



Ktunaxa Nation Council
 7825 Mission Road
 Cranbrook, BC V1C 7E5
 tel: 250-489-2464
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visit us at:
www.ktunaxa.org

Request for Proposals

Scope of Service	Opioid Strategic Action Plan
RFP Issued By	Ktunaxa Nation Council (KNC)
Issue Date	April 25 th , 2024
Closing Date & Time	12:00pm MST on June 5th, 2024

KNC Contact Information & Questions	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to: amanda.davidge@ktunaxa.org . Information obtained from any other source is not official and should not be relied upon. The final day for questions is 5 business days before the Closing Date.	
Delivery of Proposals	Submissions will be accepted in the following formats: 1. Emailed to Amanda.davidge@ktunaxa.org	
Short Listed Proponents	For those proponents which have not been contacted by end of business day on <u>July 15th, 2024</u> , will serve as notice that their proposal submission was unsuccessful.	
Successful Proponents Notified	Expected Proposal Acceptance Date: July 5th, 2024	Expected Proposal End Date: (Delivery) Approximately one year contract
Proponent's Submissions	Only an individual with sufficient signatory authorization may sign on behalf of the proponent in the Proponent Section below, leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.	

Proponent Section

To be completed by proponent and include as the "cover page" of the proponents response.

The enclosed proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the RFP and agree that any inconsistencies in our proposal will not be considered. We have carefully read and examined the RFP and have conducted such other investigations as were prudent as reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.

Signature of Authorized Representative:	Legal Name of Proponent:
Printed Name of Authorized Representative:	Address of Proponent:
Title:	City: Province: Postal Code:
Date:	Phone:
Authorized Representative Email Address:	Fax:



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1. Summary of the Requirement

The Ktunaxa Nation Council (KNC) invites proposals for the following:

SCOPE:

1. **Lead and develop an inquiry into the overdose deaths that illustrate the current context, challenges, contributors, gaps, etc. The Inquiry will be in partnership and self-determined by each community government within the Ktunaxa Nation.**
2. **Conduct in-depth community engagement to create an immediate and long-term sustainable action plan based on the outcomes of the inquiry.**
3. **Create an operational plan with an aligned budget and Calls to Action of the respective responsible partners, i.e. RCMP, MOH, FNHA, Housing, etc.**

Description of the Scope of Work:

To develop a comprehensive opioid/illicit drug use strategy inclusive of three parts: an inquiry, action plan, and calls to action specific and relevant to each of the community governments of the Ktunaxa Nation and for all Indigenous and Aboriginal people within Ktunaxa ?amak?is. The process and strategy will be integrated and comprehensive in an approach that considers the unique cultural, historical, and social factors contributing to Opioid use and addiction rooted in trauma.

The successful proponent shall provide the following information about what they can provide for this proposal:

- a) **Budget, work plan and proposed steps, timeline, and evidence of completing similar work that provides transferable skills and expertise to this project.**

The minimum requirement for this is as follows **(a combination of certification/training and related work experience will be considered):**

- b) **Master's degree in Health and Wellness related field.**
- c) **5 years completing similar work in an Indigenous context.**
- d) **Certification or demonstrable expertise in an Indigenous Trauma-informed approach and work related to Colonial trauma and opiates, aligned with the vision of the Social Sector Framework document (which we would provide).**
- e) **Expertise in mental health and substance use services and systems within an Indigenous context.**
- f) **Expert knowledge of harm reduction.**
- g) **Understanding of post colonial perspective on mental health and substance use.**

2. Deliverables

Education

Provide post-colonial decolonizing education sessions to community Governments' of the Ktunaxa Nation that will potentially cover topics on harm reduction, the current state of substance use, substances and the impacts, etc. Each community will provide direction on the education session components. (Five sessions).

Inquiry

Establish a multidisciplinary team or task force made up of relevant stakeholders identified above (i.e. RCMP, BC Ambulance, IH, and FNHA). Develop a team of healthcare professionals, addiction specialists, and community leaders to guide the development of the Opioid strategy.

