

REQUEST FOR PROPOSALS

Services Related to Regional Education Agreement
Development

FOR

NOKIIWIN TRIBAL COUNCIL



Nokiiwin
TRIBAL COUNCIL

Proposals Due: September 19th, 2022

Nokiiwin Tribal Council
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Thunder Bay, ON
P7B 2Z3

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INTRODUCTION:

Nokiiwin Tribal Council is seeking proposals from interested and qualified individuals and/or companies to complete the following project:

Services Related to Regional Education Agreement Development

Background

Nokiiwin Tribal Council (NTC) is a non-profit organization that provides advisory services to five-member First Nation communities within the Robinson-Superior Treaty Area: Animbiigoo Zaagi'igan Anishinaabek, Biinjitiwaabik Zaaging Anishinaabek, Bingwi Neyaashi Anishinaabek, Fort William First Nation, and Netmizaaggamig Nishnaabeg. NTC provides five core advisory services including Governance, Finance, Technical Services, Community Planning, and Economic Development. NTC also provides services related to education, health and safety, disabilities, justice, and the environment. Nokiiwin Tribal Council was incorporated in 2006 and was fully staffed and operational in 2009. For further information about Nokiiwin Tribal Council, please visit our website at www.nokiiwin.com

Nokiiwin Tribal Council provides advisory and training services to five First Nations communities in the Robinson Superior territory, our communities spanning a region approximately 400 kms East of Thunder Bay and 200 kms North around Lake Nipigon. Nokiiwin seeks to support capacity development for member communities, provision of advisory programs, sharing innovative delivery programs and the maintenance of a strong funding governance, all while honouring and promoting Anishinaabe history, culture, and language.

Since January 2020, Nokiiwin Tribal Council has been working to develop a Regional Education Agreement (REA) with our member First Nations that require this service: Fort William First Nation and Bingwi Neyaashi Anishinaabek. Note that Biinjitiwaabik Zaaging Anishinaabek and Netmizaaggamig Nishnaabeg are already part of a REA, the Anishinaabek Education Agreement. Animbiigoo Zaagi'igan Anishinaabek has no school-aged children living on reserve but has been participating in this process as an observer and anticipating a time when they will need to join an agreement. The work on developing a Regional Education Agreement for Nokiiwin communities has been slow due to inconsistent funding and the COVID-19 pandemic.

OUTLINE OF SERVICES:

Develop a Nokiwin Education Funding Formula

As part of the Transformation of Education process initiated by Indigenous Services Canada, an interim funding formula has been implemented to fund Ontario First Nations Education using the existing Grants for Student Needs (GSN) funding formula used by Ontario's Ministry of Education, and more specifically, northern school boards funding models as proxies. This project aims to review the existing formula and adapt in accordance with the specific needs of participating Nokiwin Tribal Council First Nations. The contractor will examine the Interim Funding Formula as well as the funding formulas developed for other Regional Education Agreements and develop a draft funding formula for Nokiwin First Nations that can form the basis of their negotiations with the Government of Canada. The contractor will also help develop the policies and procedures needed to operationalize this funding formula within a future REA.

Information Sessions

The contractor will be expected to send representatives to three Information Sessions held with the participating communities. These are tentatively scheduled for October 20, 2022, December 8, 2022, and February 23, 2022. At these sessions the contractor will be expected to receive direction and feedback from the communities and answer questions about their work. At the February 23, 2022 Information Session the contractor will be expected to present an in-progress draft version of the funding formula for community input. They may be expected to prepare presentations for community representatives updating them on progress at the other Information Sessions.

Document Review and Research Assistance

Nokiwin staff will be working on other aspects of the REA. The contractor should be prepared to review documents and provide research assistance concerning these elements if needed. The contractor will also be expected to consider what impact these elements will have on the future funding formula. These elements include, but are not limited to, the following:

- Template Education Service Agreements with Provincial School Boards
- Agreements between First Nations and organizations to provide 2nd- and 3rd- level education services
- Policies and Procedures for First Nations to leave or join the REA
- Policies and Procedures around reporting, accountability, and governance of a future REA

Please note that assistance on these matters is a secondary task. The primary work of the consultant will be the development of the draft funding formula.

DELIVERABLES

The contractor will be expected to provide Nokiiwin with a draft funding formula document, along with policies and procedures for implementation, in an editable electronic form. This funding formula will be a starting point for the communities to begin negotiations with the Government of Canada. The contractor will also be asked to produce a “plain language” summary of these documents.

