



**Council of Yukon
First Nations**

2166-2nd Avenue
Whitehorse, YT Y1A 4P1
867-393-9200
cyfn.ca

REQUEST FOR PROPOSALS

The Council of Yukon First Nations (CYFN) is seeking a contractor to develop and execute a community safety engagement and consultation strategy for the Whitehorse Emergency Shelter.

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:

Chantal Genier, CYFN Senior Justice Analyst
Phone: (867) 393-9200 ext. 9236
Email: Chantal.Genier@cyfn.net

RFP Deadline: November 29, 2021 at 4:30 p.m.

REQUEST FOR PROPOSALS (RFP)

***Whitehorse Emergency Shelter (WES) –
Community Safety Engagement and Consultation Strategy***

Request for Proposals

CYFN Justice Department

Issue date: November 10, 2021

RFP Deadline: November 29, 2021 at 4:30 p.m.

Contact:

Chantal Genier, CYFN Senior Justice Analyst
Phone: (867) 393-9200 ext. 9236
Email: Chantal.Genier@cyfn.net

Timetable

Issue Date of RFP	November 10, 2021
Submission Deadline	November 29, 2021
Submission Selection Date	December 3, 2021

Scope of Work

CYFN is seeking a contractor to develop and execute an engagement and consultation strategy in order to understand current concerns around community safety in relation to the function of the Whitehorse Emergency Shelter (WES). In order to progress the priority to “create a safe & harmonious neighborhood for shelter users and neighboring residents and businesses”, as identified in the WES 2020-21 Community Safety Plan, the contractor will review established concerns for relevancy and seek feedback on alternative responses. The contractor will present a summary of the key findings and themes that are established through the engagement & consultation strategy to CYFN’s working group.

The Deliverables

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

- Develop and implement an engagement and consultation strategy to gather the perspectives of all interested & affected parties (IAPs) including businesses, NGOs, Yukon First Nations, neighbours, RCMP/Bylaw, EMS, and HSS/Justice leadership and staff around current safety concerns and perspectives on alternative responses

- Develop and implement an engagement and consultation strategy to gather perspectives of shelter users around currently safety concerns and perspectives on alternative responses. This should include the views of women and LGBTQ2S+ individuals who use the WES focused on understanding their sense of safety/risk while using the WES currently, as well as their views on improving and addressing this
- The proposed community engagement activities should review previously documented concerns detailed in the WES 2020-21 Community Safety Plan for relevancy and accuracy. They should also consult on the understanding of a “low-barrier approach” and present and review best practices for promoting community safety as currently implemented in other communities.

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

Project start is immediate and the completion is March 31, 2022

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/schedule.
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. 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 engagement/consultation	20	15
Price	10	7
Yukon First Nations proponent/partner	5	5
Total Points	55	42

Experience and Qualifications

- Demonstrated experience developing engagement & consultation plan. Examples of past work accepted;
- Facilitation experience;
- Experience with working with Yukon First Nations and vulnerable populations;
- Demonstrated ability to be strategic and analytical;

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.

Yukon 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