



Kinnoomaadziwin Education Body

Request for Proposals

**Regional
Curriculum Resource Project REC4**

Table of Contents

1.0	General Overview.....	3
2.0	Anishinabek Education System (AES) Information.....	3
3.	The Project	5
3.0	Purpose and Scope of the Project.....	5
3.0.2	Project Timetable	6
4.0	Information Required - Qualifications.....	6
5.0	Information Required - Proposal	7
6.0	RFP – Submission Details.....	7
7.0	Scoring of Qualifications and Proposals.....	7
	Appendix 1: Scoring Matrix	9
	Appendix 2: Organizational Structure	10
	Schedule “A”	11
	Price and Declaration	11

1.0 General Overview

The Kinoomaadziwin Education Body (KEB) is issuing a Request for Proposal (RFP) for an Education Resource Developer to lead the development of instructional resources to be used in our First Nation schools [and be available for use in public schools] as approved by the Regional Education Council 4 (REC 4).

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.

There are currently 23 Participating First Nations in the Anishinabek Education System.

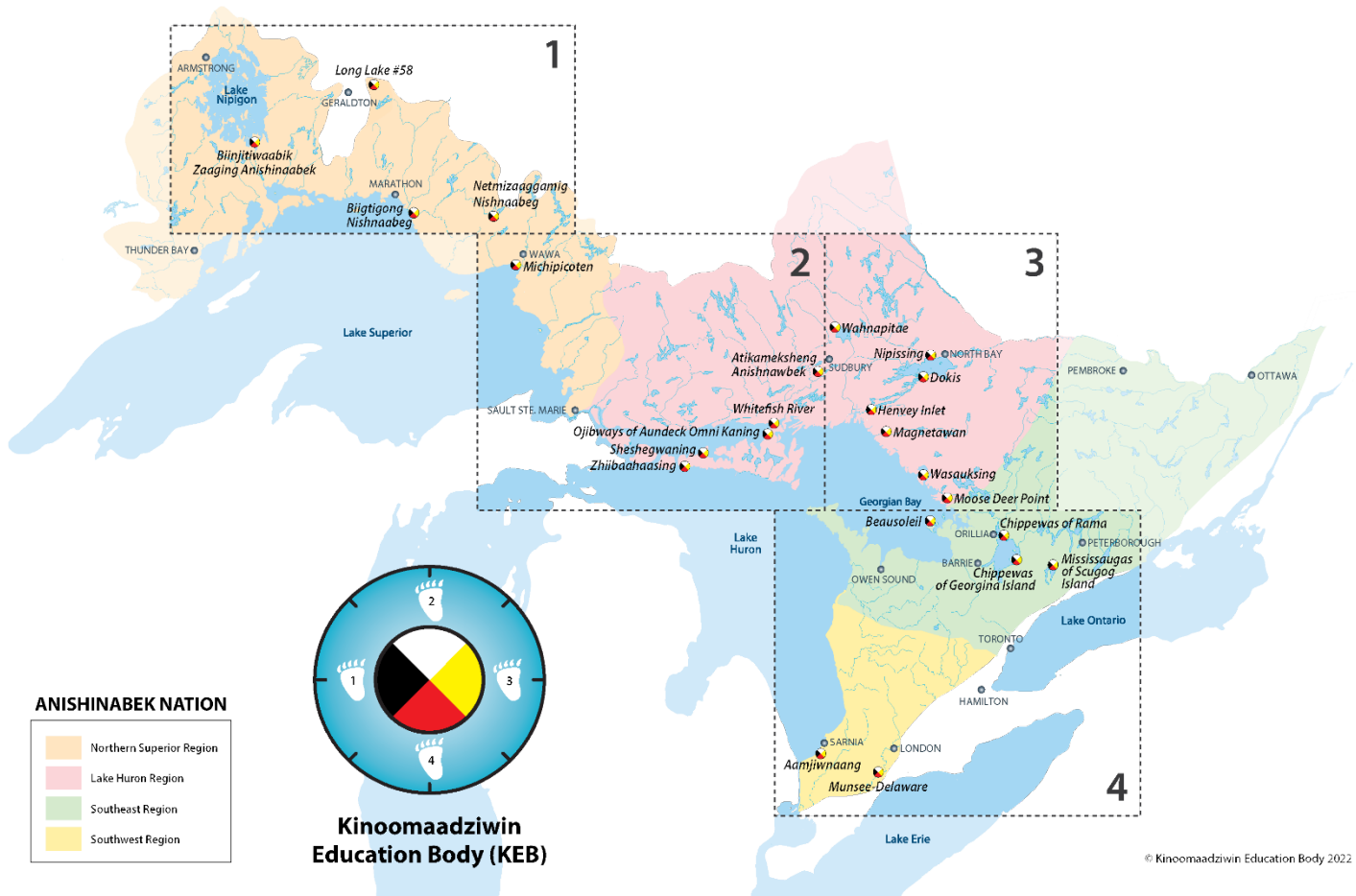
Each Participating First Nation belongs to one Regional Education Council (REC). The REC provides opportunities for networking, for determining First Nation and regional education priorities, and to provide input to the KEB. There are 6 First Nations in Region 4.

