

## RFP Longitudinal Research Contractor/Writer

### Kinoomaadziwin Education Body

#### Request for Proposals

#### Longitudinal Research Project Longitudinal Study Contractor/ Writer

Application Period: March 28<sup>th</sup>- April 12th, 2024

### **DELIVERY OF PROPOSALS**

Proposals must be in English and must be submitted using one of the following submission methods:

1. hand-delivery to the Kinoomaadziwin Education Body office at 100-132 Osprey Miikan, North Bay, Ontario; or
2. by emailing a copy of the proposal to Paige Fortier, [paige.fortier@a-e-s.ca](mailto:paige.fortier@a-e-s.ca)

Regardless of submission method, proposals must be received before 4:30pm on Friday, May 3<sup>rd</sup>, 2024, to be considered.

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## **1.0 General Overview**

The Kinoomaadziwin Education Body (KEB) is issuing a Request for Proposal (RFP) for the services of a Consulting Firm ('Firm') or Independent Consultant (Individual). The KEB plans to conduct a study of Anishinabek student success and well-being over a period of 15 years for students attending schools on-reserve and those attending school off-reserve. The intent of the study is to determine the impact of the implementation of the AES, a First Nation controlled education system, on Anishinabek students. The study is intended to allow the Anishinabek First Nations to identify developments and changes in Anishinabek education, at both the group and individual level. This will enable the Anishinabek First Nations to support decisions and investments in programs and services that enhance Anishinabek student success and well-being.

It is understood that the information in the RFP is a combined Statement of Qualifications (Qualifications) and a Price Proposal (Proposal), and it shall be the general basis for the selection of a Firm/Individual to provide this professional service and study.

The KEB expects to select the highest-scoring Firm based on a structured scoring evaluation. The scoring evaluation (Appendix 2) shall consider each Firm's/Individual's ability to perform the required service, experience, approach to the project, the personnel assigned to the actual project work, the proposed fees and costs, the time-period in which the project will be completed, the reference checks and the clarity of the submission, in relation to the scoring matrix.

## **2.0 Anishinabek Education System (AES) Information**

The AES is comprised of the Participating First Nations, Local Education Authorities, Regional Education Councils, and the KEB.

### ***Participating First Nation and Local Education Authorities***

Each Participating First Nation has law-making authority over education on-reserve, from Junior Kindergarten to Grade 12. A Participating First Nation may set up a Local Education Authority (education board or committee) to support and manage education programs and services at the community level. There are currently 23 Participating First Nations in the Anishinabek Education System. These First Nations vary significantly in terms of overall population, student population, and education operations. A complete list of all the Participating First Nations is set out in Figure 1 on the following page.

### ***Regional Education Councils***

Each Participating First Nation belongs to one Regional Education Council (REC). The REC provides opportunities for networking, for determining First Nation and regional education priorities, and to provide input to the KEB. A Regional Education Council Coordinator supports the activities of each Regional Education Council. Each Participating First Nation appoints two representatives as Regional Education Council members to represent the First Nation at Regional Education Council meetings that occur monthly.

### ***The Kinoomaadziwin Education Body (KEB)***

Participating First Nations work together through a central administrative structure called the Kinoomaadziwin Education Body (KEB). The KEB takes direction from the Participating First Nations. The KEB supports the First Nations in their delivery of education programs and services and liaises with the Province of Ontario on education matters. The KEB also negotiates with the Government of Canada for additional financial resources to meet the Participating First Nations' education needs.

Figure 1 below provides an overview of the Anishinabek Education System structure, including a list of all PFNs within each region.

