

Request for Proposal: Summer Program Delivery

RFP Issue	April 19, 2021
Zoom Info Session	April 22, 2021 1:00 – 2:00 pm
Questions	April 19 – May 6, 2021
RFP Close	May 7, 2021
Follow-up Interview/Presentation	May 10 – 14, 2021
Supplier Selection & Contract	May 17 – 21, 2021

Introduction Stz'uminus First Nation (“Stz'uminus”) is located on the eastern shores of Vancouver Island on the Salish Sea, 20 minute drive from Ladysmith. Of our 1400 Stz'uminus Members, approximately 800 live in community.

The Education Department of Stz'uminus is committed to helping Stz'uminus members to achieve their educational goals and aspirations through the delivery of quality educational programs and services.

Stz'uminus Education spans learning for ages 0 through to adults, and 75% of Stz'uminus children (approx. 300 students) attend our schools including daycare, primary school, middle school and secondary school.

We believe in holistic learning and understand emotions are equally important. We are striving towards a trauma-informed practice within all of our schools.

We are seeking to engage a provider to deliver 2 x 4-week sessions of outdoor recreational/experiential programming to Stz'uminus youth aged 5 – 18 years between July 5 – August 27, 2021.

We are open to a variety of options to deliver this programming – including augmenting suppliers' teams with Stz'uminus Education team members if desired – and welcome innovative programming options and potential partnership ideas from suppliers to deliver summer programming to Stz'uminus youth.

Program Goals The objective of this RFP is to obtain proposals from innovative program deliverers with extensive experience engaging kids in outdoor activities.

We are seeking summer programming that is delivered fully outdoor with student choice and voice in activities. This includes activities that are open-ended, child lead, collaborative activities with choice for students as to how they want to participate.

<i>Scope of Services Required</i>	<p>Youth, outdoor, experiential programming for the following age groups:</p> <ul style="list-style-type: none"> • 5 – 8 years • 9 – 12 years • 13 – 18 years <p>Estimated 10 – 15 students per age group.</p> <p>Full day programming Monday – Thursday each week. Example full-day hours: 8:30 am – 4:30 pm (open for discussion)</p> <p>Programming for the 3 age groups to be delivered simultaneously within each session:</p> <p style="padding-left: 40px;">Session 1: July 5 – 30 Session 2: August 3 – 27</p> <p>Note: New students will be enrolled in each session so the programming from session 1 may be repeated in session 2.</p> <p>Programming can be delivered on and/or off-reserve.</p> <p>Stz'uminus can provide bussing, at Stz'uminus' expense, for off-reserve activities.</p> <p>Stz'uminus will provide bag lunches for participants and provide any additional supplies and gear required (i.e. raingear, boots, etc)</p> <p>Stz'uminus could also provide local staff, at Stz'uminus First Nation costs, to augment supplier capacity for program delivery (if desired).</p>
<i>Proposal Contact Info</i>	<p>Proposals to include:</p> <p>Name of Organization Address Key Contact Name & Title Key Contact Email & Phone</p>
<i>Proposed Programming</i>	<p>Supplier proposals to include:</p> <ul style="list-style-type: none"> • Activities for each age group that will be delivered over the 4 week period Including a day-by-day, hour-by-hour plan for the program
<i>Required Skills</i>	<p>Suppliers qualifications to include:</p> <ul style="list-style-type: none"> • Minimum ECE certification to Bachelor of Education for program delivery • Extensive experience engaging kids in outdoor activities • First-aid, CPR • Criminal Record Checks • Experience working with Indigenous communities • Social media communication skills to market (or support Stz'uminus marketing) through Stz'uminus Facebook channel.

Program Team and Relevant Experience

Proposals to include information on the organization, program team and relevant experience.

Please include:

- Number of years the organization has been in business and/or number of years delivering youth programming.
- Number of employees or individuals involved in the proposed program delivery.

