



**Rupert's Island
Institute**

Métis Centre of Excellence

REQUEST FOR PROPOSALS

Entrepreneur Workshop Curriculum Design & Facilitation

Issue Date: January 16th, 2023

Closing Date: January 30th, 2023

CONTENTS

1.0	Introduction	3
2.0	Opportunity Summary	3
3.0	RFP Instructions	3
3.1	Inquiries	4
3.2	Proposal Process	4
3.3	Evaluation Criteria	4
3.4	Confidentiality	5
3.5	No Contract	6
3.6	Acceptance of Proposal	6
3.7	Proposal Content	6
4.0	Scope of Services	7

1.0 INTRODUCTION

Established in 2010 as an affiliate of the Métis Nation of Alberta, the Rupertsland Institute (RLI) *Métis Centre of Excellence* was incorporated as a Section 9 company under the Alberta Companies Act on July 26, 2010 and:

- Is governed by a nine-member Board of Governors comprised of professional representatives from the Métis business community, University of Alberta, selected sectors of industry, and the Métis Nation of Alberta (MNA) Provincial Council;
- Is accountable to its sole shareholder, the Métis citizens of Alberta, as represented by the MNA Provincial Council;
- Is known for its distinct standards for transparency, accountability and performance while carrying out the education, training and research mandates entrusted to it by the MNA; and
- Has a vision for a “Skilled, knowledgeable, and self-reliant Métis Nation.”

More information can be found at: www.rupertsland.org

2.0 OPPORTUNITY SUMMARY

RLI is seeking consulting services to lead the creation of an *Entrepreneur Workshop Curriculum Design & Facilitation* and is inviting the submission of proposals as set out in this Request for Proposal (RFP).

- *Description: Entrepreneur Workshop Curriculum Design & Facilitation*
- *Date Issued: January 16th, 2023*
- *Closing Date: January 30th, 2023*

3.0 RFP INSTRUCTIONS

All proposals should be delivered electronically, in PDF file format to:

Shannon McCarthy, Director – Métis Training to Employment

smcarthy@rupertsland.org

Proposals must be received on or before the Closing Time of:

TIME: 2:00 pm

DATE: *January 30th, 2023*

Proposals will be accepted until the Closing Time as specified. It is the proponent’s sole responsibility to ensure its proposal is sent before the above Closing Time.

Proponents wishing to make changes to their proposals after submission but prior to the Closing Time, may do so by submitting the revisions by email. It is the proponent's sole responsibility to ensure the revisions are received prior to the Closing Time.

3.1 INQUIRIES

Any questions can be directed to *Shannon McCarthy* and will be answered and distributed to respondents before *January 25th, 2023*. An effort will be made to answer questions on a rolling basis with a 24 hour turnaround.

3.2 PROPOSAL PROCESS

RLI will evaluate all proposals based on the content in response to the needs outlined. There may be questions posed to the proponents during the evaluations. As stated earlier, RLI will endeavor towards timely turnaround (24 hours wherever possible) in order to keep the process moving forward.

Only proponents with successful proposals for interview stage will be contacted.

RLI will shortlist proponents and have a presentation stage with notification of presentation to proponents by end of day *February 3rd, 2023* and presentations scheduled for the week of *February 6th – 10th, 2023*.

A final decision will be made by end of day *February 13th, 2023* and a contract will be negotiated the successful proponent no later than *February 17th, 2023*.

3.3 EVALUATION CRITERIA

RLI recognizes that "Best Value" is the essential part of purchasing a product and/or service, and therefore, may prefer a Proposal with a higher price, if it offers greater value and better serves RLI's interests, as determined by the RLI, over a Proposal with a lower price.

At its sole discretion, RLI reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposals;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist in evaluating Proposals;
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Proposal.

Proposals will generally be evaluated based upon the following criteria:

Company and Project Team Qualifications

- Technical and management experience and skills of Proponent and other team members.
- Quality of Proponent work, based on recent and relevant project experience on similar assignments, demonstrating suitability to undertake work.
- References relating to project experience.

Services

- Demonstrated understanding of requirements, scope of work and deliverables.
- Clarity and completeness of solution.
- Addressing work effort and team member participation and role in delivering work.
- Identifying any potential options or changes to outlined requirements that could be advantageous to RLI.
- Ability to meet required timelines.

Fees

- Costing of each major part and key task to complete the project.
- Lowest proposal will not necessarily be accepted.
- Discounting, rebate, or other value add beyond price.