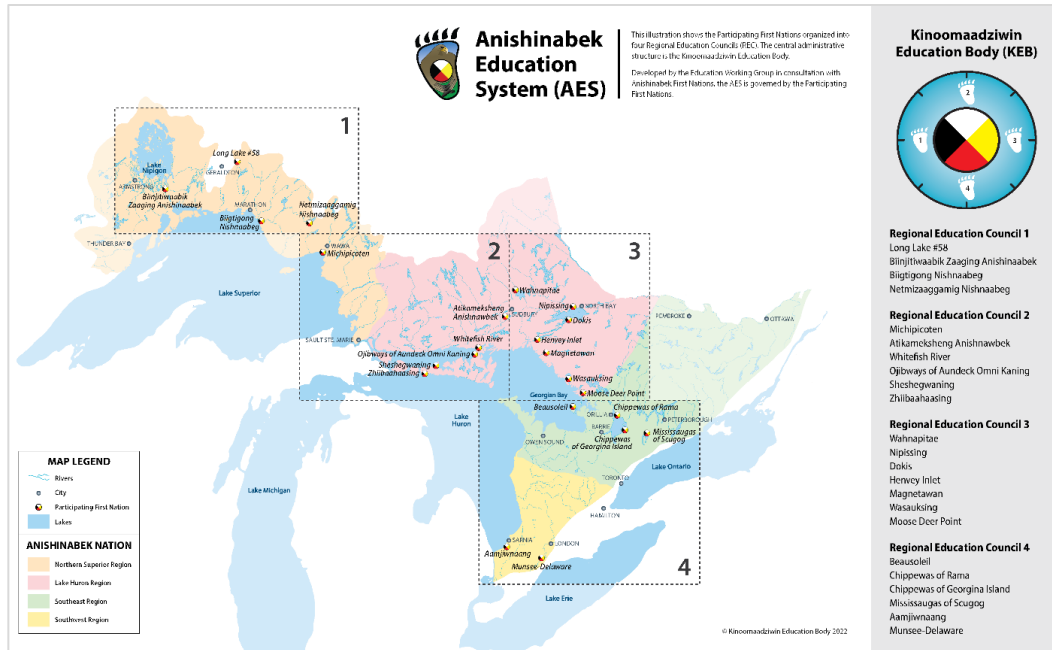


Figure 1

In Appendix 2 of this RFP is a copy of the KEB Organizational Structure.

### ***KEB Chiefs Committee***

By resolution of the Participating First Nations, a committee comprised of one Chief from each Regional Education Council was created to provide political support, advocacy, and guidance to the KEB Board of Directors.

### ***Youth Council***

The KEB has an established Youth Council to be the voice of Anishinabek youth from the AES.

## **3.0 The Project**

## Scope of Work

The Kinoomaadziwin Education Body (KEB) is seeking a contractor to outline a research methodology and budget to support longitudinal research on Anishinabek student success and well-being. The research methodology must include the main activities set out below:

- I. Introduction
- II. Research Design
- III. Data Collection Methods
- IV. Data Analysis Methods
- V. Ethical Considerations
- VI. Limitations
- VII. Conclusion

The Longitudinal Study is intended to provide a comprehensive approach to identifying and understanding the degree and direction of student achievement and well-being changes over time. The contractor will engage with the Participating First Nations of the AES, the AES Research Advisory Group, the Data, Research and Evaluation Committee (a joint committee comprised of, KEB and Ministry of Education representatives), and the KEB's Data Management Officer to complete the Longitudinal Study as outlined in:

- the research framework,
- research implications,
- design and methodology
- implementation plan, and
- budget plan.

## Deliverables:

1. Develop detailed work plan and budget for the longitudinal study.
2. Collaborate with longitudinal study partners to confirm the study participant and their roles.
3. Support the development of any required agreements to implement the longitudinal research studies in public education involving Indigenous populations.
4. Conduct community engagement with the 23 Participating First Nations to identify the values, priorities, and goals of the longitudinal study on AES student success and well-being. Community engagement may include virtual meetings, surveys, focus groups, or other relevant methods of engagement.
5. Engage with PFNs and KEB on the data/information to collect and reports required to support longitudinal study.
6. Develop a communications strategy.
7. Read the completed evaluation reports developed by the KEB for context and reference including, but not limited to, the MYAP workplan and Learning As We Go project evaluations, strategic initiatives interim and final reports, Standardized Reporting on Learners survey results,

Niigaan Gdizhaami Forum Report, 2023 5-year evaluation for the KEB: Implementation of the Multi Year Action Plan report and MYAP Annual Report.

