

# NATIONAL INDIGENOUS DIABETES ASSOCIATION INC. REQUEST FOR PROPOSAL (RFP)

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## PHASE 2

### **National Indigenous Engagement on a National Framework for Diabetes: Establishing Distinctions-based Pathways**

#### **INTRODUCTION**

The National Indigenous Diabetes Association Inc. (NIDA) is a charitable members-led organization dedicated to diabetes prevention and management for First Nations, Métis, and Inuit Peoples in Canada.

NIDA is seeking proposals to engage Indigenous People on a national and distinction-based level (First Nations, Métis, Inuit) to inform an Indigenous National Framework for Diabetes. Contractors are expected to develop an action-oriented pathway for each distinction, outlining a tailored approach to address the unique needs of First Nations, Métis, and Inuit Peoples/Nations in Canada. Contractors must submit plans for engaging all three distinctions and are encouraged to incorporate collaborations and partnerships for project execution. Collaboration among contractors to increase capacity is essential and recommended.

This marks the second phase of our National Indigenous Engagement on a National Framework for Diabetes. Contractors must build upon the information gathered in the first phase of the project, as documented in our [Diabetes Kinship Circle Report](#).

## **BACKGROUND**

Building upon the insights gained from the first phase of our project, through the [Diabetes Kinship Circle Report](#), this second phase will strengthen the perspectives and specific needs of Indigenous Peoples in Canada regarding diabetes prevention and care, using a distinctions-based approach. This involves an extensive targeted engagement process to collaboratively craft distinctions-based pathways for diabetes, tailored to First Nations, Métis, and Inuit Peoples' respectively. Documented perspectives will be used to inform the Public Health Agency of Canada under the authority of Bill C-237, *an Act to establish a national framework for diabetes*.

## **ABOUT BILL C-237 AND THE NATIONAL FRAMEWORK FOR DIABETES**

The Public Health Agency of Canada (PHAC) led the development of a national framework for diabetes in response to Bill C-237, *an Act to establish a national framework for diabetes*, which received Royal Assent on June 29, 2021. The Act calls on the Minister of Health, “in consultation with the representatives of the provincial governments responsible for health, Indigenous groups and other relevant stakeholders, to develop a national framework designed to support improved access to diabetes prevention and treatment to better ensure health outcomes for Canadians.” The National Diabetes Framework, officially unveiled on October 5<sup>th</sup>, 2022, seeks to establish a cohesive policy direction for addressing Diabetes in Canada. Separate engagements were conducted by and for Indigenous People in Canada regarding a National Framework for Diabetes which was led by NIDA.

For more information regarding the national engagement process and the framework, please see the links below:

- [Bill C-237](#)
- [Framework for diabetes in Canada](#)
- [Informing a Framework for Diabetes in Canada: Stakeholder Engagement Summary](#)
- [National Indigenous Engagement Phase 1: Diabetes Kinship Circle](#)

## **SCOPE OF WORK**

Phase 2 of the project will be executed in three distinct parts, each contributing to the overall development of distinction-based pathways:

### **Part 1: Creation of advisory circles and distinction-based strategy development**

- Establish three distinction-based Indigenous Advisory Circles consisting of, but not limited to, youth, Elders, lived-experience community representatives, partner organizations, health directors, 2SLGBTQAI+ members, urban and off-reserve individuals.
- Develop comprehensive Terms of Reference for the Advisory Circles outlining the engagement strategies and the group's strategy to foster collaboration amongst the other contractors (if any), Indigenous Advisory Circles, and reporting information to the NIDA Board of Directors and staff.
- Development of an Indigenous distinction-based strategy. Craft separate yet interconnect strategies to address the specific vision of First Nations, Métis, and Inuit respectively.

### **Part 2: Distinction-based Engagement Activities**

- Development and distribution of distinction-based engagement materials.
- Development and implementation of engagement tools and advertising materials relevant to each distinction, such as, but not limited to key informant interviews and surveys with Indigenous community members and stakeholders.
- Ensure to engage individuals from various settings from different regions, ages, gender-identity, and lived experience relative to each distinction.
- Alignment of data and information collection, analysis, and reporting with Bill C-237.

### **Part 3: Action-Oriented Pathway and Reporting**

- Compile an inclusive report capturing the actionable insights, perspectives, and recommendations from the engagement process.
- Develop a pathway for each distinction serving as a roadmap for implementation rooted in evidence-based actions with key budget requirements.

