

REQUEST FOR PROPOSAL

Project Title: Peer Leader Mental Health – Train the Trainer program

Statement of Request:

The Arctic Children and Youth Foundation (ACYF) is inviting qualified applicants to submit a proposal to develop content for the Peer Leader Mental Health – Train the Trainer program.

The scope of this project is the completion of a facilitator's guide and participant workbook for the Peer Leader Mental Health program. It will include reviewing current program content, consulting with ACYF facilitator and Project Lead, and any suggested content or program improvements.

Submissions to undertake this work will be received until July 15, 2017 at 5:00pm EST. Proposal must quote "Peer Leader Mental Health – Train the Trainer program" on the cover sheet.

Proposals may be submitted to the Executive Director, identified below;

Sarah Clark
Executive Director
Arctic Children and Youth Foundation
P.O. Box 4206
Iqaluit, NU X0A 1H0
867-975-3221
sclark@acyf.ca

Please address any inquires, by email, no later than 3 days prior to submission deadline.

All responses to this RFP should be submitted by postal mail to the address above or electronically to sclark@acyf.ca

Overview

The Arctic Children and Youth Foundation (ACYF) located in Iqaluit, NU, is a not-for-profit charitable organization established in 2004 that undertakes projects affecting children and youth across the circumpolar North. In 2015, during the Umingmak Child and Youth Support Centre feasibility study, the ACYF UCYSC team performed community consultations in Iqaluit, Rankin Inlet and Cambridge Bay, as well as received input from over 75 online surveys from Nunavummiut, and met directly with youth, teachers, guidance counselors and local key first responders that act when a disclosure of abuse occurs from child and youth victims of crime.

The Peer Leader Mental Health Program was created after these consultations, surveys and community input were analyzed. It directly responds to an urgent community call to action to support child and youth victims of crime, particularly where other youth such as teenagers are being approached by their peers to hear disclosures of harm and are expected to provide advice and emotional support. It was reported that teenaged youth who are considered “healthy” and are known among their peers to have experienced harm are being approached by other youth as a conduit of disclosures. In many cases, youth trust other youth as a safe way to share their stories (usually historic cases of disclosure, but at times also immediate incidences) and request advice on “what to do next” and where they may be able to access emotional support or mental health services. This places a large burden on the youth being disclosed to; they may not know answers and where to access these services, and are left to try to help their peers with no resources and support. This can trigger, cause re-traumatization and make the peer being disclosed to feel helpless.

ACYF started delivering the Peer Leader Mental Health program to youth in communities across Nunavut in 2015. To continue to support communities, we are developing a Train the Trainer program to deliver to local community members in 7 different communities in Nunavut. This will create local facilitators and allow the Peer Leader Mental Health program to be available to youth in their communities year-round.

Specifically, this proposal is seeking qualified applicants to develop a facilitator’s manual for these local community members, to guide them in their delivery of the Peer Leader Mental Health program. In addition to this, a youth participant workbook will be created.

Key Project Dates

Request for proposal	June 19, 2017
Receive Proposals:	Up to July 14, 2017
Review Proposals	Up to July 21, 2017
Inform Successful proponent	Jul 24, 2017
Proposed Work Start Date:	August 1, 2017
Completion of Project:	October 1, 2017

Project Frame Work

DELIVERABLES:

1. Review current content of Peer Leader Mental Health program for delivery to youth;
2. Consult with current Peer Leader Mental Health facilitator and Project Lead, suggest any additions or improvements;
3. Create a facilitator's manual to guide new facilitators in delivering the Peer Leader Mental Health program to youth, with aid from Peer Leader Mental Health facilitator;
4. Create Peer Leader Mental Health workbooks for the youth;

The proponent will provide ACYF with electronic versions of the completed document. Electronic documents should be in MS Word format and PDF.

