



Request for Proposal No. 2022-002

**Coastal Family Resource Coalition
Leadership and Coordination Services**

Issue date: February 22, 2022

Closing date and time:

Proposals must be received before 3:00 PM Pacific Time on March 8, 2022

Contact person:

Marcie DeWitt: achn@acrd.bc.ca

RFP submission:

rfp@clayoquotbiosphere.org

1. Instructions to Proponents

It is the sole responsibility of the proponent to submit their proposal prior to the closing time of 3:00 PM, pacific time, March 8, 2022. Proposals received after this time will not be considered.

Proposals shall be received by email to rfp@clayoquotbiosphere.org. A confirmation of receipt response will be e-mailed.

All costs to prepare the proposal shall be borne solely by the proponent. Proposals may be amended in writing and delivered to the e-mail indicated before the closing time but not after. The proponent may withdraw their proposal at any time prior to the proposal closing time by submitting an e-mail withdrawal letter to rfp@clayoquotbiosphere.org.

2. Specifications

a. INTRODUCTION

The purpose of this Request for Proposal (RFP) is to solicit submissions from qualified proponents to provide leadership capacity and coordination services for the Coastal Family Resource Coalition (CFRC) for a three-year term (with option for renewal).

The maximum budget for this work is \$33,000 including GST.

b. BACKGROUND

The Coastal Family Resource Coalition (CFRC) is a regional network administered by the Clayoquot Biosphere Trust and guided by the CFRC Executive Committee. The CFRC is a multidisciplinary network of health and social service providers that aims to address the needs of children, youth, families, and communities within the region, and; to improve communications between service providers, agencies, communities, and funders. Established in 2003, the CFRC serves as an open forum for discussion on the determinants of health, the identification of health service priorities, community and health services planning and development, and other issues related to the health status of West Coast citizens and communities. All activities and outputs of this initiative will reflect the unique strengths of Central Region communities and will be grounded in culture, respect, and collaborative practices. Communities to be served are Hot Springs, Ahousaht, Opitsaht, Tofino, Ty-histanis, Esowista, ACRD Area C, Hitacu, Macoah, Ucluelet.

Website: www.coastalfamilyresources.ca

c. PROJECT GOALS, SCOPE OF WORK AND DELIVERABLES

The Proponent's primary functions will be to:

1. Coordinate and oversee operations for the CFRC.
2. Implement activities outlined in Schedule C.
3. Manage correspondence and communication of the CFRC, including social media and website.

4. Research and develop resources for the ongoing sustainability of the Network; and
5. Undertake activities to raise awareness and maintain a public profile for the CFRC, while developing and promoting working relationships with the public and stakeholders.
6. Meet requirements of the CFRC funders.

The Proponent must understand the determinants of health and population health in order to inform the strategic and policy direction of the CFRC. The Proponent must have knowledge of local Nuu-chah-nulth and non-Nuu-chah-nulth culture and communities in the West Coast Central Region. As the CFRC intends to engage the Proponent under a contract for services, the Proponent must be capable of meeting legal requirements of being an independent contractor.

3. Contract Administration

This independent contract will be administered by the Clayoquot Biosphere Trust (CBT) on behalf of the CFRC Executive Committee.

4. RFP Submission Requirements

Please submit a proposal (no more than 12 pages) that includes the following:

- a. Your Curriculum Vitae
- b. A description of your relevant work with other coalitions, networks, or community organizations.
- c. Your proposed work plan for completion of deliverables to be provided. Please include proposed timeline.
- d. Proposed project budget.
- e. Contact information for up to three references.

5. Evaluation Criteria

- a. Proposals will be evaluated based on:
 - i. Quality of Proposal, technical requirements, & relevant experience-50%
 - ii. Environmental considerations-15%
 - iii. Social value -15%
 - iv. Price-20%
- b. The CFRC Executive Committee reserves the right to accept the Proposal which is deemed most favorable to the CFRC.
- c. Environmental consideration questionnaire

Has your company achieved (or is it committed to) any of the following activities? Check all that apply and provide details/targets/goals. Activities that do not apply may be marked as not applicable. Please submit this completed questionnaire as part of your proposal.

| Activities | Scoring | Evidence Required | Evidence |
|---|----------|--------------------------------|----------|
| Increase renewable energy sources and/or reduce the company's overall energy usage. | 3 points | Details, targets and/or goals. | |

