



**Kinnoomaadziwin Education Body
Request for Proposals
for the KEB Workspace
Feasibility Study**

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1.0 General Overview

The Kinooomaadziwin Education Body (**KEB**) is issuing this Request for Proposals (RFP) for a qualified firm/individual to complete a feasibility study for the KEB workspace. The KEB currently leases office space at Nipissing First Nation. The feasibility study will support decision-making on whether the KEB should invest in building an office or consider other options for workspaces.

The KEB expects to select the highest scoring Firm/Individual based on a structured scoring evaluation. The scoring evaluation (Section 7 and Appendix 1) considers the following:

- a. ability to perform the required service;
- b. experience;
- c. approach to the project;
- d. personnel assigned to the actual project work;
- e. costs of the project;
- f. time to complete the project;
- g. reference checks; and
- h. clarity of the submission.

2.0 Anishinabek Education System Information

The Anishinabek Education System (**AES**) includes 23 Participating First Nations, their Local Education Authorities, four Regional Education Councils, and the KEB, the central coordinating body for the 23 Participating First Nations. The AES has also established a Chiefs Committee and a Youth Council.

Participating First Nation and Local Education Authorities

There are 23 Participating First Nations in the AES. Each Participating First Nation has law-making power and authority over education from JK to Grade 12 on-reserve and may set up a Local Education Authority (education board or committee) to support and manage the delivery of education programs and services at the community level. The Participating First Nations vary in terms of overall population and student population. For example, one First Nation operates schools from JK to Grade 12; other First Nations operate elementary schools only; one First Nation only operates a high school; and other First Nations do not operate schools on-reserve. A complete list of the Participating First Nations is set out in Appendix 3.

