Call for Proposals
Terms of Reference for a
Community Drug Strategy
and Implementation Plan

Chippewas of Rama First Nation
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1.0 INTRODUCTION

1.1 General

These Terms of Reference define the conditions and scope of services the Consultant is to perform for the Chippewas of Rama First Nation in developing and creating a Community Drug Strategy and Implementation Plan.

1.2 Project Background

The Chippewas of Rama First Nation would like to create a collaborative response to a community substance abuse issue. There have been more reports of illicit drug use within the community and there are concerns regarding the health and wellbeing of our staff and community members.

2.0 LOCATION

The Rama First Nation community is located along Rama Road on the east side of Lake Couchiching, approximately 5 kilometers north-east of Orillia, Ontario.

3.0 MATERIALS & RESOURCES PROVIDED

The following materials/documents will be provided to assist in preparing the strategy and implementation plan:

1. Access to applicable staff;
2. Coordinated community gatherings for engagement sessions;
3. Use of board rooms, Community Hall and Multi-Purpose Grounds;
4. Relevant documents regarding substance use.

4.0 OBJECTIVE

To inspire and motivate staff and community members to create a Community Drug Strategy and Implementation Plan. This plan will include short and long term goals with the overall goal being wholistic wellness.

To develop a community response to drug use and addictions which will include protocols and procedures, safety plans as well as an education strategy.
5.0 STATEMENT OF CONSULTING WORK

The Consultant shall undertake the following:
1. Scan of the community;
2. Facilitate engagement sessions with staff, community, focus groups
3. Development of a community drug strategy with input from staff and community members;
4. Education and awareness programming on current substances that is age appropriate;
5. Development of any identified protocols and procedures
6. Response and implementation plan.

6.0 MEETINGS

The Consultant will be required to attend meetings with the First Nation consistent with the schedule below. It is expected that a total of three meetings minimum will be needed to review the Report prior to any of the reports being issued in final form.

7.0 SCHEDULE AND COMPLETION TIME

The anticipated schedule for the Report:

a) Initial Meeting: within one week of notification.
b) Draft Report: required within 12 weeks from initial meeting.
c) Final Report: required within 24 weeks of project start date.

Exact dates to be established once the Request for Proposal process has been completed.

8.0 GENERAL REQUIREMENTS

The general responsibilities of the Consultant shall be:

a) To provide complete and comprehensive professional services in the specialty fields required to carry out the work;

b) To carry out the work in accordance with an accepted schedule as presented in his/her proposal and approved by the Chippewas of Rama First Nation;

c) To provide updates as appropriate detailing progress, indicating milestones and pointing out troublesome areas as they occur;
d) To make use of existing materials and other information presently available to the maximum extent practical;

e) To agree to enter into a contract between the First Nation and the Consultant for the work as outlined in these Terms of Reference up to a maximum limit as submitted by the Consultant or as otherwise agreed upon; and

f) To liaise closely with the First Nation during the undertaking of the Community Report.

8.1 The Consultant shall acknowledge in his/her proposal that he/she has had adequate discussions and access to sufficient information to enable him/her to undertake the services contracted for within the estimated cost and time limits as stipulated in the proposal.

8.2 Changes to the Terms of Reference

If requested in writing by the Chippewas of Rama First Nation, the Consultant shall make any required changes in the Request for Proposal. The Consultant shall advise the First Nation of any resulting effects on the time schedule, cost estimates, or any other factor. Such changes will be incorporated into the contract by formal change order. No changes required by the Consultant to remedy errors or other problems attributable to shortcomings of the Consultant, including persons employed or supervised by him/her, shall entitle him/her to additional fees. The Consultant is expected to conduct the project in strict accordance to the approved time schedule.

8.3 Invoicing Instructions

In accordance with Rama First Nation Finance Policy, the Consultant shall submit each invoice to the Director of Health & Social Services. Invoices shall include all time and charge out rates, expenses and disbursements, excluding taxes, in detail. Copies of all original receipts for disbursements, including travel and accommodations, will be provided with the invoice.

8.4 Schedule of Payments

Payment of fees and reimbursable expenses for services performed by the Consultant for which the fee is calculated on a percentage of the cost of the work completed shall be made within 30 days upon receipt of his/her statement of account by the First Nation. The Consultant shall provide invoices to the First Nation Project Manager.
8.5 Assignment

The Contract cannot be assigned in whole or in part. All sub-Consultants are to be identified at the outset.

9.0 PROPOSAL REQUIREMENTS

9.1 General

The Consultant is encouraged to discuss with the First Nation the requirements of the Terms of Reference prior to submitting his/her Proposal.

The First Nation Project Manager is Leanne Douglas, Director of Health and Social Services, who can be reached at (705) 325-3611 x1608 at the Rama Health Centre.

The Consultant shall submit two (2) copies of the proposal as outlined in the letter of Request for Proposal.

Any deficiencies noted in the Terms of Reference, or items which require clarification, should be resolved with the First Nation Project manager before the Proposal submission.

Chippewas of Rama First Nation reserves the right to reject any or all Proposals.

The successful Consultant will be required to enter into a standard client services agreement.

Lowest bidder will not necessarily be awarded the contract.

The Proposal shall address the following:

(a) Qualifications

Consultant’s Proposal shall include qualifications to undertake this Project, as well as those of any sub-Consultants proposed to be used for any portions of the work, a list of similar projects that the Firm has undertaken, and references.

(b) Consultant’s Team

The Proposal must include a resume of each of the key persons to be involved in the Project, including a description of their formal training and experience. The aspects of the Project, which would be carried out by the various members of the Consultant’s firm, shall be indicated. If awarded the contract, the Consultant shall notify, in writing and subject to approval, of any proposed changes in his/her staff.
(c) Special Consultants

The Proposal shall identify any special Consultants who are intended to be utilized.

(d) Proposed Schedule

The Consultant shall identify the estimated time required to do the overall project.

(e) Costs

The cost for this Project submitted in the Consultant’s Proposal shall include all necessary expenditures to undertake all of the required work outlined in these Terms of Reference and in the Consultant’s Proposal.

(f) Methodology

The Proposal shall contain an outline of the proposed methodology that the Consultant proposes to utilize in undertaking the Project.

9.2 Fees and Disbursements

Consultant’s Proposal shall include the fees and disbursements for all of the various components of the project as outlined in the Terms of Reference.

The Consultant’s hourly or daily rate shall be provided in the Consultant’s Proposal. No changes in those rates shall be permitted during the undertaking of the project without the written consent of the First Nation.

In addition, no payment shall be made for administrative charges on sub-Consultant fees.

The Proposal shall indicate the cost of the following:

(a) Salaries and/or rates, including all overhead costs;
(b) Payment to sub-Consultants, complete with their charge-back policy;
(c) Disbursements including: travel, accommodation, external typing and printing costs

DEADLINE TO SUBMIT PROPOSAL: JULY 31, 2019