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|---|----------|--------------------------------|--|
| Reduced carbon use, GHG emissions or use of ozone depleting substances. | 5 points | Details, targets and/or goals. | |
| Implemented initiatives to reduce waste at the source or divert the waste from landfills/incineration. | 5 points | Details, targets and/or goals. | |
| Recycled water or other water recovery systems to reduce the use of potable water | 2 points | Details, targets and/or goals. | |
| Responsibly disposed of all hazardous waste generated from production. | 3 points | Details. | |
| Contributed to the 2030 Sustainable Development Goals of the United Nations. | 2 points | Details. | |
| Other: Include an explanation of any on-going efforts or plans that the vendors have, or steps that it has taken in the past to address climate change and reduce environmental impact. | 3 points | Details | |
| Total Points (Out of 23) | | | |

d. Social value questionnaire

Has your company achieved (or is it committed to) any of the following activities? Check all that apply and provide details/targets/goals. Activities that do not apply may be marked as not applicable. Please submit this completed questionnaire as part of your proposal.

| Criteria | Scoring | Evidence Required | Evidence |
|--|----------|--|----------|
| Local | 5 points | Business Address | |
| First Nations owned | 5 points | Certification or incorporation with Nation identified. | |
| Indigenous owned private company (51% or more Indigenous owned) | 5 points | Self-Declared for small purchases 3 rd Party Certification for large purchases | |
| Diverse owned: women, Black, or other equity deserving group. | 3 points | Self-Declared for small purchases 3 rd Party Certification for large purchases | |
| Social Enterprise | 3 points | Self-Declared for small purchases 3 rd Party Certification for large purchases | |
| Tribal Park Allies Program Participant (or ecosystem service fee program of the First Nation in whose territory activities are taking place) | 2 points | Verification | |
| Living Wage Employer | 2 points | Self-declared, but auditable for verification | |
| Providing local employment | 2 points | Evidence from payroll postal code records | |
| Providing youth employment | 2 points | Evidence from payroll records | |
| Providing local training | 2 points | Written policy or commitment | |
| Practice social procurement in their supply chain | 2 points | Written policy or evidence | |
| Total Points (Out of 31) | | | |

6. Proposal Evaluation Process

- a. The CFRC Executive committee will review and evaluate all proposals in accordance with the criteria provided.
- b. The CFRC Executive committee will make a recommendation to the CBT. The CBT will proceed into negotiations with the selected proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, all parties will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and CBT may contact the proponent of the next best rated proposal and attempt to conclude a formal agreement, and so on until a contract is concluded.
- c. CFRC and CBT have no obligation to proponents to award a contract and may in their sole discretion elect to terminate the proposal evaluation process at any time.
- d. Proponents are responsible for their own costs of preparing and submitting their proposals and for any costs incurred in the proposal evaluation process, regardless of the outcome.
- e. Throughout all stages of the evaluation process, the CFRC Executive committee may, at its discretion seek additional clarification on any aspect of the proposal and perform reference checks.
- f. The successful candidate will be notified in mid-March 2022.

6. Budget

The maximum budget is \$33,000 inclusive of all costs and GST for delivery on the expectations outlined above.

Any requests for clarification or for a detailed description of the position contact:

Marcie Dewitt, CFRC Executive Committee member

Email: marcie_dewitt@hotmail.com Phone: 250-726-5019

Deadline for submissions is 3:00 pm, March 8, 2022

Email: rfp@clayoquotbiosphere.org



Schedule “C” - Description of Position

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|---------------------------|--------------------------|
| Job title | CFRC Community Developer |
| Job classification | Contract |
| Reports to | CFRC Executive Committee |

Job Purpose

The CFRC Community Developer will be responsible to initiate the vision, mission, purpose, values, guiding principles, goals and objectives of the Coastal Family Resource Coalition (CFRC) into action. The Community Developer will be the conduit that builds and fosters healthy and connected people and places with a collective voice on regional and local health issues. This will be achieved by the Community Developer leading a culture of cooperation, collaboration, innovation and partnership while facilitating dialogue and an understanding amongst citizens and stakeholders. The CFRC Community Developer maintains communication networks, works with communities to engage member organizations in strengthening and supporting the CFRC and its work, and fosters the environment for the implementation of the West Coast Service Integration Model. All activities and outputs of this initiative will reflect the unique strengths of Central Region communities and will be grounded in culture, respect, and collaborative practices. Communities to be served are Hot Springs Cove, Ahousaht, Opitsaht, Tofino, Esowista, Ty-histanis, Hitacu, ACRD Area C, Macoah, and Ucluelet.