8. Review data/information contained in annual reports such as, but not limited to, the MYAP workplan and Learning As We Go project evaluations, strategic initiatives interim and final reports, Standardized Reporting on Learners survey results, 2023 5-year evaluation for the KEB: Implementation of the Multi Year Action Plan report, Niigaan Gdizhaami Forum Report and MYAP Annual Report to draft annual reports.
9. Participate in AES data, research, and evaluation processes and activities.
10. Work with KEB Staff and the AES Research Advisory Group to provide professional support for the development of the AES Research Framework.
11. Attend DREC monthly meetings.
12. Research and identify available funding grants/opportunities with Canada.

#### **4.0 Project Timetable**

<b>Activity</b>	<b>Date</b>
Selection of Successful Firm	Week of May 6 <sup>th</sup> , 2024
Project Commences	May 13 <sup>th</sup> , 2024
Submission of Draft Longitudinal Research Framework/workplan	May , 31 <sup>st</sup> 2024
Final Research Framework	August 31 <sup>st</sup> , 2024

#### **Timelines**

**Timelines for the project will be adjusted to support the start date of the successful applicant. The KEB reserves the right to modify any or all dates at its sole discretion.**

## 5.0 Proposal Requirements

Each Firm/Individual's proposal must respond to each of the following areas in a clear and comprehensive manner.

- a) Provide the full name and main office address of the Firm/Individual.
- b) Identify when the Firm/Individual was organized and, if a Corporation, when incorporated and how many years engaged in providing this type of service.
- c) Identify the personnel who would take the lead position in this project and set out their qualifications and experience in carrying out this type of work.
- d) Identify and set out the qualifications of any firms or individuals that the Firm/Individual intends to subcontract, or otherwise use, to perform work on this project.
- e) Describe the Firm/Individual's specific and relevant experience related to the scope of this project.
- f) Describe the Firm/Individual's understanding of the Project – Scope of Work and approach to complete the project and achieve the deliverables. Include innovative approaches that will be used to gain acceptance and allow for a better understanding of the project's goals.
- g) A detailed workplan and project schedule including timelines for each component of the project.
- h) Provide a confirmed price for the project and expected payment schedule.
- i) Specifically identify anticipated costs associated with travel to participate at one in-person meeting. These costs will be reimbursed based on KEB travel rates, listed in Appendix 3, in effect at the time of travel.
- j) Any additional work or services that exceed the services requested herein and the associated costs thereof.

- k) Provide references from three (3) recent projects that relate to this project that the Firm/Individual has completed and, if not included in the foregoing, a reference from a First Nation regional organization in Ontario.

## 6.0 RFP – Submission Details

Event Detail	Date
Request for Proposal (RFP) for Longitudinal Research Project Longitudinal Study Contractor/ Writer deadline	May 3 <sup>rd</sup> , 2024 at 4:30pm

Each Firm shall submit an electronic proposal to Paige Fortier at [paige.fortier@a-e-s.ca](mailto:paige.fortier@a-e-s.ca) , or hand deliver to: the Kinoomaadziwin Education Body office at 100-132 Osprey Miikan, North Bay, Ontario.

The subject line for the email should state "Request for Proposal – AES Longitudinal Research Proposal".

Any Proposals received after the above deadline will not be accepted for review by the KEB and an email reply confirming this will be sent to the Firm/Individual.

### CONTACT PERSON

If any Firm has questions concerning this RFP, finds discrepancies or omissions in the document, or requires clarifications, such matters shall be submitted in writing to:

