



Request for Proposals (RFP)

Policy Analyst/Developer for Sagkeeng Mino Pimatziwin Family Treatment Centre

FILING DEADLINE: 4:00 p.m. May 29, 2019

I. PROJECT OVERVIEW

The Sagkeeng Mino Pimatziwin Family Treatment Centre (SMPFTC) seeks to engage a Policy Analyst/Developer to review and overhaul its policies and procedures manual. This review will examine the policies governing SMPFTC to ensure we are meeting accreditation standards, employment law requirements, harm reduction strategies, opiate agonist therapy, withdrawal management, and client services.

Multiple factors make this review timely and relevant; over time the treatment best practice models have changed from abstinence-based treatment to now include harm reduction strategies, more involved Indigenous practices, and opiate agonist therapy. The process will take these circumstances and others into account as it examines the revisions that are needed in the SMPFTC program.

SMPFTC must follow suit to ensure we provide quality care for our participants.

II. ABOUT SMPFTC

Vision: Sagkeeng Mino Pimatziwin Family Treatment Centre strives for excellence in support of hope and recovery.

Mission: Sagkeeng Mino Pimatziwin Family Treatment Centre is a nationally accredited facility that honours the strengths and gifts of First Nation and Inuit families it serves by providing a culturally focused program within a safe environment that promotes an addiction-free lifestyle.

Values: The Seven Sacred teachings give empowerment to those who participate in the program.

The Sagkeeng Mino Pimatziwin Family Treatment Centre became operational in 2004 to provide addictions treatment to First Nation and Inuit families. In our seven-week program, each week includes traditional teaching based on the Seven Sacred teachings; Assessment-Respect; Addictions-Truth; Relationships-Love; Feelings-Honesty; Grieving-Wisdom; Self Awareness-Humility; Relapse Prevention-Courage.

For more information, see www.sagkeengfamilytreatment.ca



III. OBJECTIVES

The objectives of the selected Policy Analyst/Developer are to:

- Review residential services, operations, policies & procedures, and recommend necessary changes to the Executive Director;
- Ensure harm reduction strategies are incorporated into SMPFTC's program, and policy manual.
- Create opiate agonist therapy policies & procedures.
- Create withdrawal management unit policies & procedures.
- Ensure Indigenous Cultural practices are maintained in all areas of the policy & procedures.
- Provide written and oral presentations, and reports that are easily understood.

V. SCOPE OF WORK

- The Policy Analyst/Developer is expected to anticipate and identify where similarities offer efficiencies and deficiencies.
- The Policy Analyst/Developer will be required to identify and determine the impact of any new policies that may emerge from the process, ensuring fair and equitable distribution of funds (Services).
- Work with the Treatment Manager and Executive Director to evaluate and overhaul SMPFTC treatment programming with harm reduction strategies and opiate agonist therapy while ensuring SMPFTC maintains culturally appropriate content;
- More specifically, the Analyst's Services will include but not be limited to:
 - Analyze, research, and incorporate Harm Reduction Strategies ;
 - Analyze, research, and incorporate Withdrawal Management Unit policy;
 - Analyze, research, and incorporate Opiate Agonist Therapy;
 - Presenting the analyses, data and methodologies in a clear and logical fashion to Management and Board of Directors, as requested; and
 - Providing periodic reports that outline the work conducted and includes all data examined.
- SMPFTC anticipates this work will require a 12-month review process, beginning upon the execution of a contract agreement.



VI. PROPOSAL COMPONENTS

Policy Analyst/Developer candidates must provide both a **Technical Proposal** and **Cost Proposal** with the following components:

The Technical Proposal must include:

A. Executive Summary

A written narrative (4-page maximum) clearly outlining:

- Summary of qualifications for all staff assigned to this project based on requirements stated above;
- Summary of approach and methodology to accomplishing the work described herein.

B. Project Narrative

A written description (4-page maximum) of the Project that clearly addresses the:

- Project requirements;
- Applicant's fit with the required qualifications;
- Applicant's detailed approach and methodology for meeting the objective(s).