Duties and Responsibilities

- Manage and oversee operations of the CFRC network to strengthen the capacity of the network and move the network towards tangible actions and outcomes.
- Develop, implement, and lead strategic and operational planning; including tracking and monitoring progress through quarterly reporting.
- Facilitate and organize monthly meetings of the CFRC and stakeholders. This includes the preparation and distribution of agendas and documenting meeting minutes.
- Develop and promote collaborative, healthy working relationships with partners, stakeholders, and government agencies to achieve CFRC goals.
- Facilitate and organize quarterly meetings of the CFRC Executive Committee.
- Prepare and manage budget; provide written and financial reports on a quarterly basis.
- Manage correspondence, communication and promotion of the network, including the use of social media and website.

- Provide leadership and actively seek out opportunities to secure partnerships, funding, and other resources that will work towards securing the long-term sustainability of the network and achievement of CFRC priorities.
- Undertake activities to raise awareness and maintain a public profile for the CFRC, while developing and promoting working relationships with the public and stakeholders.
- Procure and manage goods and services contracts (i.e. meeting facilitators, catering, and professional consultants) as required.
- Supervise and support the CFRC Literacy Coordinator in their work to implement the Dual Language Literacy Plan.
- Evaluate improvement processes and identify opportunities to improve effectiveness and make recommendations to the CFRC Executive Committee regarding all aspects of governance.
- Use collaborative asset-based community development approaches that ensure regional voices are represented at the CFRC network.
- Lead and/or partner on health promotion events, activities, and programs that respond to community health priorities.
- Initiate and facilitate working groups on identified network priorities (Early Years, Children and Youth, and Harm Reduction etc.).
- Plan and facilitate the biennial Coming Together Forum health planning event.
- Represent the CFRC network on regional planning committees to voice CFRC identified priorities and to promote collaboration across agencies.

Working Conditions

- 9-12 hour work week.
- Ability to work on a flexible schedule (evenings and weekends) may be required to attend events and meetings during evening as weekends.
- Valid Class 5 Driver's license and access to vehicle required to travel to occasional meetings, events, and presentations across the Clayoquot Sound Biosphere region.

Physical and Mental Requirements

- The position will require long hours sitting in front of a computer screen.
- The position will require travel by small boat and float plane to remote communities.

Direct Reports

CFRC Executive Committee.

Qualifications (subject to modifications dependent on staff compliment and/or operational requirements)

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|------------------------------------|---|
| Education | Post secondary degree in community development, public health, social sciences, planning, or a related field or an equivalent combination of education, skill and experience. |
| Professional Certifications | N/A |
| Experience | Significant experience in working in a cross-cultural setting. Three-five years of recent experience in health and community development. |
| Knowledge | Demonstrated knowledge of population health and determinants of health, and experience analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction. Knowledge of Nuu-chah-nulth communities and priorities in the Biosphere Region (preferred). Knowledge of government programs and initiatives in the Biosphere Region (preferred). |
| Skills / Abilities | Proven communication style that supports individuals/groups to achieve optimum performance that align with goals and objectives while simultaneously building collaborative relationships. Proven ability to coordinate and facilitate public participation, community development processes and quality improvement methodologies. Facilitation, oral and written communication and presentation skills. Highly organized and well-developed oral and written communication skills. Strong conflict resolution, critical thinking and problem-solving skills including the ability to ascertain the 'real issue' and facilitate a respectful, healthy dialogue that builds on ideas/thoughts. Demonstrated sound judgment, decision-making and problem-solving skills. Strong listening, public speaking, media relations and networking skills. |

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| | <p>Strong inter-personal skills.</p> <p>Ability to connect strategic direction and programs to ensure community needs and organizational mandates are met.</p> <p>Ability to work through conflict and diversity of thought.</p> <p>Ability to work in collaboration with multiple stakeholders.</p> <p>Ability to create and cultivate partnerships.</p> <p>Proven team player that can follow a system and protocol to achieve a common goal.</p> <p>Ability to prioritize and organize work.</p> <p>Ability to foster and promote good public relations.</p> <p>Ability to promote positive change.</p> <p>Proficient computer skills, including Microsoft Office and web-based engagement tools.</p> |
| Personal Suitability | Flexibility, Empathy, Resilience, Integrity, Compassion, Good Judgement, Creativity, Teamwork, Open-mindedness |
| Values | Communication, Learning, Respect, Joy |

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| Date Last Reviewed | November 2021 |
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| | Name | Signature | Date |
|--------------------|------|-----------|------|
| Approved By | | | |
| Employee | | | |