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.

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.



3. The Project

3.0 Purpose and Scope of the Project

The Education Resource Developer would be required to:

- a) Research, review and summarize to be used as guiding reference, any and all inventories of existing instructional resources relating to Anishinabek that have been developed by KEB
- b) Research, review and summarize to be used as guiding reference, existing instructional resources relating to Anishinabek, currently in use in AES community schools and in partner school boards schools
- c) Develop a draft terms of reference for a focus group(s) of classroom teachers (elementary, secondary) and other participants as determined by the REC 4 communities, to guide the work
- d) establish a focus group(s) of classroom teachers (elementary, secondary) and other participants as determined by the REC 4 communities, to guide the work
- e) identify specific resources to be developed
- f) create a resource development workplan including timelines
- g) draft/create the identified specific resources
- h) produce final products for approval by Regional Education Council 4

3.0.1. Reporting

The Education Resource Developer would be required to:

- a) Prepare a comprehensive report summarizing the project that includes a description of
 - i. the chronology of activities,
 - ii. research findings,
 - iii. the process for examining the research,
 - iv. the role of the focus groups
 - v. focus group participant list
 - vi. dates, places and times of community and professional engagement, all applicable consent and release forms
 - vii. how the specific areas for development of resources was determined,
 - viii. the identification of what resources were developed, including the linkage to specific curriculum strands/subject areas.
- b) Provide one (1) electronic copy of the final report in Microsoft Word, which will include a

PowerPoint summary of the project

- c) Provide the instructional resource(s) to support curriculum that is ready for publishing in our VLE space to REC 4

3.0.2 Project Timetable

Activity	Date
Request for Proposal Issued	July 24, 2025
Request for Proposal Closed	August 14, 2025
Selection of Successful Firm/Individual	August 28, 2025
Project Commences	September 4, 2025
Provision and Presentation of report	Dec 1, 2025
Provision of Resource Developed	December 15, 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 Firm/Individual shall respond to each of the following questions in a clear and comprehensive manner.

- Provide the full name and main office address of the Firm/Individual.
- Identify when the Firm/Individual was organized and, if a Corporation, when incorporated and how many years engaged in providing this type of service.
- 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.
- Describe the Firm's/Individual's specific and relevant experience related to the scope of this project.
- Describe the Firm's/Individual's depth and resources that would also be available for the benefit of this project.
- Describe the Firm's/Individual's understanding of the Project – Scope of Work and approach to complete the project, engagement and how it will achieve the timetable. Include innovative approaches that will be used to gain acceptance and allow for a better understanding of the project's goals.

- g) Set out the various components of the project including demonstrating how the project will be completed.
- h) Identify the personnel who would take the lead position in this project and set out their particular qualifications and experience in carrying out this type of work.
- i) Identify the amount of KEB staff time required.
- j) 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.

5.0 Information Required - Proposal

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

- a) Provide a confirmed price for the project and expected payment schedule (Schedule A).
- b) Specifically identify anticipated costs associated with travel to participate at in-person meetings. These costs will be reimbursed based on KEB travel rates, listed in Appendix 4, in effect at the time of travel.
- c) Any additional work or services that exceed the services requested herein and the associated costs thereof.
- d) A detailed project schedule including timelines for each component of the project.
- e) Complete "Schedule B – Detailed Components"

6.0 RFP – Submission Details

Each Firm/Individual shall submit an electronic proposal no later than **11:59:59 a.m. (noon) on August 14, 2025** to the Regional Education Council 4 Coordinator, Greer Atkinson.
greer.atkinson@a-e-s.ca

The subject line for the email should state "Request for Proposal – Regional Curriculum Resource Project REC 4". 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.