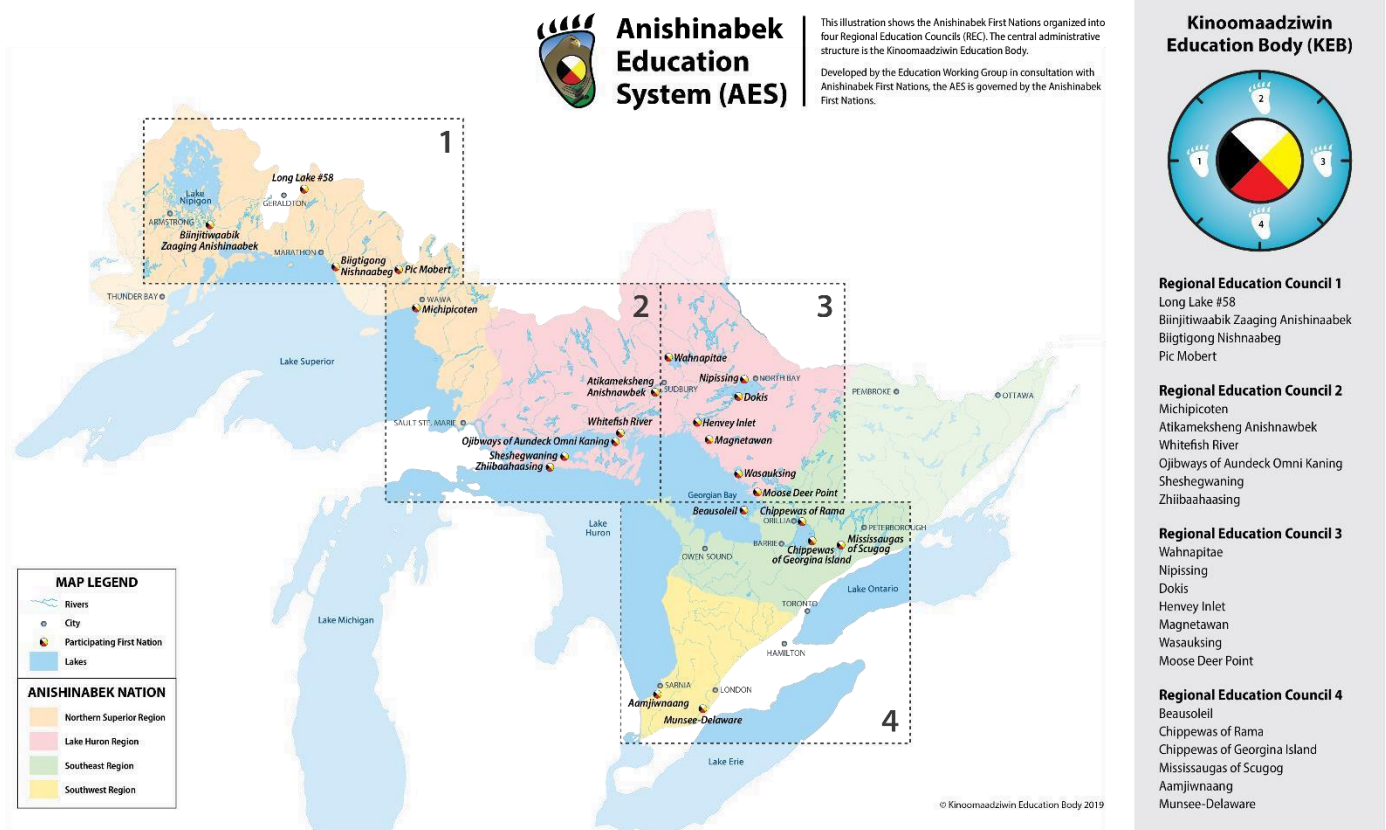
Regional Education Councils

Each Participating First Nation belongs to one Regional Education Council (**REC**). The REC provides opportunities for networking and for determining First Nation and regional education priorities. Each Participating First Nation appoints two individuals to represent the First Nation at REC level.

Kinoomaadziwin Education Body

The Participating First Nations work together through a central administrative structure called the KEB. The KEB takes direction from the Participating First Nations and supports the First Nations in their delivery of education programs and services. The KEB is responsible for liaising with the Government of Canada and the Province of Ontario on education matters.

The image below provides an overview of the AES structure.



A copy of the KEB's Organizational Structure is provided in Appendix 2.

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.

AES Youth Council

In April 2023, the AES youth elected the first Youth Council, made up of 7 youth representatives from the 23 Participating First Nations. The Youth Council was created to ensure that the voice of the AES learners is heard and reflected in the education governance and administrative bodies of the AES. In addition, the Youth Council ensures there are opportunities for youth leadership development and growth by planning youth events.

3.0 The Project

3.1 Purpose of the Project

The purpose of the feasibility study is to identify and analyze viable options for the KEB workspace. Additionally, this study will describe the facility requirements of the KEB and optimal location for the KEB workspace. The completion of this feasibility study will ensure the following objectives are achieved:

- a. identify workspace and facilities that will accommodate KEB current and projected employment;
- b. provide recommendations on the viability of the KEB building an office;
- c. provide recommendations on workspace and facilities that are welcoming to the Participating First Nations and the AES education partners;
- d. address requirements for a safe working environment for KEB employees and any guests to the office;
- e. address requirements for workspace and other spaces to support the KEB activities; and
- f. consider the opportunity to provide access to a variety of educational opportunities for the KEB workspace and facilities.

3.2 Scope of the Feasibility Study

The feasibility study will address the main aspects set out below.

Technical Feasibility

Technical feasibility assesses if the proposed workspace or building project can be done and finished without any technical issues. This aspect of the study requires the identification of possible

building sites and workspaces. This includes an assessment of the size of the workspaces required, key access to the area, environmental factors and the availability of materials, labour, resources, and other practical requirements for the project.

Economic Feasibility

Economic feasibility assesses the cost considerations of the project.

Legal Feasibility

Legal feasibility talks about the legality of the proposed project. Depending on the location of the potential site(s), it verifies that the project is free from any planning permission issues, land ownership/easements, and taxation irregularities.

Operational Feasibility

Operational feasibility identifies whether the project can solve any potential problems and achieve the objective set out above. This aspect of the feasibility study takes a bigger picture of the whole project, ensuring that the proposed property or proposed workspace recommendations can accomplish its true purpose.

Scheduling Feasibility

One final aspect of a feasibility study is scheduling feasibility. The KEB is seeking estimates on the amount of time needed to complete the proposed project. This aspect of feasibility assesses the total number of months or years needed to complete the project without affecting its quality.

3.3 KEB Office Space

The KEB currently leases office space at Nipissing First Nation 132 Osprey Miikan, Suite 100 that includes:

- a. 9 offices
- b. 1 storage room;
- c. 1 photocopy room;
- d. 1 boardroom;
- e. 1 lunchroom;
- f. 2 washrooms; and
- g. a reception workstation.

Currently, KEB employees work in the head office on a full-time basis, in the head office on a scheduled basis, and work remotely at home offices. The number of employees in each category is set out below.

Full-Time Head Office	Hybrid Schedule	Remote Work
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4 Employees	7 Employees	22 Employees
TOTAL NUMBER OF EMPLOYEES		33

The KEB is currently engaged in on-going financial negotiations with Canada and is considering adding the following employees at the REC and KEB levels.

10 Potential Head Office Positions	18 Potential Regional Positions
TOTAL POTENTIAL POSITIONS	28

In the past, the KEB has rented office space in the RECs.

