

**MÉTIS NATION OF ONTARIO (MNO)
HEALING AND WELLNESS BRANCH**

REQUEST FOR PROPOSAL

The Métis Nation of Ontario (MNO) Healing and Wellness Branch is seeking the services of a coordinator to help manage the efforts of the Ontario Aboriginal Responsible Gambling Working Group to address Aboriginal Responsible Gambling needs. The Ontario Aboriginal Responsible Gambling Program (OARGP) is a provincial working group consisting of representatives from eight provincial organizations (See Appendix A – Current OARGP members) and was established as a means to share information and collaborate on joint initiatives.

RFP Reference Number: HEALING AND WELLNESS – OARGP COORDINATOR RFP 2018

Release Date: February 6th, 2018

Closing Date: February 16th at 12 noon, 2018

1. BACKGROUND

Funded by the Ministry of Health and Long Term Care (MOHLTC) and contracted to the MNO as the accountable transfer payment agent, the Ontario Aboriginal Responsible Gambling Program Working Group Coordinator (OARGP-WG Coordinator) will be responsible for the delivery of the OARGP's coordinated efforts to meet the objectives set out in their strategic plan to address the group's mission and mandate:

OARGP MISSION

A comprehensive First Nation, Métis, and Inuit culture based problem gambling prevention program that engages partners in developing a collaborative approach to address the risks associated with problem gambling.

OARGP MANDATE

Minimize or eliminate the factors that contribute to the development of problem gambling. Contribute to the improvement of the overall health and well-being of First Nation, Métis and Inuit individuals.

2. PURPOSE OF THE PROJECT

The Coordinator will organize, assist and in some cases, when directed, will manage the efforts of the Ontario Aboriginal Responsible Gambling Working Group to address Aboriginal Responsible Gambling needs.

3. NATURE AND SCOPE OF WORK

Upon direction of the MNO Manager of Mental Health and Addictions, the incumbent is responsible for the following items:

- Schedule and coordinate all meetings including but not limited to the booking of meeting spaces, travel, ensuring access to necessary technical equipment, developing agendas, booking note-taker and elder (for all in-person meetings), and notifying working group members;
- Facilitate and coordinate the implementation of the OARGP working group's strategic plan;
- Act as the contact/resource person to the working group; reporting back to the working group;
- Distribute meeting minutes and action items to be followed up on to working group members within 30 days upon completion of meetings;
- Maintenance and storage of all OARGP provincial coordinator documentation in accordance with MNO policies and procedures;
- Participate in all in-person and teleconference meetings;
- Participate in and be responsible for the planning of OARGP engagement sessions;
- Participate in the development, implementation and follow through of OARGP resource materials;
- Bring forward potential opportunities for engagement and development initiatives;
- Share information, resources and network sources;
- In collaboration with working group members, develop an annual OARGP work plan;
- Provide working group members with timely budget / financial information and updates for the opportunity for input in advance of annual submissions to MOHLTC and, report to the contribution agreement holder and the Ministry of Health and Long Term Care on the activities and financials of the OARGP.
- Bi-Weekly reporting to the MNO Manager of Mental Health and Addictions on deliverables;
- Fulfill all other responsibilities as determined by the MNO Healing and Wellness Branch Management – as informed by the recommendations brought forward by the OARGP Working Group.

3.1 Requirements for the work

- Relevant background in Indigenous health promotion with sensitivity to First Nation, Metis and Inuit;
- Sound knowledge of issues related to problem gambling, addictions and mental health;
- Above average written and verbal communication skills;
- Must be able to work as part of a team and independently with minimal supervision;
- Demonstrated problem-solving and analytical skills;
- Well-developed administrative, organization and communication skills in order to meet deadlines;
- Available and willing to travel to all areas provincially and attend evening/weekend meetings as directed by Manager;
- Valid Driver's license;
- Proficiency in current computer applications (word processing, spreadsheet and database programs).

4. FINAL DELIVERABLE

For the duration of this contract, the Coordinator must successfully demonstrate the aforementioned activities which will be reflected in the OARGP Working Group's ability to meet their objectives as set out in their work plan.

5. BUDGET

The total budget for this contract is not to exceed \$49,000 (which includes HST) annually. It is expected that the coordinator will actively participate (in some cases, travel) in OARGP Working Group meetings and other activities as directed. Associated travel, accommodation and meal expenditures are not part of this contract and will be arranged and covered by MNO in accordance with MNO policy and procedures.

Terms and timelines for payment will be negotiated in the contract for services, based on written invoices from the 3rd Party Contractor for services completed.

