

## Request for Proposals

### **Saskatchewan Parks and Recreation Association Inc. Aboriginal Engagement Study**

The Saskatchewan Parks and Recreation Association Inc. (SPRA) is seeking to engage the services of a Consultant or Firm to conduct research that clearly identifies the 'needs' of Aboriginal communities in supporting their development and operation of recreational programs and services.

#### **1. Introduction**

SPRA is the recognized leader for a parks and recreation network that builds healthy active communities in Saskatchewan. We provide leadership and support to enhance the quality of the parks and recreation network. Our roles include training, education, advocacy, funding, information management, research and networking. SPRA is a not-for-profit organization and receives funding from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

#### **2. Background**

SPRA strives for excellence in the provision of our training programs and services. The SPRA - Aboriginal Support portfolio has:

- Created programs that have resources to educate Aboriginal communities in grant writing, First Nation Recreation Board Development and holistic cultural awareness
- Offered grants made available to support these recreation training and educational opportunities
- Provided financial support to provincial agencies that coordinate recreation for Aboriginal people
- Recognized programs, specifically offered through the SPRA Youth Engagement portfolio, as supporting youth leadership development through recreation for Aboriginal people

SPRA met with the SPRA Aboriginal Advisory Committee to gain feedback on the expansion of its existing programs and services. The necessity to create services that address the needs of the community are of great concern. The issues faced by Aboriginal peoples are real and needs attention on the underlying concerns. These issues lead to unhealthy lifestyles, criminal behavior, self-destruction or other negative outcomes. The issues can define an individual and community, but can be changed through targeted recreation programs.

In response, SPRA is seeking to engage the services of a Consultant or Firm to conduct research and clearly identify the needs of Aboriginal communities in supporting their development and operation of recreational programs and services. The objective of the project, recognized as the Aboriginal Engagement Study, will include findings and recommendations for SPRA consideration in providing services that improve the health of individuals living in Aboriginal communities through safe holistic recreation activity and education.

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**3. Statement of Purpose**

Working in consultation with the designated lead on the program (SPRA Consultant – Aboriginal Support), the Contractee will manage the administration, structure, development and evaluation of the Aboriginal Engagement Study.

The result will be a completed research report document providing SPRA with:

- Recommendations to enhance the delivery of programs and services
- Identification of new and existing programs to deliver or create in an effort to increase the holistic activity levels within the Aboriginal population in Saskatchewan

Recommendations should show alignment to SPRA's 2014 - 2019 Strategic Plan and *A Framework for Recreation in Canada 2015 - Pathways to Wellbeing*.

**4. Scope of Work**

The following scope of work is intended to act as a guide to assist an interested Contractee in the development of a proposal. Work regarding the Aboriginal Engagement Study will include, but not be limited to:

**a. Review of Overall Project**

1. Attend an initial meeting with the SPRA - Aboriginal Support Consultant to receive orientation and instruction on the requirements and details of the project.

**b. Work Plan Development**

1. Formulate a work plan, based on submission for the Request for Proposals, representing the project deliverable and the associated timelines. Commencement of the work plan should be as soon as possible with the project to be completed June 27, 2017, or a date mutually agreed upon between SPRA and the Contractee.

**c. Environmental Scan on Current State of Aboriginal Communities**

1. Consult with Aboriginal organizations, communities, individual community leaders, health centres, health regions, SPRA Aboriginal Advisory Committee and key stakeholders (Tribal Councils, Federation of Sovereign Indigenous Nations and Métis Nation - Saskatchewan) to gather information on the needs and concerns in Aboriginal communities' delivery of recreational services.
2. Identify and engage key partners and organizations to gather input on the needs of Aboriginal communities. This should include, but not be limited to, researching similar work that has been completed with key stakeholders, Tri-Global partners and Sport, Culture and Recreation Districts offering recreational services.

**d. Reporting**

1. Provide reports and updates bi-weekly.



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2. Submit a final report describing the activities undertaken, data analysis and the outcomes generated. The final report is to include, but not be limited to: recommended areas of focus, synthesis and interpretation of the data collected, identification of existing and potential programs and services, areas of alignment with the SPRA 2014 - 2019 Strategic Plan and *A Framework for Recreation in Canada 2015 - Pathways to Wellbeing* and inclusion of appendices containing all data collected.
3. Provide orientation to the SPRA - Aboriginal Support Consultant and relevant staff on the findings identified within the final report.

