



METIS SETTLEMENTS STRATEGIC TRAINING  
INITIATIVES SOCIETY  
Request for Proposals

## Invitation to Proponents

This Request for Proposals (“**RFP**”) is an invitation to prospective contractors to submit proposals to provide research and analytical services towards achieving a labour market analysis on the Metis Settlements, all as more particularly described in Schedule A.

The Proposal that achieves the best overall value for Metis Settlements General Council (“**MSGC**”) and Metis Settlements Strategic Training Initiatives Society (“**MSSTI**”) will be selected and the Proponent invited to conclude an arrangement with MSGC.

## The RFP Process

### Time Table

Issue Date of RFP	<i>May 30, 2024</i>
Proponents’ Deadline for Questions	<i>June 13, 2024</i>
Deadline for MSGC to issue Addenda	<i>June 20, 2024</i>
Proposal Submission Deadline	<i>June 27, 2024</i>
Proponent’s Oral Interviews	<i>If required</i>
Tentative Selection Date of Preferred Proponent	<i>July 28, 2024</i>
Estimated Project Completion	<i>July 28, 2024</i>

### Communication/Questions

Questions/Comments regarding this RFP should be directed in writing via email to: [diannedesjarlais@msgc.ca](mailto:diannedesjarlais@msgc.ca) OR [spatenaude@msgc.ca](mailto:spatenaude@msgc.ca) , and contain the phrase “RFP Question” in the subject line. Responses will be issued to all bidders through a blind email to maintain fairness. We reserve the right to not reply or answer questions that may benefit an individual contractor or we deem to be irrelevant to the activity. Additional information, if necessary, will be provided by addenda to all proponents.

### Submission of Proposals

Proposals will be submitted electronically, via email, in a PDF file format. Without exception, the submission must meet the deadline designated in the time table. The proponent may amend or withdraw any proposal prior to the deadline. The RFP will form an attachment to the proposal, as the proponent must agree to all terms stated herein. Upon submission, the digital proposal becomes property of MSSTI. Only successful proponents will be contacted on the date specified in the time table.

## General Rights of MSGC and MSSTI

MSGC and MSSTI may evaluate and select any proposal, by any method, and at any time it deems appropriate. The evaluation guide and time table is a tool for MSGC's and MSSTI's purposes; however, the successful proponent will be selected on any grounds the management and executive of MSGC and MSSTI deems to be appropriate. MSGC and MSSTI may, in its sole discretion, negotiate changes, amendments, or modifications to the selected Proponent's Proposal.

## Conflict of Interest

Prospective Proponents shall disclose in writing actual, potential, or perceived conflict of interest through relationships with MSGC and or MSSTI, staff, contractors, or stakeholders, including: family relationships, business relationships, and gifts – within the past two years. Disclosure will not necessarily result in disqualification; however, a failure to disclose will result in disqualification of the Proponent.

## Proponent's Costs

MSGC and MSSTI shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting from MSGC and MSSTI exercising any of its express rights under this RFP.

## Limitation of Liability

The Proponent agrees that if MSGC and MSSTI commits a material breach of this RFP, MSGC's and MSSTI's liability to the Proponent and the aggregate amount of damages recoverable against MSGC and MSSTI for any matter relating to or arising from that material breach, whether based upon an action or claim in contract, warranty, equity, negligence, intended conduct or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise, of MSGC and MSSTI, shall be the lesser of:

- the Proposal preparation costs that the Proponent seeking damages from MSSTI can demonstrate; or
- \$1,000.00.

## Compliance with Applicable Laws

It is a condition of the Agreement that the selected Proponent agrees to comply with all of the applicable laws of Alberta and Canada, including the *Occupational Health and Safety Act* (Alberta), the *Human Rights, Citizenship and Multiculturalism Act* (Alberta) and the privacy statutes applicable in the province of Alberta.

## Governing Law of RFP Process

This RFP process shall be governed by and construed in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein.

## The Services/Requirements

Service Specifications, Scheduling of Work, and General Instructions are attached as Schedule 1.

## Equipment, Supplies, Expenses

The Contractor will provide all equipment and supplies necessary to achieve the tasks detailed in the Schedules. On inputs to productivity, the contractor will provide a quote/unit cost for all expenses. Expenses for food, accommodation and travel shall be determined by the National Joint Council, available at [www.njc-cnm.gc.ca](http://www.njc-cnm.gc.ca).

Company Name:	
Address:	
City/Province:	
Postal Code:	
Contact Representative:	
Email:	
Phone:	

## Declaration

### Proposal Validity and Security

All statements, specifications, data, confirmations, and information that have been set out in the Proposal are complete and accurate in all material respects.