6. PROPOSAL RESPONSE GUIDELINES

To ensure a proposal is considered for evaluation it must include all the information requested and be presented in the order described below:

6.1. Cover Letter

- A covering letter, dated and signed by a person authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the bidding proponent or firm;

- Include a statement indicating your company’s understanding of the proposed project and the deliverables required.
- The covering letter must reference the title of the RFP;
- Indicate the capacity of the organization to complete the project, including: project organization; project management;
- Provide an indication of any proposed deviations or exceptions to the terms and conditions outlined in this RFP document;

6.2. Resume

- Post-Secondary education in a health-related field and/or minimum 2 years’ experience in providing health or social support services;
- Sound knowledge of First Nations, Métis and Inuit communities’ cultures and wellness issues and healing ways;
- Successful completion and maintenance of a current and acceptable Police Security Check provided upon acceptance of position.
- Provide examples of previous coordinator experience(s);

7. SUBMISSION

As a potential supplier of these professional services, you are invited to submit a proposal to provide professional 3rd Party Contractor Services in accordance with the terms and conditions detailed in this document. Please submit your proposal to:

HEALING AND WELLNESS - OARGP COORDINATOR RFP 2018

Attention: Wendy Stewart
 Manager, Mental Health and Addictions
 Métis Nation of Ontario
 500 Old St. Patrick Street, Unit D
 Ottawa, ON K1N 9G4
 Ph: 613-798-1488 ext. 125
 C: 613-203-2345
 FX: 613-722-4225
 E: wendys@metisnation.org

Closing date and time: by 1200 hrs Ottawa time February 16, 2018 – via Email.

Proposals received after the closing time will not be considered.

8. REVIEW SCHEDULE

- RFP Release Date: February 2, 2018
- Closing Date: February 16, 2018
- Tentative Review and Selection of Proponent: February 20, 2018

9. INQUIRIES

Inquiries, interpretations, and questions regarding this RFP are to be directed to the attention of Wendy Stewart, Manager, Mental Health and Addictions (Project Lead), via email, at the following address: Wendys@metisnation.org.

10. RFP PROCESS

Upon closing, the MNO Project Lead will review all proposals for completeness. Only completed proposals will be brought forward to the selection committee for further consideration and final decision.

Eligible proposals will be contacted and interviewed based on the qualifications.

11. PERIOD OF AGREEMENT

The term of any contractual agreement will be from the date of award up to March 31, 2019, however note that funding may be extended.

12. SELECTION OF SUCCESSFUL PROPONENT

The selection committee will consist of the MNO Project Lead and members of the OARGP Working Group. Selection will be based on the proponent's qualifications and knowledge; related work experience and depth of experience; overall strength of resume and proposed remuneration.

Proponents will be required to participate in an interview prior to awarding the contract. The MNO reserves the right to reject any or all proposals and to accept the proposal deemed most favourable to the interests of the MNO and OARGP Working Group.

The MNO reserves the right to seek clarification and supplementary information from Proponents after the RFP submission deadline.

13. CONTRACT NEGOTIATION

The Métis Nation of Ontario (MNO) will enter into a contractual agreement with the preferred proponent. If the MNO is unable to negotiate an acceptable contractual agreement with the preferred proponent, then the second preferred proponent may be selected and a contractual agreement developed. The MNO, at any time and without liability, may withdraw from negotiations with any potential proponent.

14. TERMS AND CONDITIONS

14.1. The Métis Nation of Ontario (MNO) will not be responsible for any costs incurred by a proponent in preparing and submitting proposals and/or attending interviews. The MNO accepts no liability of any kind to a proponent prior to the signing of a contract.

14.2. Submission of a proposal shall not obligate, nor should it be construed as obligating the MNO to accept any such proposal or to proceed further with the project. The MNO may, in their sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.

14.3. Proponents may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of written or emailed notice to the MNO Manager, Mental Health and Addictions. After the closing date and time, proposals may only be withdrawn by way of written notification.

14.4. Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the MNO.

14.5. The proponent must identify any information in its proposal that it considers to be confidential or proprietary.

14.6. All proposals and accompanying documentation received under this competition will become the property of the MNO and will not be returned.

14.7. The MNO has reserved the right to waive minor non-compliance by a proponent with the requirements of the RFP. This will allow the MNO to consider and possibly accept any proposal which is advantageous even though the proposal may be non-compliant in some minor respect.

14.8. The MNO reserves the right to accept or reject, in whole or in part, any or all proposals.

14.9. The MNO reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.

14.10. Prices quoted are to be held firm for a minimum of 120 days following the RFP closing date, and shall remain in effect through the duration of an agreement.

14.11. The proponent's proposal shall form part of the contractual agreement by attachment and will be incorporated by reference. Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provision thereof.

14.12. The successful proponent agrees to obtain and maintain all professional certifications and licenses necessary to lawfully provide the services required under this request for proposals.

14.13. By submitting a proposal the proponent agrees and acknowledges that it will provide for the duration of the project, the full complement of staff required to perform the work of the project, including the specific individuals identified in its proposal. These key personnel shall remain assigned for the duration of the project unless otherwise agreed to in writing by the MNO. In the event the proponent wishes to substitute any of the key personnel, the

individuals(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties.

END

APPENDIX A

Ontario Aboriginal Responsible Gambling Working Group Membership

1. Association of Iroquois and Allied Indians
2. Independent First Nations
3. Kenora Chiefs Advisory
4. Métis Nation of Ontario
5. Nishnawbe Aski Nation
6. Ontario Federation of Indigenous Friendship Centres
7. Ontario Native Women's Association
8. Union of Ontario Indians