



Aboriginal Housing Management Association

OPERATIONS

AHMA_RFP #2021-10-29

Request for Proposal

Aboriginal Housing Management Association (AHMA)

BC Indigenous Homelessness Strategy: Data Collection Framework & Recommendations

Issue Date: October 29, 2021

Closing: November 22, 2021

**Please email submission with the subject line:
[AHMA_RFP #2021-10-29: *Name of your organization*]**

**To
Celeste Hayward
Director, Operations
chayward@ahma-bc.org**

I) PROJECT BACKGROUND

BC Indigenous Homelessness Strategy: Data Collection & Framework Recommendations Project

Why: Indigenous community members continue to be widely over-represented across the homeless population in BC. The 2018 Report on Homelessness Counts in BC found that 38% of those reporting homelessness identified as Indigenous. This number climbed to over 80% in some Northern communities and 40% in Metro Vancouver. High rates of Indigenous homelessness are attributed to the lack of affordable, safe and accessible housing and intergenerational trauma resulting from colonization, cultural genocide, and policies that actively sought to dismantle Indigenous families and communities.

Indigenous engagement and perspectives must be prioritized at all stages of developing and implementing a provincial strategy to address homelessness. The Indigenous Homelessness Strategy will function as a parallel process to broader initiatives, closely interconnected and integrated. The Indigenous-led process is designed to create a forum for Indigenous perspectives to be included, acknowledging the distinct experiences of homelessness across Indigenous communities.

Who: A multi-sectoral Steering Committee of Indigenous stakeholders and key partners has convened to lead development of the BC Indigenous Homelessness Strategy. The Steering Committee ensures an informed and representative approach that will proactively identify and respond to multiple intersecting drivers of homelessness. The Steering Committee actualizes meaningful engagement of Indigenous communities and leverages a coordinated, systems-based approach.

The BC Indigenous Homelessness Strategy Steering Committee is the decision-making body in development of all Strategy development processes, including the current RFP Project. The Aboriginal Housing Management Association (AHMA) will provide resource and administrative support to Project development.

What: Strategy development is evidence-based and aligned with best-practice models of community development, stakeholder engagement, public participation, reconciliation, and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) mandates.

As a collective and collaborative initiative that engages multiple stakeholders, the Project focuses on knowledge exchange, mutual objectives, and continuous quality improvement

processes. A data-driven approach will build capacity to both respond to and prevent Indigenous homelessness.

The Project scope for AHMA_RFP #2021-10-29 involves development and coordination of processes for environmental scanning, data collection and analysis, and providing evidence-informed recommendations for future implementation of a provincial Indigenous Homelessness Strategy Framework.

II) SCOPE OF WORK & PROJECT REQUIREMENTS:

1. Project Management Plan: Identify key activities, milestones, and timelines
2. Steering Committee Engagement and Reporting: The Steering Committee is the collaborative decision-making body for all Strategy development and Implementation activities and recommendations. Regular consultation, validation and reporting back to Steering Committee on project activities will include written briefing and meeting participation.
3. Environmental Scan: Literature review and community mapping to identify existing services, gaps, challenges, and opportunities.
4. Data Collection Framework and Tools: Identify methodology including qualitative, quantitative, participative, and Indigenous best practices.
5. Data Collection Activities:
 - a. Peer Research Assistants (PRA): Develop processes to engage, train, support community-based and/or regional Peer Research Assistants. Engage local partner organizations in recruitment and roll-out of PRA activities including planning and hosting PRA data collection activities.
 - b. Key Informant Interviews: Engage key stakeholders in one-on-one interviews and/or Focus Groups. Key stakeholders include service providers and people with lived/living experience across the provincial homelessness landscape.
 - c. On-line Survey: Engage multi-sectoral input and collaboration from a broad network of systems that intersect with determinants of Indigenous homelessness i.e.) health, justice, corrections.

- d. Community Engagement: Plan and coordinate community engagement activities that observe and promote Indigenous ways of knowing, cultural safety, and respectful protocol i.e.) community gatherings, feasts, gifting, Elder/Knowledge Keeper participation. Community engagement activities will involve travel across the province, dependant on COVID-19 related regulations and recommendations (see III.4.B - Fees and Project Budget for more detail).
6. Evaluation Framework: Define and develop continuous quality improvement processes to guide project activities.
7. Data Analysis: In collaboration with the AHMA Data Analyst Coordinator, analyze findings of data collection and environmental scanning.
8. Recommendations: Based on data collection and analysis, formulate a set of recommendations and strategic plan for future implementation of the BC Indigenous Homelessness Strategy.
9. Timelines: The Project is anticipated to be completed between Dec 15, 2021, to Aug 31, 2022. Key Project timelines and deliverables include:
 - a. June 15, 2022 - *Community Engagement & Data Collection Findings: Final Report to Steering Committee*
 - b. August 1, 2022 - *Recommendations & Strategic Plan for Strategy Implementation: Final Report to Steering Committee*

III) REQUEST FOR PROPOSAL CONTENT

To ensure ease of proposal preparation and evaluation, proponents are required to submit their proposal using the following headings. Proposals should be kept concise and not exceed a maximum of ten (10) pages, not including resumes or supplementary information.

