



Making a difference...together

First Nations Relations

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REQUEST FOR PROPOSALS **DEVELOPMENT OF AN INDIGENOUS INTERNSHIP PROGRAM**

INTRODUCTION

The Capital Regional District (CRD) is seeking proposals from existing qualified and experienced vendors for the development of a CRD Indigenous internship program that supports the employment aspirations of the local First Nations while doing the work necessary to support cultural safety for the interns within the CRD.

This proposal shall be for the research and development of two or three implementation-ready plans for how to establish and implement a CRD Indigenous internship program, including for each option a detailed outline of program components, rationale, budget, and what supports need to be in place.

A contract will not necessarily result from this Request for Proposal.

This is a Request for Proposal and not a tender call.

Each Proponent will ensure it provides its correct name, address, email address, telephone number to the CRD at the time the Proponent receives a set of Proposal Documents.

- Please use and reference the above RFP number on all correspondence.
- Proponents are advised to read and respond appropriately to all sections of the RFP.
- Incomplete proposals may be rejected at the sole discretion of the CRD.

The submission of a Proposal constitutes the agreement of the Proponent that all the terms and conditions of this RFP are accepted by the Proponent and incorporated in its Proposal.

INQUIRIES

All inquiries related to this RFP, including whether or not the Contract has been awarded, should be directed in writing to the person named below (the "CRD Representative"). Information obtained from any person or source other than the CRD Representative may not be relied upon.

Name: Caitlyn Vernon
Tel: 250-360-3156
E-mail: cvernon@crd.bc.ca

Inquiries should be made no less than three (3) days prior to Closing Time. The CRD reserves the right not to respond to inquiries made less than three (3) days prior to Closing Time. Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the CRD.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the CRD Representative. If the CRD

determines that an amendment is required to this RFP, the CRD Representative will issue a written addendum to the Proponents. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

BACKGROUND

The Capital Regional District (CRD) is a regional level of government which serves residents from three electoral areas and thirteen municipal governments throughout the Capital Region. The CRD is governed by a 24-member Board of Directors, made up of Municipal Directors (who are appointed by their respective councils), and Directors from the Electoral Areas.

The CRD provides over 200 services through five main Service Areas: Executive Services; Finance and Technology; Integrated Water Services; Parks and Environmental Services; and Planning and Protective Services. The CRD employs approximately 1,100 staff, and has a combined operating and capital budget of \$708 Million. Approximately 90% of the CRD's employees are unionized, through either the Canadian Union of Public Employees or the United Steelworkers.

The CRD conducts its business within the traditional territories of over 20 First Nations, including Songhees, Xwsepsum (Esquimalt), WJOLELP (Tsartlip), BOKÉCEN (Pauquachin), SĀÁUTW (Tsawout), WSIKEM (Tseycum), MÁLEXEŁ (Malahat), Sc'ianew (Beecher Bay), T'Sou-ke, Pacheedaht and Pune'laxutth' (Penelekut). All of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

The First Nations Relations Division supports the CRD and its Board to build strong and enduring relationships with neighbouring First Nations governments, guided by the CRD Statement of Reconciliation.

Efforts to develop an Indigenous internship program stem from the 2018 Final Report of the Special Task Force on First Nations Relations and a CRD First Nation Economic Development Partnership Model Feasibility Study Report (shared with the CRD Board in 2020), which recommended increasing opportunities for Indigenous employment.

Scope of Services

Overview:

Conduct research and analysis in order to scope and make recommendations for a CRD Indigenous internship program that supports the employment aspirations of the local First Nations while doing the work necessary to support cultural safety for interns within the CRD.

Process:

Assess and develop recommendations for internship program through:

- Collaboration with the CRD's First Nations Relations division
- Engagement with First Nations on whose territories the CRD operates
- Outreach to relevant parties, including:
 - CRD divisions, including regional parks, wastewater, environmental protection, water infrastructure, solid waste management, housing, protective services, human resources, recreation centres, facilities/maintenance, animal shelter, communications (what positions might be possible, what support needed)

- Employment officers with local First Nations (their goals, who is looking for work, what sorts of jobs are of interest, what supports would be helpful)
- Existing internship and Indigenous employment programs at other organizations, such as the Victoria Native Friendship Center, BC government, Industry Training Authority, corporate programs (lessons learned, what has worked well)
- Training institutions with experience supporting local First Nations' training and employment (e.g. Camosun, UVic, VIU)
- Indigenous student associations
- Subject matter experts in cultural safety and Indigenous employment
- Union representing CRD employees CUPE Local 1978, and USW Local 1-1937

Deliverables:

By March 2022, submit a final report, that

1. Summarizes input gathered, including (a) employment considerations and goals of the local Nations, (b) lessons learned from programs elsewhere, and (c) considerations for cultural safety in a regional district context; and
2. Details recommendations on two or three implementation-ready plans for how to establish and implement a CRD Indigenous internship program, including for each plan a detailed outline of program components, rationale, budget, and what supports need to be in place.

