



FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

REQUEST FOR PROPOSALS (RFP)

ISSUE DATE: Friday August 6, 2021

PROJECT TITLE:
Indigenous Component of the Healthy Life Trajectories Initiative
“Trio Project Coordinator”

CLOSING DATE: Friday, August 27, 2021

CLOSING TIME: 5:00 p.m. CST

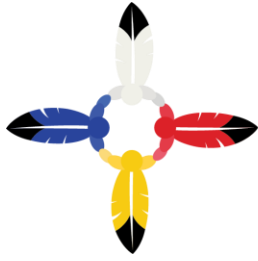
ISSUING OFFICE: First Nations Health and Social Secretariat of Manitoba
Unit 74, 630 Kernaghan Avenue
Winnipeg, Manitoba
R2C 5G1

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Tara Petti, Research Coordinator

Fax: 204-946-9769

E-mail: tpetti@fnhssm.com



FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

PART I STATEMENT OF WORK

1.0 Scope

1.1 Title

Indigenous Component of the Healthy Life Trajectories Initiative (I-HeLTI) “Trio Project Coordinator”

1.2 Purpose

The First Nations Health and Social Secretariat of Manitoba (FNHSSM) invites qualified proponents to develop and submit a written proposal outlining how they are able to meet the objectives, activities and deliverables within the defined timelines. See **Appendix A** for details.

1.3 Background

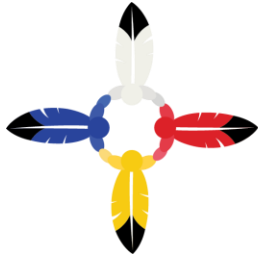
FNHSSM:

The FNHSSM was incorporated in 2014 to carry out business in the areas of health and social development for First Nations in Manitoba that are founded in the Treaty and inherent right to health, and that are culturally appropriate, holistic, and community-based. FNHSSM works with the 63 member First Nations, 7 tribal councils, and 3 provincial / territorial organizations in Manitoba, and is structured to pursue tripartite collaboration for a unified health system in Manitoba.

For further information, see www.fnhssm.com

I-HeLTI:

The I-HeLTI is an important and timely opportunity for Indigenous communities to identify strategies that are considered critical for optimizing health and wellbeing, beginning in early life (i.e. in pre-conception, pregnancy, infancy, and early childhood). It is a chance to begin to meaningfully address non-communicable diseases and health disparities “from the ground up” and to build and prioritize strategies that are truly grounded in Indigenous knowledge and are practical, culturally appropriate, and sustainable. The long-term goals are to develop and incorporate new approaches, and to revitalize, reinstate, and rebuild traditional approaches that will support and sustain health and wellbeing, including those that follow a Developmental Origins of Health and Disease (DOHaD) approach and will lead to low rates of non-communicable diseases in coming generations.



FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

For further information please visit website: <https://cihr-irsc.gc.ca/e/50635.html>

1.4 Contract Period

The term of any contract resulting from this RFP shall commence as soon as possible after selection and be fully executed by June 30, 2022.

1.5 Specific Requirements

The Trio Project Coordinator will have frequent contact with the I-HeLTI Nominated Principal Applicants (NPI's) and their respective teams. The Trio Project Coordinator will be directly supervised and report to FNHSSM. The Trio Project Coordinator will have external working relationships with academic institutions, First Nations organizations and individuals related to the project including: knowledge users, knowledge holders, community leaders, Elders, participants, researchers, collaborators and principal investigators.

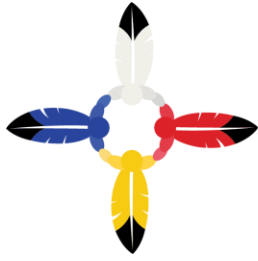
The Trio Project Coordinator will plan, design and help write the collaborative proposal in consultation with, and directed by the three (3) Indigenous Healthy Life Trajectories Initiative (I-HeLTI) Nominated Principal Applicants and their team members.

