

Request for proposals:

**FOR THE ESTABLISHMENT
OF A
FAMILY HEALING CENTRE
WITHIN THE
MUSHKEGOWUK TERRRITORY**



Mushkegowuk Council

October 12, 2017

**REQUEST FOR PROPOSALS: FEASIBILITY STUDY FOR THE ESTABLISHMENT OF A FAMILY
HEALING CENTRE WITHIN THE MUSHKEGOWUK TERRITORY**
October 12, 2107

1. SUMMARY

The purpose of this Request for Proposals (RFP) is to identify and select a qualified consultant who will identify the feasibility of building a Family Healing Centre within the Mushkegowuk territory, including the development of a business case to secure funding and guide operations.

The Mushkegowuk Council constitutes the following seven (7) First Nations; Attawapiskat, Fort Albany, Kashechewan, Moose Cree, Taykwa Tagamou, Chapleau Cree and Missanabie Cree. Weenusk First Nation is within the Mushkegowuk traditional territory but is considered independent. For the purposes of this project, the Weenusk First Nation is included. The collective will of these communities and surrounding area represent a total population in excess of 23,000 First Nation citizens.

Mushkegowuk Council is a federally incorporated non-profit entity and the Board of Directors is comprised of the Chiefs from the affiliated First Nations. The Council provides both political and administrative guidance and support in: Lands & Resources, Education, Employment & Training, Youth Services, Health, Victim Services, Governance, Technical Services, Financial Management and special projects.

The Mushkegowuk Council's mission statement is to respond to and carry out the collective will of all the Mushkegowuk members. We are committed to providing responsible and accountable political leadership. The Mushkegowuk Council is dedicated to providing quality, equitable, and accessible support and advisory services to respond to and meet the social, economic, cultural, educational, spiritual and political needs of the First Nations, thereby improving the quality of life to our people.

The First Nation communities have an elected Chief and Council and they govern their own community. Through their administration offices, they administer community service programs that include; education, housing, social services, public works, health, fire protection, etc. For the most part, funding for services is provided by various Canada and Ontario government programs.

The Mushkegowuk Council of Chiefs governs the Mushkegowuk Council.

2. SCOPE OF WORK

It is expected that the project will be structured as follows:

- i. Determine the Need**
 - a. Identify the number of beds or spaces that are required to adequately service the regional First Nation population;

**REQUEST FOR PROPOSALS: FEASIBILITY STUDY FOR THE ESTABLISHMENT OF A FAMILY
HEALING CENTRE WITHIN THE MUSHKEGOWUK TERRITORY**
October 12, 2107

- b. Identify local data, trends and service gaps;
- c. Consider length of stay needs and options;
- d. Identify the range of services required by target group.

ii. Develop Facility Options

- a. Identify several facility options and the estimated capital and operational costs for each option;
- b. Identify potential funding sources (both capital and operating);
- c. Identify development, design and service considerations (space requirements, future growth, physical environment, proximity to other services);
- d. Gather information on other successful and operational First Nation Family Treatment facilities;
- e. Make a recommendation on best available option and provide rationale.

iii. Presentation of Need and Facility Option Research to Mushkegowuk Leadership

- a. Provide an overview of facility options, challenges, potential risks and estimated costs;
- b. Provide an overview of operational options, challenges, potential risks and estimated costs;
- c. Include an estimated cost/benefit analysis;
- d. Recommend best available viable option.

iv. Develop Plan to Secure Funding and Guide Operations

- a. Provide an Executive Summary;
- b. Detail feasibility and estimated cost/benefit analysis of proposed best option(s);
- c. Set out the operational plan for the facility – management, governance, staffing and training needs, space required based on services provided, regulatory requirements, furnishing and equipment, operating procedures, identify health, safety and securing requirements, maintenance costs;
- d. Set out a financial plan to build (if this is the option selected), repair and maintain facility, income statement, and balance sheet for the facility to operate as a stand-alone facility, including all costs, expenses and revenues. Identify potential funding sources and how those funds would be used to cover operating and any debt costs;
- e. Identify any risks and how those would be handled (contingency plan);
- f. Provide an outline of an implementation plan with timelines, capital costs, project management costs and any other related costs that are identified;
- g. Identify any environmental issues that must be considered and addressed at any point during the project.

v. Present Feasibility Study and Overall Findings/Recommendations

**REQUEST FOR PROPOSALS: FEASIBILITY STUDY FOR THE ESTABLISHMENT OF A FAMILY
HEALING CENTRE WITHIN THE MUSHKEGOWUK TERRITORY**
October 12, 2107

3. METHODOLOGY

In a format of their choice, interested consultants will tell us in their proposal how they will complete the work as listed in the Scope of Work.