3.4 Role of Firm/Individual

The Firm/Individual will provide independent expertise and advice and shall:

- engage with the Ad Hoc Building Committee of the KEB Board of Directors and the Director of Education to secure additional information to complete the feasibility study;
- recommend options for KEB workspace and facilities;
- provide advice and recommendation that addresses the purposes and scope as set out in sections 3.1 and 3.2 of this RFP; and
- prepare a final report for presentation to the KEB Board of Directors.

3.5 Proposal Requirements

The Firm/Individual shall provide a written overview of their proposed process to complete the feasibility study, including a proposed budget. The proposal will include the requirements set out in sections 3.6

3.6 Qualifications of the Firm/Individual

The successful Firm/Individual shall demonstrate:

- a thorough knowledge and understanding of KEB requests set out in this RFP;
- expertise and capacity to perform the necessary requirements under this RFP; and
- several years of experience working with First Nations and First Nation organizations in Ontario.

3.7 Deliverables

The following items shall be delivered to the KEB upon completion of the final report:

- one (1) unbound copy of the final report, to include background, summary of input, recommendations, etc.;
- one (1) electronic copy of the above report in Microsoft Word;
- all materials received and produced by the Firm/Individual in the undertaking of this project; and
- in general, all reports and presentation materials shall be in a form and of a quality so as to be acceptable for reproduction and presentation and shall be acceptable to the KEB.

All information and files required to complete this project are the property of the KEB.

3.8 Project Timetable

Activity	Date
Request for Proposal Issued	May 16, 2025
Request for Proposal Closed	June 13, 2025
Scoring and Recommending RFP Applications	June 18, 2025
Selection of Successful Applicant	June 23, 2025
Feasibility Study Commences	July 2, 2025
Final Report	November 3, 2025

Note: although every attempt will be made to meet all dates, the KEB reserves the right to modify any or all dates at its sole discretion.

4.0 Information Required - Qualifications

Each proposal must:

- a) set out the full name and main office address of the Firm/Individual;
- b) identify when the Firm was organized and if a Corporation, when incorporated, and how many years engaged in providing this type of service;

- c) If the applicant is an individual, how many years the individual was engaged in providing this type of service;
- d) set out the qualifications of the Firm/Individual and any individuals/firms that the applicant intends to subcontract, or otherwise use, to perform work on this project;
- e) describe the specific and relevant experience related to the scope of this project;
- f) describe the depth and resources that would also be available for the benefit of this project;
- g) describe the Firm/Individual's understanding of the project, scope of work and approach to complete the project and how it will achieve the timetable;
- h) set out the various components of the project including demonstrating how the project will be completed;
- i) 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;
- j) identify the estimated amount of KEB staff time required to support the work under this project; and
- k) provide references from three (3) recent projects that are similar to this project and if not included in the foregoing, a reference from a First Nation or First Nation regional organization in Ontario.

5.0 Information Required - Budget and Timeline

The proposal must include:

- a. a confirmed price for the project and expected payment schedule;
- b. a list of any additional work or services that exceed the services requested herein and the associated costs of the additional work or services;
- c. a detailed project schedule including timelines for each component of the project.

6.0 RFP – Submission Details

Event Detail	Date
Request for Proposal (RFP) Issued	May 16, 2025
Submission Deadline	June 13, 2025

Each applicant shall submit an electronic copy of the RFP no later than **11:59:59 p.m. on June 13, 2025** by email to the Director of Education, Nancy O'Donnell at Nancy.O'Donnell@a-e-s.ca.

Any Proposals received after the above deadline will not be reviewed by the KEB.

7.0 Scoring of Qualifications and Proposals

The evaluation of the proposal will be carried out by an evaluation team comprised of representatives from the Ad Hoc Building Committee and KEB staff. Proposals will be evaluated based on the points system identified in Appendix 1. Failure to provide relevant information may result in penalties being assessed on the evaluation score.

In addition, and at the sole discretion of the evaluation team, an interview may be required. The purpose of this interview would be to clarify the qualifications and details of the proposal.

The KEB reserves the right to request additional data or information after the Proposal date, if such data or information is considered pertinent, in the KEB's sole view, to aid the review and evaluation process.

The KEB reserves the right to reject any portion of any RFP and/or reject all RFPs, to waive any informalities or irregularities in the RFP, or to re-invite, or to advertise.