TIMELINE

August 30, 2022	RFP issued
September 12, 2022	Deadline for questions to be submitted to learning@nokiiwin.com
September 13, 2022	All substantive questions and answers posted to www.nokiiwin.com/rea .
September 19, 2022	Proposals Due
September 21, 2022	Successful contractor selected
October 20, 2022	Information Session #1
December 8, 2022	Information Session #2
February 23, 2022	Information Session #3 - Draft in-progress Funding Formula presented to communities for comment
March 24, 2022	All deliverables due to Nokiiwin Tribal Council

BUDGET

Proponents can propose hourly, daily, block and/or fixed fees as they deem appropriate

PROPOSAL GUIDELINES

Intellectual Property

Ownership and copyright of all data, drafts and final products will be the sole and exclusive property of Nokiiwin Tribal Council Inc.

Terms

This Request for Proposal (RFP) represents the requirements for an open and competitive process.

If the individual/organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposal must be all-inclusive to include any outsourced or contracted work. Any proposal which calls for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs, included project costs for travel.

Contract terms and conditions will be negotiated upon selection of the winning proponent for this RFP. All contractual terms and conditions will be subject to review by Nokiiwin Tribal Council and will include project description, scope, budget, schedule, and other necessary items pertaining to the project.

Questions

Questions can be presented to Scott Baker by email at learning@nokiiwin.com. Questions must be submitted by September 12, 2022. Questions and answers of a substantive nature will be posted on www.nokiiwin.com/rea by September 13, 2022 so that all proponents have equal access to the information.

Submission of Proposal

The proposal should include the following information:

- A. Cover letter:
 - 1. Outlining the understanding of project objectives and requirements and a statement of participation interest from Consultant or Organization.

- B. Background and Overview:
 - 1. Name and contact information for the Consultant or Organization.
 - 2. A brief overview of the Consultant or Organization, including an outline of the qualifications of the personnel who would be working on the project.
 - 3. Include resume of any current or past projects, programs, research or plans the bidder has undertaken that are relevant to the outlined project.
 - 4. Provide 3 References.

C. Work Plan and Budget:

1. A description of how you would undertake all the required components
2. A clear budget/schedule of fees

Proposals that do not include everything above may be rejected as incomplete, or the applicant may be contacted for clarification/more information, at the discretion of Nokiiwin Tribal Council.

Evaluation Criteria:

A team of people including Nokiiwin Tribal Council staff, staff of the participating communities, and/or members of the Nokiiwin Board of Directors will evaluate the proposals based on the following criteria:

1. Consultant/Organization:
 - a. Demonstrates experiences and qualifications to perform the work

2. Consultant/Organization Team:
 - a. Proposal clearly states who is on the consultant's team.
 - b. Qualifications and experiences of consultant and/or team members are included and,
 - c. Roles and responsibilities of Consultant/Project team is/are clearly outlined.

3. Proposal:
 - a. The depth and detail of the submission demonstrates a thorough understanding of the Request for Proposal description

4. Cost and Quality Control:
 - a. The proposal demonstrates good management, work plans, scheduling, cost control, reporting and quality control.

5. Appropriateness of approach:
 - a. The work plan outlines a logical, appropriately scaled approach in accordance with the Request for Proposals.

6. Costs:
 - a. The proposed fees are reasonable and presented clearly

Note: Submissions will NOT be evaluated solely based on lower cost.

Proposal Conditions:

1. This request does not commit Nokiiwin Tribal Council to award a contract. As such, Nokiiwin Tribal Council reserves the right to accept or reject any or all the proposals it receives because of this RFP.
2. This RFP does not commit Nokiiwin to pay any cost incurred in the preparation of the proposal - the proponent agrees that all costs incurred in developing this proposal is the sole responsibility of the proponent.
3. Contract will be awarded based on the competitive selection of proposals received.
4. Nokiiwin may require the potential consultants to participate in negotiations, and submit revisions to pricing, technical information and or other items in the proposal that arise from negotiations. The contents of the proposal, if awarded the contract, become contractual obligations, subject to negotiation and failure to accept these obligations in a contractual agreement may result in cancellation of the award.
5. Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP, unless otherwise stated in the proposal.
6. The final authority to award the contract rests with the Executive Director of Nokiiwin Tribal Council.