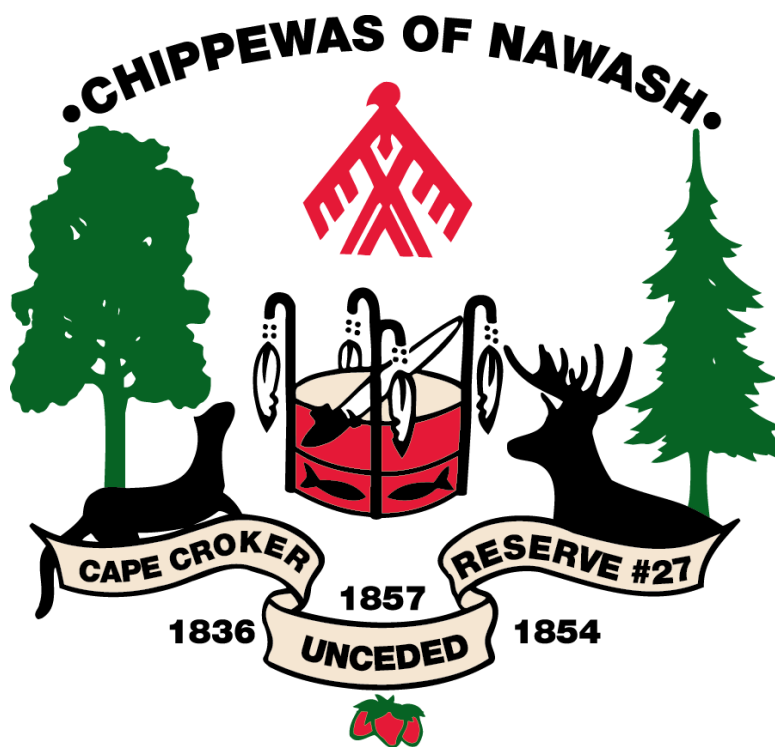


REQUEST FOR PROPOSAL  
STATE OF EMERGENCY MANAGER



Chippewas of Nawash Unceded First Nation  
Attention: Crisis Response Team  
135 Lakeshore Blvd Neyaashiinigiing, ON N0H2T0  
(519) 534-1689

## **REQUEST FOR PROPOSAL STATE OF EMERGENCY MANAGER**

### **1. SUMMARY AND BACKGROUND**

Chippewas of Nawash Unceded First Nation Opioid Crisis Team is currently accepting proposals for a State of Emergency Program Manager to coordinate services and agencies, source funding, develop job descriptions, acquire staff office spaces and, in conjunction with an outside agency produce a long-term comprehensive community plan to address the ongoing root causes of substance use.

The purpose of the request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair and extensive evaluation based on criteria listed below and select the candidate who best represents the direction that Chief and Council wishes to go.

Chippewas of Nawash Unceded First Nation Chief and Council declared a State of Emergency related to the opioid and toxic drug crisis on June 26, 2023 in response to the overwhelming increase in the use of illicit drugs, the number of clients and the severity and urgency of community needs and the increase in staff hours, stress and compassionate fatigue.

The two main goals in calling the state of emergency are; 1) to provide support and respite to the current staff and 2) to develop a comprehensive, collaborative, compassionate and evidenced-based community plan that will allow for Mino Bimaadiziwin.

### **2. INVITATION FOR PROPOSAL AND GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **4:00 p.m. Monday, September 25, 2023**. Any proposals received after that time will not be considered. All proposals must be signed by the person/agency submitting the proposal.

If the person/agency submitting a proposal must outsource or contract any work to meet the requirements, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive with the exception of an agency who will assist in the development of the community plan. The agency which is contracted to develop the community plan will be determined and paid for by the Chippewas of Nawash. All other costs are the responsibility of the person/agency submitting a proposal.

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 will be subject to review by Nawash legal department and will include scope, budget, and other necessary items pertaining to the project.

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

The overall purpose and requirement of a State of Emergency Response Manager is to take the lead in responding to the emergency.

- A) There are currently five staff from the Health and Wellness program that are providing daily support to those with mental health and substance use disorders. They are supplemented by three staff from Grey Bruce Health Services (GBHS) and Southern Ontario Aboriginal Health Access Centre (SOAHAC). There are vacant staff position at the Health and Wellness program, Social Services, Native Child Welfare and the Neyaashiinigi Police. The existing staff have identified twelve additional positions required to adequately service the community.

The Wellness Centre building has been closed for several years due to it being unsafe. The Wellness team do not have an office space to provide client or administrative services. The Health Centre does not have adequate spaces for it's current staff, nor does it have space for counselling, education or any additional staff.

- B) Chippewas of Nawash commissioned a Comprehensive Community Plan in 2015 that touched on some of the social determinants of health. Since that time, some forward strides have been taken. Due to the changing society and on the heels of the pandemic, the plan must be reviewed, updated and a step-by-step strategy be developed to address all contributing factors of the social determinants of health.

The Opioid Crisis Team has determined that there is no one employee or group of employees who can devote the required time and resources required to adequately address the current State of Emergency. The State of Emergency Manager will be tasked with sourcing and securing funding to provide safe and adequate office space, additional staffing and to work with a consulting company to produce a strategic plan that will provide a road map for the community.

