



REQUEST FOR PROPOSALS
LÍLWAT NATION

March 2nd, 2020

Lílwat Nation Employment and Training Department
Request for Proposals

For Teaching Services for the Project Titled:

Health Care Assistant Level 1 Delivered in Lílwat Nation

Issue Date: March 2nd, 2020

Closing Date and Location:

Proposals must be received by: 4:00pm local time, March 16th, 2020

At

Lílwat Nation Employment and Training
PO Box 232
Mount Currie BC
V0N 2K0

OR

catherine.pascal@lilwat.ca



1.0 Introduction

The Lílwat Nation Employment and Training Department invites proposals from post-secondary institutes to work with the department on the delivery of Health Care Assistant Level 1 in Lílwat Nation.

The proponent will be expected to fulfill the service delivery duties for the Health Care Assistant Level 1 program under the direction of the Manager of Employment and Training.

Proposals and questions must be directed to the Project Manager:

Catherine Pascal
Lílwat Nation Employment and Training Department
PO Box 232
Mount Currie, BC
V0N 2K0
catherine.pascal@lilwat.ca

2.0 Other Information

- A. The Lílwat Nation reserves the right to waive informalities in proposals, reject any or all proposals or accept the proposal deemed most favourable in the interests of the Nation.
- B. The proponent will be competent and capable of performing the work.
- C. The proponent will be required to provide evidence of previous experience and financial responsibility before a contract is awarded.
- D. The Lílwat Nation will not be responsible for any costs incurred by the proponent which result from the preparation or submission of documents pertaining to this proposal call.
- E. The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at their expense.

3.0 Background

The Lílwat Nation is located in southwestern British Columbia with a population of over 2,000 citizens and a traditional territory of 797,000 hectares of land. At the core of the territory is the Nation's reserve land, consisting of ten reserves totaling approximately 2,700 hectares. The majority of Lílwat citizens live on reserve.

The demand to have a Health Care Assistant Level 1 program delivered in the community is clearly demonstrated by the ongoing inquiries from Lílwat Nation community members and local health care providers. By having a Health Care Assistant Level 1 program in Lílwat Nation, it will allow for more community members become a Health Care Assistant and mentors for the community.

Lílwat Nation has partnerships with the local Health Care Facilities.



4.0 SCOPE OF WORK

The proponent will be expected to deliver a Health Care Assistant Level 1 program in Lílwat Nation from September 2020-April 2021 at the Tszil Learning Centre (125 Lillooet Lake Road, Mount Currie, BC). The courses for Level 1 will include the following courses or similar courses:

- Interpersonal Communications
- Lifestyle & Choices
- Introduction to HTCA Practice
- Health & Healing
- Personal Care Assistance I

5.0 CONTRACTOR INFORMATION

5.1 Qualifications and Experience

The proponent is required to:

- Be a recognized post-secondary institute
- Have a willingness to live and work in Mount Currie, BC from September 2020-April 2021
- Have experience working with First Nations
- Have experience working in First Nations communities

5.2 References

The proponent must include in the proposal a minimum of three references for projects of a similar nature complete with contact information. A brief description of the projects completed for each reference should be provided.

6.0 FEE STRUCTURE

The proponent must specify in the proposal the terms of payment required for the duration of the contract.

7.0 WORK PLAN AND CONTRACT TERM

The term of the contract is listed in Section 4.0 scope of work.

The proponent will provide a detailed description of the proposed work to be undertaken and the way it will be undertaken, including sequence and timing of tasks, resource requirements, project constraints and challenges, and the time allocation for each, to show a clear understanding of the work and proposed approach.

Project Timeline

March 2nd, 2020

March 16th, 2020

March 23rd, 2020

September 7th, 2020

RFP Issued

Bidding Closes

Bid Awarded

Proposed Project Start Date



8.0 PROPOSAL SUBMISSION

Proponents may submit one printed copy or one digital copy in PDF format. The deadline for receipt of proposals is **4:00pm PST on Monday, March 16th, 2020** at the following location:

Lilwat Nation Employment and Training Department
PO Box 232
Mount Currie, BC V0N 2K0

Or

catherine.pascal@lilwat.ca

9.0 PROPOSAL FORMAT

The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

a. Cover Letter and Signature

The proposal should include a cover letter summarizing the proposal and indicate why the Nation should select your company, signed by the person authorized to sign on behalf of the proponent which will bind the proponent to statements made in the proposal.

b. Qualifications and Experience

The proponent will submit evidence of previous successful performance in comparable work and a minimum of three references for projects of a similar nature, as outlined in Section 5.0 Contractor Information.

c. Approach and Methodology

The proponent will provide a detailed description of the proposed work to be undertaken and the way it will be undertaken as outlined in Section 7.0 Work Plan and Schedule. Key events and major project deliverables should be clearly identified on the project schedule.

d. Budget

The proponent must include a detailed budget indicating all costs associated with completing the project. The proponent must also specify the terms of payment required for the duration of the contract.

e. Additional Information

The proponent may choose to provide additional information.



10.0 EVALUATION OF PROPOSALS

The proposals will be evaluated on merit. Consideration will include the proposed budget, professional qualifications, references, and general experience. The proposal submission should be clear, concise and complete.

The Lílwat Nation shall be the sole judge of a proposal and its decision shall be final.

11.0 OWNERSHIP OF PROPOSALS AND FREEDOM INFORMATION

Proposals will be received and held in confidence by the Lílwat Nation, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

All documents, including proposals, submitted to the Lílwat Nation in relationship to this project become the property of the Lílwat Nation. The Lílwat Nation will provide a debriefing for individual proponents at their request subject to the *Freedom of Information and Protection of Privacy Act*.