



**REQUEST FOR PROPOSAL (RFP)**

**CURVE LAKE FIRST NATION SCHOOL  
COMPREHENSIVE EVALUATION**

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

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## **1. SUMMARY AND BACKGROUND**

Curve Lake First Nation is currently accepting proposals to complete a comprehensive school evaluation. The existing school provides programming for Junior Kindergarten to grade three, with four classrooms, a resource room and an Anishinabemowin language teacher.

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 complete the task.

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 total registered population of Curve Lake First Nation is 2260. There are 777 members who live on reserve while 1483 live off of the reserve.

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

First Nation operations are currently organized into five departments. These are Finance and 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, Recreation, 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 50 students annually. There are four classroom teachers, a SERT, a Language teacher, Principal and 5 support staff.

## **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 September 29, 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. Please note that the First Nation has a budget of \$20,000.00 to complete this project.

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 project.

#### 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](mailto: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 September 29, 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 Curve Lake First Nation School Comprehensive Evaluation.

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

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

The CLFN Education Department must conduct a comprehensive evaluation of the school every five years. The next report is due to INAC (Indigenous and Northern Affairs Canada) June 30, 2018. In order to have the report completed and a school improvement plan in

place, the First Nation requires the report to be completed by March 31, 2018. The timeline will allow the consultant to obtain the necessary data as well as conduct interviews of stakeholders.

**Project Description:**

The Curve Lake Education Department requires a report to Council that can be approved for submission to INAC. The successful candidate will complete an evaluation of the school based on;

- School, home and community relations
- Teacher effectiveness/instruction
- Facilities
- Environment
- Administrative Leadership
- Band Support Services
- Vision
- Teaching Practice and Procedures
- Student Performance
- Curriculum, Programs and Materials
- Special Education
- Native Language and Culture
- Governance and Administration (to include Council, Committee, Manager, etc)
- Best Practices and Challenges Summary
- Comprehensive summary of recommendations

The report needs to be easy to follow with clear concise information on the evaluation that the First Nation can use to develop an improvement plan. A presentation to Council on the completed report will be mandatory as Committee/Council will have questions and points that may need clarification.

**4. PROJECT SCOPE**

The scope of this project includes all research, development, and presentation of the report.

The selected bidder will be responsible for planning and conducting a thorough research portfolio with assistance from Curve Lake Education Department.

The following criteria must be met to achieve a successful project:

- Thorough understanding of the current School profile;
- Thorough research regarding community;
- Thorough evaluation of the school;
- Timeline for completion of the evaluation;

## 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 September 29, 2017

Evaluation of proposals will be conducted from October 2-6, 2017. 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 bidder will be made no later than October 10, 2017  
Contract negotiations will be completed by October 14, 2017.

Notifications to bidders who were not selected will be completed by October 14, 2017.

### Project Timeline:

Project initiation phase must be completed by October 31, 2017.

Project must be completed by March 31, 2018.

## 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:

Project Initiation and Planning	NRC	MRC
Research	NRC	MRC
Compilation of data/report	NRC	MRC
Presentation to Committee/Council	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 research and report writing
- List of how many full time, part time, and contractor staff in your organization
- Examples of other Educational reports completed
- Testimonials from past clients
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project
- Project management methodology

## **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 this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to Consultation in the area of Education
- Value and cost: Bidders will be evaluated based on the work to be performed in accordance with the scope of this project

## **9. PREPARATION OF SOLICITATION**

If a proposing company, individual, or subcontractor was involved in the preparation of the RFP solicitation that proposal is disqualified.

## **10. PRIVILEGE CLAUSES**

Curve Lake First Nation reserves its right:

1. Not to award the contract;
2. Not to award the contract necessarily to the lowest priced bidder, but rather to the best “value”;
3. To conduct negotiations with one or more bidders in the event the negotiations with the first bidder are unsuccessful;
4. To conduct a survey of potential bidders to obtain clarification of their proposals as part of the evaluation process;
5. To cancel and reissue the RFP; and
6. To extend any deadlines and amend the proposal process.

## **11. EXCLUSIONARY CLAUSES**

The proposal writer shall be liable for all costs associated with preparation and submission of the proposal up to the final award of the contract.

Curve Lake First Nation shall not be liable for any costs, expenses, loss or damage incurred, sustained or suffered by any bidder prior, or subsequent to, or by reason of the acceptance or the non-acceptance by CLFN of any proposal, or by reason of any delay in acceptance of a proposal, except as provided in the tender documents.