



# RESOURCE LEAD

Anishinaabemowin Language Project

## REQUEST FOR PROPOSALS

The Ogemawahj Tribal Council is currently accepting proposals for a qualified anishnaabemowin lead to work with us on updating anishnaabemowin language resource. Your role is to update/edit OTC developed language resources and use the current curriculum guidelines (if applicable), advise with OTC knowledge keepers, to produce an edited 2022 OTC language resource.

**Mary McCue-King**

Executive Director

Contents

- 1.0 General Overview ..... 2**
- 2.0 The Ogemawahj Tribal Council Information..... 3**
  - OTC Board of Directors..... 3**
  - Elders Council ..... 3**
- 3.0 The Project ..... 4**
  - 3.1 Ensuring strong curriculum connections ..... 4**
  - 3.4 Role of Consultant..... 4**
  - 3.2 Proposal Requirements..... 5**
  - 3.3 Qualifications of the Consultant ..... 5**
  - 3.4 Deliverables..... 5**
  - 3.5 Project Timetable ..... 6**
- 4.0 Information Required - Qualifications ..... 6**
- 5.0 Information Required - Budget and Timeline ..... 7**
- 6.0 RFP – Submission Details ..... 7**
- 7.0 Scoring of Qualifications and Proposals ..... 7**
- Appendicle 1 – Scoring Matrix ..... 8**

## 1.0 General Overview

The Ogemawahj Tribal Council (OTC) is issuing this Request for Proposals (RFP) for a qualified Anishinaabemowin lead to work with our organization on updating/editing and/or revising OTC's current Anishinaabemowin language resources.

The lead will use the Ontario Curriculum guidelines (if applicable), current Anishinaabemowin teaching strategies/knowledge and advise with OTC's language keepers to provide a complete and updated language resource.

The OTC expects to select the highest scoring proposal based on a structured original evaluation. The scoring evaluation (Appendicle 1) shall consider the following, in relation to the scoring matrix:

- ability to perform the required service;
- experience in teaching junior/intermediate classes
- facilitation experience
- experience with OTC First Nations;
- approach to the project;
- costs of the project;
- reference checks; and
- clarity of the submission.

## **2.0 The Ogemawahj Tribal Council Information**

The mission of the OTC is - "To provide superior professional services through the pooling of member's resources, designed to promote self-sufficiency and First Nation control of services, at a pace and form specifically determined by its member First Nations.

The OTC was created in 1990 to provide superior professional and technical services to its member First Nations.

The highly skilled advisors at the OTC apply their expertise to the development, financing and management of specific projects. They assist First Nation staff in the planning and delivery of community-based initiatives.

### **OTC Board of Directors**

The OTC is governed by a Board of Directors comprised by the Chief of each member First Nation.

Alderville First Nation: Chief David Mowat

Beausoleil First Nation: Chief Joanne Sandy

Chippewas of Georgina Island: Chief Donna Big Canoe

Moose Deer Point First Nation: Chief Rhonda Williams-Lovett

Chippewas of Rama: Chief Ted Williams

Mississaugas of Scugog Island First Nation: Chief Kelly LaRocca

### **Elders Council**

Alderville First Nation: Nora Sawyer

Beausoleil First Nation: Myrtle Jamieson

Chippewas of Georgina Island: Sandra BigCanoe

Moose Deer Point First Nation: TBD

Chippewas of Rama: Myrna Watson

Mississaugas of Scugog Island First Nation: Leona Charles

### **3.0 The Project**

The OTC Board of Directors is committed to assisting our First Nations develop successful effective regional approaches to Anishinaabemowin revitalization and reclamation. This request for proposals is intended to address recommendations from elders and community champions to digitize resources and meet learners in the digital world as stated in a regional gathering of OTC language champions October of 2019. This project will help assist teachers and learners use a locally based resource in their respective classes with Anishinaabemowin language learning.

In particular, we are looking for an educator/curriculum specialist to:

1. Take OTC's existing language resource and work through each unit to update and revise material that is suitable to OTC's First Nations.
2. Make sure that material within the language resource has accurate information based on OTC's First Nations language, culture, and traditions so that the resource can be used in a variety of language learning settings. Eg. Daycares, schools, language classes, home, etc.
3. Consult and approach OTC's Elder council, language knowledge keepers for words, spellings, when possible.
4. Provide a final, completed, revised and edited version of OTC's language resource that will be printed for release and distribution.

