

REQUEST FOR PROPOSALS (RFP)

Yukon First Nation Treatment Centre – Needs and Opportunity Assessment Report

Description – The contractor(s) will engage with Yukon First Nations and project partners to prepare a Needs and Opportunities Assessment Report that project partners can draw upon to inform options for a Yukon-based Treatment Centre for Yukon First Nations.

Request for Proposals

CYFN Health Department

Issue date: November 25, 2020

RFP Deadline: December 13, 2020 at 11:59 p.m.

Contact:

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on behalf of CYFN
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Timetable

Issue Date of RFP	November 25, 2020
Submission Deadline	December 13, 2020
Submission Selection Date	December 18, 2020

Scope of Work

The Council of Yukon First Nations (CYFN), on behalf of Yukon First Nations, wishes to evaluate options for a Yukon-based Treatment Centre that is culturally relevant and accessible. They are seeking a qualified consultant(s) to undertake a Needs and Opportunities Assessment Report that will help inform subsequent planning phases. The primary deliverables of this project will consist of: engagement, a needs analysis, best practices review and a comparative analysis of options – programming models, possible funding mechanisms – that will help guide future planning. Consideration should be given to:

- culturally relevant programming and treatment services;
- low barrier opportunities for men, women, youth, family;
- trauma, mental health and addictions services;
- pre-and post-treatment;
- meeting the needs of Yukon First Nations from across the territory.

The final report should be sufficiently detailed to provide partners with the information necessary to make a well-informed decision regarding next steps in developing a Yukon-based Treatment Centre for Yukon First Nations.

The Deliverables

Working in consultation with the CYFN working group, the contractor(s) will be responsible for the following deliverables:

Engagement

- Conduct 1-2 visioning sessions with the CYFN working group and Yukon First Nation project partners. Interview project partners and stakeholders, as required.
- Meet with the CYFN working group to review and seek feedback on the draft.

Needs Analysis

- Compile data related to treatment needs and accessibility for Yukon First Nations, including both current participation and unmet needs.
- Undertake a scan of all current service options available to Yukon First Nations in-territory and out.
- Review existing data and reports.

Best Practices Review

- Undertake a best practice review of program and programming models in other jurisdictions. Identify potential options, approaches, programming, as well as funding models that may be applicable to Yukon.

Comparative Analysis of Options

- Present a comparative analysis of potential program models that may be applicable to Yukon
- Consider the social, economic, cultural and programming implications of possible models in meeting the needs of Yukon First Nations from Whitehorse and the communities.
- Identify possible funding mechanisms and assess their viability for this project including requirements for accreditation, client access constraints, etc.

Report

- Prepare a report that reflects Yukon First Nations needs and desires, and provides the information necessary to make a well-informed decision regarding next steps in developing a Yukon-based Treatment Centre for Yukon First Nations.

The final plan and any documentation prepared through this RFP will become the property of CYFN and may be revised and/or shared with other organizations and individuals as determined by CYFN.

Project Timeline

Anticipated start date is December 2020 and final report is due March 31, 2021.

Evaluation/Selection Criteria

Proposals must demonstrate experience respecting the subject matter and competence to successfully complete the work. Proposals shall include the following:

1. Brief cover letter that demonstrates project understanding and competency to complete the work.
2. Proposed methodology and workplan, including engagement plan.
3. A clear description of services/deliverables included in the project budget.
4. Detailed project budget including all expenses.
5. Profile of the consultant or firm, including project team members and qualifications relevant to the needs of this project.
6. A proposed schedule that shows the work can be completed on time.
7. References (2)

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	20	15
Approach to strategy development	20	15
Price	10	7
First Nations	5	5
Total Points	55	42

Experience and Qualifications

- Demonstrated experience developing feasibility and/or business plans. Examples of past work accepted;
- Facilitation experience;
- Experience with working with First Nations;
- Demonstrated ability to think strategically and analytically;

Approach

- Detailed work plan with timelines and activities detailing the method of arriving at the deliverables.
- 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.
- Demonstrated approach to working with numerous stakeholders and partners

Pricing

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

First Nations

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

CYFN reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
 - Accept other than the lowest price offer,
 - Waive anomalies in proposals, and
 - Negotiate with any or all applicants
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