



Submission Extension

Request for Quotes: Consultant to support the opening of the Nshwaasnangong Child Care and Family Centre

Organizational Overview

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is one of ten Aboriginal Health Access Centres (AHACs) in Ontario. SOAHAC’s purpose is to improve access to, and the quality of, health services for Aboriginal peoples in Southwestern Ontario in the spirit of partnership, mutual respect and sharing.

SOAHAC currently operates four main sites in Chippewa’s of the Thames First Nation, London, Owen Sound, and Windsor. Each site houses an Integrated Care Team of health professionals that works together to address the health and wellness needs of their clientele. The teams include Primary Care, Mental Health, Traditional Healing, and allied Health Professionals.

SOAHAC’s Mission: To empower Indigenous families and individuals to live a balanced state of well-being by sharing and promoting wholistic health practices.

SOAHAC’s Values: SOAHAC’s culture will be most healthy if these values are intentionally lived out and reinforced on a regular basis.

- Respect for all
- Compassion
- Quality in health promotion and care
- Honoring all traditional values

Services Include:

- | | |
|--|------------------------------------|
| Primary Health Care | Licensed Child Care |
| Traditional Healing | EarlyON programs |
| Health Promotion | Family Center |
| Culture Based | Mental Health & Addictions Support |
| Programming Social | Support Services |
| Tele Health | Pharmacy |
| Patient Navigator | Diabetes Education |
| Palliative Care | Chiropody |
| Aboriginal Midwifery | Physiotherapy |
| Dental Services | |
| Community Development Initiatives | |
| Outreach Services in First Nations Communities | |



Nshwaasnangong Child Care and Family Centre



Principles:

We are all interconnected, from the water to the stars

Our teachings vary across nations and speakers

Love for all our relations

We all carry gifts that elders and knowledge keepers can help mentor

We have responsibilities to our ancestors and future generations

We are the original peoples of Turtle Island with rights to self-determination

Mother earth offers us cycles and rhythms to follow

Current Context:

SOAHAC is the lead agency for Nshwaasnangong Child Care and Family Centre. This is a new initiative for SOAHAC that aligns with the mission and values of the organization. It provides an additional entry point for SOAHAC's health services and further strengthens partnerships with families and communities, service providers and those supporting language and culture revitalization in Indigenous communities.

SOAHAC will operate Nshwaasnangong's 88 space licensed childcare centre (infant to Preschool) and EarlyON program that services families in London and Middlesex County with children ages 0-6 years old. SOAHAC is currently constructing Nshwaasnangong to be part of London's Family Centred Service System and uses a community based collaborative approach to supporting families and will be the lead agency for this new Family Centre. Nshwaasnangong has been collaboratively designed to offer licensed childcare spaces and an EarlyON program, including programs, services and activities offered by community partners that align with the values and principles of the Nshwaasnangong and the Family Centred Service System.

Scope of Work (Deliverables):

The consultant will:

- Develop a business plan that supports the sustainable growth of Nshwaasnangong Childcare and Family Centre.
 - Recommend a fee structure that is comparable to the local industry and generates sufficient revenue for a sustainable childcare and EarlyON program.
 - Recommend a staff salary grid that will support a sustainable staff compliment and is aligned with SOAHAC's compensation plan



- Recommend strategies that will mitigate risk for fluctuating income, including responding to reduced enrollment and program participation related to public health closures due to Covid-19.
- Recommend a strategy that will support the long term facility maintenance costs and capital renewal costs
- Recommend a plan for opening Nshwaasnangong Child Care for the first year. This will include appropriate building of capacity within the site and sustainable child –staff ratios and should consider the current context of COVID 19 and its impact on Child Care operators.
- Support SOAHAC in establishing appropriate financial and program reporting systems for Child Care and EarlyON reporting.
 - Identify and recommend appropriate software or hardware for maintaining records for licensing,
 - Identify and recommend appropriate software and hardware for program and financial reporting that meets the needs of SOAHAC and their funders.
 - Work with SOAHAC staff to acquire and integrate these systems as complimentary to SOAHACs existing systems.

