

REQUEST FOR PROPOSALS:

Submission Deadline: Date: May 16, 2024 Time: 5:00 pm EST

Legal Name: Indian Associations Co-ordinating Committee of Ontario Inc. o/a Chiefs of Ontario

Address: 468 Queen St E, Suite 400, Toronto, ON M5A 1T7

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Email Address: Michael.Staruck@coo.org

SEND PROPOSAL TO:

Attention: COO Director of Education, Michael Staruck

The proposal must be submitted as a PDF file. The proposal must be received by Chiefs of Ontario no later than the deadline date and time. A proposal submitted in any other manner or late may be disqualified.

The proposal shall be irrevocably open for acceptance and binding on the Consultant for fourteen (14) days after the Submission Deadline date.



Request for Proposals:

COO Education Sector: First Nation Post-Secondary Supports Costing Model

SUBMISSION INSTRUCTIONS

You are invited to submit a proposal for a project by the Chiefs of Ontario to produce a costing model for post-secondary student supports and for First Nation administrators to support the learners.

PURPOSE & BACKGROUND

Chiefs of Ontario (COO) supports all First Nations in Ontario as they assert their sovereignty, jurisdiction, and their chosen expression of nationhood. The main objective of the Chiefs of Ontario office is to facilitate the discussion, planning, implementation and evaluation of all local and regional matters affecting the First Nations people of Ontario. Guided by the Chiefs in Assembly, COO upholds the self-determination efforts of the Anishinaabek, Mushkegowuk, Onkwehonwe, and Lenape Peoples in protecting and exercising their inherent and Treaty rights.

In 2023, the COO Education Sector produced a Post-Secondary Engagement Report that contains forty-one (41) broad regional recommendations. The recommendations are derived from community-level engagement that examined the current suite of Indigenous Service Canada's First Nation post-secondary education programs, the need of First Nation learners, and the need of First Nations to support their learners. The Report's recommendations are intended to be a starting point as First Nations explore developing post-secondary education models to meet the needs of their learners and communities.

A major theme in the report is the lack of funding to properly support students pursuing post-secondary education as well as First Nations and First Nation organizations that support the students' success in higher education. As the initial step to address the inadequacy, the COO Education Sector is seeking the services of a consultant to estimate adequate baseline costs of living supports for First Nation learners in Ontario attending post-secondary education as well as estimating costs for First Nation post-secondary education administrators to support the learners. This work will help inform the development of proposals for new regional models for post-secondary financial aid programs, policies and services for First Nation students in Ontario.

OBJECTIVES

The successful bidder for this project will produce a report that will:

- Examine the cost of living increases over the last 10 years and estimate the increase for the next 20 years, to describe the deficit of support to First Nation students in Ontario attending post-secondary education and the Administrators that support them as well as to demonstrate the need for increased funding

- Examine other provincial, federal, and international student support systems for rates, factors, calculations, innovative processes, and other relevant details that could apply to a First Nation student support costing model and or financial aid program
- Examine prevailing wage rates for relevant Post-Secondary Education support positions and other relevant administration budget items
- Use appropriate data and quantitative techniques to estimate a costing model of post-secondary student support for First Nation peoples in Ontario, that will include factors for, but not limited to, childcare, remote travel, connectivity, technology, living expenses (including food), with a clear discussion of assumptions and methodology.
 - This work will take into account all forms of post-secondary into consideration, including but not limited to, mainstream universities and colleges, and Indigenous Institutes.
 - This work will also take into consideration the cost of living in the cities, rural areas and First Nation communities where post-secondary institutes are located as well as the cost of travel to and from First Nation communities in Ontario and other urban or rural areas where First Nation learners reside
- Use appropriate data and quantitative techniques to estimate a costing model for First Nation post-secondary education departments in Ontario to adequately support First Nation learners attending post-secondary education, that will include but is not limited to, wages for appropriate personnel, professional development, capacity development, resource development, and a ratio of staff to learners to support.
- The models should be scalable to apply to variable locations of post-secondary institutes where learners are attending, the distance and forms of travel for the students to attend the institute of their choice for the student supports, and the location of the Administrator for the administration supports.
- Throughout the project, attention should be paid to data and other informational gaps, as well as differences between needs of learners from northern (including fly-in communities) and southern locations.

DELIVERABLES:

- Initial meeting to finalize methodologies, work schedules, and communication to be scheduled the week of May 27, 2024
- Interim report including detailed methodology between July 15-26, 2024
- Final report by: September 27, 2024

INTELLECTUAL PROPERTY:

The successful applicant will be required to transfer the copyright of the research and written materials to the Chiefs of Ontario. However, the name of the successful applicant will appear on the Final Report as the author of the Report. The Chiefs of Ontario will acknowledge the author of the report in any publication or distribution of the report. This acknowledgment shall appear at the beginning of the report in no less than 12 Times New Roman font. Further, any citation to this report shall acknowledge the author.

PROPOSALS MUST INCLUDE:

- A demonstration of your expertise in addressing issues related to research and analysis of First Nation post-secondary education, including the creation of costing models;
- A work plan in alignment with the project deliverables within the provided timeframe;
- A list of data sets and sources the applicant will be sourcing for the project;
- A proposed budget for the completion of the work with a budget schedule in alignment with the completion of each project deliverable for a maximum amount of \$40,000.

- **BACKGROUND AND CONTEXT OF PROJECT:**
 - PROCESS

- **OBJECTIVES AND KEY DELIVERABLES:**
 - METHODOLOGY
 - WORKING RELATIONSHIP
 - REQUIRED SCHEDULE WITH MILESTONES

- **PROFESSIONAL FEES SCHEDULE**

Work Components	Estimated Hours	Hourly Rates	Est. Cost (Hours times Rates)	Est. Time Completion
Contingency Rate				
Total Cost & Completion Dates				

Additional considerations for proposals:

- The contractor must commit to a firm price for the entire contract. No increases during the course of the contract will be allowed. All subcontractors' fees must be included in the quoted fees;
- Expenses should be estimated and explained with the Professional Fee schedule;

PROPOSAL EVALUATION

All submissions will be evaluated on the following criteria:

- Quality of the proposal;
- Capacity of the applicant to undertake the project;
- Appropriateness of the project budget and timelines;

COO RESERVES THE RIGHT TO:

- Reject any or all proposals received;
- Enter into negotiations with one or more applicants on any aspect of the proposal;
- Accept any proposal in whole or in part;
- Cancel, modify or reissue this document at any time;
- Verify any and all information provided in the proposal.

PROPOSAL REQUIREMENTS:

All submissions must include the following:

- Cover Letter;
- Detailed work plan with all deliverables accounted for;
- Completed fee schedule of estimated budget in alignment with deliverables;
- CVs and References

RECEIPT OF PROPOSALS

Packages to be clearly marked:

“RFP: COO Education Sector— **First Nation Post-Secondary Support Costing Model**” ” by

DATE: May 16, 2024 TIME: 5:00PM EST

Submit electronically to: **Michael.Staruck@coo.org**

Submissions received after the stated deadline will not be accepted.

Selection of consultant will be awarded the week of May 20, 2024.