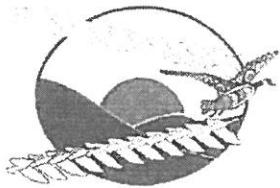


Mock

Request for Proposals



BC Association of Aboriginal Friendship Centres
Request for Proposals:
Family Gatherings Project
Budget: \$50,000

Issue date:
[date]

Closing Time:
Proposal must be received **before** 5:00 PM, [date]

Proponents Meeting:
Proponents teleconference Q&A set for 10:00 AM, [date]

CONTACT PERSON:

All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person.

Jane Smith
Partnerships & Business Development Team, BCAAFC
Phone: (250) 388-5522
Fax: (250) 388-5502
jsmith@bcaafc.com

DELIVERY OF PROPOSALS:

Proposal envelopes should be clearly marked with the name and address of the Friendship Centre and the project title (**Family Gatherings**) for which the centre is applying. Please submit proposals exactly as follows: One complete electronic copy by e-mail to jsmith@bcaafc.com and one complete hard-copy by mail to the following address:

BC Association of Aboriginal Friendship Centres
#200 - 506 Fort St.
Victoria, BC
V8W 1E6
Attention: Jane Smith

BOTH COPIES MUST BE RECEIVED BEFORE THE CLOSING TIME

By submission of a proposal, the Friendship Centre agrees that should its proposal be successful, the Friendship Centre will enter into a Contract with the BC Association of Aboriginal Friendship Centres.

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1. Summary of the Request

- This is a tender open to all BC Friendship Centres requesting the submission of a proposal to implement the Family Gatherings service – a project designed to help reduce the incidence of child neglect.
- From the submissions, 1 member Friendship Centre will be selected to implement this service.

2. Overview

In the 2008 annual general meeting, the Provincial Board of the BC Association of Aboriginal Friendship Centres declared a state of emergency for Aboriginal children. This eventually led to the development of the *Standing Up for Our Children Initiative*. The vision of this initiative is to increase positive outcome stories of off-reserve children and families by empowering families, building community, living our traditional teachings, and restoring ourselves as strong indigenous peoples. We seek to create a shift in how work is done in an off-reserve setting by demonstrating that indigenous approaches successfully reduce the number of Aboriginal children and families in crisis. This initiative focuses on the implementation of activities which fall under three different program streams: 1) reducing incidences of child sexual abuse; 2) reducing incidences of family violence; and, 3) reducing incidences of neglect.

The *Family Gatherings Project* is one service offered under the BCAAFC program stream that focuses on reducing incidences of neglect. The Family Gatherings Project recognizes the existing strength of preventative programming available within Friendship Centres and focuses on activities designed to identify and connect with more isolated and at-risk families; to link isolated and at-risk families to existing services and community; to foster family budgeting skills, fun, recreation, and cultural experiences; and to facilitate the development of micro-urban Aboriginal communities.

3. Scope

3.1 Service Objectives

- Decrease the isolation of urban Aboriginal families
- Increase community networks and human connection among Urban Aboriginal families
- Increase cultural experiences of Urban Aboriginal families
- Increase the level of carefree fun in the lives of disadvantaged, more isolated families
- Decrease the level of stress experienced by urban Aboriginal families

3.2 Service Description

The intention of this service is to provide funding, with minimal guidelines or restrictions, to a gathering of families, for the purpose of planning regular recreational and/or cultural activities that will be experienced as a group. The service will require a part-time coordinator who can:

- Recruit urban Aboriginal families who will benefit from the program;
- Assist in matching families into groups, where necessary;
- Work with families to plan for the use of the funding;
- Assist in identifying a payment structure to practically fund the plan; and,
- Help, where necessary, to coordinate the identified activities.

The selected families will work together with the Friendship Centre coordinator to create a plan for the use of the funds. Each gathering of families will create a plan that is unique to that group. The funding for the families must be used to purchase services or items that can be linked to the well-being of the families (as assessed by the service coordinator). Chosen activities will put into practice key service objectives.

3.3 Service Deliverables

- Engagement of isolated, at-risk Aboriginal families in fun, recreational and cultural activities with other Aboriginal families.
- Facilitation of community urban Aboriginal environment.
- Development of budgeting, decision-making, and relationship skills.

3.4 Project Deliverables

- Activity reports documenting detailed activities: including all meetings, training sessions, & communications (this information will flow directly into provincial MCFD reports)
- Progress reports describing service implementation process and lessons learned
- Quantitative documentation of service outputs (e.g. number of Families engaged, number of children aged 0-18 etc.)
- Identification of outcome measures and initial tracking of progress towards outcomes.