The scope of work may not include significant areas for establishing healing centers that should be included and we encourage the consultant to identify and include the important matters in their proposal.

4. PROPOSAL REQUIREMENTS

a. General

The cost for the project submitted in the Consultant's Proposal shall include all necessary expenditures, travel, accommodations, meals, etc. (including all GST and Provincial Sales Tax or the Harmonized Sales Tax) to undertake all of the required work outlined in this Request for Proposals.

Mushkegowuk Council is not responsible for any expenses incurred by a vendor in preparing and submitting a response to this Request for Proposals.

b. Qualifications

The Consultant shall include his/her qualifications to undertake the work including a list of previous studies/contracts and work undertaken on behalf of other First Nations.

The Consultant will provide three (3) references from current and/or previous clients within the past two years of which two (2) include the person responsible for the work undertaken on behalf of First Nations.

The Consultant will advise of his/her capability to speak and write in Cree.

c. Consultant's Team

Resumes and a minimum of two (2) references shall be provided for each member of the Consultant's Study Team. The Proposal shall identify the portions of the work to be undertaken by each member of the Consultant's Team.

The Proposal shall identify any other Consultants which are intended to be utilized.

No changes in the Consultant's Team will be permitted without a written request for such changes from the Consultant and written approval by Mushkegowuk Council.

**REQUEST FOR PROPOSALS: FEASIBILITY STUDY FOR THE ESTABLISHMENT OF A FAMILY
HEALING CENTRE WITHIN THE MUSHKEGOWUK TERRITORY
October 12, 2107**

d. Time Limits and Work Schedule

The Proposal shall indicate the number of weeks that the Consultant estimates will be required to complete the Study. The Proposal shall include a time and deliverable schedule.

In preparing the schedule, the Consultant shall provide 10 business days for the review of the Draft Business Plan by Mushkegowuk Council.

The Draft Feasibility Study Report in a format agreed to by the Mushkegowuk Council (electronic, printed or faxed) will be delivered to Mushkegowuk Council five (5) business days prior to scheduled meetings and /or conference calls to allow sufficient time for stakeholders and meeting participants to review.

e. Confidentiality

All records and documentation will be confidential. Financial records of existing operations will be held in strictest confidence

f. Consulting Fees and Disbursements

The Consultant shall include in the Proposal the cost of his/her fees and disbursements for all of the various components of the Project as described in the Consultant's Proposal. All prices quoted to include GST and Provincial Sales Tax or Harmonized Sales Tax (HST).

The costs should be in sufficient detail as to permit an evaluation of the major components of the Project.

The Proposal shall indicate the total time and the daily or hourly rate (Charge out rate) to be charged based on an eight (8) hour day for each participant in the project.

The Proposal shall include a disclosure statement detailing each member's hourly or daily charge out rate along with a statement of overtime policy and rate for evening meetings, etc. No changes to these rates will be permitted during the study.

The Proposal should also include a proposed payment schedule.

The Consultant shall submit electronically an original copy of each invoice to the Mushkegowuk Council for professional services, expenses and disbursements.

5. CONSULTANT'S GUIDELINES

Decision Making Process: In purchasing the services of a consultant, the Mushkegowuk Council is seeking to augment local knowledge and expertise with outside expertise. Imperative to the success of the process is that control over the consulting process remains in the hands of the Mushkegowuk Council, which is ultimately accountable to its

**REQUEST FOR PROPOSALS: FEASIBILITY STUDY FOR THE ESTABLISHMENT OF A FAMILY
HEALING CENTRE WITHIN THE MUSHKEGOWUK TERRITORY
October 12, 2107**

community members.

6. FEASIBILITY STUDY REPORT

a. Submissions

The Consultant shall provide the following number of copies:

Draft Report - 8 printed and bound copies

Final Report - 12 copies and bound copies and electronic copy.

