



POLICY REVIEW & REVISIONS FOR KIKENDAASOGAMIG ELEMENTARY SCHOOL AND NSHIIME CHILD & FAMILY CENTRE

General Information

The Chippewas of Nawash Unceded First Nation is located in Neyaashiinigmiing on the Saugeen Peninsula (also known as the Bruce Peninsula), approximately 22 km north east of the town of South Bruce Peninsula (Wiarton) and approximately 53 km north of the City of Owen Sound. The First Nation has a total band membership of approximately 2,900 members and an on reserve population of 830 (2018).

Organization Background:

The Chippewas of Nawash Unceded First Nation Board of Education (CNUFNBOE) is located in Neyaashiinigmiing, Ontario. The Board is represented by five (5) Trustees, elected by the membership and two (2) Councillor Liaisons and was created as a First Nation Education Authority in 1993.

Through a terms of reference agreement with the Chippewas of Nawash Unceded First Nation Council which delegates arms-length authority, the Trustees provide oversight of all education operations, programs and services: Administration, Human Resources and Finance; Anishinaabemowin and Bursary Program; Secondary Services; Student Support Services; Post Secondary Assistance; Kikendaasogamig Elementary School (KES); Nshiime Child and Family Centre (NCFC) and the Nawash Education Diversity Assistance Program. There are a total of 53 education employees – 10 Board Admin staff; 23 KES staff; and 20 NCFC staff.

The CNUFNBOE supports 235 students across all programs: NCFC – 50 children; KES – 89 students; Secondary – 41 students; Post Secondary 104 students. Through the Anishinaabemowin Bursary and the Nawash Education Diversity Assistance Program, the Board is able to provide additional education support to 40-50 applicants per year.

Current Situation:

Most of the CNUFNBOE policies are reviewed with every new board term (2 years). The largest policies, comprising of the Kikendaasogamig Elementary School and the Nshiime Child and Family Centre have not been thoroughly reviewed and appropriately revised for more than 10 years. The most recent updates to the elementary school policies include community use of school, health and safety (covid, fire drill procedures, prevalent medical conditions). Recent updates to childcare centre policies include health and safety (covid, safe arrivals), fees, and traditional foods.

As a First Nation school, Kikendaasogamig Elementary School follows the guidelines of the Ontario curriculum to prepare students' success in provincial secondary schools. This includes use of provincial standards of academic measurement and benchmarks, reporting to parents and ensuring students have Individual Education Plans and receive appropriate accommodations. The CNUFNBOE however, has flexibility to adapt and develop our own curricula to infuse our Anishinaabe and community cultural perspectives and Anishinaabemowin.

Purpose:

The Chippewas of Nawash Unceded First Nation Board of Education (CNUFNBOE) is seeking proposals from qualified vendors to review, update, and ensure compliance of all existing elementary and childcare policies with current legislation and best practices.

The CNUFNBOE envisions the development of revised policies and procedures for the Kikendaasogamig Elementary School (KES) and the Nshiime Child and Family Centre (NCFC). The policies will be reflective of the CNUFNBOE and the Chippewas of Nawash community and Anishinaabe lens.

2. Scope of Work

- **Policy Review:** Conduct a comprehensive review of all existing policies and procedures related to elementary education and childcare operations.
- **Compliance Check:** Ensure all policies are compliant with Chippewas of Nawash Unceded First Nation policies, the mission and vision of the CNUFNBOE and relevant federal and provincial laws and regulations, including specific acts/standards (e.g., provincial education acts, childcare licensing regulations, health and safety standards, accessibility requirements).

- **Consultation:** Include a process for consulting with Board members and staff (Trustees, administrators, teachers, school staff, early childhood educators, childcare centre staff) and key partners and affected groups (parents/guardians, community partner programs, community members, key mental health service providers).
- **Policy Updates/Development:** Revise existing policies and develop new ones as needed to address identified gaps, align with best practices, and reflect the organization's philosophy/vision.
- **Deliverables:**
 - A thorough review of current policies and procedures; comparison to First Nation (communities with similar demographics) school and childcare policies; provincial and federal guidelines and requirements;
 - Engagement meetings with CNUFNBOE board, staff, community;
 - Detailed workplan, complete with set reporting dates of findings, preliminary draft and final product;
 - A comprehensive report detailing findings from the review, including all gaps and compliance issues for review and feedback.
 - A complete set of updated, policies, procedures and templates, digitalized for ease of use.
 - Recommendations for ongoing policy review and update processes.

3. Proposal Submission Requirements

The applicants shall provide an electronic copy of their proposal that includes the following information:

- i) Background and experience working with First Nation communities, in the area of policy development and policy writing in the education and childcare sectors.
- ii) Client references and contact information.
- iii) Project methodology that clearly identifies how the scope of the project shall be organized and undertaken.
- iv) Total project costs that includes a detailed outline of fees reflective of the workplan, disbursements as per work plan; include proposed number and type of meetings with associated costs, travel, etc.
- v) Proposed timeframe to complete project.
- vi) Proposed report framework (components).

vii) Proposed Payment scheduled. Per Chippewas of Nawash Unceded First Nation Board of Education policy, the consultant shall not be paid more than 90% of the agreed fees and disbursements until the completion of the final project and report has been reviewed and approved by the Board.

4. Timeline and Key Dates

- Proposal Submission Deadline: January 30, 2026
- Anticipated Contract Award Date: February 17, 2026
- Project Completion Deadline: May 22, 2026

5. Evaluation Criteria

The Board may award the contract based on the following criteria:

- Relevant experience in the education and childcare sector.
- Quality and feasibility of the proposed project plan/methodology.
- Qualifications and expertise of the assigned team.
- Cost-effectiveness/Proposed budget.
- References and past performance.

6. Terms and Conditions –

Copyright and Project Documents

The information produced in this project is considered to be the property of the CNUFNBOE and the consultant shall not use any documents or information (written and intellectual) provided for this project and that result from this project, without specific written permission of the CNUFNBOE. Further, the consultant shall treat all electronic, written and verbal information that results from this project, in strict confidence.

Privilege Clauses

The CNUFNBOE may at its sole discretion, reject or retain for its consideration, proposals which are non-conforming because they do not contain the content or form required.

Notwithstanding any other provision in the Request for Proposals or practice or custom in the industry, CNUFNBOE shall have the right to:

- a) Accept any proposal or part thereof;
- b) Reject any proposal;
- c) Reject all proposals;
- d) Accept a proposal which is not the lowest bid.

Any person who submits a proposal shall be deemed to have agreed to the restrictions and conditions in the Request for Proposal documents, including the privilege clauses.

7. Submission

Interested applicants may submit a proposal no later than **12:00pm, January 30, 2026**. Proposals are to be clearly identified and forwarded as follows:

Email:

nawashed.administrator@gbtel.ca with the subject: **CNUFNBOE Policy Review & Revision**

Mail:

Chippewas of Nawash Unceded First Nation Board of Education
6 Harbour Road
NEYAASHIINIGMIING, ON N0H 2T0

Attn: CNUFNBOE Policy Review & Revision

For further inquiries, please contact the Education Administrator at:

(519) 534-0882 or

nawashed.administrator@gbtel.ca

File name: RFP – POLICIES KES & NCFC 2025-26

Desktop

REQUEST FOR PROPOSALS

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