project staff to other clients and projects
2. Projected workload of each associated firm proposed for involvement in this project
3. Adequate support personnel, and other resources to provide services required
4. Other resources of technical capabilities available to the proponent which will specifically benefit the project.
5. Budget and its justification

9. DEBRIEFING

At the conclusion of the RFP process, all consultants will be notified.

10. ESTIMATED TIME FRAMES AND PROCESS

The following timetable outlines the anticipated schedule for the RFPs and contract process. The timing and the sequence of events resulting from the RFP may vary and shall ultimately be determined by APC and the Criteria Selection Committee.

Request for Proposals issued: 14 January 2020

Request for Proposals closes: 31 January 2020

Anticipated date for Proposals evaluation to be completed: 3 February 2020

Anticipated date for contract to be developed: 12 February 2020

11. REQUEST FOR PROPOSAL PREPARATION

11.1 Signed Proposals

Each consultant must ensure that the proposal is signed by a person authorized to sign on behalf of the company/institution in response to this request for a proposal.

11.2 Electronic Version of the Proposal

Proposals that are submitted by mail must also be submitted with one electronic copy (Word or PDF Format).

11.3 Notification and Correspondence

All notices and correspondence will be sent to the principal consultant unless a request is made for the APC to correspond with someone other than the principal consultant.

Questions: Questions may be addressed by e-mail to Vanessa Nevin, Director of Health, Atlantic Policy Congress of First Nations Chiefs Secretariat (APC), vanessa.nevin@apcfn.ca. However, in the interest of fairness, all questions will be answered in writing and sent to all respondents or potential respondents.

11.4 Changes to Proposal Wording

The consultant will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the APC for purposes of clarification.

11.5 Working Language of the APC

The working language for the purposes of this RFP is English and all responses to the RFP must be in English

11.6 Researcher's Expenses (If applicable)

Contractor is solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with APC, if any. If APC elects to reject all proposals, APC will not be liable to any applicants for any claims, whether for costs or damages incurred by the proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

11.7 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

11.8 Firm Pricing

Prices will be firm for the entire contract period unless this RFP specifically states otherwise.

Currency and Taxes

Prices quoted must be:

- A. In Canadian dollars; and
- B. APC is HST exempt and the successful consultant will be provided a copy of its HST exemption letter.

12. Definition of Contract

Notice in writing to an applicant that it has been identified as the successful candidate and the subsequent full execution of written contract will constitute a contract for the goods or services and no consultant will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

13. Liability for Errors

While APC has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a

guideline for consultants. The information is not guaranteed or warranted to be accurate by APC, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve consultants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

14. Modification of Terms

APC reserves the right to modify the terms of this RFP at any time in its sole direction. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful consultant.

15. Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the APC, become the property of APC. They will be received and held in confidence by APC.

16. Use of Request for Proposals

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

17. Confidentiality of Information

Information pertaining to the APC obtained by the consultant as a result of participation in this project is confidential and must not be disclosed without written authorization from APC.