



KETSC

REQUEST FOR PROPOSALS

Project

LEARNING TO PRESERVE THE FUTURE

Deadline to Submit

JULY 21, 2023

A Project by

Tsi Shakotii'o'tenhseraienwá:se Kanesatake Employment and Training Service Center (KETSC)

About KETSC

KETSC provides employment and training services to Kanesatake'ro:non as well as help and support them in their integration into the labour market. It is one of the services supported by the Mohawk Council of Kanesatake. KETSC is seeking proposals for a Coordinator and Training Liaison to oversee implementation of the recruitment and training aspects of a new project.

About the Project

KETSC received a grant from ESDC for the "Learning to Preserve the Future" Project. The main objective of the project is to prepare and train Kanesatake'ro:non for specific jobs in three sectors: Indigenous language, Communication and Multimedia and Health Sector.

In the absence of a full-time project coordinator, KETSC would like to subcontract the coordination of certain aspects of the project. Specifically, student recruitment and liaising with institutions as well as course organization.

Scope of Work

Project Summary

KETSC will deliver services to 52 participants by giving them the opportunity to benefit from defined client interventions enabling them to develop their skills and increase their employability and to prepare them to obtain and maintain sustainable employment.



The main project objectives is to provide on the job paid training to 52 Indigenous persons to prepare and train them for specific jobs in three sectors within the Indigenous Public Sector, specifically in the fields of Indigenous language, Communication and Multimedia and Health Sector.

Partnerships for Training

In partnership with the Kanesatake Health Center, the objective is to train and develop new skills for community home care workers, who can provide both institutional and home care for our Elders. In partnership with the community radio station, the objective is to train community members in communications, ready to work at the community radio station or in any media project at large, including in surrounding communities. For details regarding each of the training sectors' objectives, please contact ketsc@kanesatake.ca.

Project Deliverables

The applicant is responsible for delivering the following: Two signed partnership agreements for training: one for the Communications and Multimedia Sector and one for the Health Sector. Two student recruitment campaigns: one for each of the aforementioned sectors. Two training programs to be delivered to two cohorts of 10 students each, in each of the sectors identified, to begin in the fall of 2023. A written procedures to facilitate repeating the process for other cohorts in subsequent years. Support to the KETSC team throughout the first year of training.

RFP Process

Timeline

EVENT	DEADLINE
RFP ISSUED	July 14, 2023
APPLICANTS' QUESTIONS ANSWERED	July 19, 2023
DEADLINE TO RECEIVE PROPOSALS (BY 4 PM)	July 21, 2023
EVALUATION OF PROPOSALS, INTERVIEWS (IF APPLICABLE), AND SELECTION	July 26, 2023
PROJECT START DATE	August 1, 2023
PROJECT END DATE AND SUBMISSION OF FINAL REPORT	July 20, 2024

Application Process

Any questions about the project or the RFP process may be submitted by email to ketsc@kanesatake.ca. No questions will be answered after July 19 at 4 pm. No phone calls, please. Any questions answered will be shared with all applicants on July 20,



2023. Proposals must be submitted electronically before 4 pm on July 21, 2023 to ketsc@kanesatake.ca. Proposals submitted in any other format will be rejected.

Review Process

Each proposal received and retained for analysis will be evaluated based on the evaluation criteria below. Applications received from Indigenous consultants or organizations will receive an additional 5% during the evaluation process.

Evaluation Criteria

CRITERIA	PERCENTAGE
CONSULTANT/ORGANIZATION'S RELEVANT EXPERIENCE WITH SIMILAR PROJECTS IN PUBLIC ADMINISTRATION, COORDINATION, TRAINING ADULTS, AND PARTNERSHIP DEVELOPMENT.	20%
AFFORDABILITY, QUALITY TO PRICE RATIO AND COSTS RELATED TO ADMINISTRATION, AND TRAVEL.	30%
CONTENT OF PROPOSAL REGARDING UNDERSTANDING OF PROJECT, TIMELINE, METHODOLOGY, AND RELEVANCE OF IDENTIFIED DELIVERABLES.	40%
INDIGENOUS CONSULTANT OR ORGANIZATION.	5%
EXPERIENCE SPECIFIC TO THE COMMUNITY OF KANESATAKE.	5%
TOTAL	100%

Additional Terms and Conditions

KETSC reserves the right to accept or reject any proposal received. The decision to engage the services of an applicant or cancel the call for proposals is within the sole discretion of KETSC. Should an applicant be selected following the close of the request for proposals period, a contract for services may be signed with KETSC or with the Mohawk Council of Kanésatake. KETSC is not responsible or liable for any costs incurred by any of the applicants to complete their proposals.

KETSC thanks all applicants for their interests. Only applicants who are considered for a pre-selection interview will be contacted.