- a. Develop an overall timeline and plan to engage the three teams to complete a joint proposal, MOU, data governance and knowledge translation activities.
 - b. Strengthen collaboration and relationships among I-HeLTI teams, ensuring cross-project collaborations are respectful to the cultures, languages, knowledge, values, and rights to self-determination among Indigenous communities involved in I-HeLTI;
 - a. Organize and attend meetings for the three I-HeLTI projects as required
 - b. Chair regular Trio Project Coordinator and full-team Trio meetings and other emerging I-Helti working groups as needed.
 - c. Attend Trio Study Design meetings
 - c. Work collaboratively with the Nominated Principal Applicants and their respective teams to prepare the collaborative grant application, including identifying areas of alignment and non-alignment amongst the three projects;
 - d. Coordinate three in person all team meetings
- o Meeting 1: Sharing updates regarding the current status of each project and brainstorming regarding project alignment (e.g., common wellness indicators and other common outcome measures) and governance principles that will guide our collaborative work (November 2021).



FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

- Meeting 2: Co-development of collaborative governance framework for the Trio and the Collaboration Centre, confirmation of common project areas for harmonization, grant budget discussions and co-development of proposal writing plan and schedule (January 2022).
- Meeting 3: Collaborative review of the joint proposal and final activities check prior to grant submission (May 2022).
- e. Manage the development and coordinate the writing of the joint proposal. Activities may include, but are not limited to:
 - Setting timelines and internal deadlines and delegating writing tasks
 - Harmonizing written contributions from different team members into a coherent rationalization
 - Incorporating feedback on successive proposal drafts
 - Developing the bibliography for the proposal
 - Helping develop tables and figures for the proposal
 - Applying appropriate and creative methodology to design and manage research proposal development, which may involve the use of quantitative and/or qualitative methods
 - Apply a range of research techniques and prioritize Indigenous methodology and indigenous understanding/world views grounded in the indigenous knowledge and language groups represented within the Trio Teams, to gather relevant information, including document analysis, surveys, case studies and interviews (face-to-face and telephone) to inform research proposal development
 - Working with the teams to solicit institutional and partnership contributions and drafting and obtaining associated partnership contribution letters
 - Drafting and obtaining letters of support and collaboration
 - Overseeing budget development
 - Obtaining applicant CVs and applicant and institutional signatures
- f. Work collaboratively with the Nominated Principal Applicants and their respective teams to develop a governance structure and management plan for working together and harmonizing aligned aspects of the projects, including developing processes for:
 - Sharing and possible use of data collected from the individual I-HeLTI research projects;
 - Developing a framework (roles and responsibilities) for the future Collaborating Centre;
 - Combined knowledge engagement and knowledge translation outputs.



FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

Proposal submissions must reflect, but are not limited to, the following elements.

- Bid / proposal
- Technical Plan (please see appendix A for key objectives and activities)
- Sample Budget reflecting deliverables, objectives and activities
- Experience and availability of Proponent

PART II SUBMISSION

2.0 Proposal Requirements

2.1 Deadline to Submit Proposals

Please submit a written proposal with a minimum of three (3) references, and details about any previous work completed by the proposer that exemplifies their qualifications and experience as it relates to this project.

Proposals are due no later than **5:00p.m. CST on Friday August 27, 2021.**

Please address your proposal to:

Tara Petti at tpetti@fnhssm.com

An email confirming receipt of the proposal will be sent to all proponents. A proposal will not be considered officially received until a confirmation email has been sent.

2.2 Guidelines for Proposal Content

Specific proposal contents:

- Bid / proposal to include name of firm, name and contact information for the primary contact, description of experience and qualifications
- Technical Plan: See Appendix A for objectives, activities and deliverables to form basis of proposal.
- Cost
- Three references



FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

Preference will be given to Indigenous proponents, minimum 51% Indigenous-owned and controlled, sole proprietorship, band, limited company, cooperative, partnership or non-profit. Consideration will also be given to a joint venture between with an Indigenous business associate.

2.3 Maximum Price and Payment terms:

The maximum budget for this RFP is \$90,000. Payment will be allocated via invoice with completion of each deliverable and/or determined/proposed payment schedule.

2.4 Rights to Accept or Reject:

The FNHSSM has the right to accept and reject written proposals submitted by the deadline. The FNHSSM has the right to extend the submission deadline or re-issue and RFP at their discretion.

PART 3 Evaluation Criteria

3.1 Evaluation Criteria

Proposal submissions will be evaluated on the following criteria:

- Details identified in the Specific Scope of the Requirement and Proposal Requirements
- Years of experience and qualifications
- Any unique credentials
- Indigenous owned, controlled, or joint ventures
- Proposed fees for additional services
- References



FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

Appendix A

Summary:

The Project Coordinator will plan, design and help write the collaborative proposal in consultation with, and directed by the three (3) “Trio” Indigenous Healthy Life Trajectories Initiative (I-HeLTI) Nominated Principal Applicants and their team members.

