



Request for Proposal  
**Sports and Interest Based Youth Program Writer**

Lighting the Fire Within Project

Dated: October 13, 2020

The UCCM Anishnaabe Police Services (UCCM APS) Commission has initiated a **Request for Proposal** (RFP) process to identify a consultant who can draft and finalize a Program for the Lighting the Fire Within program for Youth/Adolescent Sport and Interest based initiatives.

## **BACKGROUND**

The UCCM Anishnaabe police service began development of a proposal to establish a community mobilization initiative to address domestic and sexual violence through community engagement with the young people in our member First Nations in 2018. The proposal was accepted by Women and Gender Equality Canada over five years starting in 2019.

Following the release of the internal review, UCCM Anishnaabe Police Services recognized the need to “enhance their community wellness engagement and facilitate the development of additional mechanisms to help address domestic violence”. Analysis indicated a need for additional services targeting Officers, perpetrators of violence *and prevention programs aimed at children, adolescents, and young people.*

Research has shown that children learn and develop their preferences from a very young age. Activities and actions which take place in their immediate environment (their home, school, and community) have a direct impact on what they learn and perceive to be positive and negative. Therefore, development of a sport-based program that promotes healthy living, positive relationships, life-skills and enhances positive engagement between children, adolescents, young people, and community policing teams is crucial. Police Interactions demonstrate to them how to behave and shows them (through actions) what society considers ‘normal’ or ‘acceptable’ behaviour. If a child grows up in a household environment where domestic violence is a regular occurrence, then that child perceives domestic violence as a normal and acceptable behaviour. Children and adolescents are the future of all communities across Canada. An investment in positive programs today will reduce the burden of cost felt by domestic violence tomorrow.

## **Vision Statement**

“The UCCM Anishnaabe Police will be a partner in community wellness by providing proactive, culturally sensitive, and innovative service while respecting existing laws customs and traditions.”

## **Mission Statement**

“The UCCM Anishnaabe Police provides effective and efficient policing while respecting and protecting our communities.”

## 1. SCOPE OF WORK

Development of Lighting the Fire Within outreach Youth Sport & Interest Based Program – Facilitator/Coaching Guide that includes:

- a) Facilitator and Coach training component that includes trauma and violence informed strategies as well as cultural informed\*.
- b) Facilitator/Coach Activity Manual.

*\*It is important to note that culture in this context extends beyond an individual's race and ethnicity, and includes other variables such as beliefs/religion, and sexual orientation.*

## 2. CONSIDERATIONS

- a) Sport & Interest Based component of the session will be used in a way for youth/adolescents to build relationships and bonds with officers.
- b) Learning modules will be delivered collaboratively (officers, other human services sectors working with youth) – co-facilitation structure.
- c) Sessions include a sport and/or interest-based experiential learning\*, integrated with teachings on Healthy Relationships, Healthy Lifestyle, and general Life Skills.  
\*The sport and/or interest-based experiential learning activities will be identified by the UCCM Anishnaabe Police Service but suggestions for activities are welcome based on evidence-based approaches for engaging with youth.
- d) Demonstrate enhanced positive engagement between youth and community policing teams.
- e) Must identify and provide details of best practices for the option of the learning modules to be delivered virtually (online).
- f) Modules must include flexibility for officers to interchange between different sporting and/or interest based.

## 3. PROPOSAL REQUIREMENTS

### a) Executive Summary

Include a succinct Executive Summary that outlines the key components of your proposal.

### b) Business/Consultant Overview

Provide background information, both historical and current, that you deem relevant or noteworthy. In particular:

- Sport and physical activity
- High Risk Youth Engagement
- Youth and Trauma & Violence informed Practices and Cultural informed Practices.
- Provide some background on your presence in or knowledge of the Indigenous and police services industry.

c) **Proposed Services**

Define the methodology that you will follow to meet the UCCM APS' Lighting the Fire Within initiative and the resources that you are committed to provide successful delivery on this initiative.