#### **3.1 Ensuring strong language, culture and traditional connections**

The OTC wishes to establish strong language, culture and traditions that reflect our First Nations. Wherever possible it will be strongly recommended that our First Nation's will be consulted in regards to updating OTC's language resource.

#### **3.4 Role of Consultant**

The Consultant will provide independent expertise and advice and shall:

- guide, manage, update the progress of the language revision project.
- guide manage and consult various stakeholders including OTC's Education Department, Elders' council, OTC's language knowledge keepers.
- prepare and execute a project communications plan to keep the OTC Education Advisor, Executive Director and First Nation project teams apprised of progress of the project;
- prepare, provide, and present an interim report to summarize the key issues

- requiring consideration that will be included in the final report;
- prepare and produce a final language resource with the Education Advisor incorporating discussion of language, cultural and traditions of OTC's First Nations.

### **3.2 Proposal Requirements**

The consultant shall develop and execute a process to develop a final revised, edited language resource that is ready to be accessed and distributed as OTC's Anishinaabemowin Language Resource for 2022:

1. a 2022 project calendar and milestone dates;
2. description of the project framework ;
3. a budget and breakdown of costs/expenses;
4. participate in one half-day meeting with the Board of Directors
5. Participate in a number of meetings with OTC leads to discuss areas requiring added direction and tools, as well as address any concerns and discuss progress; and
6. show evidence that time has been taken to become acquainted with the various community language situations of the OTC First Nations

### **3.3 Qualifications of the Consultant**

The successful consultant shall demonstrate:

- minimum 5 years of Anishinaabemowin language teaching experience;
- expertise and capacity to perform the necessary requirements under this RFP;
- experience working with First Nations and First Nation organizations in Ontario; and
- demonstrated ability to conduct research, facilitate group processes in education settings, write reports, and deliver the plans/reports on time and on budget.

### **3.4 Deliverables**

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

- one (1) unbound copy of the final report, to include background, summary of project outcomes and recommendations.;
- one (1) electronic copy of the above report in Microsoft Word;
- all materials received and produced by the consultant 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 OTC Board of Directors. All information and files required to complete this project will become property of the OTC.

### 3.5 Project Timetable

Activity	Date
Request for Proposal Issued	March 29, 2022
Request for Proposal Closed	April 14, 2022
Selection of Successful Respondent	April 21, 2022
Preliminary Findings of Language Resource	June 2, 2022
Submission of Draft of Updated Language Resource	1 week in advance of Presentation Date of Draft Report
Presentation of Draft Language Resource	July 5, 2022
Final Language Resource completed, ready for print/distribution.	August 5, 2022

**Note: although every attempt will be made to meet all dates, the OTC 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 consultant;
- b) identify teaching and education consulting experience including OCT certification;
- c) set out the qualifications of the consultant, to perform work on this project;
- d) describe the consultant's specific and relevant experience related to the scope of this project;
- e) describe the consultant's depth and resources that would also be available for the benefit of this project;
- f) describe the consultant's understanding of the project, scope of work and approach to complete the project and how it will achieve the timetable;
- g) set out the various components of the project including demonstrating how the project will be completed;
- h) identify the estimated amount of time required; and
- i) provide references from three (3) recent projects that relate to this project and if not included in the foregoing, a reference from a First Nation regional organization in Ontario or OTC First Nation.

## 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	March 29, 2022
Submission Deadline	11:59:59 am (noon) April 14, 2022

Each consultant shall submit an electronic copy of the RFP no later than **11:59:59 a.m. (noon) on April 14, 2022** by email to Marsha Shilling at [mshilling@ogemawahj.on.ca](mailto:mshilling@ogemawahj.on.ca)

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

## 7.0 Scoring of Qualifications and Proposals

The evaluation of the proposal will be carried out by an evaluation team comprised of the OTC education staff and Executive Director. Proposals will be evaluated based on the points system identified in Appendicle 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 consultant and details of the proposal.

The OTC 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 OTC 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

<b>Criteria</b>	<b>Maximum Points</b>	<b>Points Scored</b>
1. Consultant Experience <ul style="list-style-type: none"> <li>• Direct teaching experience with relevant First Nation experience</li> <li>• Appropriate reference information gathered from customers that the individual has provided like services</li> <li>• Experience with teaching Anishinaabemowin in an Education setting.</li> </ul>	15   15   5	
2. Project Approach <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>	15   15	
3. Consulting Services Cost <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>	40	
4. OTC or Anishinabek/Indigenous First Nation membership	10	
<b>Total Score</b>	<b>115</b>	