Qualifications:

- Excellent financial and business planning knowledge
- Experience in financial planning for licensed child care in Ontario
- Ability to identify opportunities to leverage existing resources and recommend strategies to fill gaps
- Experience with technologies and systems related to accounting and government reporting
- Demonstrated ability to work with multiple stakeholders including SOAHAC staff (accounting, program, leadership), City of London Children’s Services, potential vendors)

Timelines:

Nshwaasnangong is expected to open in December 2020. Recognizing that the timeline may be impacted by the current COVID 19 situation, SOAHAC has established the following timeline to support the opening of the Nshwaasnangong licensed childcare and Family Centre:

- Request child care expressions of interest from families in May 2020
- Begin the hiring process in July and August 2020
- Begin pre-registration of families in Fall 2020

Based on the above, the proposed timeline for the Consultant is expected to be:

Phase I Timeline – September 30, 2020

- Develop a business plan
- Identify and recommend hardware and/or software that support the financial, licensing and program reporting required for licensed child care



Phase II Timeline – October 30, 2020

- Support SOAHAC staff to implement recommendations

Phase III –December 2020

- Provide limited support to SOAHAC as opening occurs of the new centre.

Resources Available to the Consultant:

SOAHAC Team Lead: Indigenous Relations Director Jan Martin and/or her delegate

SOAHAC Financial Staff: Chief Financial Officer Shannon Marchand and/or her delegate

Nshwaasnangong Director: TBD

City of London: Adrienne Small and Children’s Services TBD

Documents related to the vision of Nshwaasnangong including provincial proposal, guidance from the Journey Together committee. Documents related to funding including standard City of London Children’s Services agreements and policies and City-wide Family Centre reporting tools.

How to respond to this request:

Submit a proposal (limit of single spaced no more than 15 pages) to include all the information requested and be presented in the order described below to the attention of Marisa Kennedy, Indigenous Relations Coordinator mkennedy@soahac.on.ca **no later than August 14, 2010.**

The proposal should address the following sections:

COVER LETTER

A cover letter, dated and signed by a person authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the bidding consultant.

- Provide a statement indicating your understanding of the proposed project and the deliverables required.

BACKGROUND and EXPERIENCE

- Provide a background summary of your consulting business.
- Describe your experience and provide details of why you /your company/your team are able to deliver project outcomes for the Nshwaasnangong Childcare and Family Centre. In addition to your experience consulting on similar type projects, this section should first describe in detail your overall experience working with childcare and Early Years Centres. Following this, please discuss your knowledge of, and experience working with, the following:
 - City of London Children’s Services
 - City of London Child Care Funding Agreements
 - Child and Youth Network and the Family Centred Service System in London
 - London’s School Boards



- Health Units
- List the Qualifications and Experience of the Project Team. Identify the lead consultant and provide a breakdown of qualification for each member of the project team including:
 - Name
 - Role
 - Responsibility
 - Estimated amount of time each resource will be dedicated to the project, and
 - Where possible, please include resumes showing education, professional certifications, length and type of experience

DEVELOPMENT of PROPOSED BUSINESS PLAN

- For each deliverable in the Proposed Scope of Work, please describe in as much detail as possible how you will approach development of the deliverable to create the sustainable growth for the Nshwaasnangong Childcare and Family Centre and establishment of appropriate financial and program reporting systems for Child Care and EarlyON reporting.

ADDITIONAL PROJECT RESOURCES

- List any additional resource needed that are not offered in the RFQ

INNOVATION

- Provide details of any possible innovative ideas, suggestions, improvements, recommendations, or opportunities for improvement that would enhance the project, financial policy processes or required outcomes indicated within this RFQ.

PROPOSED TIMELINE AND FEE SCHEDULE

- Please include projected budget in accordance with RFQ timeframes and deliverables.
- Provide an all-inclusive fixed cost quotation in Canadian funds for the project. Identify the expected costs and their allocation, i.e. mapping, public meetings, professional wages/fees, travel, sub-contracted services, contingencies and applicable taxes.

REFERENCES

- Please supply three client references for your company, including the name and address of the reference and their title and phone number of the contact person.
- Describe how the services provided to these references are similar to the deliverables proposed to support the sustainable growth and appropriate financial and program reporting systems for the Nshwaasnangong childcare and Family Centre.

Consultants of Indigenous ancestry are encouraged to apply.

Consultants may be asked for an interview by phone or virtual to clarify their submissions.