Provide a projected timeline, outlining the number of weeks and specific milestones/phases, from inception, and your (and other applicable service personnel) role(s) in each phase.

d) **Project Team (if applicable)**

Provide the following information on the professionals dedicated to the assignment:

- Indicate who will be the UCCM APS' primary point of contact and how that individual will manage the project team.
- List the role and responsibilities of the individual and/or team members.
- Provide brief biographies of the key project team members.
- Provide three (3) references with contact information from past projects or contract, ideally of a similar nature to the one described in this proposal.

e) **Relevant Experience**

- Describe your experience for program writing and the value you brought to those assignments.
- Overview of successful applications with titles of the position and size of organization.
- Description of your experience as you see it applies to program development for high risk Indigenous youth.
- Average time to close.

f) **Conflicts**

Please note any perceived conflict(s) you may have as it relates to this assignment.

g) **Proposal Schedule and Budget**

Proposed Timelines:

- Release of RFP: October 13, 2020
- Deadline for submission of proposals: November 6, 2020, at 4 pm.
- Successful proposal writer notified by November 10, 2020.
- Project Start Date: November 12, 2020.
- Final project completion date: Based on submission date proposed by Program Writer.
- Any revision to these dates must be approved in advance by the UCCM Police Services Commission.

#### h) **Fee Schedule**

The fixed maximum fee required to perform all scope of work activities including the following details:

- Expenses
- Fees based on hours and hourly rate and/or flat rate.
- Costs per site visit including mileage, etc.
- The fee quoted shall be inclusive of all costs from conception to delivery.
- Budget submissions should be as detailed as possible and reflect actual cost estimates.

#### **4. CONFIDENTIALITY/DISCLOSURE**

You/Your firm agrees that it and its employees will treat any and all information, documents, data and other materials, in any form, whether oral or written, disclosed to, or accessed by, you/your firm in connection with, or related to, this request for proposal or the request for proposal process as "confidential information." You/Your firm agrees that it shall undertake all necessary and appropriate steps to ensure that the secrecy of the confidential information in its possession shall be maintained. You/Your firm and its employees will use confidential information solely for the purpose of evaluation and responding to this request for proposal. You agree that you/your firm and its employees will not disclose confidential information to any third party without the prior written consent of the UCCM APS.

This request for proposal does not constitute an offer and shall not be considered a contract with the Police Service. UCCM APS is not obligated to accept any proposal or to engage the services of any service provider. The Police Service reserves the right to accept or reject any and all proposals (or portions thereof) and to negotiate the terms set forth in any proposal. Please indicate in your proposal, any non-negotiable components of the RFP response. Your proposal is to be prepared at your sole cost and expense.

#### **5. EVALUATION GUIDELINE**

UCCM APS Commission is seeking a proposal that provides the best overall value and level of service to the organization aligning with Lighting the Fire Within project implementation plan. As the best interest of the UCCM APS will be determinative, the below criteria have been developed to inform proponents of the primary areas of consideration for the evaluation process.

Pricing shall not be the sole determinative factor for award. The Proposal Review team will evaluate the information provided in the proponent's proposal and select a firm/consultant/program writer.

## 6. EVALUATION CRITERIA

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|--|-----|
| Overall approach to Program Writing  | 25% |
| Experience with Program Development  | 25% |
| Qualifications and Experiences of Firm and Key Personnel                             | 20% |
| Price/Value for money  | 15% |
| Confidence in Effectively Meeting the Lighting the Fire Withing Program requirements | 10% |
| Values Alignment   | 5%  |

## 7. SUBMISSIONS

An electronic submission in word or PDF format should be sent to **[faith.beaudin@uccmpolice.com](mailto:faith.beaudin@uccmpolice.com)**.

The deadline for submissions is November 6, 2020, at 4:00 pm.

For more information please contact:

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