C. Additional Information

- Examples of data collection and final reports from similar recent projects;
- Not more than three (3) references from within the past two years that can attest to your policy and data analysis skills.

The Cost Proposal must include:

- Detailed contract rate;
- Estimated travel and out-of-pocket expenses.

Please ensure that the Cost Proposal is provided as a separate document as explained in Section VII below.

VII. SELECTION CRITERIA

SMPFTC will use the following nonexclusive factors to review and evaluate proposals:

1. **Demonstrated Success of Proposed Approach (25%)**– the organization/project lead must provide a description of the methodology that will be applied to analyze the data/policy, and examples of prior work engagements in which this methodology was applied successfully.
2. **Relevant Experience (25%)**– the organization/project lead must have at least 5 years of experience providing analytical data such as that described herein, and all individuals assigned to this project must have relevant qualifications and expertise, such as policy development, experience in addiction treatment, cultural knowledge, and harm reduction.
3. **Adequate Workforce Resources (25%)** – the applicant must have the capacity to perform the analysis and the flexibility to respond quickly to the work requests.
4. **Cost (15%)** – a detailed budget identifying, hours and rates; travel expenses must comply with the Travel Expense Guidelines below; any work that will be subcontracted must be identified, along with the cost.
5. **Reference Feedback (10%)**.



VIII. SUBMISSION OF PROPOSALS

The analyst must submit technical and cost applications to:

Bernalda Robinson,
Executive Director
Sagkeeng Mino Pimatziwin Family Treatment Centre
PO Box 84
Fort Alexander, Manitoba
R0E 0P0

Email: director@familytreatment.ca

Applications are due no later than May 29, 2019 at 4 PM CST. SMPFTC will not consider applications submitted after this time.

The Executive Director will be available on May 23, 2019, to answer any questions you may have. All questions must be submitted in writing to the email address above. Please include "Data and Policy Analyst" in the subject line of all emails.

Technical Proposals may be in Microsoft Word or PDF format, Cost Proposals must be in Excel format.

SMPFTC may request the analysts/developers with the top scores to meet with senior management at SMPFTC CENTRE, Sagkeeng First Nation. If so, SMPFTC will notify the selected analysts/developers of the time and date.

IX. TIMETABLE

Below is the anticipated timetable.

ACTIVITY	DATE
Release RFP	May 15, 2019
Proposal Submissions Due	May 29, 2019 – 4 pm CST
Proposal Review and Selection	July 2 – 5, 2019
Contract Drafting and Execution	July 8 - 12, 2019
Engagement Begins	July 15, 2019

X. SMP TERMS

Quotes submitted in response to this RFP by an analyst/developer shall be valid for at least 90 days following the closing date of this RFP.

Proposals must provide a straightforward, concise description of the Analyst's proposal to meet the requirements of this RFP. Neither multiple nor alternate proposals will be accepted. An Analyst should give specific attention to the clear identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets.

The selected Analyst shall be responsible for all services required by this RFP. Subcontractors must be identified and a complete description of their role relative to the proposals must be included in the Analyst's proposals.



By submitting an offer in response to this RFP, an Analyst, if selected, shall be deemed to have accepted the terms of this RFP. Any exceptions to this RFP must be clearly identified in the proposal. A proposal that takes exception to these terms may be rejected.

As part of the RFP review process, SMPFTC may share materials, data, other information and analyses (collectively, "Information") with Analysts. As a condition of receiving such Information, Analysts responding to this RFP shall be deemed to agree to protect, preserve and maintain all such Information on a strictly confidential basis, and to promptly return to SMPFTC upon its request all tangible copies of such Information in your possession.

SMPFTC is not responsible for loss or damage to material submitted with or in support of this RFP. Any submission to SMPFTC shall become the property of SMPFTC (not including any intellectual property rights contained in such submission), and SMPFTC is not required to return any submitted materials to any Analyst. SMPFTC is not responsible for any violation of copyright, trademark, patent, trade secret, or other rights that may result from disclosure made in response to this RFP.

