

# REQUEST FOR PROPOSAL

COMMUNICABLE DISEASE EMERGENCY PREPAREDNESS PLAN DEVELOPMENT

CLOSING DATE: JUNE 5 2020



**shishálh**  
NATION

Community Services Division

## INTRODUCTION

### Statement of Purpose

The shíshálh Nation's Community Services Department is seeking a Consultant to lead in the development of a Local Operating Guidelines Policy & Procedure Manuals and appendices for its Communicable Disease Emergency Preparedness Plan.

### Overview of shíshálh Nation

The shíshálh Nation, located on BC's scenic West Coast is proud of our heritage and community values. Our spectacular scenery and natural resources in the territory have sustained our people and way of life for centuries. We thrive on a communal lifestyle that respects the wisdom of our elders. Our population is 1243 members strong with 608 residing on our Nation lands 365 residing outside the community. In 1986 the shíshálh Nation became an independent self-governing body, a unique third order of the government of Canada. The Sechelt Indian Government District holds jurisdiction over its lands and exercises the authority to provide services and education for its residents.

### shíshálh Mission

The Mission of the shíshálh Nation is to promote, maintain and protect our inherent and constitutional rights and title. This is accomplished by:

- Recognizing, honouring and promoting shíshálh cultural systems, traditions and practices;
- Providing programs and services that are proactive and support healing and healthy individuals
- and families through the promotion and practice of our language, culture and identity;
- Upholding our traditional systems and processes alongside of contemporary organizational
- systems and processes for the effective and efficient conduct of our government; and
- Developing and maintaining relationships that advance the shíshálh worldview and acknowledging and addressing current financial, administrative, capacity and infrastructure changes.

### shíshálh Vision

The shíshálh Nation is committed to innovation in program and service delivery designed to assist our members and community to achieve greater independence, wellness and self-sufficiency. Foundational to our shared work is the protection, promotion and practice of shíshálh culture, language and laws within our swiya.

## shíshálh Guiding Principles

In pursuit of our Vision we will role model the following values:

- Integrity – We act with integrity and honesty in the work that we do, the people we interact with and in the decisions that we make. We are accountable to one another and those we serve.
- Community – We appreciate the value and diversity of the shíshálh team – members, leadership and staff. We respect, trust and support one another.
- Open-Mindedness – We strive to continually learn, adapt, evolve and innovate in our program and service offerings. We have a positive and proactive attitude.
- Balance – We value a holistic and balanced work environment and community. We strive for excellence and also take time for fun and celebration recognizing that happy individuals are productive individuals.
- Open Communication – We encourage directness, candor and honesty so that people and ideas thrive. We respect ideas that are different from our own, practicing compassion from a strong ethical foundation.
- Collaboration – We will work together to use all resources efficiently and effectively in order to further the organization’s mission to serve our community and members.
- Service – We want all members to have meaningful and positive interactions with the shíshálh Nation.

## Introduction and Background Information

The shíshálh Nation Community Services Department is responsible for administering programs and services to eligible clients through its Health, Social Development and Wellness Departments as mandated by the corresponding funding agreements with the Federal Government, Department of Indigenous Services Canada (DISC), First Nations Health Authority(FNHA) and others.

Work will be conducted in conjunction with and under the direction of Community Services Division Manager

## SCOPE OF WORK

The Nation will require the completion of numerous activities including:

### Policy Gap Analysis

- Review of existing SIB health policies and procedures, including:
- Communicable Disease Emergency Response Plan template
- Health Rep Job Description
- Home & Community Care House keeping Manual
- Essential Services modified delivery (HCC Nursing, MOW, HS, Immunizations)
- sN Emergency Response Plan/Action Plan Basic Needs for 72 hours
- Action Item Lists
- Essential Service Alternate Delivery Guidelines
- Ambassador Program
- sN Business Continuity Plan
- Review and understanding of community/regional governance structure
- Review of Health Authorities policies, procedures and best practices
- First Nations Health Authority
- Vancouver Coastal Health Authority
- BC Centre for Disease Control
- Health Link BC
- Health Canada
- Review emergency plans for neighbouring towns:  
<https://www.rdks.bc.ca/content/emergency-preparedness>
- Identify areas where there are gaps and develop policy to address gaps
- Review demographics and statistics to assess future needs and how demand on resources will impact funding levels therefore how it will guide policy.
- Document processes
- Conduct interviews with Community Services staff to determine areas of importance for policy development
- Carry out community engagement sessions at the level to be determined by Chief and Council according to SIB Community Engagement Matrix, including but not limited to community meetings, focus groups, surveys, 1:1 interviews with staff and current students/clients.