4. Proposal Requirements

- Please use Arial font, no smaller than 12pt
- Structure your proposal according to following outline:
 - Cover letter, signed by ED or board president, supporting submission of your proposal
 - Name of service for which you are submitting a proposal
 - Friendship Centre Name
 - Key contact information
 - Introduction
 - Criterion 5.21: Relevant Friendship Centre Experience
 - Criterion 5.22: Engaging Families
 - Criterion 5.23: Making Decisions
 - Criterion 5.24: Work Plan
 - Criterion 5.25: Budget
 - Criterion 5.26: Reporting
- Submit proposal before 5:00 PM, [date]

5. Assessment of Proposals

All proposals will be assessed by individuals in the training program ;) This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proposals will be appraised using a point system. The points are weighted according to their anticipated importance to implementing the Family Gatherings service.

5.1 Mandatory Criteria

Proposals must clearly demonstrate they meet the following mandatory criteria to be eligible for consideration and move into the evaluation process.

Criteria
5.11 The proposal must be received at the closing location by the specified closing time.
5.12 You must be a member Friendship Centre of BCAAFC.

5.2 Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following criteria.

Criteria	Weight
5.21 Describe the experience of your centre in building sustainable community capacity.	5
5.22 Describe how you intend to identify and reach out to isolated families, raise awareness of this service, and recruit them into the Family Gatherings service.	10
5.23 Describe how you intend to approach helping identified families to make financial decisions and work together to design their activities. How will you ensure the funds are used appropriately?	5
5.24 Provide a detailed work plan for the overall completion of the Family Gatherings service.	10
5.25 Provide a budget for project implementation (\$50,000).	10
5.26 Reporting and tracking the ongoing progress of your project is very important. How would you ensure this is done?	5
Total (out of a potential 45 points)	

Reviewers Guide: Family Gatherings

Mandatory Criteria

Proposals must clearly demonstrate they meet the following mandatory criteria to be eligible for consideration and move into the evaluation process.

Criteria	Mock Proposal 1 <i>Y = yes N = no</i>	Mock Proposal 2 <i>Y = yes N = no</i>
5.11 The proposal must be received at the closing location by the specified closing time.		
5.12 You must be a member Friendship Centre of BCAAFC.		

Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following criteria. Reviewer – please provide your assessment of the score for each criterion. Maximum allowable points are provided in brackets.

Criteria	Mock Prop 1	Mock Prop 2
5.21 Describe the experience of your centre in building sustainable community capacity. Full points: Centre clearly has experience in building community capacity (gives examples) and intends to hire/involve experienced persons in the coordination of the program.		(5)
5.22 Describe how you intend to identify and reach out to isolated families, raise awareness of this service, and recruit them into the Family Gatherings service. Full points: Centre shows that they intend to actually reach out and find a way to draw in isolated families – not necessarily only engage people who are already walking through their doors. Gives examples of how.		(10)

<p>5.23 Describe how you intend to approach helping identified families to make financial decisions and work together to design their activities. How will you ensure the funds are used appropriately?</p> <p>Full points: Centre shows the method they intend to use to help families work through this process – their thinking shows that they have considered some of the challenges raised in the Family Gatherings manual.</p>		(5)
<p>5.24 Provide a detailed work plan for the overall completion of the Family Gatherings service (please ensure it includes planned tasks each month from October 2011 to March 2012).</p> <p>Full points:</p> <ul style="list-style-type: none"> • Aligns with the intention of service objectives • Tasks have been well thought out and based upon the RFP (barriers/helpers considered) • Work plan clearly lays out how service and project deliverables will be met • The timelines make sense (they are feasible) • Work plan includes positive creative aspects not predefined in the RFP 		(10)
<p>5.25 Provide a budget for project implementation (\$50,000).</p> <p>Full points:</p> <ul style="list-style-type: none"> • Makes sense and aligns with the work plan • Shows that enough funding has been allotted to key costs of the project • Shows proponent has read the proposal • Doesn't have unexplained amounts 		(10)
<p>5.26 Reporting and tracking the ongoing progress of your project is very important. How would you ensure this is done?</p> <p>Full points: Answer shows that they have read and incorporated aspects of the RFP</p>		(5)
Total (out of a potential 45 points)		

MOCK PROPOSAL #1

AGENCY INFORMATION

NAME: HELPING HANDS FRIENDSHIP CENTRE

ADDRESS: 5555 FUN STREET, HAPPY PLACE, BC

PHONE: 250-555-5555

FAX: 250-555-5556

CONTACT PERSON: DARYA WILSON

EMAIL: ED@HELPINGHANDS.CA

Service delivery capacity

Infrastructure

The Helping Hands Friendship Centre has both the infrastructure and capacity to provide the services described in the recent RFP. We reside in a location that provides adequate space, resources and programs and services to respond to the changing needs within our community. The Helping Hands Friendship Centre has been providing programs and services to the urban Aboriginal population since 19##.

