

St'át'imc Outreach Health Services

(Lillooet Tribal Council)



REQUEST FOR PROPOSALS

**Traditional Wellness: Inventory of past practices and guidance for future regional approaches
– Northern St'át'imc. (RFP #TW2021)**

Issuance Date: April 19, 2021

Deadline: April 30, 2021

Issued by: St'át'imc Outreach Health Services
650 Industrial Place
PO Box 1420
Lillooet BC V0K 1V0

Attention: Joanne John
Health Administrator

Email: healthadmin@statimchealth.net

Phone: (250) 256-7530, Ext. 251

1. **BACKGROUND**

St'at'imc Outreach Health Services (SOHS) delivers culturally safe primary health care services to Aboriginal peoples living on and off reserve in the Northern St'at'imc Territory. We also provide health support services by distance to St'at'imc living away from home. Currently our registered practitioners provide Mental Health and Wellness services to all ages. Our goal is to support clients in their wellness journeys in a holistic fashion, and to build trusting relationships.

2. **PROJECT OVERVIEW**

The Northern St'at'imc, SOHS, have the opportunity to carry forward traditional wellness and healing work they have completed and collectively contribute to an evergreen document that will help support and inform future regional approaches.

The project will start with an inventory of work that has been completed encompassing: traditional wellness, healing activities, youth and elder Sacred Knowledge Keepers, and any regional identified priorities that the Northern St'at'imc may have identified prior to receiving funds for Land Based Healing and Mental Health.

The information gathered will assist in the creation of a regional document that will speak to traditional wellness and healing work within communities, including these key areas:

- Code of conduct for traditional wellness/healing work including fair compensation practices.
- Framework for protecting traditional Indigenous knowledge/practices.
- Supports for strengthening cultural healing and practice within communities.

3. **PROPOSAL GUIDELINES**

Proposals should follow the format below:

- Executive Summary
- Background information about you and your business
- Relevant experience related to the delivery of our project
 - Sample of a similar project you completed
- Proposed services and deliverables
- Potential information or resources you intend to use and why you believe of its importance
- Projected timeline with the number of hours you expect the project to take
- The projected costs of services
- References
 - Include name, professional relationship, and contact details

Please submit your proposal in .pdf format to healthadmin@statimhealth.net by April 30, 2021.

4. **SELECTION CRITERIA**

St'at'imc Outreach Health Services will evaluate proposals based on the following criteria

- Responsiveness to the outlined format
- Relevant experience and performance
- Testimonials
- Projected cost

5. **RFP AND PROJECT TIMELINES**

Request for proposal issuance
19-Apr-2021

Deadline for proposal submission
30-Apr-2021

Selection of vendor
14-May-2021

Traditional Wellness: Inventory of past practices and guidance for future regional approaches –
Northern St'at'imc begins
19-May-2021

Interim Report
June 18, 2021

Project Completion
30-August, 2021

*Vendors may propose an early completion date in their submitted proposal.

6. **SUBMISSION**

Please submit your proposal in .pdf format via email to healthadmin@statimchealth.net by 4:30 pm on April 30, 2021. Use the email subject line, "**RFP Traditional Wellness.**"

7. **TERMS AND CONDITIONS**

The following terms and conditions will apply to this RFP. Submission of a proposal in response to this RFP indicates acceptance of all the following terms and conditions and any addenda issued by SOHS. Provisions in proposals that contradict any of the terms of this RFP will be ignored.

7.1 **Respondents' Expenses**

SOHS is not responsible for any expenses incurred by respondents in preparing the proposal response to this RFP. Participation in this proposal is at the respondent's sole risk and cost.

7.2 **Limitation of Damages**

By submitting a proposal, the respondent agrees they will not claim damages relating to this RFP or in respect of the competitive process for any reason. By submitting a proposal, the respondent waives any claim for loss of profits if a contract is not made with the respondent.

7.3 Completeness of Proposal

By submission of a proposal, the respondent warrants this RFP is to provide contracted services to SOHS. All requirements and components required to provide that service and SOHS requirements can be available from the Health Administrator. Once conditions have been disclosed, the respondent will have all requirements and components required to provide the service identified in the proposal or will be provided by the respondent at no charge.

7.4 Receipt of Proposal

Proposals must be received before the April 30, 2021 deadline. Submissions received after the deadline may be returned at the discretion of SOHS.

7.5 Binding Effects of Proposal

The respondent agrees to and shall be bound by the information and documentation provided in their proposal, including price quotes for any products, supplies, or materials for the work required.

7.6 Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods or services. SOHS is not bound to enter into a contract with any respondent. Proposals will be assessed on the above selection criteria and how they meet the needs of SOHS.

SOHS is not required to accept any proposals and has the right to cancel the RFP. SOHS has the right to accept or reject any or all proposals, not necessarily to accept the lowest cost proposal.

7.7 Letter of Intent

St'át'imc Outreach Health Services may enter into a letter of intent with a respondent, authorizing the respondent to proceed with work, subject to limitations, terms and conditions specified in the letter of intent, pending final contract execution.

7.8 Contract Execution

Respondents will receive a notice in writing informing them of intent to enter into a contract.