



REQUEST FOR PROPOSAL (RFP)

DEVELOPMENT OF ONLINE CULTURAL SAFETY TRAINING

TLA'AMIN NATION
4779 KLAHANIE ROAD, POWELL RIVER, BC, V8A 0C4

ISSUE DATE: JUNE 17, 2024

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REQUEST FOR PROPOSAL (RFP)

NO: Project Number

COVER PAGE

Company Name:

Contact Person Name:

Address: _____

City: _____

Prov: _____ Postal: _____

Email: _____

Phone: _____

Fax: _____

Issue Date:
June 17, 2024
Closing Date:
July 10, 2024

GUIDELINES FOR PROPOSAL DELIVERY

An electronic copy of your proposal must be delivered by email to:

Davis.Mckenzie@tn-bc.ca

Attention: Davis McKenzie – Communications Director
Tla’amin Nation

Email attachments should be clearly marked with the name of the applicant.

1. INFORMATION FOR APPLICANTS

a. Summary

Tla'amin Nation has identified a need to orient services providers in health, child and family services, housing, justice, and other sectors whose workers directly impacts the lives of Tla'amin families.

The purpose of this RFP is to secure a vendor partner to develop a 60-90 minute online cultural safety training module for Tla'amin Nation.

b. Nation Background

Tla'amin Nation is a self-governing modern treaty Nation and part of the Northernmost Salish people. Tla'amin worldview and society are grounded in ʔəms taʔow (our teachings) and ʔayʔaʔ uθəm (language). Our λaxλaxay (Elders) are precious to us, as the primary sources of knowledge and cultural teachings. By listening to and learning from them, and modelling the taʔow in our behaviours and practices, we carry our ancestral traditions and knowledge through present and future generations.

ʔəms giʔ ε is an area over 609,000 hectares (ha) in size, including waters. Historically, we maintained an active presence and settlements across ʔəms giʔε, and trade and diplomatic relations with our neighbours up and down the coast, including the Klahoose and Homalco First Nations with whom we were one Nation. Our economic and political systems, along with our spirituality, are based on our relationship with the land, air, and waters.

Tla'amin lands include the 8,322 ha of lands that were transferred back to Tla'amin Nation as part of our Final Agreement in 2016, and additional lands that the Tla'amin Nation has acquired. The Final Agreement is an important set of tools that enable us to rebuild, restore, and reconstruct our Nation and identity as we address the past and present impacts of forced colonial disruption to our lands, relationships, societies, language, and culture.

Tla'amin is governed by a hegus (headperson), and 8 legislators, 4 of which serve as executive council members with portfolio responsibilities.

In 2016, Tla'amin's treaty came into effect and with it, a series of laws and regulations for governance of over 8300 ha of Tla'amin treaty settlement lands, infrastructure, services and finances.

The Tla'amin administration is comprised of 200 staff and you can read our organizational profile here: <https://www.tlaaminnation.com/wp-content/uploads/2023/01/Tlaamin-Nation-Organizational-Profile.pdf>

To learn about our goals, values and strategic priorities please read our [Comprehensive Nation Plan](#).

2. REQUEST FOR CONTRACTOR

Nature of Services Required

The Tla'amin Nation is seeking proposals to develop customized cultural safety training for the following primary and secondary audiences.

Primary

Non-Tla'amin service providers who work with Tla'amin people in health, education, child and family services, housing and other direct service provision roles.

- Tla'amin staff and contractors who are not Tla'amin members
- Qathet regional hospital leadership and medical staff
- Local physicians and pharmacists and support staff
- MCFD regional office director, team lead and frontline workers
- Qathet region school principals, teachers and support staff
- Local non-profit services providers leadership and support staff

Secondary

Treaty partners and those seeking a Tla'amin specific orientation.

- Federal and Provincial program and policy staff
- Union leadership

Training Goal(s)

1. Educate service provider partners about key Tla'amin worldviews and events
2. Contextualize current and local health, social, and educational outcomes within the broader structures of colonialism and their deleterious effects.
3. Naming and challenging harmful anti-Indigenous stereotypes
4. Providing tools for self-reflection and unlearning that address power imbalances between service providers and Tla'amin people

a. Project Scope

Phase 1 will include the development of a core online training module hosted on the Tla'amin Nation website (password protected). The training module will include click through text and video content and will be between 60-90 minutes in length. (see appendix A for draft content overview)

Training content may also be hosted across online environments and may include development of Wikipedia content to extend select content into the public sphere.

