

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

**REQUEST FOR PROPOSALS
(RFP)**



Health Partnership Chiefs' Health Priorities Contractor

ISSUE DATE: Friday, January 7, 2021

CLOSING DATE: Friday, January 21, 2021 at 4:30 p.m.

CONTACT PERSON: Vanessa Nevin, Director of Health
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REQUEST FOR PROPOSALS

Health Partnership Chiefs' Health Priorities Proposal

1. PURPOSE

This RFP's purpose is to hire a contractor (Contractor) to explore options to help determine the Health Partnership Chiefs' Health Priorities. The Contractor will be responsible for writing up a report, based upon engagement and feedback, of Health Priority options.

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. In APC's health section, we work with First Nations and Inuit Health Branch-Atlantic region (FNHIB), Atlantic First Nations communities, and organizations to both ensure culturally appropriate health care services and to close the gap in health status between First Nations communities and Canadians.

APC Secretariat works closely with the Mi'kmaq, Maliseet, Passamaquoddy, and Innu First Nations communities. APC Secretariat also works in partnership with Health Canada and other Indigenous organizations such as the Confederacy of Mainland Mi'kmaq (CMM), Union of Nova Scotia Mi'kmaq (UNSM), Union of New Brunswick Indians (UNBI), Mawiw, and the Mi'kmaq Confederacy of Prince Edward Island (MCPEI).

Health Partnership Chiefs' Priorities

Approximately every five or so years, a reassessment of the Chiefs' Health Priorities is undertaken for the Atlantic. In 2011, an assessment was undertaken. In that report, subsequently approved by an APC All Chiefs' Resolution, the Health Priorities were Mental Health, Addictions, Elder Care, and Investing in Children and Youth. In 2016, a reassessment was done. In that report, subsequently approved by an APC All Chiefs Resolution, the Health Priorities were Mental Wellness and Chronic Diseases. These guided health strategies in the Atlantic. An Atlantic First Nations Chronic Disease Prevention and Management Strategic Action Plan 2018 – 2023 was drafted. Currently,

engagements are underway to update and renew the Mental Health and Addictions Plan for First Nations in the Atlantic Region. For 2022, we would like to hire a Contractor to help determine the Health Partnership Chiefs' Health Priorities.

3. SCOPE

APC requires the services of a Contractor to engage with all appropriate Atlantic First Nations stakeholders to help make Health Priority recommendations to the Health Partnership Chiefs. Furthermore, the Contractor will also undertake a literature review re First Nations health issues/concerns to help with the work. The Contractor will be responsible for drafting and presenting a report to the Health Partnership Chiefs and or the APC Chiefs.

The Contractor will regularly update the APC Director of Health on progress and potential issues.

The contract will be from January 28, 2022 to March 31, 2022.

4. METHODOLOGY

To engage with appropriate stakeholders, conduct a literature review, and to provide a report on the findings and priority recommendations. Engagements, due to current COVID-19 protections and numbers, are highly likely to be done virtually.

5. DELIVERABLES, SCHEDULE AND COST

Engage with appropriate stakeholders and conduct a literature review.

Verbal or written updates or progress reports must be also completed upon request.

Estimated costs should be detailed in proposal submitted.

A final report must be produced.

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 4:30 p.m. (AST) on Friday, January 21, 2022. The anticipated start date of the services is Friday, January 28, 2022. 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
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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; and
- 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 regarding 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; and
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: January 7, 2022

Request for Proposals closes: January 21, 2022

Anticipated date for Proposals evaluation to be completed: January 25, 2022

Anticipated date for contract to be developed: January 27, 2022

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, APC Director of Health: 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 RFP and all proposals 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.