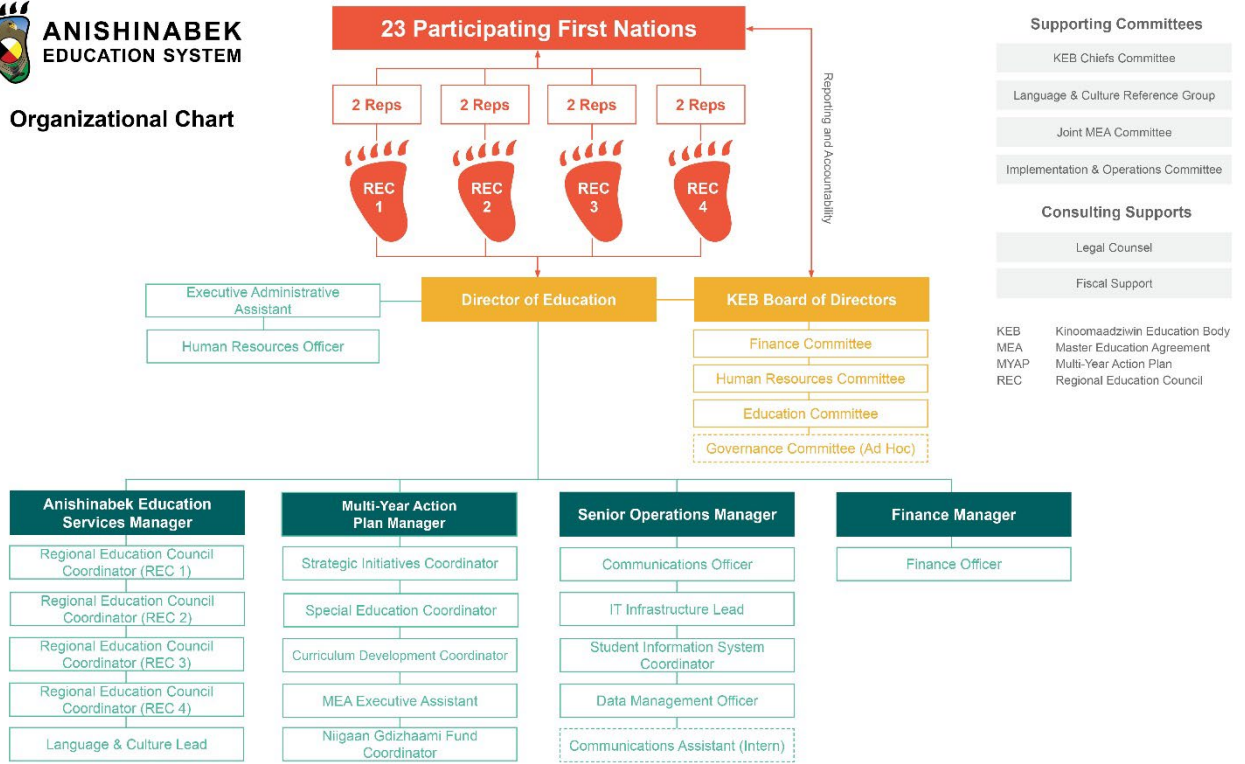
Paige Fortier

Multi-Year Action Plan Manager

Kinoomaadziwin Education Body



# Appendix 1: KEB Organizational Chart



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Anishinabek Education System Organizational Chart

# Appendix 2: Scoring Matrix

Criteria	Maximum Points	Points Scored
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<p>1. Firm and Key Personnel Experience</p> <ul style="list-style-type: none"> <li>• Direct Firm and principal staff experience with relevant experience.</li> <li>• The experience of the members of the Firm/Individual that will be assigned to this project.</li> <li>• Appropriate reference information gathered from customers that the Firm/Individual has provided like services.</li> </ul>	<p>10</p> <p>15</p> <p>5</p>	
<p>2. Project Approach</p> <ul style="list-style-type: none"> <li>• Quality of overall approach, work methodology, identification of project constraints.</li> <li>• Work plan and schedule (responsiveness to meet or exceed requirements).</li> </ul>	<p>15</p> <p>15</p>	
<p>3. Consulting Services Cost</p> <ul style="list-style-type: none"> <li>• Cost of consulting services with details as to the method and basis of compensation including a breakdown of overall cost including all fees and other charges.</li> </ul>	<p>40</p>	
<p>4. Anishinabek Firm or Anishinabek individuals working on this project from a Firm.</p>	<p>10</p>	
<p><b>Total Score</b></p>	<p><b>110</b></p>	

### Appendix 3: Current KEB Travel Rates

Description	Rate
Meals:	
Breakfast	\$17.15
Lunch	\$18.05
Dinner	\$45.95
Incidentals	\$17.30
Private Accommodation	\$50.00
Mileage	\$0.555/km