Solicitation by SMPFTC of proposals does not constitute an agreement by SMPFTC to extend funding to any party for the project under consideration. SMPFTC may, in its sole discretion, elect not to pursue this project in any manner.

By submitting a proposal, each Analyst/Developer grants to SMPFTC the right to duplicate, use, disclose, and distribute all materials submitted for purposes of evaluation, review, and research. In addition, each Analyst guarantees that the Analyst has full and complete rights to all information and materials included in the proposal. Each Analyst/Developer also guarantees that all such materials are not defamatory and do not infringe upon or violate the privacy rights, copyrights, or other proprietary rights of any third party.

XI. CONDITIONS OF AGREEMENT

If SMPFTC funds a proposal, the successful Analyst/Developer will be required to sign a binding agreement. Until both parties have signed an agreement, no express or implied commitment has been made to provide financial support. Analyst/Developer is not authorized to commence work until the agreement is fully executed. If the Analyst/Developer opts to commence work, they do so at their own risk. No oral or written statement other than the signed, written agreement will govern or modify the relationship.

As a condition of the agreement, the successful Analyst/Developer must guarantee that, among other things, any work they undertake on behalf of SMPFTC is not defamatory and will not violate or infringe upon the privacy rights, copyrights, or other proprietary rights of any third party. Analyst/Developer must also agree to indemnify SMPFTC against any loss resulting from a breach of any of the guarantees contained in the agreement.

Those receiving funds from SMPFTC must be able to comply with a number of requirements that will be included in the operative agreement, which includes but are not limited to the following.

1. A demonstration of the ability to complete the work for which they have been contracted and to deliver reports and/or other intellectual property created pursuant to the Agreement;
2. Maintenance, for three years following receipt of relevant funds, of all financial records to the project, which records shall be accessible to SMPFTC, and to other representatives for



examination and audit purposes. (The Analyst will additionally ensure that any subcontractors or Analyst under the agreement shall also maintain such records for the period specified and under the same terms);

3. Maintenance, for three years after approval of a final financial report, of a complete file of all subcontracts and other agreements, licenses, clearances, and other documents related to the work undertaken, copies of which shall be made available to SMPFTC on request;
4. Compliance with equal employment opportunity and non-discrimination laws and policies;
5. The Analyst/Developer who plans to engage subcontractors will be expected to obtain competitive bids, and to provide assurances that the prices obtained for any such services are fair and reasonable;
6. The Analyst will be required to provide documentation as to actual costs, and provide supporting detail demonstrating that all costs are reasonable, necessary and allocable to the requirements and objectives of the work undertaken;
7. All research and materials created, developed, compiled or produced pursuant to or as a result of this project (including but not limited to all reports) will be considered ordered and commissioned by SMPFTC as works made for hire under the copyright laws and made in the course of services rendered. If for any reason, the proposed research and materials to be provided are not considered works made for hire under the copyright laws, then the Analyst will be required to assign all right, title and interest in and to such research and materials to SMPFTC. The Analyst further agrees that neither they, nor any of their subcontractors, will have any copyrights or other intellectual property rights whatsoever in any research and/or materials created, developed, compiled or produced by them or by any subcontractor, or by any third party participating in the preparation of research or materials for this project;
8. The agreement will be governed by construed in accordance with the law without regard to its conflict of law provisions;
9. The Analyst will be required to indemnify and hold SMPFTC harmless from and against all claims, damages, liabilities, costs and expenses (including legal fees) arising out of or related to (i) any alleged or actual breach of any representation or warranty in the operative agreement; (ii) any other default by such Analyst of any term or provision of the operative agreement; or (iii) Analyst's performance under the project.
10. Other material terms and provisions will be set forth in the documents provided to the Analyst that successfully completes the selection process. SMPFTC will have complete rights to the reports created as deliverables for this project. SMPFTC will not be responsible for any costs incurred by the Analyst in preparing and submitting a proposal, or in performing any other activities relative to this solicitation.