



REQUEST FOR PROPOSAL (RFP)

HOME CARE (PERSONAL SUPPORT WORKERS)

CURVE LAKE FIRST NATION
22 WINOOKEEDAA ROAD
CURVE LAKE, ONTARIO K0L 1R0

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1. SUMMARY AND BACKGROUND

Curve Lake First Nation is currently accepting proposals from interested agencies who provide Homecare and Personal Support Services to assist with our Home Care Program by supplying Personal Support Workers (PSWs) to work in our community. The existing program assists our Elders with carrying out daily tasks and chores.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various agencies, conduct a fair and extensive evaluation based on criteria listed herein, and select the agency who best represents the knowledge and experience needed to complete the task of providing services that are delivered in a timely and consistent manner.

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 100 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 Senior Services operates out of the former Seniors building. With an aging population, demands for service continue to increase. Services must be able to be offered twenty-four (24) hours per day, seven (7) days a week.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. This is not a tender. Proposals will be accepted until 12:00pm EST (noon) Friday June 30, 2017. Any proposals, or supplementary materials, received after this date and time will be disqualified and returned to the sender.

If the individual or agency 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 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:

Dawn Marie LeBlanc, Senior Services Coordinator
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8010
Dawn-MarieL@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 website.

Proposal Submissions and Closing Date

The **closing date for proposals is set for 12:00pm EST (noon) Friday June 30, 2017.** 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 Home Care PSWs.

Proposals should be submitted to the attention of:

Dawn-Marie LeBlanc, Senior Services Coordinator
Curve Lake First Nation
22 Winookeedaa Street
Curve Lake, ON K0L 1R0
705-657-8010
Dawn-MarieL@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

In the interest of ensuring Curve Lake First Nation members receive quality service, it is standard practice to put out a call for RFP's every few years so our services from supporting Home Care Program agencies remains competitive and affordable.

Project Description:

Curve Lake First Nation requires a proposal outlining the services offered and how these services will positively impact the community. Proposals should address how the cultural needs of the community will be met. The proposal needs to be easy to follow with clear, concise information. A presentation by the successful bidder may be required to answer questions and provide clarification on service impact and delivery.

4. PROJECT SCOPE

The scope of the proposal must include a report outlining the services offered, applicable fees, and a presentation.

The selected bidder will be responsible for providing Home Care Support services to members of Curve Lake First Nation as needed with assistance from our Senior Services department.

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

- Thorough understanding of current services
- Cultural awareness of the needs of First Nations people

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **12:00pm EST (noon) Friday June 30, 2017.**

Evaluation of proposals will be conducted from July 4, 2017 until July 7, 2017.

The selection decision for the winning bidder will be made no later than July 7, 2017. Contract negotiations will be completed by July 12, 2017.

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

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:

| | | |
|------------------------------|-----|-----|
| Hourly Rate for PSW services | NRC | MRC |
| Other Associated Costs | NRC | MRC |

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

7. BIDDER QUALIFICATIONS

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

- Description of experience working within a community
- Description of experience (if any) working within a First Nation community
- List of how many full time, part time, and contractor staff in your organization
- Testimonials from past clients
- Turnaround time for scheduling
- Culturally appropriate fit
- If their organization has preferential hiring practices of First Nation's members

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 shall 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 client care in a community
- 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.