**e. Project Timelines**

1. Commencement of the work plan should begin as soon as possible
2. Initial meeting will be held with SPRA prior to start of project
3. Delivery of the work plan developed, environmental scan and resource document developed in accordance with agreed upon dates between the Contractee and SPRA
4. Provide the final report and orientation to the SPRA - Aboriginal Support Consultant by June 27, 2017, or a date mutually agreed upon between SPRA and the Contractee
5. Orientation on the findings to selected SPRA staff on a date yet to be determined

**Knowledge and skill requirements**

- Deadline orientated
- Knowledge of Aboriginal learning concepts and culture
- Knowledge of learning methods and diverse Aboriginal cultural identity
- Ability to develop documents and evaluation materials
- Knowledge of holistic learning methods and Aboriginal cultural concepts
- Knowledge of research techniques and methodologies
- Strong organizational skills
- Excellent written and oral communication

**5. Provision of Content**

SPRA will provide the following items to the Contractee:

- Tri-Global contacts for Sask Sport Inc. and SaskCulture Inc.
- Contacts for Federation of Sovereign Indigenous Nations (FSIN), Tribal Council Coordinators, First Nation Chief and Council, Métis Nation - Saskatchewan representatives
- Awareness of all SPRA programs and services of relevance to the SPRA - Aboriginal Support portfolio
- 2014 - 2019 SPRA Strategic Plan and *Mid-Term Evaluation Membership Engagement Final Report*
- *A Framework for Recreation in Canada 2015 - Pathways to Wellbeing*
- Portfolio Evaluation Reports completed between December 2015 and January 2016



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**6. Working Agreement**

- The successful Applicant will enter into a Contract for Services with SPRA, based upon the information contained in this Request for Proposals and the successful Applicant's submission and any modifications thereto
- The Contractee will provide four (4) hard copies of the final report, as well as an electronic copy in Microsoft Word format
- SPRA shall hold the total ownership and intellectual rights to all information and material resulting from the Contract
- The Contractee may include their standard Terms of Engagement

**7. Evaluation Criteria**

Proposals shall be evaluated to determine the best value offered to SPRA against conformance to the following criteria:

- The experience and qualifications of the Applicant in conducting similar work
- The ability of the Applicant to make recommendations that will improve the overall project
- The Contractee evaluation process, methodology of the proposed framework, including suggestions regarding the proposed scope of the project with the project application
- The cost of the project, based on the key deliverables listed above
- A review of references
- An interview (if required)
- Ability to complete the scope of work on or before June 27, 2017, or a date mutually agreed upon between SPRA and the Contractee
- Knowledge and understanding of First Nations lifestyle, governance structure and learning concepts

SPRA may request a meeting with an Applicant prior to awarding the Contract to clarify details including the scope, expected results, roles and responsibilities of the Contractee, project deliverables and the expected timelines for completion.

**8. Remuneration**

The contract amount allocated for this project is \$6,000 and is inclusive of all applicable taxes. Applicants are asked to detail work that will be delivered. Applicants may also include an outline for any additional worth, over and above the \$6,000, that they feel would significantly enhance the Aboriginal Engagement Study and SPRA's knowledge.

**9. Submission Details**

The Applicant will:

- Outline their relevant experience and qualifications, including references, as it relates to the project



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- Provide a project map outlining timelines, key decision making cornerstones, methodology in conducting the work, and relevant items to aid in the decision making process
- Provide SPRA with a sample of prior work pertaining to this project if available
- Provide SPRA with the total cost to perform the work outlined in this Request for Proposals (which will include and identify all taxes and expenses). Cost for disbursements, photocopying, mileage, accommodations, etc., if necessary, are to be itemized and included in the total cost to perform the work. The expected payment schedule is to also be included
- Application must be received by: May 15, 2017 at 12:00 p.m.
- Questions and further consultation regarding the Request for Proposals are welcome

If you require further details, contact Tim Haywahe, Consultant - Aboriginal Support with Saskatchewan Parks and Recreation Association at (306) 780-9276.

Submit proposals by 12:00 p.m. on May 15, 2017 to:  
Attention: Tim Haywahe, Consultant – Aboriginal Support  
Saskatchewan Parks and Recreation Association  
#100-1445 Park Street  
Regina, Saskatchewan  
S4N 4C5  
Fax: (306) 780-9257  
Email: [thaywahe@spra.sk.ca](mailto:thaywahe@spra.sk.ca)

SPRA reserves the right to cancel this Request for Proposals for any reason, without any liability to any Agency, or to waive irregularities at its own discretion. The lowest priced proposal may not necessarily be accepted.

Proposals shall be irrevocable until SPRA awards this Contract, cancels this Request for Proposals, or a period of ninety days has elapsed since the deadline for submission.

All prices are to be in Canadian Funds.