The Consultant will transmit an electronic copy of the Feasibility Study Report to the Mushkegowuk Council two weeks prior to the deadline date for comments.

Approval of the Draft Report by the Mushkegowuk Council is required prior to the Consultant issuing the Final Report.

b. Contents and Format

In their proposal, the Consultant will provide a Table of Contents and Format for the Feasibility Study Report. At minimum, the Feasibility Study Report will address all work listed in the scope of work and any other important components as identified by the Consultant or Mushkegowuk Council.

The Feasibility Study Report shall be presented in an 8.5" x 11.0" (or metric equivalent) format and bound on the left-hand side.

The final version of the Feasibility Study Report, including all text and drawings, shall be provided in Word, WordPerfect and Adobe Acrobat format to the Client in hard copy and an electronic copy.

All financial analyses and budgets shall be prepared in Excel.

7. EVALUATION OF PROPOSALS

The Mushkegowuk Council reserves the right to select the consulting team of its choice and will not necessarily award the contract to the lowest bidder. The consultant will be selected based on the following criteria;

- meeting the Terms of Reference
- quality and experience of the Consultant's Project Team
- experience with similar studies
- proposed schedule
- proposed methodology
- estimated cost

**REQUEST FOR PROPOSALS: FEASIBILITY STUDY FOR THE ESTABLISHMENT OF A FAMILY
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October 12, 2107**

- experience working with the Mushkegowuk First Nations

8. MANAGEMENT OF THE PROJECT

Terms of payment are negotiable.

At a minimum, all items presented within the scope of this project must be addressed to the satisfaction of the Mushkegowuk Council.

Should the Mushkegowuk Council or the selected consultants request cancellation of the contract, payment to the consultants will be pro-rated according to the tasks completed and awarded upon submission of the completed work and documentation of all findings.

9. CHANGE ORDERS

The successful Consultant is advised that he/she shall not exceed the Scope of Work entailed in the Project as set out in this Request for Proposals and the Consultant's Proposal without authority in writing through a Change Order signed by the Mushkegowuk Council.

In addition, no increase in the contract amount for either fees or disbursements will be permitted unless:

A request for such additional payment is received in writing by the Mushkegowuk Council with a full explanation for the reasons therefore, and A Change Order duly numbered in sequential order, for such additional payment, is signed by the Mushkegowuk Council.

10. QUESTIONS

Consultants may submit questions to the Mushkegowuk Council's representative for this Request for Proposals by email up to 72 hours prior to the RFP closing date at:

Douglas Cheechoo
Special Projects Officer
Email: dougcheechoo@mushkegowuk.ca
Office: 705 658 422 ext. 107

11. PROPOSAL DEADLINE

The Consultant shall provide eight (8) printed copies of the response to the RFP and an electronic copy to Mushkegowuk Council at:

**REQUEST FOR PROPOSALS: FEASIBILITY STUDY FOR THE ESTABLISHMENT OF A FAMILY
HEALING CENTRE WITHIN THE MUSHKEGOWUK TERRITORY**
October 12, 2107

PO Box 370
12 Centre Road
Moose Factory, ON P0L 1W0

All submissions are to be clearly labeled as follows:

**SEALED BID - DO NOT OPEN PROPOSAL FOR Establishment of a Healing Centre
Within the Mushkegowuk Territory**

Financial details of the bid are to be included in the Proposal.

**Printed, bound copies of the Proposals must be received by the closing time and
date of: 4:00 p.m. EST on Friday, November 30, 2017**

NOTE: Proposals received after the closing date and time will not be accepted.
Mushkegowuk Council will not be held liable for the late, non-delivery, or mis-delivery of
any submitted Proposal regardless of cause.

All Proposals following the opening are irrevocable by any bidder.

All documents submitted become the sole property of the Mushkegowuk Council.

VALIDITY PERIOD

The Consultant Proposal shall be valid for a minimum period of 120 days after the
closing date. The Consultant shall explicitly state the expiration date in its Proposal.

This will enable the Consultant and Mushkegowuk Council to submit applications to
various funding agencies to proceed with the study.

INSURANCE

The consultant is responsible for deciding if insurance coverage is necessary to fulfill its
obligations under the Contract and to ensure compliance with applicable law. Any
insurance acquired or maintained by the consultant is at its own expense and for its own
benefit and protection.