The Helping Hands Friendship Centre has developed solid working relationships with various Aboriginal services and organizations such as MCFD Aboriginal Service Team, local First Nations Band, Foster Parents Association, Health Authority, Canadian Mental Health Association, City and District, School District as well as the local Health Unit and Hospital.

Current advisory committees and councils

Our councils and committee provide guidance and increase program accountability for all our programs and services. Our committees and councils are individuals from our community and include youth and elders:

- © Elders committee**
- © Youth council**
- © Health and wellness committee**

Work plan

October 2011: - completion of planning, recruiting and promoting of the services

November 2011 to April 2012: - direct engagement of families by the coordinator to strategize and develop a family wellness plan

Budget

\$15 000 - wage costs for coordinator for 26 weeks

\$25 000 – direct support of family wellness plans

\$5 000 – travel

\$5 000 – administration fees

\$50 000 TOTAL

Reporting

Data collection: We would structure our reporting and tracking by sign in sheets, attendance numbers, evaluation feedback. This information will include number of families served; details of the individual family wellness plans developed; details of the outcomes of the wellness plans. In addition, a general list of client needs will be kept in order to inform future programming. We will assign someone the responsibility of information collection and reporting of our successful service delivery.

MOCK PROPOSAL #2

Project Contact Information

Name of Organization: Better Life Friendship Center
Contact Person(s): Jodie Frank jfrank@betterlife.ca
Mailing Address: 5555 – 5 th Avenue Pretty Picture, BC
Phone Number: (250) 444-4444 Fax Number: (250) 444-4445

5.21 Relevant Friendship Centre Experience

The Better Life Friendship Center has provided a gathering place to celebrate and strengthen Aboriginal culture for the past 50 years. It is regarded in the Pretty Picture area as the hub of the urban Aboriginal community and is a highly respected resource for both families and community partners. The Better Life Friendship Center provides Aboriginal families a holistic environment where all community members can gather to enhance social support, community, language, culture and tradition. The Elder speakers are empowered to speak their language and share traditions thus helping to end the negative impact on their holistic health and community as a whole resulting from the residential schools. The breakdown of traditional family structures and loss of culture has not only impacted the Aboriginal community but all community as a whole. We provide an accessible, familial environment where Elder's share their wisdom and knowledge. This allows us move forward from the effects of residential schools and colonization to healing our society.

The Family Gatherings Project will be based out of our 'Family Room', which provides culturally relevant supports and services to families in the Pretty Picture Area. Here, families gather to enhance social support, community, language, culture and oral tradition. 'Family Room' is a place where each individual is respected and valued and our practice ensures to build on the existing strengths of both individuals and family systems. 'Family Room' is frequented by most Aboriginal families in the Pretty Picture Area and is known as a safe place to go. All programs at 'Family Room' are built on the foundation of Elder's teachings.

At the Better Life Friendship Center, many of our programs are outreach as we recognize and understand the barriers many urban Aboriginal families face. These may include lack of social support, fractured family, being new to the community,

transportation, fear of judgment and racism and living in the day-to-day crisis of poverty.

An example of the ways in which we reach out to at-risk families is through our early childhood development outreach services. Through this program we are often able to identify families in need before they get into a crisis situation, and provide them with preventative services to support and strengthen their families in any location they feel comfortable with. A very high majority of families we connect with are through word-of-mouth, as our services are well-known and trusted among the Aboriginal community in Pretty Picture, BC.

The Better Life Friendship Center has strong, proven partnerships within the community and we receive referrals from many community agencies which include but are not limited to the local Indian Band; Mental Health and Addictions; the School District; Infant Development; Pretty Picture Community Services and MCFD.

By providing all services and support in this non-judgmental and trust-based manner, we are able to help families to gain strength and connect into a caring community.

5.22 Engaging Families

Our goal is to access those families who are not currently engaged with services and/or community. Some isolated families have experienced 'mandated' services and feel forced to participant in groups and community services without choice. It is our intention for families to have the desire and freedom to participate in the community on their terms and interests.

