



## **REQUEST FOR PROPOSAL (RFP)**

### **CURVE LAKE FIRST NATION SCHOOL – PARAPROFESSIONAL SERVICES (OCCUPATIONAL THERAPY, SPEECH AND LANGUAGE, PLAY THERAPY)**

**CURVE LAKE FIRST NATION – EDUCATION DEPARTMENT  
22 WINOOKEEDAA STREET  
CURVE LAKE, ONTARIO K0L 1R0**

**ISSUED DATE: JANUARY 4, 2017  
RFP #: 161-13-2016  
Prepared by Louise Musgrave, Education Manager**

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## **1. SUMMARY AND BACKGROUND**

Curve Lake First Nation is currently accepting proposals from Service Professionals for Occupational Therapy and Assessments, Speech and Language Assessment and therapy, Professional Counselling – Play Therapy.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various individuals or organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the knowledge and experience needed to deliver the services.

Curve Lake First Nation is located on a peninsula situated between Buckhorn Lake, Harrington Narrows and Chemong Lake. It is affiliated with the Union of Ontario Indians and is one of seven Williams Treaty First Nations.

The Council is comprised of one (1) Chief and eight (8) Councilors.

First Nation operations are currently organized into six departments. These are Finance, Administration, Health and Family Services, Education, Economic Development and Public Works. Curve Lake First Nation employs approximately 80 full time employees and 25 short term contracts and sub-staff.

Several Council committees have been established to assist the operating departments. These include Finance, Health & Family Services, Education, Economic Development, Public Works, Housing, Lands and Employee Health and Safety. Additional Council Committees include, Gaming Revenue Fund, Claims, Petroglyphs, Pow Wow, Rights and Resources and Youth Council.

Curve Lake First Nation delivers a number of essential and non-essential programs and services to both member and non-member residents of the community.

Curve Lake First Nation School operates as a Band controlled school. A School with two classrooms was constructed in 1980. Two additional classrooms were added in 1990. Currently the School operates JK – grade three with approximately 35 students annually. There are three classroom teachers, a SERT, a Language teacher, Principal and 4 support staff. In consultation with staff it was agreed that contracting the needed services, improvements will be seen in delivery of Special Education programming.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 12 pm (noon) Friday January 20, 2017. Any proposals received after this date and time will be returned to the sender.

If the individual or organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions may be subject to review by Curve Lake First Nation legal department and will include scope, budget, schedule, and other necessary items pertaining to the services.

#### Proposal Inquiries

All questions, requests for information, instructions or clarifications regarding any part of this proposal document must be set out in writing and directed to:

Louise Musgrave, Education Manager  
22 Winookeedaa Street  
Curve Lake First Nation, ON, K0L 1R0  
705-657-8045  
louisem@curvelake.ca

All questions related to this Request for Proposal (RFP) or any clarification with respect to this RFP must be made no later than 3 Business Days prior to the closing date of this RFP in order that staff may have sufficient time to respond. Curve Lake reserves the right to extend the deadline for questions, if required, regarding this RFP.

Written answers or clarifications to issues of substance shall be shared with all Proponents and shall be issued as part of the RFP in the form of an Addendum. This proposal document and all addendum(s), if any, shall also be posted on the First Nation's web-site.

#### Proposal Submissions and Closing Date

The closing date for proposals is set for Friday January 13, 2017 at noon. Only proposals that are mailed or emailed will be accepted. If packages are mailed, please send 3 copies of the proposal. Packages should be clearly marked Proposal for Education Services.

### **3. PROJECT PURPOSE AND DESCRIPTION**

#### **The purpose of this project is as follows:**

The CLFN Education Department has determined that contracting for professional services will assist our Special Education Staff to obtain timely assessments and programming for the students of Curve Lake First Nation.

**Project Description:**

The Curve Lake Education Department requires services for Occupational Therapy, Speech and Language and Counselling. Contracts will be awarded for each need, to include assessment and therapy as needed. Successful bidders will work with the Curve Lake Education Department to ensure that all students are reaching their full potential.

**4. PROJECT SCOPE**

The scope of this project includes all assessments to be completed in a timely manner, with a presentation of results to staff and families in the form of a report. Recommended therapy to be delivered by the bidder and or school staff to be clearly stated and implemented.

The selected bidder will be responsible for assessments and recommended therapy if needed.

**5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

**Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 12:00 pm (noon) EST January 20, 2017.

Evaluation of proposals will be conducted. If additional information or discussions are needed with any bidders during this one week window, the bidder(s) will be notified.

The selection decision for the winning bidders will be made no later than January 31, 2017.

Notifications to successful and unsuccessful bidders will be completed by January 31, 2017.

**Project Timeline:**

Contracts will be for February 1, 2017 – ongoing until such time as either party wishes to terminate.

**6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Assessment	NRC	MRC
Compilation of data/report	NRC	MRC
Therapy sessions	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.

## **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in assessments and therapy delivery
- List of how many full time, part time, and contractor staff in your organization
- Examples of services you have delivered
- Testimonials from past clients (three written references)
- Anticipated resources you will assign to this project (total number, role, title, experience)

## **8. PROPOSAL EVALUATION CRITERIA**

Curve Lake First Nation will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposal must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of these services
- Previous work: Bidders will be evaluated on references for assessment and therapy
- Value and cost: Bidders will be evaluated based on the work to be performed in accordance with the scope of these services