Listuguj
MI'GMAQ GOVERNMENT

# REQUEST FOR PROPOSALS

## Policy and Procedure Manuals

Haven House Emergency Shelter and Second Stage Transition Housing

| | |
|---|---|
| **Closing Date** | Friday, January 8, 2027 |
| **Vendor Selection** | Friday, January 22, 2027 |
| **Project Start** | Monday, February 1, 2027 |
| **Project Completion** | December 2027 |

**PROPOSALS AND INQUIRIES**

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## OUTLINE


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## 1. COMMUNITY OVERVIEW

The Listuguj Mi'gmaq Government (LMG) is the governing body of the Mi'gmaq community of Listuguj, located in Gespe'gewa'gi, the seventh and largest district of Mi'gma'gi. Gespe'gewa'gi has been Mi'gmaq and Listugujewaq traditional territory since time immemorial and includes what is now known as the Gaspé Peninsula, parts of mainland Québec and Maine, and northeastern New Brunswick.

Listuguj is comprised of 4,058 members, including 2,108 members living on reserve and 1,950 members living off reserve. Additional information is available at www.listuguj.ca.

## 2. PROJECT BACKGROUND

**Haven House:** Established in 1991 in the First Nation community of Listuguj, Québec, Haven House operates a five-unit emergency shelter for women experiencing domestic or family violence, intimate partner violence and abuse, and gender-based violence. Haven House provides a safe and secure environment. Additional information is available at www.listugujhavenhouse.ca.

**Second Stage Transition Housing:** Currently under construction, with a projected opening date of December 2027. The development will include 10 apartment units, including two accessible units, and an administration building within the Mi'gmaq First Nation community.

## 3. OBJECTIVES

The purpose of this project is to revise and develop comprehensive operational policy and procedure manuals for Haven House Emergency Shelter and Second Stage Transition Housing.

- Revise and update the current Haven House Operations Manual.
- Develop a policy and procedure manual for Second Stage Transition Housing.
- Ensure the manuals support clear, consistent, and practical operations for both facilities.

## 4. SCOPE OF WORK

The successful proponent will be expected to complete, at minimum, the following:

- Revise and update the current Shelter Policy and Procedure Manual (1990).
- Develop a Policy and Procedure Manual for Second Stage Transition Housing (2027).
- Prepare an outline for both manuals.
- Conduct a literature review of existing manuals.
- Engage closely with the Shelter Director and Managers through consultations.

## 5. DELIVERABLES

- Manual outlines.
- Draft manuals for ongoing review throughout the project.
- Ongoing revisions based on feedback.
- Final hard-copy and electronic versions of both manuals.

## 6. TIMELINE

| Milestone | Date |
|---|---|
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## 7. TARGET AUDIENCE

- Director, Managers, and administrative staff.
- Clients and residents.
- Chief and Council.

## 8. PROPONENT QUALIFICATIONS

### 8.1 Mandatory Qualification

- A minimum of five years of consulting experience.

### 8.2 Qualifications Considered Assets

- Previous work in an Indigenous community.
- Knowledge of Indigenous culture.
- Extensive knowledge of shelter and second-stage housing operations.

## 9. MANDATORY PROPOSAL REQUIREMENTS

The proposal must include the following information:

- Vendor name and contact information.
- Experience and qualifications.
- Team composition.
- References.
- Proposed approach.

## 10. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

| Evaluation Criteria | Weight |
|---|---|
| • Experience and qualifications of the Proponent and proposed team | 5% |
| • Understanding of the project and proposed approach | 5% |

- Experience working with First Nation communities 5%
- Proposal price 80%
- Indigenous-owned business preference 5%

## 11. PAYMENT TERMS

Payment terms will be discussed upon award of the contract.

## 12. SUBMISSION AND CONTACT INFORMATION

Proposals and requests for further information should be directed to:

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| **Contact** | Sheila Swasson |
| **Address** | 2 Lnu Street |
| **Location** | Listuguj, QC G0C 2R0 |
| **Telephone** | (418) 788-5544 |
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