Appendix 1 – Scoring Matrix

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

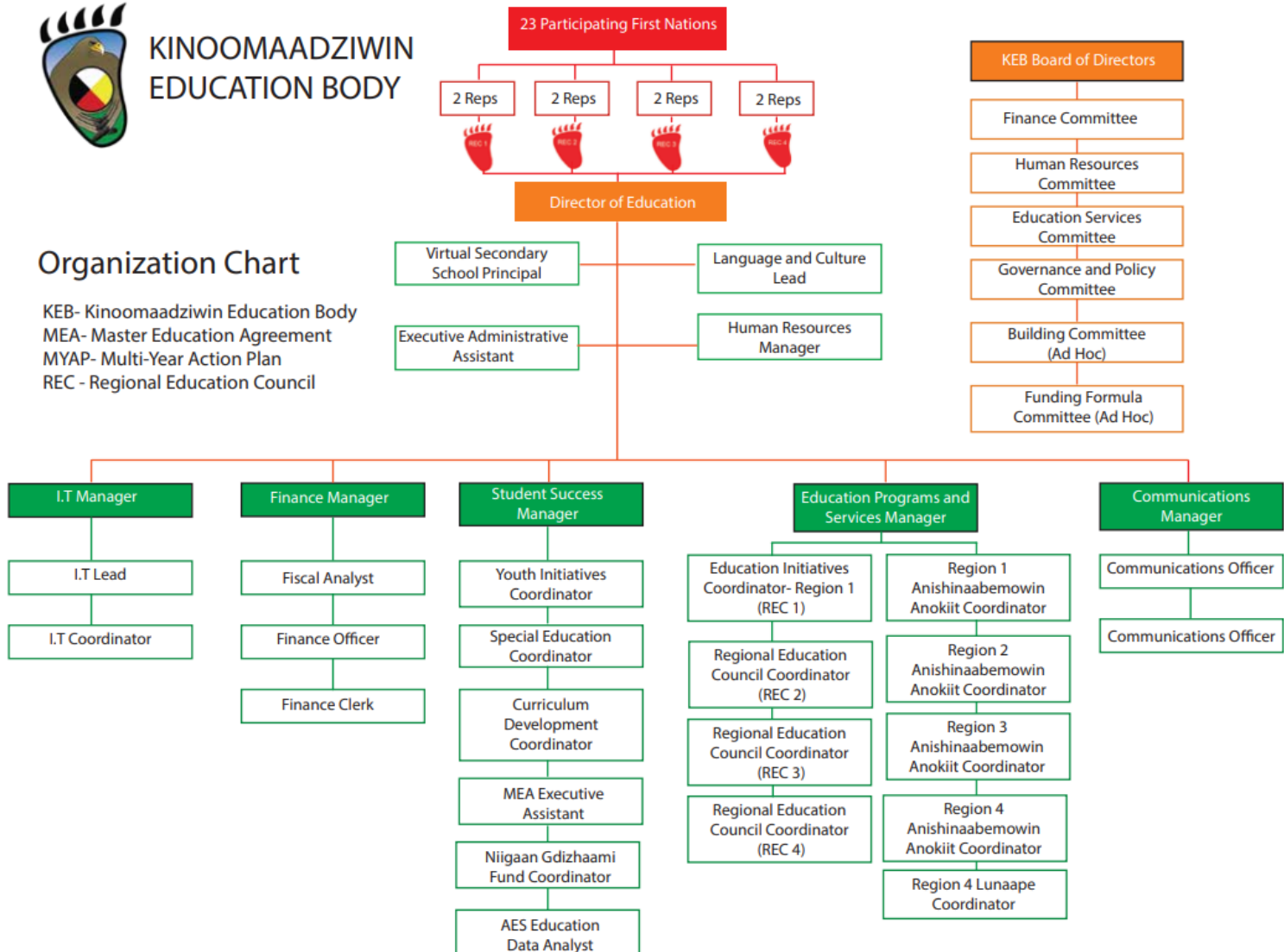
Appendix 2 – Organizational Structure



KINOOMAADZIWIN EDUCATION BODY

Organization Chart

KEB- Kinoomaadziwin Education Body
MEA- Master Education Agreement
MYAP- Multi-Year Action Plan
REC - Regional Education Council



Appendix 3 – Participating First Nations

1. Aamjiwnaang First Nation
2. Atikameksheng Anishnawbek
3. Aundeck Omni Kaning First Nation
4. Beausoleil First Nation
5. Biigtigong Nishnaabeg
6. Biinjitiwaabik Zaaging Anishinaabek
7. Chippewas of Georgina Island First Nation
8. Chippewas of Rama First Nation
9. Dokis First Nation
10. Henvey Inlet First Nation
11. Long Lake #58 First Nation
12. Magnetawan First Nation
13. Michipicoten First Nation
14. Mississaugas of Scugog Island First Nation
15. Moose Deer Point First Nation
16. Munsee-Delaware Nation
17. Nipissing First Nation
18. Pic Mobert First Nation
19. Sheshegwaning First Nation
20. Wahnapiatae First Nation
21. Wasauksing First Nation
22. Whitefish River First Nation
23. Zhiibaahaasing First Nation