Strategies for Engaging Families

- The Better Life Friendship Center has key frontline workers in place who would be valuable partners in identifying isolated families. The majority of these services use outreach services to access families in locations that are of their preference. These workers include the following programs:
 - Early Childhood Development
 - Family Service
 - Early Intervention
 - Addictions services
- As well, these programs have established, formal and informal partnerships with many family centered supports and services that the Family Gatherings Project will build upon. These include but are not limited to:
 - The School District
 - The Health Authority
 - Local First Nations
 - Community food security resources

- We will promote the program to the community using local media, posters in grocery and department stores, on community bulletin boards, social media and word of mouth.
- Each family who shows an interest in the project or are identified by our partners as potential candidates will be invited to meet with the Coordinator and an Elder to discuss the possibilities of participation in the project. Candidate families will be met at either the Friendship Centre or in the family home. Families will then be informally interviewed to identify their goals, interests, and community/family support network. Families will also be given a clear description of all aspects of the program so they can determine if they want to participate. Families who do not chose to participate will be encouraged to provide their valuable input of programming they would like to see in the future which may better suit their needs.
- All families selected will be invited traditionally using a speaker who will invite them by song and drumming at their homes. The family will be given a written invitation with contact information, orientation event details and be offered transportation.

5.23 Making Decisions

- All services and supports of our Family Gatherings Projects will be designed to empower the family to choose how their journey will take place.
- The Coordinator will support the family to use an effective consultation process and take the lead of their journey together.
- The coordinator will provide ideas of community activities and associated costs and facilitate brainstorming to come up with potential activities.
- We will supply each family with knowledge and tools to work together to create a realistic budget. We will collect receipts and evaluate the estimated and actual costs associated with each activity.
- To ensure funds are used appropriately, we will establish guidelines and discuss boundaries and responsibility. We will guide participants on financial accountability but also have to trust them to make appropriate decisions and incur logical consequences of their decisions.
- The Coordinator will support details such as transportation, contact details and accountability and commitment.

5.24 Work Plan

Time line	Activities
October 2011	<ul style="list-style-type: none"> ➤ Hire & orient Family Gatherings Project Coordinator ➤ Coordinator will: <ul style="list-style-type: none"> ▪ identify, connect and consult with cultural resources such as Elders and Knowledge Keepers ▪ contact, liaise and partner to identify potential Family Gathering Project Families ▪ identify, collaborate and partner with community recreational and social resources in the community. ▪ solicit and pre-interview potential family participants ▪ work with the Family Gatherings team to identify 4 stories to which will tell how this program will make a difference in the lives of the participants and/or community. ➤ Creation and implementation of statistics and data collection tools ➤ Submission of Report 1
November 2011	<ul style="list-style-type: none"> ➤ Creation of guidelines and resource manuals for participants ➤ Selected families to be invited to the Family Gathering Project using a traditional speaker by drumming and song. The family will be given a written invitation with contact information, orientation event details and be offered transportation and a reminder via phone or home visit. ➤ Host the Welcoming Orientation which will include transportation; a meal; introduction of the Family Gatherings Project; introduction of participants; ice breaker and team building games and a review of guidelines, manuals and budgeting policies. ➤ Personal interests and family and social dynamics differ from family to family. Participants will have the opportunity to meet and interact with other families and connect naturally. This process will be facilitated by the Coordinator to ensure all families are included.

	<ul style="list-style-type: none"> ➤ Using the interview results and orientation outcomes, families will be placed into groups of similar interests ➤ Each group will meet and with the help of the Coordinator, they will discuss and begin to plan their activities that will include a budget and transportation options. ➤ The planned activities will take place bi-weekly ➤ Continued coordination and consultation with cultural resources and community partners
December 2011	<ul style="list-style-type: none"> ➤ Mid-project celebration to recognize successes and challenges and to celebrate ➤ Continued bi-weekly activities & check-in meetings ➤ Continued coordination and consultation with cultural resources and community partners
January 2012	<ul style="list-style-type: none"> ➤ Submission of Report 2 ➤ Continued bi-weekly activities & check-in meetings ➤ Continued coordination and consultation with cultural resources and community partners
February 2012	<ul style="list-style-type: none"> ➤ Continued bi-weekly activities & check-in meetings ➤ Continued coordination and consultation with cultural resources and community partners
March 2012	<ul style="list-style-type: none"> ➤ Continued bi-weekly activities & check-in meetings ➤ Continued coordination and consultation with cultural resources and community partners ➤ Host the Family Gatherings Project Closing Celebration. This celebration will include transportation; a meal; cultural activities and acknowledgement of each family.
April 13, 2012	<ul style="list-style-type: none"> ➤ Submission of Report 3