Lead and develop an inquiry into the overdose deaths that illustrate the current context, challenges, contributors, gaps, etc. The Inquiry will be in partnership and self-determined by each community government within the Ktunaxa Nation.

Engagements could include:

- Healthcare professionals: Healthcare professionals, including doctors, nurses, and addiction specialists, play a critical role in the prevention, treatment, and management of Opioid addiction.
- Talking to the individuals that use substances.
- Government agencies: Government agencies at the local, state, and federal levels may have a role in the development and implementation of an Opioid strategy. They may include departments of health, law enforcement, and social services.
- Advocacy groups: Advocacy groups, including those that focus on Indigenous health and addiction, may have a stake in the development of an Opioid strategy. These groups may provide expertise and advocacy for policy changes that support Indigenous people.
- Peer groups: People who use or have used substances to gain perspective on the current opioid challenges and barriers or success in accessing support services.
- Academia and research institutions: Academia and research institutions may have a stake in the development of an Opioid strategy through research and evaluation of the effectiveness of different approaches to Opioid addiction prevention and treatment.
- Support groups.

Action Plan

Conduct in-depth community engagement to create an immediate and long-term sustainable action plan based on the outcomes of the inquiry.

- Develop culturally appropriate solutions: Develop solutions that consider Indigenous people's cultural values and beliefs. Involve Indigenous leaders and elders in the development of the strategy to ensure it is culturally appropriate.
- Identify concrete actions, services, programs, and approaches to address the outcomes from the inquiry. Possible example actions could include (but would be much more detailed and concrete):

- Provide education and training: Provide education and training to healthcare professionals, addiction specialists, and Indigenous communities to increase awareness and understanding of Opioid addiction and the available treatment options.
- Increase access to treatment: Ensure that Indigenous people have access to evidence-based treatment options for Opioid addiction, including medication-assisted treatment and counselling.
- Foster community/family involvement: Foster community and family involvement by creating a protocol or process that centers the individual and family in the development and implementation of a healing plan.
- Address stigma, and encourage community members to support those struggling with addiction and to seek treatment when needed without shame, judgment, or any negative bias.
- Address or work to remove barriers to accessing services and supports.
- Make recommendations for staffing compliments to support the epidemic based on best practices.

Calls to Action Report

Create a targeted Calls to Action Report which calls to action specific governments and stakeholders that have a concrete action, role and responsibility to address and respond to the findings from the overdose inquiry and action plan.

The KNC will;

- a) Provide a reasonable level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.
- b) Communities will provide direction and guidance on engagement.
- c) Participation.

3. Invoicing

It is understood that the successful proponent shall submit invoicing in the following format:

- a) A covering statement which will include the following:
 - i) The legal name and address of successful proponent
 - ii) The agreement number and financial code provided by the KNC, if successful
 - iii) The date of the statement of account and the billing period covered by the statement of account
 - iv) GST registration number
 - v) A listing of all invoice numbers for that billing period, including the respective dollar amount for each invoice. (Sub-total, plus applicable taxes)
 - vi) Total dollar amount of all invoices being submitted in the billing period
- b) All invoices described in the covering statement; attaching all supporting documentation.
- c) Any other billing information reasonable requested by the KNC.

4. Responsibility and Work Performed by KNC Staff

The successful proponent will:

- a) Have the full cooperation of Ktunaxa Nation Council staff and access to information necessary to meet the accountabilities set out in this request for proposal and respond to reasonable inquires.
- b) The KNC will:
 - a) Provide a mutually agreed upon level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.
 - b) The following mutually agreed upon resources will be provided by the KNC:
 - Provide feedback to the successful proponent(s) in a timely fashion; and
 - Be available for meetings during duration of agreement period.

5. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered, and as follows:

- a) One (1) unaltered and completed Request for Proposals cover page, including Proponent Section completed in original form as per instructions;
- b) A short (one or two page) summary of the key features of the proposal;
- c) The body of the proposal, including pricing, i.e. the “Proponent Response”; and
- d) A detailed description of all costs associated with the requirements listed in this RFP.
- e) Proponents shall submit their submissions via email at: Amanda.davidge@ktunaxa.org

6. Mandatory Items in the Proposal

Proponent responses must clearly demonstrate that they meet the following mandatory criteria or they will be excluded from further consideration during the evaluation process:

- a) The Proponents proposal must be received before the specified closing time;
- b) The Proponents proposal must be in English;
- c) Proponents must submit one (1) Request for Proposal cover page, with the Proponent Section in its original form, unaltered, fully completed and signed;
- d) Evidence of expertise and experience in: Indigenous Trauma-informed approaches, substance dependency, health and wellness, Indigenous contexts, navigating levels of Governments and industry;



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- e) Documentation will include the team names of personnel and all subcontractors and their education, skills, experience, and professional designations. Such management experience must lay out both technical and business skills and ability;
- f) Fee for Service;
 - i. Labour before GST
 - ii. Materials and Supplies
- g) The name and address of the person in your firm who will be the official contact person for your bid;
- h) Description of the Proponents organization, size and structure. Indicate if appropriate, if the Proponent is a small or minority-owned business or First Nations owned.

7. Desired Items in the Proposal

Capability of the Organization and/or Team, including:

- a) Location;
- b) Years and types of experience. Please also provide a description of prior experience, including the following:
 - i. Names;
 - ii. Addresses;
 - iii. Contact persons;
 - iv. Telephone numbers;
 - v. Please disclose any work done with the KNC or Ktunaxa First Nations.
- c) The type of assistance that will be required from the KNC staff;
- d) Price: a detailed breakdown description of Goods/Services, GST, and any additional taxes, freight quote (if applicable) to the identified location.
- e) KNC procurement activities will be governed to ensure all vendors are treated fairly and have equal access to procurement activities; to the extent possible preference in awarding contracts will be given to First Nation organizations and/or First Nation individuals.

8. Evaluation

An evaluation committee will be formed by the KNC and shall include employees and contractors of the KNC. All personnel will be bound by the same standards of confidentiality. The mandatory and desirable criteria against which proposals will be evaluated are identified below. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated. The KNC may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

Price may or may not be the determining factor in the proponent selection process.



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Evaluation and acceptance of any proposal shall be subject to purchase authorization.

The KNC reserves the right to reject any and all proposals after evaluation.

9. Short Listed Proponents

The short-list will comprise the three highest-ranked Proponents. Proponents which are short listed may be requested to interview in person, and/or teleconference, with the assessment panel to discuss certain aspects of their submitted proposal.

Short listed bidders will be required to provide:

1. Proof of liability insurance, WCB # and GST # (where applicable)

10. Additional RFP Terms and Conditions

- a) The proponent's response to this RFP must be sent to the KNC via email, as specified above.
- b) Proponents may provide additional information beyond that requested in the RFP, which KNC may consider in its sole discretion.
- c) Proponents may be asked to submit additional information pertaining to their past experience, qualifications, and other information that the KNC might reasonably require.
- d) All responses and materials submitted in response to the RFP will become the property of the KNC.
- e) The KNC may, in its sole discretion, allow additional time for the proponents to submit a proposal.
- f) Proposals and accompanying documentation provided to KNC in response to this RFP will not be returned.
- g) Prices are in Canadian dollars.
- h) GST and PST are applicable and should be included in any quotes. We are not tax exempt.
- i) Price may or may not be the determining factor in Proponent selection process. The award may be made to the Proponent whose proposal is determined to be of highest value in terms of quality and price.
- j) Proponent's proposal shall be valid for sixty (60) days from the date of proponent's submission.
- k) Any costs or fees incurred by the proponent to submit a proposal are the sole responsibility of the proponent.
- l) No contract or agreement is created by the submissions of a proposal.
- m) The KNC has the right to refuse any and all submissions, in its sole discretion.