Deliverables:

1. Development of timeline, MOU, Engagement with three teams (November 2022)
2. Development of Governance Structure and framework for Collaboration Centre, (February 2022)
3. Coordination and Delivery of three all team meetings (May 2022)
4. Development and Finalization of Proposal (June 2022)

Objectives and Activities:

Objective	Activities
1. Develop an overall combined work-plan across I-HeLTI teams and timeline for duration of project	<ul style="list-style-type: none"> • Timeline to encompass plan to engage the three teams to complete a joint proposal
2. Strengthen collaboration and relationships among I-HeLTI teams ensuring cross-project collaborations are respectful to the cultures, languages, knowledge, values, and rights to self-determination among partnering Indigenous communities	<ul style="list-style-type: none"> • Organize and attend meetings for the three I-HeLTI projects as required • Chair regular Trio Project Coordinator and full-team Trio meetings and other emerging working group meetings. • Attend Trio Study Design meetings • Attend Governance Committee meetings
3. Coordinate three in-person all team meetings	<ul style="list-style-type: none"> • Meeting 1: Sharing updates regarding the current status of each project and brainstorming regarding project alignment (e.g. common wellness indicators and other common outcome measures) and



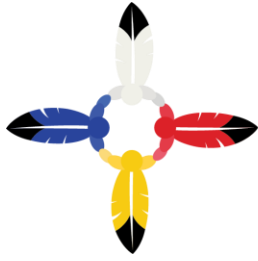
FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

Objective	Activities
	<p>governance principles that will guide our collaborative work</p> <ul style="list-style-type: none"> • Meeting 2: Co-development of collaborative governance framework for the Trio and the Collaboration Centre, confirmation of common project areas for harmonization, grant budget discussions and co-development of proposal writing plan and schedule • Meeting 3: Collaborative review of the joint proposal and final activities check prior to grant submission
<p>4. Development of Study Design</p>	<ul style="list-style-type: none"> • Development of Study Design including: <ul style="list-style-type: none"> ○ Description ○ Research areas ○ Objectives ○ Recruitment strategy ○ Describe the intervention to develop, conduct and evaluate ○ Development of Indigenous governed data management practices
<p>5. Development of Governance Structure</p>	<ul style="list-style-type: none"> • Work collaboratively with the Nominated Principal Applicants and their respective teams • Develop a governance structure with the data sovereignty committee and a data management plan for working together and harmonizing aligned aspects of the projects, including developing processes for: <ul style="list-style-type: none"> ○ Sharing and possible use of data collected from the individual I-HeLTI research projects; ○ Combined knowledge engagement and knowledge translation outputs. ○ Connection to the Canada and International HELTI projects



FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

Objective	Activities
<p>6. Work collaboratively with the Nominated Principal Applicants and their respective teams to prepare the collaborative grant application. Manage the development and coordination of the joint proposal writing.</p>	<ul style="list-style-type: none"> • Sharing and possible use of data collected from the individual I-HeLTI research projects; • Developing a framework (roles and responsibilities) for the future Collaborating Centre; • Combined knowledge engagement and knowledge translation outputs. <p>-Identify areas of alignment and non-alignment amongst the three projects</p> <p>-Set timelines and internal deadlines and delegate writing tasks</p> <p>-Harmonize written contributions from different team members into a coherent argument</p> <p>-Incorporate feedback on successive proposal drafts</p> <p>-Develop the bibliography for the proposal</p> <p>-Help develop tables and figures for the proposal</p> <p>-Use appropriate and creative methodology to design and manage research proposal development, which may involve the use of quantitative and/or qualitative methods</p> <p>-Apply a range of research techniques and prioritize Indigenous methodology and application of Indigenous knowledge, language and world views, and knowledge gathering processes of Trio Teams to gather relevant information, including document analysis, surveys, case studies and interviews (face-to-face and telephone) to inform research proposal development</p> <p>-Work with the teams to solicit institutional and partnership contributions and drafting and obtaining associated partnership contribution letters</p> <p>-Draft and obtain letters of support and collaboration</p> <p>-Oversee budget development</p>



FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

Objective	Activities
	-Obtain applicant CVs and applicant and institutional signatures