### **Key Considerations**

- A comprehensive report must be provided at the end of each part of phase two and as requested by NIDA.
- All public reports must be available in both official languages, French and English.

### **Key Outcomes**

The anticipated results of the engagement process include the development of a comprehensive Indigenous Distinctions-based Diabetes Framework as outlined as follows:

- First Nations specific pathway for Diabetes in Canada
- Métis-specific pathway for Diabetes in Canada
- Inuit-specific pathway for Diabetes in Canada

## **PROPOSAL SUBMISSION REQUIREMENTS**

All proposals shall include the following information:

1. Name
2. Address
3. A summary outlining the background of the proponent's company, the proposal contents, and any specific exceptions to the stated requirements.
4. A description of the proponent's qualifications, capabilities, relevant projects, and experience specifically related to the RFP.
5. Proposal must demonstrate the capacity and competence to encompass all three distinctions. Contractors may consider collaborative approaches to strengthen capacity. Collaboration is strongly encouraged.
6. A description of the physical and human resources required to complete the activities outlined in the RFP, including identification of team members, if any, and their roles and experience.
7. A proposed timeline and methodology that identifies the time and resources required to complete the proposed work.
8. A cost breakdown for the proposed services.
9. The name, title, and contact information for three (3) references that have used the services of the proponent.

## **PROPOSAL SUBMISSION INSTRUCTIONS**

All proposals shall be received by NIDA no later than February 28<sup>th</sup>, 2024, at 4:30pm CST. Proposals must be submitted in PDF format by email to [nationalengagement@nada.ca](mailto:nationalengagement@nada.ca). All proposals will clearly identify the name of the proponent and the note “RFP for Phase 2 – National Indigenous Engagement on a National Framework for Diabetes: Establishing Distinctions-based Pathways” in the subject line. Late submissions will not be accepted.

## **EVALUATION CRITERIA**

NIDA will select the proponent which, in NIDA’s sole discretion, best serves NIDA’s needs. The following is a summary of general consideration that will be used to determine the proponent that will be selected:

- Expertise of the individual/entity submitting the proposal, with a focus on collaborations within specific distinctions to enhance the relevance of the proponent’s experience with the project content – 40%
- Experience of working with Indigenous communities, and organizations – 30%
- Proposed Work Plan and Approach, including allocation of time to tasks and activities identified in the proposal – 10%
- Total price associated with proposed tasks and activities – 10%
- Overall impressions of the proposal – 10%

## **TIMETABLE**

The following dates are set forth for informational and planning purposes and may be changed at NIDA’s sole discretion.

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| • RFP released/posted                | January 31 <sup>st</sup> , 2024  |
| • Deadline for questions             | February 16 <sup>th</sup> , 2024 |
| • Deadline for proposal submission   | February 28 <sup>th</sup> , 2024 |
| • Completion of proposal evaluations | March 6 <sup>th</sup> , 2024     |
| • Final selection                    | March 8 <sup>th</sup> , 2024     |
| • Expected contract start date       | March 13 <sup>th</sup> , 2024    |

The timetable is tentative only and may be changed by NIDA, in its sole discretion, at any time prior to the Proposal Submission Deadline.

## **ADDITIONAL PROVISIONS**

### **Price**

Contractors must provide a firm fixed price.

### **Confidentiality**

Responses to this RFP will be considered as confidential information by NIDA and will be used solely for the purposes of selecting the successful bidder.

### **Clarification/Questions**

Requests for clarification and/or questions for this RFP will be responded to within 2 business days of receipt and must be received by 4:30pm CST on February 16<sup>th</sup>, 2024. Requests for clarification and/or questions should be directed to:

Celeste Theriault, Executive Director and Sylvia Sentner, Administrative Coordinator

National Indigenous Diabetes Association Inc.

202-160 Provencher Blvd, Winnipeg, MB, R2H 0G3

Email: [nationalengagement@nada.ca](mailto:nationalengagement@nada.ca)

### **Responses/Submission**

Only those submissions that meet the deadline will be considered. All on-time proposals will be acknowledged. Responses to this RFP must be received by 4:30pm on February 28, 2024. Responses must be sent by email to:

Celeste Theriault, Executive Director and Sylvia Sentner, Administrative Coordinator

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