### Policy Development

Development of policies and procedures manuals for:

- Communicable Disease Emergencies (CDE) Preparedness
- Health Rep Job Description

- Home & Community Care House keeping Manual
- Identify Essential Services(HCC Nursing, MOW, HS, Immunizations) and create modified service delivery guidelines and standard operating procedures.
- Action Plan

The objectives of the Document include, but are not limited to:

- Create a document that is rooted in culture, taking into account community strengths, resilience and incorporating historical lessons in disaster response
- To minimize suffering, serious illness and overall deaths
- To facilitate communication between CDE response partners
- To increase community readiness and community member awareness
- To develop a plan that is a living document, changing to meet future needs

Integrate the CDE plan with other local/regional plans (ie. sN Community Emergency Response Plan, integrate Community CDE plan into Regional Health Authority plan, other local and regional jurisdictions), and ensure its preparedness and response activities are complementary.

Establish linkages with emergency preparedness and response partners such as FNHA, Indigenous and Northern Affairs Canada (INAC) and provincial/regional/local Emergency Preparedness Plan (EPP) personnel.

#### WEEKLY TASKS:

Meet weekly with the present EOC team, Senior Administration and staff and other organizational partners to develop and strengthen our Community Pandemic response plan, specifically regarding COVID-19. The Advisor acts as a resource for the CMS Divisional Manager and community leadership and other healthcare personnel in the Nations community's health programs.

#### TERM OF THE CONTRACT

The Contract term will be awarded for the duration of 11 weeks starting June 15, 2020 to August 31, 2020.

#### PAYMENT SCHEDULE

Payments for services will be processed monthly upon presentation of an invoice with supporting documents and progress reports signed off by the Community Services Division Manager.

## SUBMISSION REQUIREMENTS

In responding to this request for proposal, each proponent should include, as a minimum, a Technical Proposal and a Cost Proposal. The proposal is not complete unless it contains a Technical Proposal which addresses the requirements described herein, and a separate Cost Proposal that details all costs for the proposed services. Both proposals shall be submitted simultaneously.

**To ensure your proposal is considered for evaluation, the respondent must demonstrate:**

1. A proposal as per the submission requirements.
2. Company Profile & Executive Summary
3. Proposal details, including costing, timelines and work plans which are realistic and complete.
4. Relevant experience and capabilities in delivering high quality materials, on time and on budget.
5. References where the proposed individual/firm has undertaken similar [ WORK ] , including any innovative solutions used. (especially experience working in Indigenous Communities)
6. A strong understanding of the Organization and its businesses.
7. The cost proposal shall include a single page stating the proponent's fixed total price for this service outlined in the RFP.
8. Proponents should include on separate pages a detailed listing of the tasks and activities with a breakdown into work packages with details of all individual costs.
9. The total cost presented shall represent the maximum payment for the project. Price data should include fixed price, estimated hours of work and individual hourly cost for staff. Include and identify expenses and taxes separately. Note that price will not necessarily be the determining factor for the successful proposal.

The above scope of work is not all inclusive. The details of the proposal may include other areas that can be provided by the proponent.

## THE TECHNICAL PROPOSAL EVALUATION CRITERIA

This proposal should include, but not necessarily be limited to, the following:

1. Mandatory Requirements – The proponent must demonstrate that they will meet the mandatory functional and business requirements stated in this request.
2. Addendums – Profile/Resume of the individual/firm and staff assigned to the project (if any), their respective roles, and qualifications.
3. Evaluation Criteria #1 – Communication Skills
  - o The proposal should be clear and concise, with information that is easy to find and ordered appropriately.