Possible components of CRD Indigenous internship program:

The following considerations are intended as a starting place for research and analysis, to inform program development.

1. Program Structure
 - Stand-alone CRD program vs partnering with existing Indigenous internship programs
 - Process by which CRD divisions request and get matched with interns; Interns placed alone or in groups of 2-3
 - Application, hiring and onboarding process
 - Length of internship
 - Considerations for how to structure the program such that there is a reciprocal transfer of knowledge (promoting incorporation of Indigenous knowledge into CRD operations)
 - Considerations for if/how internships might lead to longer-term employment with the CRD, and how to reduce barriers
2. Participants
 - Focus on youth or all ages (and if youth, define what ages qualify)
 - Cohort (how many)
 - Education requirements (high school students, high school graduates and/or post-secondary, what would be most meaningful to the local Nations)
3. Positions for Interns
 - Recommend possible positions (new vs existing vs job shadowing positions, and in what CRD divisions)
 - Approach to determining positions (hire for identified positions vs identifying interested candidates and job carving a position tailored to their skills)
 - Placements within CRD only or also partially within local Nations (and which comes first)

4. Support for Interns
 - Mentorship (to the youth individually as well as together as a cohort)
 - Elder advisors / Indigenous support liaison / job coach / other support
 - Training for interns (what training needed, and who would support it)
 - Health/wellness considerations (e.g. ensuring the option of leave for cultural events)

5. Organizational Support
 - Trainings for supervisors & mentors & team members
 - Cultural safety (recommendations for steps CRD can take as an organization to support Indigenous interns and employment more broadly)
 - Staffing structure for program coordination, intern recruitment & support

6. Program Partners
 - Union considerations
 - Possible partners for training and/or program delivery (e.g. Indigenous partnerships, educational institutions, etc.)

EVALUATION CRITERIA

The following items should be included in submissions. Information should be provided sequentially as shown.

The Evaluation Team will compare and evaluate each Proposal to determine the Proponent's strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the CRD, using the following general criteria:

- a) Understanding of issues specific to this assignment including proposed work methodology proposed level of effort, proposed work schedule and sequence of work.
- b) Experience and capability of firms and staff in similar assignments
- c) Past performance of firm and staff as determined from the CRD and references.
- d) Availability and commitment of resources including staff, office and technical support.
- e) Past performance of cost and scheduling control practice.
- f) Fee schedule and total cost of services (upset fee) to the CRD.

No assumptions should be made that information regarding the Proponent or its participants, their experience, expertise and performance on other projects is known, other than the documentation and responses submitted by the Proponent.

1. Cover Letter

0 points

Your proposal should include a Cover Letter containing the following information:

- Should contain company name, address, website, telephone number, email address and primary contact person.
- Signed by the person or persons authorized to sign on behalf of the company
- Should acknowledge any addendums issued for this Request for Proposal.

2. Executive Summary & Statement of Understanding of Services **10 points**

Provide a statement of understanding of services clearly outlining the Proponent's understanding of the Indigenous internship program development requested by the Capital Regional District, with an emphasis on the most critical issues and how these issues will be effectively addressed.

3. Relevant Experience **20 points**

In this section, provide details regarding the qualifications and relevant experiences of your team, including:

- Experience designing and/or supporting Indigenous employment and/or internship programs
- Experience working with First Nations and with local governments
- Demonstrated understanding of cultural safety practices
- Ability to engage with programs across scope of CRD service delivery
- Familiarity and knowledge of First Nations on whose territories the CRD operates
- Experience working with First Nations on youth or employment strategies
- Cultural agility, with experience bridging Indigenous and non-Indigenous contexts

4. References **15 points**

Proponents should provide a minimum of two (2) client references for which they have delivered or are currently delivering program development contracts similar in size, content, and complexity to those required by the CRD.

Include a brief description of each contract, including approximate start and end dates, and the name(s), telephone number(s) and email address (es) of any individual(s) who may be contacted to comment on the services provided by the Proponent.

5. Implementation Strategy **35 points**

Outline your implementation strategy, including:

- General approach to Indigenous internships and Indigenous employment
- Proposed strategies re. designing an Indigenous internship program within a regional district government (preferably with examples)
- Proposed strategies re. how to enhance cultural safety in the workplace (preferably with examples)
- Provide project schedule with timeline of workflow and tasks

6. Fee Proposal **20 points**

Outline a detailed budget to execute the services requested. The fee schedule should detail amounts per hour and per item, as well as lump sum.

1. Consultant fees
2. Expenses, including travel, meetings, honoraria, other (please itemize separately for each)
3. Any other costs

Submissions and Questions

All submissions and questions are to be emailed to Caitlyn Vernon at cvernon@crd.bc.ca

Delays caused by any computer related issues will not be grounds for an extension of the Closing Time. Proposals received electronically with a time stamp after the Closing Time will not be considered.

Deadline for Submissions

Submission must be received by no later than midnight PST November 21, 2021.