### **4. PROJECT SCOPE**

The successful bidder will be responsible for the development and implementation of a comprehensive emergency response plan for the Chippewas of Nawash State of Emergency to include;

- Plan, organize, direct and evaluate all emergency management functions,
- Confers with and negotiates agreements and Memorandums of Understanding with public, non-profit and private sector resource agencies,

- Liaisons with federal, provincial and local governments, agencies and commissions to coordinate the activities,
- Research and prepare applications for grants to provide additional funds to support staff, infrastructure and a strategic plan,
- Develop and maintain relationships with key stakeholders in the community,
- Provide ongoing communication to the Opioid Response Team, Community Emergency Response Group, Chief and Council, community members and other stakeholders,
- Respond to all verbal, written and electronic communication in a timely fashion,
- Manage the day-to-day operations of the Opioid Response Team,
- Deliver a strategic plan to Chief and Council for approval.

## 5. Project Deliverables

The following deliverables must be reached within six months;

- A. To satisfy goal #1 to provide support and respite to the current staff;
  - i) Source funding to provide a minimum of eight additional office spaces and two additional workshop/meeting/in-service spaces. Four offices and one additional space at each the health centre and wellness centre
  - ii) Purchase or have constructed the additional offices/spaces
  - iii) Source immediate and ongoing funding for up to twelve additional positions. Develop a Memoranda of Understanding or Service Agreement with the funder to be signed by appropriate manager and Chippewas of Nawash Chief.
  - iv) Prepare job descriptions for the following positions;
    - a) Peer support worker,
    - b) Court case worker/inmate liaison worker,
    - c) Development/Fetal alcohol spectrum disorders worker
    - d) Housing worker
    - e) Outreach worker
    - f) Mobile crisis response team worker
    - g) Case manager
    - h) Traditional healer
    - i) Intake worker
    - j) After care worker
    - k) Counsellor
    - l) Food bank staff member
  - v) Assist with the hiring process for the above workers
  
- B. To satisfy goal #2- to develop a comprehensive, collaborative, compassionate and evidenced-based community plan that will allow for Mino Bimaadiziwin.
  - i) Prepare a report providing a high-level assessment of the community requirements, based on the social determinants of health, including;
    - a) Current issues within the community,
    - b) Community member's vision, perceived gaps and recommendations,

- c) Recommended plan for each of the following pillars;
  - a. leadership,
  - b. affordable housing,
  - c. safe environment, policing,
  - d. income, employment, economic development,
  - e. education, childhood experiences and resiliency, coping skills,
  - f. community services, social supports,
  - g. access to health care,
  - h. social well-being and healthy behaviors
  - i. culture and racism
- d) Recommended training, skills development required for staff,
- e) Recommended training, skills development for community members,
- f) Provide presentation to Chief and Counsel.

## **6. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

The Request for Proposal should provide know information about the timeline for the RFP process as well as the project itself. Much of the project timeline will be determined in the project initiation and planning phases once the winning bidder is chosen. However, any know deadlines or timeframes should be listed in this section.

## **7. 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).

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

## **8. BIDDER QUALIFICATIONS**

The successful bidder will possess the following minimum qualifications;

- Bachelor's degree in public health, emergency management or related field,
- Minimum of five years experience in emergency management or related field,
- Experience working with Indigenous Communities
- Strong leadership, problem solving, organizational and time-management skills,
- Excellent communications skills.

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

- Description of experience in applying for funding,
- Description of experience in managing states of emergency,
- Letters of recommendations from past clients.

## 9. Instructions for Submitting a Proposal

A completed proposal shall include:

- A detailed list of qualifications,
- A detailed Statement of the Work to be completed,
- A detailed timeline for project completion,
- Proposed Cost Form, appended hereto as Schedule “A”;
- List of References, appended hereto as Schedule “B”;
- Proponent’s Declaration, appended hereto as Schedule “C”
- Oath of Confidentiality, appended hereto as Schedule “D”

All inquiries in regard to the above, may be directed to;

- the Health Manager: Telephone: 519-534-0373 e-mail: [healthmanager@nawash.ca](mailto:healthmanager@nawash.ca)
- Social Services Supervisor: Telephone: 519-534-3753 email: [sssupervisor@nawashfn.ca](mailto:sssupervisor@nawashfn.ca)
- Police Seargent: Telephone: 519-534-123636 email: [natasha.maxwell@opp.ca](mailto:natasha.maxwell@opp.ca)
- Family Services Supervisor: Telephone: 519-534-4798 email: [supervisor.ncw@gbtel.ca](mailto:supervisor.ncw@gbtel.ca)

All proposals must be received no later than **Monday September 25, 2023 at 4:00 pm** and may be

Mailed to: Chippewas of Nawash Unceded First Nation  
Attention: Mike Earl, Senior Administrative Officer  
135 Lakeshore Blvd.  
Neyaashiinigmiing, ON  
N0H 2T0

Faxed to: (519) 534-2130

Emailed to: [sao@nawash.ca](mailto:sao@nawash.ca)

All proposals must be clearly marked Proposal for “**State of Emergency Manager**” and “**Attention: Crisis Response Team**”