I have received and reviewed the RFP, together with all addenda thereto.

### References

I have included the number and type of references required by the RFP and consent to having MSGC and MSSTI perform checks with those references and with any other relevant references.

### Failure to Conclude Arrangement

I acknowledge that MSGC's and MSSTI's acceptance of our Proposal is conditional upon our ability to conclude an arrangement with MSGC and MSSTI. The Agreement will set out the terms and conditions under which we will perform the services and other obligations required by this RFP and our proposal.

Execution of Agreement

I understand that if our proposal is selected by MSGC and MSSTI, I agree to discuss and negotiate in good faith the terms of an arrangement with MSGC and MSSTI and sign the Agreement.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
[Contractor designate]  
PRINTED NAME: \_\_\_\_\_  
WITNESS: \_\_\_\_\_

## Rated Criteria

Each contractor's proposal will be evaluated against identified rated criteria. The table below shows the allocation of the points within the rated criteria. Proponents are to respond to each question forming part of the criteria in the provided response section. Where possible, Proponents are not to refer to attached materials, although in some circumstances such references are necessary given the nature and complexity of the subject matter.

Rated Criteria	Weight
Company Overview	12
Service / Equipment	24
References	12
Capacity and Contingency Plan	12
Pricing	40
<b>TOTAL</b>	100

- 1. Company Overview:**  
Provide a brief overview of the company.
- 2. Service / Equipment:**  
Describe how your company can achieve the outcomes desired in the Activities section of the RFP.
- 3. Capacity and Contingency Plan:**  
Describe how your organization has capacities to ensure fulfilment of all outcomes, or provide warranties for unforeseen outcomes.
- 4. Pricing:**  
Please itemize your quote and anticipate pricing. This may include flat rate bidding on services and requirements outlined in the schedule. Bids based on hourly rated services may prescribe fee rates; however, bi-weekly work plan updates will be a requirement of these arrangements.
- 5. References**  
Proponents are requested to provide contact details for recent Clients.

## Schedule 1 – Project Description

### Objective

Metis Settlements Strategic Training Initiatives Society is seeking a consultant or team to build baseline data of the labour market in each of the eight Metis Settlements. This data set will form a pillar in the development of a workforce strategy for the communities, both collectively and individually. The data set should be mindful of its end goal – which is to provide insight and understanding into how best achieve a well-trained and productive workforce in each of the Settlements. The contractor will conduct five (8) full surveys.

Estimated Budget: \$190,000.00

Estimated Project Completion: January 20, 2025.

### Geography

The area of study will be the eight Settlements of:

- Paddle Prairie,
- Peavine,
- Gift Lake,
- East Prairie,
- Kikino,
- Fishing Lake,
- Buffalo Lake, and
- Elizabeth.

### People

- All Settlement Residents over the age of 16, regardless of their current job status, should be represented in the study either by direct survey participation or reasonable interpolation of data with a sufficient sample size. It should be the objective of the study proponent to engage as broadly as possible, and to achieve the largest set of data in each community as possible. The study should include seniors; a profile of economic contributions of seniors should form a component of the study.
- All Settlement Members on an approved leave of absence should also be included in the study. The Land and Membership Clerk and/or the MSSTI Coordinator will assist in contacting these individuals for participation.

### Profile Attributes

The study should include a profile of: basic demographic traits, aptitudes, preferences, vocational skills, and formal training. The study should look at supply and demand characteristics in the labour market, and examine the current level of training of each community, to identify gaps and overlaps.

## Methodology

The contractor should have a demonstrated ability to achieve survey and statistical analysis. These services should include the ability to work with existing data sources, and the creation of unique data through community engagement and survey techniques.

The contractor will provide a plan to conduct community engagement in each of the eight Settlements and an overview of their methods in the proposal.

## Recommendations

Through engagement with leadership, staff, and the community, the study should identify best practices in the communities. The contractor may also present global, national, and regional research which may be relevant.

## Deliverables

The project data and the Final Report should include the following:

1. A narrative of activities
2. A survey of each Metis Settlement with a sample of or more participants in the categories of:
  - a. Employed Full Time
  - b. Employed Part Time
  - c. Unemployed and Searching
  - d. Unemployed and Not Searching
  - e. Unable to work
  - f. Retired
3. The survey should contain:
  - a. Basic Demographics
  - b. Employment Status
  - c. Skill Assessment
  - d. Educational Attainment
  - e. Vocational Preferences
4. A recognition of the available training assets in the community and their current utilization.
5. Recommendations to integrate skills, preferences, labour market supply/demand, wage data forecasts, and any other relevant factors into further research criteria or recommended action by the Settlements or other governments.