7.0 Scoring of Qualifications and Proposals

The evaluation of the RFP will be carried out by an evaluation team comprised of Regional

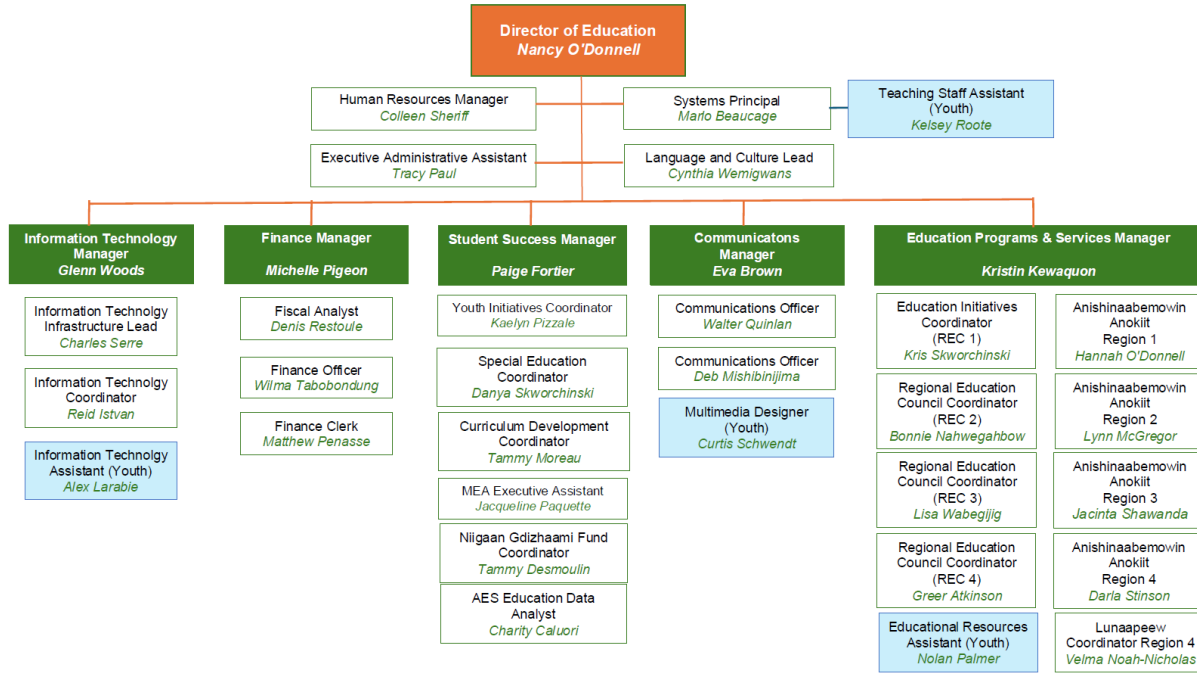
Education Council members and KEB Staff. Firms/Individuals will be evaluated based on the points system identified in Appendix 1. Failure to provide relevant information may result in penalties being assessed on the evaluation score.

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 of the Firm/Individual and details of the proposal.

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 experience 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 15 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. Consulting Services Cost <ul style="list-style-type: none"> • 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. 	40	
4. Anishinabek Firm or Anishinabek members working on this project from a Firm.	10	
Total Score	110	

Appendix 2: Organizational Structure



Schedule “A”

(Schedule to be completed and returned)

Price and Declaration

Information to the Respondent.

In order for the RFP to be complete, all areas of the Price and Declaration - Schedule "A" (this form) must be completed and any other information as requested in the RFP must be provided.

Price

The total price to complete the TITLE project for the Anishinabek Education System.

\$ xxx **Grand Total**

Complete Schedule “B” to provide a detailed costing by component.

Expected Payment Schedule

Deliverable	Date to be Completed	Value of Project Total
	On signing	20%
Curriculum frame/draft	Mid project	30%
All components completed	Project completion	50%

Declaration

- 1. I/We Declare that this RFP is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making an RFP for the same purchase and is in all respects fair and without collusion or fraud.
- 2. I/We Declare that all matters stated in the submitted RFP are in all respects true.
- 3. I/We have carefully read the requirements as per the RFP and have satisfied ourselves as to the conditions under which the transaction and subsequent items are to be supplied and do hereby submit an RFP for the CURRICULUM RESOURCE PROJECT REC 4.
- 4. I/We acknowledge that_____addenda have been received and that it is my/our ultimate responsibility to ensure all addenda issued have been received.
- 5. If selected as the successful Firm/Individual, We/I agree to abide by the terms as set out in the RFP Qualifications and Price with its specifications and provisions for the prices shown.
- 6. The price submitted shall be firm for a period of not less than sixty (60) calendar days from the closing date of this RFP.

Dated at_____this_____day of_____2023.

)_____
) Signature
)

)_____
) Signing Authority (Print Name)
)

)_____
) Company Name
)

)_____
) Street Address/City/Town/Postal Code
)

)_____
) Telephone Email Fax Number

