



Council of Yukon
First Nations

2166-2nd Avenue
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REQUEST FOR PROPOSALS

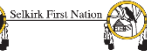
The Council of Yukon First Nations (CYFN) is seeking a researcher and report writer for the Yukon First Nations Health Survey Report 2016.

A detailed RFP including scope of work, deliverables and evaluation criteria is available on the CYFN website at www.cyfn.ca.

For more information, please contact:

Helen Stappers, Regional Health Survey Data Analyst
Phone: (867) 393-9202
Email: helen.stappers@cyfn.net.

RFP Deadline: June 9, 2017 at 4:30 p.m.



REQUEST FOR PROPOSALS (RFP)

Researcher and Report Writer for the Yukon First Nations Regional Health Survey Report 2016

Description – The contractor will work closely with the Council of Yukon First Nations (CYFN) Regional Health Survey (RHS) data analyst and the DAC (Dissemination Approval Committee) – a working group consisting of members of Yukon First Nations to assist with the writing of a survey report based on information from health surveys collected in 2016. The contractor will help place the survey data chosen for dissemination in a relevant context and highlight the issues that currently exist in the areas of health and well-being. The contractor hired for this project will help with the selection and writing of the context pieces related to the statistics chosen to be presented in the Yukon RHS report.

Request for Proposals

CYFN Department of Health

Issue date: May 23, 2017

RFP Deadline: June 9, 2017

Contact:

**Helen Stappers, RHS Data Analyst
Department of Health and Social
Development
2166 2nd Avenue,
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(867) 393-9202 /
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Proposal Timetable

Issue Date of RFP	May 23, 2017
Submission Deadline	June 9, 2017
Completion Date	March 31, 2018

Scope of Work

Background

Through the First Nations Regional Health Survey (RHS) data has been collected in all 14 Yukon First Nation Communities on health and well-being. In order to be able to present the data in a meaningful, balanced and non-stigmatizing way the Council of Yukon First Nations is seeking the assistance of a researcher/report writer who can help place the RHS data chosen for dissemination in a relevant context and highlight the issues that currently exist in the areas of health and wellbeing. The Council of Yukon First Nations follows a culturally informed analysis process which involves representatives from Yukon First Nations who help qualify the data and raise issues that exist in their communities. The contractor hired for this project will help with the selection and writing of the context pieces related to the statistics chosen to be presented in the Yukon RHS report. The statistics in this report will be based on survey information collected in 2016. Prior to this report, two previous health survey reports have been published. One in 2006 based on survey data from 2002/03 and the other in 2013 based on survey information collected in 2008/09.

The Deliverables

- 1) To facilitate and work with the RHS data analyst and the Yukon Dissemination Approval Committee in an iterative writing process to create a final version of the Yukon RHS-3 Report.
- 2) To research key documents and speak with experts in the areas of health and well-being and produce relevant context pieces to accompany the statistics that will be disseminated.

Project Timeline

Mid-June 2017 to End-March 2018

Evaluation/Selection Criteria

The following is an overview of the categories and weighting for the evaluation and selection criteria of the RFP.

Evaluation/ Selection Criteria Category	Weighting (Points)	Minimum Threshold
Experience and Qualifications	40	30
Approach to Writing/Process	35	25
Price	20	15
First Nations	5	0
Total Points	100	70

Experience and Qualifications

- Degree, graduate degree and/or professional certificate in social science or health science, a related field and/or equivalent and extensive related work experience;
- Demonstrated ability to produce well written reports. Provide examples of past work;
- Demonstrated ability to do literature research;
- Experience with working with First Nations. Provide examples;
- Knowledge of Ethics and Research Methods, specifically Ownership, Control, Access and Possession (OCAP);

Approach

- Detailed work plan with timelines and activities detailing method of working with the RHS Data Analyst and the Dissemination Approval Committee and estimate of time required to complete the listed deliverables taking into account planning, meeting preparation and facilitation, consolidation of information and preparation of a final draft document;
- Facilitation experience;
- Demonstrated ability to think strategically and analytically;
- Respect for Council of Yukon's First Nations editorial control;
- Ability to follow detailed work plans and to meet timelines;
- Ability to work with numerous stakeholders and partners;
- Demonstrated approach to working with numerous stakeholders and partners

Pricing

- Budget breakdown detailing professional fees:
- Daily / hourly / project rate.
- Materials and supplies.

First Nations

- Contractor is a Yukon First Nation citizen or business is owned by a Yukon First Nations citizen
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