3.4 CONFIDENTIALITY

MUTUAL CONFIDENTIALITY AGREEMENT BETWEEN RLI AND THE CONSULTANT

During these discussions, RLI and the Consultant may have access to confidential information of each other, including, without limitation, customer lists, financial information, business plans, trade secrets, proprietary methods, or technical processes (“confidential information”). Confidential information does not include information which either company can prove to a reasonable certainty:

- a) is or became publicly available without breach of this Agreement;
- b) was known to the other party, at the time of disclosure, as demonstrated by written evidence;
- c) was independently developed by either party without any use of any Confidential
- d) Information;
- e) becomes known to one party, without restriction as to confidentiality, from a source other than the other party, without breach of this Agreement; or
- f) is required by law to be disclosed.

USE OF CONFIDENTIAL INFORMATION

RLI and the Vendor will:

- a) not use, disclose, or permit the use or disclosure of any confidential information to third parties;
- b) ensure that the confidential information of the client is disclosed only to the extent required for fulfilling each party’s respective obligations hereunder;
- c) disclose confidential information only to those of its directors, officers, employees, consultants, or agents who need to have the information to perform their obligations in relation to these deliberations, and have executed to written agreements to protect Confidential Information materially similar to this Agreement; and

- d) exercise commercially reasonable and diligent efforts to protect the secrecy of the Confidential Information of each other and notify the client immediately upon any actual or suspected misuse, misappropriation, or unauthorized disclosure.

3.5 NO CONTRACT

This RFP is not a tender and does not commit RLI in any way to select a preferred proponent. By submitting a proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on RLI by this RFP or submissions prior to the completed execution of a formal written Contract.

3.6 ACCEPTANCE OF PROPOSAL

The acceptance of a proposal will be made in writing and will be addressed to the successful proponent at the email address given in the submitted proposal. Following acceptance and approval to proceed with the proposal, the proponent is expected to enter a contract with RLI to perform the works or services set out and agreed upon in the proposal.

3.7 PROPOSAL CONTENT

A proponents should structure its proposal to provide, at a minimum, the necessary information as outlined in this RFP and the following information:

COMPANY OVERVIEW

The proposal shall provide a general overview of the company, its structure, size, and capability to perform the work required. This section should specifically highlight recent and relevant experience that demonstrates the company's suitability to undertake the scope of work and also their ability to commit the necessary resources to make this work a priority. A minimum of three references relating to relevant project experience shall be provided, including contact names and details.

TEAM AND EXPERIENCE

The proposal shall identify the experience of the team that will perform the work. This section should address team structure and organization of services provided.

PROPOSED PROJECT AND SERVICES SOLUTION

The proposal shall demonstrate an understanding of the scope and provide a solution that meets or exceeds RLI's expectations in terms of outcomes, and timelines.

Should there be any component of the scope that is not available, or the proponent chooses not to address, please clearly identify this in your response.

FEES

The proposal shall detail proposed fee structure, any optional or additional considerations, and pricing. In addition, please identify any discounts offered or value add beyond the pricing.

SUBCONTRACTORS

If the Proponent plans to use subcontractors, the Proposal shall clearly identify and include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

INNOVATION

The proponent is also encouraged to include innovative, alternative, or unique solutions to the proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, better public relations, and/or project acceptance, reduced risk, improved management, or administrative efficiencies, etc. Any alternative proposals submitted should include the requirements of the original RFP with costs identified for comparative purposes.

4.0 SCOPE OF SERVICES

Background

Since 2013, Rupertsland Institute has been expanding its services to enhance Alberta Métis client's access to resources specifically in entrepreneurship and small business development. This expansion was motivated by a demonstrated need developing within the Métis community. The Métis Entrepreneurship Workshops were created to provide a background and summary of topics relevant to those seeking to delve into a self-employment journey. After a successful decade of offering the previous iteration of the Métis Entrepreneur Workshops, Rupertsland is seeking a refresh and a rebrand to ensure the workshops are responsive to the Métis community and respectful of innovation and advancement in the field of self-employment.

Opportunity

Rupertsland Institute is seeking a proponent to redesign the concept, curriculum, and facilitation of the Métis Entrepreneur Workshops to be responsive to the current environment of entrepreneurship, future trends, and community needs. Rupertsland Institute is the Métis Centre of Excellence and strives to provide excellence through our programs and services.

The program should include concepts such as (but not limited to) the viability of self-employment, key tools to ensure business success, determining validity of business opportunities, establishing healthy work/life balances, typical obligations of business owners, anticipating pitfalls and future planning, breakeven analysis, and more. The proposals should detail curriculum topics, background of these topics, and methods of presentation. Workshops should total approximately 16 hours offered over various time-allocations such as two-day virtual sessions on weekdays, weekends, and evening offerings.

Please ensure the following considerations are included in the submitted proposals:

1. Curriculum inclusions
2. Method and mode of facilitation (length of courses, frequency of courses, organization of courses, and facilitation of courses virtually)
 - a. Detail maximum number of participants in facilitation sessions
3. Marketing material concepts and creation costs
4. Acknowledgement that all intellectual property created over the duration of the contract is solely owner by Rupertsland Institute