Training will include pre-and post-training assessments to measure knowledge gain and participant feedback forms to evaluate the training effectiveness.

b. Technical Specifications

- **Platform Requirements:**
 - The training should be hosted on a user-friendly, accessible online platform (e.g., LMS, webinar software).
 - The training should be easily integrated into the <https://tlaamination.com> website
 - Include accessibility features to accommodate participants with disabilities (e.g., closed captions, screen reader compatibility).
 - The platform must support multimedia (videos, audio, text, and graphics) hosted within and outside the environment (ie. Youtube/Wikipedia).
 - Provide an intuitive user interface for ease of navigation.
- **Content Hosting and Accessibility:**
 - The training should be available on-demand to accommodate different schedules.
 - Ensure content is downloadable or accessible offline if needed.
 - Provide secure access and data protection measures to safeguard participant information.
- **Technical Support:**
 - Offer technical support during the training delivery period
 - Develop and deliver a training manual so that the content can be edited by Tla'amin Nation multi-media staff

c. Interactivity

Tla'amin is interested in exploring fit and cost for the following interactive features:

- Incorporate real-time interactive elements such as live polls, quizzes, and surveys to engage participants and assess understanding.
- Include discussion forums or chat functions for participants to share insights and ask questions.
- Provide breakout rooms or small group discussions for more in-depth engagement on specific topics.
- Implement gamification elements like badges or certificates to motivate participation and completion.
- Real-time feedback and response systems to address participant queries and comments during the training session.

3. SUBMISSION INFORMATION

Interested vendors should submit a proposal that includes the following:

- **Executive Summary:**
Brief overview of the vendor's qualifications and experience and understanding of this Request for Proposal.
- **Project Approach**
Description of your proposed process to develop training content and the delivery method/ software you might recommend. Timeline to deliver training and resources needed from Tla'amin team.
- **Project Team:**
Information on the project team, including relevant experience and qualifications.
- **Budget:**
Detailed budget breakdown, including costs for development, delivery, and any ongoing support or maintenance.
- **References:**
At least two references from previous clients for whom similar work has been completed.

4. BUDGET

The budget range for this project is \$60k-\$90k.

5. EVALUATION

This section details all criteria against which proposals will be evaluated. **The Tla'amin Nation reserves the right to not select any proposal.**

Applicants should ensure they fully respond to all submission information outlined above and the criteria listed below to receive full consideration during evaluation.

A shortlist of applicants may be contacted for an interview.

a. Criteria

Proposals not clearly demonstrating that they meet the following criteria may be excluded from further consideration during the evaluation process.

Proposals for this RFP which meet all criteria will be evaluated as follows.

Proposals meeting the minimum criteria will be evaluated as follows:	Weight
Understanding of the scope and completeness of proposal	15%
Qualifications and experience with similar projects including references	30%

Overall project approach and timeline	20%
Budget estimates	35%
Total	100%

b. Submission Deadline

All questions must be submitted to Davis McKenzie Davis.McKenzie@tn-bc.ca by 5:00 pm June 28, 2024.

The complete proposals must be submitted electronically by 5:00pm July 10, 2024.

6. TERM

The successful contractor(s) will be contacted by July 17, 2024, to coordinate a project schedule. This will continue until project scope has reached completion.

7. INQUIRIES

All inquiries regarding the services of the anticipated contract or the administrative details of the RFP are to be directed to:

Davis McKenzie
Communications Director, Tla'amin Nation
Davis.Mckenzie@tn.bc.ca

778.834.7934

Appendix A- DRAFT Overview of Training Content

DRAFT Table of Contents

Part 1

- An introductory questionnaire to test knowledge, awareness and promote self-reflection. Prepare users to maximize their learning.

Part 2

- About Tla'amin Nation
 - Northernmost Salish (sister Nations)
 - About our language and culture
 - 10,000 plus years (Arch story)
 - Tla'amin people today
- An overview of Uhms gidje (our land)
 - Size of territory, “the waterways were our highways”
 - Life in Tla'amin territory.
 - Concerns and opportunities today
- The stories that make us
 - Links to mink/girl and 11 puppies etc

Part 3

- How and when did colonialism happen here?
 - Disease
 - Catholics
 - land pre-emptions
 - delay of reserves
 - lot 450
 - residential school and segregation.
- Tla'amin resistance- lot 450 protest, delegation to Sechelt Indian residential school etc.
- The emergence of welfare and “helping services” and Indigenous people being recast as “dependants.”

Part 4

- Stereotyping, bias and how this shapes relationships between First Nations and non-First Nations peoples today.
 - Benevolence narratives
- Strategies, actions, and commitments that can be undertaken individually and organizationally to combat anti-Indigenous racism.

Part 5

- Treaty 101 (We are all treaty people)
 - What the Tla'amin Final Agreement is, and what it signifies for all area residents
 - Our responsibilities to one another
 - Tla'amin Nation closing message to service provides working with our people.

Part 6

- Additional readings and resources
- A closing reflective journal and questionnaire

Sources of content available to a Tla'amin vendor include:

- Historical documents summarizing Tla'amin cultural world view and experiences with colonialism
- Existing Tla'amin onboarding videos
- Comprehensive Nation Plan
- Tla'amin governance report
- Tla'amin service model
- Focus groups with social service providers
- Interviews with Tla'amin officials
- Existing video content on Tla'amin youtube page