



Request for Proposals

Gwich'in Tribal Council- Education and Training Policy Review

GTC Background

Established in 1992, the Gwich'in Tribal Council (GTC) is an Indigenous organization that represents Gwich'in Participants in the Mackenzie-Delta of the Northwest Territories and across Canada. The objectives of the GTC are to:

1. Protect and preserve the rights, interest and benefits of the Gwich'in under the *Constitution Act*, Treaty 11 and the Gwich'in Comprehensive Land Claim Agreement (GCLCA);
2. Overseeing the use, ownership and management of lands, waters and resources in the Gwich'in Settlement Region;
3. Retain, preserve and enhance the traditional and cultural values, customs and language of the Gwich'in in a changing society;
4. Develop and promote economic, social, educational and cultural programs that will enable the Gwich'in to become self-sufficient and full participating members in a global society; and
5. Receive, preserve and enhance the capital and the lands and other benefits transferred to the Gwich'in pursuant to the GCLCA signed on April 22, 1992 in Teet'it Zheh.

The purpose of the education department at GTC is to provide Participants of the GCLCA the opportunity to maximize their potential through education and meaningful employment through the provision of quality service in the areas of funding, programming, education, and training. We currently manage 3 main sources of funding: the Gwich'in Education Fund (GEF), Indigenous Skills and Employment Training (ISET), and the Post-Secondary Student Support Program (PSSSP).

Project Requirements

GTC is seeking a consultant/consulting company with specialization in funding policy review and development, with a focus on funding related to Indigenous education and training. This work will lead to streamlined funding policies and procedures that ensure that the policies established at GTC align with the policies of the funding partners, while reducing as many barriers to access as possible. This work will also lead to recommendations on funding models that adequately meet the education and training needs of Gwich'in Participants. The contract is expected to begin in April 2023 and should ideally be completed by August 15, 2023.

Scope of Work

Working in collaboration with the GTC Education team, the consultant(s) will:

1. Conduct a review of both the internal GTC education and training funding policies and procedures as well as the related policies from funding partners, including, but not limited to:

- a. Gwich'in Education Fund
 - b. Indigenous Skills and Employment Training
 - c. Post-Secondary Student Support Program
 - d. The internal application process to access education and training funding
 - e. Current templates for Contribution Agreements
2. Conduct a review of current education and training needs, including:
 - a. Client and community engagement to gain feedback on current policies and procedures
 - b. Review current student education and training data alongside forecasted career opportunities to identify gaps and needs
 3. Identify and recommend improvements to the internal policies and procedures that will:
 - a. Provide feedback on adequate funding models
 - b. Streamline funding policies and procedures, including the application process and creation of contribution agreements
 - c. Reduce barriers for Participants to access funding
 - d. Ensure that all internal policies align with policies from funding partners

Proposal Timeline

March 15, 2023 - RFP release

March 28, 2023 - Deadline for submitting questions regarding the RFP

April 11, 2023 - Deadline for proposal submission is **4:00 pm MT**

April 12, 2023 - Interviews of applicants, if required

April 13-14, 2023 - Approval of proposal

April 15, 2023 - Award/Denial notices sent to proponents

April 15, 2023 - Awarding of contract

Proposal Submission Requirements

Proposals should be received no later than 4:00 pm MT on April 11, 2023.

Proposal format should include:

- Cover Letter – including consultant's name, address and contact information.
- Summary of the proponent's background and experience in similar projects.
- Three references from similar contracts.
- A brief synopsis that displays the proponent's understanding of GTC's needs and how the proponent plans to meet those needs.
- A detailed description of the proposed plan and timeline to complete the scope of work, as understood by the proponent.

- Detailed budget that itemizes all estimated costs for work to be performed.
- Brief but relevant resume of individual(s) who will be performing the proposed work.
- Any other information deemed pertinent by the proponent.

All correspondence, including proposals, must be submitted to:

Janna Wolki
Manager, Education and Training
Gwich'in Tribal Council
1-3 Council Crescent
PO Box 1509
Inuvik, NT
X0E 0T0
Phone: (867) 777-7909
Fax: (867) 777-7919
Email: Janna.Wolki@gwichtribal.ca

Required Competencies

The proponent should have the following competencies:

1. A minimum of five (5) years of experience in education policy and research.
2. Experience working with Indigenous communities and organizations.
3. Familiarity with provincial and federal government departments that provide funding assistance to Indigenous organizations and municipalities and those involved in education.
4. An understanding and sensitivity to issues facing Indigenous people and communities in Canada with respect to education.

Evaluation and Selection Criteria

The proposals will be evaluated based upon the following criteria:

1. Degree to which the proponent demonstrates competencies
2. Appropriateness of methodology
3. Ability to meet the desired timeframe for the completion of work
4. Cost

Please note that Indigenous-owned and controlled vendors will be given priority consideration. Alternatively, vendors with experience working with Indigenous clients/organizations will also be given priority consideration. The preferred vendor will bring ideas and vision based on industry best practices, expertise, technical capability, and client relations.

Reporting Structure

The successful proponent will report to the GTC Manager of Education and Training.

Intellectual Property

Ownership and copyright of all data, drafts and final products will be the sole and exclusive property of GTC.

Proposal Conditions

1. This request does not commit GTC to award a contract. GTC reserves the right to accept or reject any or all of the proposals it receives as a result of this RFP.
2. This RFP does not commit GTC to pay any cost incurred in the preparation of the proposal – the proponent agrees that all costs incurred in developing this proposal is the sole responsibility of the proponent.
3. Contract will be awarded based on the competitive selection of proposals received.
4. GTC may require the potential contractors selected to participate in interviews and/or negotiations, and submit revisions to pricing, technical information and/or other items in the proposal that may arise from negotiations. The contents of the proposal, if awarded the contract, become contractual obligations, subject to negotiation and failure to accept these obligations in a contractual agreement may result in cancellation of the award.
5. Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP, unless otherwise stated in the proposal.
6. The final authority to award the contract rests with the Chief Operating Officer.

The GTC team thanks you in advance for your interest.

Deadline for submissions: April 11, 2023

***If you have any questions regarding this opportunity or to submit your proposal, please contact:
Janna Wolki at Janna.Wolki@gwichintribal.ca***