

# REQUEST FOR PROPOSALS

## Metis Child and Family Services Authority (MCFSA)

### Strategic and Implementation Plan (MSIP) September 1 2012- March 31, 2014

#### Introduction:

The Metis Child and Family Services Authority (MCFSA) is an incorporated entity with an independent board of directors responsible for administering and managing the delivery of child and family services for Metis and Inuit people in Manitoba. It is one of four Child and Family Services Authorities that operate within the province who are charged with ensuring that child and family services are available and accessible to their respective populations.

#### Background:

In 2009/2010 the MCFSA underwent extensive planning and restructure of service, governance, finance and infrastructure systems. As the Authority is at the half way point in the current five year plan, a number of large initiatives have been achieved and others have presented themselves, resulting in the MCFSA again looking forward over the next five years. The system-wide priorities have been set out in the original plan and, based on these priorities, the MCFSA is prepared to build responsive strategies and proceed with extensive planning and implementation goals commencing September 1, 2012.

The MCFSA requires the current five year strategic plan and the Metis Child, Family and Community Services (MCFCS), as well as, Michif Child and Family Services (MCFS) five year business plans to be aligned and updated; a comprehensive needs assessment and feasibility study regarding future mandates; and implementation plans and project management of approved strategic initiatives.

#### Requirements:

Tasks	Deliverables	Contractor Role	MCFSA	Time Line	Payment Schedule
MCFSA Strategic Plan	5 year strategic plan	Facilitator/ writer	CEO/ MCFSA Board	Sep-Dec 2012	½ on commencement balance upon completion
MCFCFS Business Plan	5 year business plan	Facilitator/ writer	MCFCFS Board & ED/CEO	Jan-Mar 2013	½ on commencement balance upon completion
MCFS Business Plan	5 year business plan	Facilitator/ writer	MCFS Board & ED/CEO	Jan-Mar 2013	½ on commencement balance upon

					completion
Feasibility Study/Needs Assessment	Report	Researcher/facilitator/writer	CEO/MCFSA Board	Apr-Jun 2013	½ on commencement balance upon completion
Mandate Business Case	Business case – start up & 5 year business plan	Facilitator/writer	CEO/MCFSA Board	Apr-Jun 2013	½ on commencement balance upon completion
Change Management	Implementation work plans and project management	Facilitator/writer /project management	MCFSA CEO/MCFCS and MCFS EDs work group team leads	Apr-Mar 13/14	quarterly

The objectives of this contract is to work collaboratively with key stakeholders to develop and align comprehensive five year system-wide strategic and Agency specific operational plans; build a business case for future mandates and/or system-wide restructure; and work with key stakeholders to prioritize and implement identified changes and/or new strategies emanating from the planning process.

These plans set the direction and structure of service, governance, finance, information technology, infrastructure, human resources, and communications.

Written technical questions regarding this RFP are preferred and should be directed to Ms. Bernice Cyr, CEO, via e-mail at [bcyr@metisauthority.com](mailto:bcyr@metisauthority.com). Please allow a minimum response time of 2 business days.

**Proposal Submission and Award:**

Consultant/Vendor shall submit one signed original and **two** copies of proposal package. All proposals and accompanying documentation will become property of the MCFSA and will not be returned. Fax proposals are not acceptable. Proposals may be submitted by e-mail as long as they are provided in Adobe PDF format.

Award will be based upon MCFSA Procurement Policy. A complete Statement of Work and copy of the MCFSA Procurement Policy are available through written request to MCFSA Director of Administration.

**Proposals are due no later than 4:30pm, Friday, June 15<sup>th</sup>, 2012**

All submittals and any accompanying documentation become the property of MCFSA and will not be returned.

Interested candidates should submit the following to:

**Ms. Robbyn Rempel, Director of Administration**  
**Metis Child and Family Services Authority,**  
**204-150 Henry Avenue**  
**Winnipeg, Manitoba R3B 0J7**

Interviews with successful respondents will be held during the week of August 13, 2012. Project commencement date is September 1, 2012.

### **Submittal Requirements:**

1. Consultant/Vendor is specifically notified that failure to comply with any part of the Request for Proposal may result in rejection of the proposal as non-responsive.
2. All proposals must be on eight and one-half by eleven (8 ½ X 11) inch paper, with tabs separating major sections.
3. The major sections shall include the **technical specifications (work plan)**, the **management specifications**, and the **cost proposal** section.

### **Technical Specifications:**

- The technical proposal must contain all work requirements necessary to accomplish the tasks as defined in the Requirements section. It will outline the proposed approach, methodology, work plan, and schedules to accomplish the tasks and to produce the deliverables.

### **Management Specifications:**

The management proposal must contain the following information:

- General and legal information about the individual or firm, including name and legal status.
- Contact information including address, telephone, email, and fax, etc.
- A Statement of Qualifications of the proposed project team members, including identification of the project manager.
  - Include specific experience in the tasks outlined within the Requirements. Provide resumes' for all staff to be assigned. Consultant must commit that the staff identified in its proposal will be actually assigned to this project.

- In the event the Consultant intends to subcontract any of the proposed work stated in its proposal, the Consultant shall submit the information required above for each proposed subcontractor.
- A list of at least three client references, including names, addresses, telephone numbers and a brief description of the type of service provided. Consultant must grant the MCFSA permission to contact all references provided.

**Cost Proposal:**

- The cost proposal must identify all costs Consultant/Vendor will charge for performing the tasks necessary to accomplish the objectives of this RFP.
  - The costs must breakout all expenses expected to be billed to the MCFSA.
  - Provide a cost proposal which includes the estimated number of project work hours by each task/requirement, and the cost of each task/requirement. Include a list of hourly rates of proposed project team members.