Addenda

If the CRD determines that an amendment is required to this RFP, the CRD will issue a written addendum and it will be shared with proponents. The addendum(s) will be incorporated into and become a part of this RFP. Failure to acknowledge and address all addenda in a Proposal may render the Proposal invalid. It is the sole responsibility of the Respondents to check BC Bid and the CRD websites for addendum(s) prior to submittal.

CRD'S RIGHT TO MODIFY AND NEGOTIATE

The CRD, at its sole discretion, reserves the right to modify the terms of the RFP at any time before the Closing Time. The CRD also reserves the right following the Closing Time, and in accordance with the terms of this RFP, to negotiate with one or more Preferred Proponents any modification or variation of the terms of the RFP, including any of the documents referred to in the definition of "Contract" herein or any modification or variation of the terms of any Proposal, including price, that the CRD considers to be in its best interests. For certainty and without limiting the foregoing, the CRD may, for the purpose of entering into a Contract with any Proponent, amend the description of the required work included in this RFP so that it accurately reflects the services to be provided by the Proponent.

EXAMINATION OF CONTRACT DOCUMENTS AND SITE

Each Proponent will be deemed to have carefully examined and understood the requirements and limitations of the RFP, including all attached Appendices, the Contract and the Site (as applicable) prior to preparing and submitting a Proposal, with respect to any and all facts which may influence the decision to prepare and submit a Proposal.

NEGOTIATION OF CONTRACT AND AWARD

If the CRD selects one or more Preferred Proponents, then it may enter into a Contract with the Preferred Proponent(s), or enter into discussions with the Preferred Proponent(s) to attempt to negotiate the terms of the Contract(s), and such discussions may include but are not limited to negotiating amendments to the scope of Services and the Preferred Proponent's price(s).

If at any time the CRD reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the CRD may give the Preferred Proponent(s) written notice to terminate discussions, in which event the CRD may then either open discussions and/or negotiations with another Proponent or Proponents, or terminate the RFP and retain or obtain the Services in some other manner.

Proponents will be notified in writing when a Contract has been awarded.

GENERAL CONDITIONS

No CRD Obligation

This RFP does not commit the CRD in any way to select a Preferred Proponent, or to proceed to discussions or negotiations for a Contract, or to award any Contract, and the CRD reserves the complete right to at any time reject all Proposals, and to terminate this RFP process for any reason.

Proponents Expenses

Proponents are solely responsible for their own expenses in preparing, submitting Proposals, and for any meetings, negotiations or discussions with the CRD or its representatives and contractors relating to or arising from this RFP.

No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Contract.

Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the CRD, its elected or appointed officials or employees. The CRD may rely upon such disclosure.

Solicitation of CRD Staff, Board Members, Contractors

Proponents and their agents will not contact any member of the CRD Board, CRD staff or CRD contractors with respect to this RFP, other than the CRD Representative named in section 1.5, at any time prior to entering into a Contract or the cancellation of this RFP.

Disclaimers/Limitations of Liability

Neither acceptance of a Proposal nor execution of a Contract constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional or municipal statute, regulation or bylaw. It is the responsibility of the Proponent to obtain such approval, permit or license prior to commencement of the work under the anticipated Contract.

The CRD, its elected officials, appointed officers, employees, agents, contractors and volunteers expressly disclaim any and all liability for representations or warranties expressed, implied or contained in, or for omissions from this RFP package or any written or oral information transmitted or made available at any time to a Proponent by or on behalf of the CRD. Nothing in this RFP is intended to relieve a Proponent from forming its own opinions and conclusions in respect of this RFP.

The CRD, its elected officials, appointed officers, employees, agents, contractors and volunteers will not be liable to any Proponent for any claims, whether for costs, expenses, losses, damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a Proponent in

preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. By submitting a Proposal, each Proponent shall be deemed to have agreed that it has no right to make such claims.

Confidentiality

The RFP documents, or any portion thereof and any other confidential information to which a Proponent may have access as a result of this RFP process, may not be used by a Proponent for any purpose other than submission of Proposals.

By submitting a Proposal, every Proponent agrees not to divulge, release or otherwise use any information that has been given to it or acquired by it from the CRD on a confidential basis as a result of or during the course of the RFP process.

Ownership of Proposals and Freedom of Information

Each Proposal submitted, as well as any other documents received from a Proponent, become the property of the CRD, and as such are subject to the Freedom of Information and Protection of Privacy Act ("FOIPPA"). FOIPPA grants a general right of access to such records, but also includes grounds for refusing the disclosure of certain information.

Proponents are asked to specifically identify information contained in their Proposal that is submitted on a confidential basis. Subject to any requirement for access under FOIPPA, the CRD will hold in confidence any such information received from a Proponent. However, the CRD specifically reserves the right to distribute information about any Proposal internally to its own directors, officers and employees, to its consultants and contractors where the distribution of that information is considered by the CRD to be necessary to its internal consultation process.