Please include the following information in the provided order:

1. Company/Consultant Profile

Please use this section to clearly explain why AHMA should retain your services. Proponents are to provide information on the history of the company/consultancy, its size, vision, mission, and purpose. The profile should include the team involved in this project, what roles they will play, their credentials and the team structure. The minimum requirements for initial consideration as a candidate under this RFP include:

- Legally allowed to perform proposed services in Canada
- Demonstrated ability to complete the project on time with enough resources to support the project

2. Proposal

Describe your approach and plan to undertake the Project, including a Work Plan for described activities. The Work Plan should include expectations regarding the roles and responsibilities of AHMA.

3. Competency, skills, and experience

Proponents will be expected to demonstrate experience and/or expertise with the following technical knowledge, attributes, and skills. In the same section, include the proposed team's experience working on similar projects, and highlight any similar consulting experience gained in the following areas:

- Project management
- Developing needs assessments, community mapping and literature reviews
- Knowledge of Indigenous homelessness across urban, rural and remote communities in BC
- Quantitative, qualitative and/or community-based research
- Stakeholder engagement and public participation practices and processes
- Strong facilitation skills

- Experience at creating a neutral environment for, and soliciting input from, individuals from various sectors and experiences
- Knowledge and/or experience of Peer-based Research
- Knowledge and/or experience of critical community engagement frameworks including trauma-informed, cultural safety and lived/living experience

The core objective of Strategy development is serving the Indigenous community. Therefore, a critical success factor for a selected proponent is to have an in-depth understanding of Indigenous people and Indigenous culture, preferably with strong British Columbia connections. Proponents are expected to have gained this understanding through lived experiences, whether it is from being of Indigenous ancestry or working closely with Indigenous communities. Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code (self-identify).

4. Fees and Project Budget

Proponents are required to submit a fee proposal broken down by major tasks noted in the work plan. Please calculate and list all project fees, disbursements and taxes estimated.

Travel, accommodation, and other per diem expenses should *not* be included in the project budget/fee proposal. While province-wide travel is anticipated as part of the community engagement and data collection processes, specifics will depend on evolving COVID-19 related considerations, public health recommendations and regulations. Travel, accommodation, and per-diem expenses will be fully reimbursed to the successful proponent, where related Project activities occur.

Project activities are anticipated to involve up to 30 hours per week during the community engagement and data collection period, with decreasing hours thereafter.

5. References

References from two sources on similar projects are required.

6. Supplementary Information

Supplementary information is not required but may be submitted. Any additional services not specifically noted in this RFP may also be presented separately for consideration of AHMA.

7. Team Member Resumés

Brief resumés of each team members who will be assigned to this project.

IV) EVALUATION PROCESS

Proposals will be evaluated using the Evaluation and Scoring Matrix shown here.

	Weighting
Company Profile	
	+10
Experience	
	+15
Overall Proposal, incl. value-added suggestions	
	+15
Technical Knowledge and Proposed Methodology	
	+30
Skills	
	+20
Fee Proposal	
	+10
Total	
	100

V) ADMINISTRATION

Freedom of Information

Submissions in response to this RFP will be treated in accordance with the relevant provisions of the Freedom of Information and Privacy Protection Act.

Expenses

Each proponent is responsible for bearing the costs, at their own expense, of preparing and submitting a proposal and any subsequent discussions with AHMA.

Disclaimer

AHMA reserves the right at their sole discretion to cancel this RFP or not to select any proposal.

Discrepancies or Omissions

Proponents finding discrepancies or omissions in the RFP documents or having any doubts to the meaning or intent of any part thereof should immediately notify AHMA by email at the contact outlined on the front of this RFP. Any additional instructions or explanations will be re-posted to the original list of recipients and contacts who inquired before the closing date.

Irrevocability of Proposals

Upon closing time all proposals become irrevocable. By submission of a proposal, the proponent agrees that should its proposal be deemed successful, the proponent will enter into a contract with AHMA.

Liability for Errors

While AHMA used considerable efforts to ensure an accurate representation of the information in this RFP, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

Termination of Contract

Should AHMA choose to enter into a contract with a successful proponent, AHMA reserves the right to terminate the contract within 30 days' written notice under the following circumstances:

- The firm fails to perform in accordance with the specified service requirements as presented in this RFP.
- The firm fails to provide any service as specified in the agreement without prior written notice.
- The firm fails to meet the provisions of the RFP in any significant degree.

Agreement with Terms

By submitting a proposal the Proponent agrees to all the terms and conditions of this RFP. Proponents who have obtained the RFP must not alter any portions of the document, with the exception of adding information requested. To do so will invalidate the proposal.

Modification of Terms

AHMA reserves the right to modify the terms of the RFP at any time and at their sole discretion.

Language

All proposals are to be in English only.

Submission Protocol

All inquiries regarding this RFP should be directed to:

Celeste Hayward

Director, Operations

Aboriginal Housing Management Association

chayward@ahma-bc.org

Proponents are hereby advised that any attempt to solicit individual members of AHMA and/or their appointed agents in regard to the award of the contract may jeopardize the favorable consideration of their proposals.

Proposals will only be accepted by email as a PDF. Emails must be within the gateway requirements of 10MBs. As such, any submission larger than 10MBs should be split into smaller chapters and labeled appropriately.

The subject line must read: **AHMA_RFP #2021-10-29**.

Proposals must be received by November 22, 2021 no later than 4:00 pm, Pacific Standard Time.

The BC Indigenous Homelessness Strategy Steering Committee wishes to thank all proponents for your efforts in responding to this exciting opportunity.