4. Evaluation Criteria #2 – Understanding of the Organization’s Needs
  - Understanding of the requirements of the scope of work to accomplish the services related to this RFP, including an indication of possible challenges and solutions not directly referenced herein.
  - Acceptable proposed schedule and work-plan which clearly outlines milestones and timelines to demonstrate how the work will progress to the desired completion date.
  - Value-added propositions and recommendations demonstrating an innovative approach and utilizing all potential resources available.
5. Evaluation Criteria #3 – Business/Technical Solution
  - Methodology: The proposal must combine proven project methodology and include innovative approaches in the delivery.
  - Flexible and Scalable: The proposal must offer all of the services required but should present a schedule that allows for adjustment, addition and/or deletion of specific activities as necessary to reflect budget availability, strategic direction, or the evolution of the engagement.
  - Cost and Time Effectiveness: The proposal shall indicate how the successful proponent will effectively use the Organization’s internal resources.
  - Separate and Cohesive: The proposal should demonstrate how the new websites for both the Nation and TKDC are separate from each other, but show elements of cohesiveness and linkages.
6. Evaluation Criteria #4 – Project Management
  - Management Structure: The proposal shall include a clear reporting structure and escalation methodology.
  - Communication: The proposal shall indicate the number and frequency and method of anticipated meetings.

## AWARD OF CONTRACT

The Organization reserves the right to modify the terms, cancel, or reissue the RFP at any time at its sole discretion. The RFP should not be construed as an offer or a contract to purchase goods or services. Although proposals will be assessed as per the evaluation criteria noted, the Organization is not bound to accept the lowest priced proposal. The Organization reserves the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever serves the interests of the Organization.

The Organization will not be obligated in any manner to any proponent until a written contract has been duly executed, and does not offer debriefings to unsuccessful proponents.

A standard Professional Services Contract will be entered into with the successful proponent. A work outline will be detailed in additional schedules as required based on information in this package and other information presented.

## TERMS OF SUBMISSION

The submission of a proposal will be considered as a representation that the proponent has carefully investigated all conditions which may affect or may, at some future date, affect the proponent's performance of the services as described in this RFP, and that the proponent is fully informed concerning the conditions to be encountered, quality and quantity of work to be performed and materials to be furnished.

### General Instructions

1. Proposals are to be submitted in accordance with this RFP document.
2. Proposals must be submitted via email.
3. Additional information or clarifications of any of the information contained herein should be obtained from the contacts identified in this document.
4. The Organization will assume no responsibility or liability for oral instructions or suggestions. All official correspondence in regard to the RFP should be directed to the contact information contained herein.
5. All proposals must include this document, signed by an authorized signatory of the proponent.
6. The Organization reserves the right to make additional copies of all or part of each proponent's proposal for internal use or for any other purpose required by law.
7. Proponents will be advised of the results after an evaluation of all proposals has been completed and a successful proponent has been determined.

Date of Issue: May 26, 2020

Deadline: June 5, 2020

Assesment will occur from June 5-11, 2020

The successful applicant will be contacted by telephone prior to 4:30pm on June 12, 2020.

The deadline for submission of proposals is June 5, 2020 at 4:00 p.m. Proposals shall be marked "Communicable Disease Emergency Preparedness Plan". Submissions must be emailed to the



shíshálh Nation Community Services Division Manager prior to the established deadline to the attention of:

Shiloh Joe

Community Services Division Manager

Shishalh Nation

PO Box 740, 5559 Sunshine Coast Hwy, Sechelt BC V0N 3A0

Cell: (604) 399-8058

Tel: (604) 885-9404

Fax: (604) 885-6392

Email: [shilohjoe@secheltnation.net](mailto:shilohjoe@secheltnation.net)

Inquiries, interpretations and questions regarding the procurement process or elements of the Request for Proposals must be obtained while the RFP is open, and should be directed in writing to the contacts identified in this document.

The lowest priced proposal will not necessarily be accepted. Preference to proposals will not be based on price alone and will not be based upon any single criteria.

#### CONFLICTS OF INTEREST

To avoid a conflict of interest, the successful proponent of the Request for Proposal warrants that neither it nor any of its officers, directors or employees with the authority to bind the proponent, has any financial or personal affiliation with any director, officer and/or employee of either the Nation which might, in any way, be seen to be a conflict.

#### CERTIFICATION

The undersigned duly authorized representative of the proponent certifies personally and on the proponent's behalf that all of the representations set forth above and in the proponent's proposal are complete and accurate.

Legal Company Name:

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Proponent's Signature:

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Proponent's Printed Name:

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Proponent's Title:

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Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Fax: \_\_\_\_\_