Pricing and Budget

The proponent will provide a detailed and inclusive budget for all expenses related to work performed, hourly or daily rates, number of work hours or days, travel and travel related expenses, report production and any other related expenses. Proposals up to a maximum amount of \$35,000.00 will be considered.

Potential Enhancements

In order to provide proponents with maximum flexibility and to encourage creativity and innovation, this RFP identifies ACYF's basic expectations. Proponents may propose enhancements to any aspect of this RFP if and as they wish. In doing so, however, proponents must clearly identify the reason for recommending each particular enhancement and the cost and time implications of each.

Guidelines for Submitting Proposals

Submission Information

In order to be considered, proponents must submit an electronic copy of their proposal by July 1, 2017 at 5:00pm EST. Proposals received after this time shall be rejected and returned.

Proposals are to be submitted to:

Sarah Clark
Executive Director
Arctic Children and Youth Foundation
P.O. Box 4206, Iqaluit, NU X0A 1H0
867-975-3221
email: sclark@acyf.ca

Electronically submitted proposals must be received in their entirety prior to the posted deadline and should be in PDF format.

Verification of Receipt

It is recommended that the proponents verify receipt of any proposal with the Arctic Children and Youth Foundation prior to the submission deadline.

Request for Information

Each proponent is expected to examine the specifications and instructions in this RFP carefully. Calculation errors shall be at the proponent's risk. In the event of an error in price, time or calculations, quoted items shall prevail without recourse or liability against the Arctic Children and Youth Foundation.

Each proposal should include but need not be limited to the following;

1. Letter of transmittal
2. Proposal including;
 - a. A business profile of the proponent outlining core competencies and capabilities with respect to the project.
 - b. Detailed budget and pricing
 - c. A listing of all personnel who will be involved with the project, and the primary responsibilities of each person.

The proponent may also include, at their discretion, appendices, which they feel may be helpful to ACYF. Information contained in the appendices can include, but not be limited to, a list of similar projects undertaken, sample work, references, and other supporting documentation which illustrates the abilities of the proponent.

Verbal responses to any enquire cannot be relied upon and are not binding on either party.

Proponents who wish to review project documents on hand at the ACYF office can submit a request to the project lead as listed above.

Please address any inquiries in writing no later than 3 days prior to the submission deadline to;

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Additional Guidelines

- Proposals/quotations will be evaluated on the basis of price, timely performance capability for all areas identified in the RFP specifications, the ability to meet all scheduled delivery requirements.
- The order in which selection criteria are listed is not necessarily indicative of their relative importance. It is expected that any proponent submitting a proposal/quotation will demonstrate extensive capabilities and experience in providing the goods/services requested, including evidence of successful provision of such goods/services to comparable facilities.
- The Arctic Children and Youth Foundation reserves the right not to award to the proponent with the lowest bid or to award to any proponent.
- The Arctic Children and Youth Foundation reserves the right to negotiate with the proponent deemed to have the best value responsive bid in any manner necessary in order to serve the best interest of ACYF.
- The Arctic Children and Youth Foundation reserve the right to make any award to the proponent best meeting the needs of the project.
- It is understood that additional terms and conditions may be included with any RFP as required.
- The Arctic Children and Youth Foundation will not pay for the information solicited by the RFP. All costs incurred by a vendor in the preparation of a proposal are the responsibility of the vendor.
- The Arctic Children and Youth Foundation reserves the right to seek clarification on existing requirement contained in the RFP.

Specifications

- Notice in writing to a proponent and the subsequent execution of a written contract shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatsoever until a contract is signed.
- The Arctic Children and Youth Foundation reserves the right to request formal presentation by conference call of any or all of the proposals to aid in the assessment process.
- All costs incurred in preparation and presentation of proposals shall wholly be the responsibility of the proponent.
- No public statements or news releases concerning this RFP, a proposal submitted in response to this RFP, discussions of any kind regarding this RFP, or contract negotiations related to this project may be released by a proponent without prior written consent of the Arctic Children and Youth Foundation.