Suppliers are requested to present the proposed project team and specifically address the various levels of responsibility, experience, and skills of each team member.

Please list the proposed program manager and all team members (including their respective roles), and provide a summary of their relevant education and experience. Please attach a brief biography for each team member as an appendix to the RFP.

Proposals should outline whether the supplier is the primary and only source for development and implementation of the services for Stz'uminus or if multiple sources or subcontractors are proposed to help deliver the services.

Where two or more suppliers are cooperating in the submission of a proposal, the proposal shall be submitted in the name of one firm/individual that shall be considered by Stz'uminus to be the prime contractor. Firms/individuals other than the prime contractor shall be identified in the proposal as subcontractors. The proposal must identify all subcontractors, their qualifications, and their respective roles. All subcontractors are required to meet the same expectations and all criteria as required by Stz'uminus. Negotiation during proposal evaluation, award and execution of the contract, and all contract payments shall be between Stz'uminus and the prime contractor.

References

Suppliers are requested to include three references in their proposal from past clients or supervisory references confirming your skill set to deliver this work.

Please include:

- name & address of the organization
- contact person and their position
- telephone number
- e-mail address
- website (if applicable)

References may be contacted by Stz'uminus and any information received will be used to assist the selection committee to determine the supplier's ability to successfully deliver the services outlined in this RFP.

Pricing

Suppliers are requested to provide their pricing methodology such as hourly rate or lump sum pricing and if/how they plan to augment their team with Stz'uminus resources, or other creative delivery options.

Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to Stz'uminus against the following criteria (though not necessarily in this order of priority).

- **Capability** to deliver on needs:
 - Personnel – Skill & qualifications of proposed team
 - Relevant experience, Innovation & Creativity, & References
- **Capacity** to deliver on needs and meet timelines
- **Value for Money**
 - Cost/Pricing
 - Added value services/deliverables

We are open to all possibilities for creation and delivery of the program and look forward to innovative options and potential partnerships for delivery.

Final selection will be based on how the supplier and its proposal can achieve the objectives of the Scope of Services.

Selection Process

The selection process will consist of an initial evaluation of all submitted proposals and related documentation by the Stz'uminus selection committee.

From this evaluation, a short list of suitable suppliers will be prepared.

These suppliers may be invited for further interview or presentation of their proposal by the Selection Committee.

The successful vendor will be chosen through a final evaluation process including reference checks.

Questions

We will be hosting an information session via Zoom on April 22 1:00 – 2:00 pm to answer any questions.

Please join us on zoom at the following link:

<https://us02web.zoom.us/j/82542439304?pwd=cGNZYkQ4azZ1aURkK09CTy9ENnQ5Zz09>

Suppliers are also welcome to email any additional questions they may have to:

Karen McDonnell

karen@toromarketing.ca

All questions received will be answered via e-mail within 48 hours of receipt.

Proposal Submission

Please address your proposal to
Karen McDonnell
karen@toromarketing.ca

on behalf of
Justin Magnuson
Stz'uminus First Nation Education Administrator

Proposals to be received by 4:00 pm (Pacific Time)
May 7, 2021

Proposals shall be open for acceptance for 30 days
following the submission closing date.

Other than the person listed above, suppliers shall make
no unsolicited contact with any Stz'uminus employee
regarding this RFP.

Stz'uminus is not under any obligation to select a vendor
and may modify the terms of or cancel this RFP at any
time for whatever reason(s) and without liability to the
vendors or anyone else.

Confidentiality

Stz'uminus will hold confidential all information received
from vendors responding to the RFP to the extent
permitted by law.

*Acceptance & Rejection
of Proposals*

Stz'uminus, in its sole discretion, shall have the right to:

- Accept any proposal
- Reject any proposal
- Reject all proposals
- Accept a proposal which is not the lowest priced proposal
- Reject a proposal which is the only proposal received by Stz'uminus
- Accept all or any part of a proposal; and
- Award all or a portion of the Work of any Vendor.