

REQUEST FOR PROPOSAL (RFP)
GOVERNANCE IN EDUCATION
PHASE I

LISTUGUJ MI'GMAQ GOVERNMENT
EDUCATION, TRAINING AND EMPLOYMENT
1 RIVERSIDE WEST
LISTUGUJ, QC G0C 2R0

FEBRUARY 6, 2017

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1. SUMMARY AND BACKGROUND

The purpose of this Request for Proposal (RFP) is to solicit proposals from a qualified consultant or consulting firm to complete the initial phases of the project, which in turn will facilitate the development and implementation of a Governance Structure for Education inclusive of Adult Education and the Employment and Training sector.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4 pm Atlantic March 3, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by the consultant or an official agent or representative of a firm submitting the proposal.

If the 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 proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the person(s) or organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Listuguj Mi'gmaq Government (LMG) Finance Committee and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

In June 2015, the Listuguj Mi'gmaq Government combined the responsibility of the Listuguj Education Directorate (LED) with the Listuguj Mi'gmaq Development Centre (LMDC). Additionally in February of 2016, the First Nations Adult Education School Council (FNAESC) passed a resolution which approved the transfer of responsibility of the First Nations Regional Adult Education Center – Listuguj (FNRAEC) to the Director of Education, Training and Employment.

Each of the LED, LMDC and FNRAEC are part of separate structures. The LED falls under the authority of the LMG; the LMDC is governed by a Board of Directors put in place by the LMG through Order-In-Council, and the FNRAEC is part of the FNAESC structure.

Subsequent phases of this project will seek to develop and implement a single governance structure for education, training and employment through a community engagement process, to be ratified by the Listuguj Mi'gmaq Government Chief and Council.

Project Description:

The Education, Training & Employment sector seeks to carry out the review of existing governance structures (vision, mission, and principles) of the LED, the LMDC and the FNRAEC with the objective of creating a single governance structure for education.

4. PROJECT SCOPE

The scope of this project includes: a document review; the development of a project plan to have a governance structure in place inclusive of Listuguj law in education and an education authority; and implementation of the approved plan which is to develop and establish the law and authority, and all terms of reference, through a community engagement process.

All documentation will be provided to the selected bidder by the Director of Education.

The selected bidder will be responsible for planning and conducting a thorough analysis of existing structures and determine the course of action to reach the objective. This work will be done with assistance from Director and Listuguj Council of Mi'gmaq Educators.

The following criteria must be met to achieve a successful project:

- Thorough document review with analysis
- Clear and concise project plan to achieve objective
- Clear and concise implementation plan
- Community Consultation and Communications

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 4pm ATL March 3, 2017.

Evaluation of proposals will be conducted from March 6, 2017 until March 17, 2017. The bidder(s) will be notified if additional information or discussions are needed with any bidders during this two week window.

The selection decision for the winning bidder will be made no later than March 20, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by March 31, 2017.

Notifications to bidders who were not selected will be completed by March 22, 2017.

Project Timeline:

Project initial document review phase must be completed by April 28, 2017.

Project planning phase must be completed by August 31, 2017. Project planning phase will determine the timeline/schedule for the remaining phases of the project. The plan will be reviewed by the Listuguj Council of Mi'gmaq Educators and ratified by the LMG Chief and Council.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time, non-recurring costs (NRC), or monthly recurring costs (MRC). Pricing should be listed for each of the following items respectfully:

Development of Project Plan to include;

Document Review

Community Consultation and Communications

Analysis and recommendations which include the scope for:

A Single Governance Structure

Community Engagement Processes

(Recommendations should include 'options' for consideration. An example would be an education act/authority)

Development of a preliminary Implementation Plan

Development of Evaluation and Control Plan for project

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Bidders should provide the following as part of their proposal for consideration:

- Mi'gmaq knowledge, values and perspectives
- Timeframe for completion of the project
- Project management methodology
- Experience in Community Development

8. PROPOSAL EVALUATION CRITERIA

The Council of Mi'gmaq Educators will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner;
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project;
- Previous work: Bidders will be evaluated on examples of their work pertaining to project development and implementation;
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project;
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff, technical expertise, and experience.

Each bidder must submit 5 copies of their proposal to the address below by March 3, 2017 at 4 pm ATL.

Lorna Sook

Director – Education, Training and Employment

Listuguj Mi'gmaq Government

1 Riverside West

Listuguj, QC G0C 2R0