



REQUEST FOR PROPOSAL

Date Posted: May 1, 2024

Submission Deadline: May 16, 2024 4:30PM MT

SUBJECT:

Community Assessments/Gap Analysis/Overall Strategic Plan- Mental Health and Addictions

REPORTS TO: Darlene Carifelle, Health Board Coordinator

Project Description:

Metis Settlements General Council is seeking a “Contractor” with expertise to facilitate a Community safety needs/ barrier/gap analysis Settlement by Settlement and develop a strategic plan which presents options and recommendations for solutions, long-term investments and approaches for Mental Health and Addiction and Community Safety.

Background:

From 2015 to 2017 the Metis Settlement Health Board completed a Phase I and Phase II Community Health Assessment. The assessment concluded that across all the 8 Settlements alcohol and drug addictions were mentioned in every data source as the most critical issue facing the Metis Settlements. To fully understand the magnitude of addiction and mental health, further analysis needs to be undertaken with the communities, to establish priorities and facilitate a collaborative action plan.

Deliverables:

Working in conjunction with the Metis Settlements Health Board:

1. Development/implementation of a community assessment – qualitative/quantitative and applicable to various age groups for each Settlement.
2. Completing a gap analysis of current information as per the community assessments/programs and services (internal/external) available to members and barriers to accessing services.
3. Development of a community inventory list of services and programs as identified.
4. Data Analysis using both inductive and deductive approaches.
5. Utilizing qualitative and quantitative methods to complete analysis.
6. Producing a final Strategic Plan that presents options and recommendations for solutions and long-term investments.
7. Providing monthly updates on status of work completed to the Metis Settlements Health Board Coordinator.



Metis Settlements General Council

The project will commence upon retaining of the contractor, some components require work to be completed by October 30, 2024 by presenting a preliminary report to the Health Board, with final report being completed before March 31, 2025.

SKILLS:

- Strong communication/written skills
- Computer skills
- Analytical skills
- Research
- Ability to produce a high-quality final document.

QUALIFICATIONS:

- Must have subject matter expertise and experience in completing analysis, document writing, and community engagement.
- Knowledge of the Metis Settlements.
- Ability to provide examples of work produced, if required.
- 2 work related References

Proposal Submission Instructions:

- Letter of Interest
- Summary of expertise and previous experience
- An outline setting out the tasks, timelines, and estimated cost.
- Any other relevant information

Deadline for Submissions: May 16, 2024 @ 4:30pm MT

Forward your Proposal to:

Tanis Heron
Office Administrator
Metis Settlements General Council
Suite 101, 10335 - 172 Street,
Edmonton, Alberta T5S 1K9
Phone: 780 822-4052
Email: Theron@msgc.ca

*We thank everyone for their interest; however, only the **SUCCESSFUL** candidate will be contacted.*