



Request for Proposal- Development of Online Cultural Safety Training

Questions and Answers- June 28, 2024

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Question	Response
Topic: Schedule	
Implications of the upcoming Tla’amin Nation election on Sept 14? Should a “stop work” pause be scheduled before/after the election?	<i>Tla’amin Election Law and Regulations do not require an interregnum period.</i>
Similar to the above, are there scheduling implications associated with the upcoming Province of BC election later this year?	No, however, the Tla’amin General Assembly is scheduled for October 18-20 and will require significant attention from the Tla’amin administration.
What are Tla’amin Nation’s desired timelines for the project kick-off meeting?	Kick off meeting upon award of contract before the end of July.
What are Tla’amin Nation’s desired timelines for final completion of the project? Or specific parts of the project?	TBD by vendor assessment/partnership conversation- no later than January 2025.
Topic: Budget & Billing	
Are there annual budgetary fiscal cycles of funding timelines that the successful proponent needs to consider?	Not for this project.
Do you require a per-person-hourly budget breakdown, or is a lump-sum approach adequate?	Please price out by phase of work with compensation tied to deliverables. Per person breakdown is not required.
Are there desired payment intervals? We would be pleased to provide monthly billing based on the hours worked to date, or we could bill based on the percentage of project completion at pre-determined deliverables, for example, 30%, 60%, and 100%.	A reasonable initiation payment to secure relevant personnel is ok with the rest of the contract value tied to deliverables.
We would welcome the opportunity to work with those contributing to the project in person. However, we want to respect the project's budgetary limitations and health-related travel preferences. Would Tla’amin Nation like all or part of the project team to spend time on-site? We will happily provide travel costs as a separate budget item if you prefer or incorporate a fixed number of person-travel days into our lump-sum proposal.	The project will likely require travel, particularly if the vendor scopes in production of video and other visual assets. Project management and day to day work can be accomplished remotely.

<p>Are the videos being used already created and on the Youtube channel (or part of a library we would have access to) or does some of the video content need to be developed?</p>	<p>Tla’amin has an extensive video library and existing orientation videos [learning videos] We anticipate that some of this content will be curated into the 60-90 minute training and that new video content will need to be created.</p>
<p>If video content needs to be developed, is the production and videography supposed to be included in this budget or would there be additional funds if extra video content is needed?</p>	<p>Production is intended to be included in the budget. Tla’amin has a Jr. videographer on staff to assist with this project.</p>
<p>If extra video content is required, are there Elders, Knowledge Keepers, Team members and Community Members that might be willing to participate and share stories? Would honorariums and/or payment to be included in the budget or are there additional funds?</p>	<p>Tla’amin Nation will secure community member participation and will take care of any associated honoraria.</p>
<p>Our team can add value to this project through additional scope items not included in the RFP document, and we would like to provide these for your consideration. We intend to add these items as separately budgeted optional add-ons. Please let us know if you would prefer a different approach.</p>	<p>The proposed approach works.</p>

Topic: Technology Requirements and User Experience

<p>How many users are you anticipating?</p>	<p>Tla’amin anticipates between 150-250 users in year 1, and 50-100 users in years 2 and 3.</p>
<p>Is the access primarily going to be via the LMS? If yes, do you have an LMS we can use? What is the duration of the access they are expecting?</p>	<p>Tla’amin currently uses Tutor LMS to <u>host learning videos</u>. Tla’amin is re-developing its website in the fall/winter (WordPress) and would be interested in hearing about secure and cost-effective WordPress-based Learning Management Systems (LMS). Many WordPress LMS plugins have a one-time purchase price or an annual subscription, which can be more cost-effective compared to other proprietary LMS solutions, especially for smaller organizations. LMS licensing costs should be scoped into bids.</p>
<p>Do you have a preferred LMS or are you open to suggestions? We have used Articulate Rise and Storyline as well as Thinkific, Teachable, Udemy and others. If you have a preference, that is great but we are able to give a synopsis of the features of several if you're open to it.</p>	<p>Tla’amin is open to discussion. The Nation currently uses Tutor LMS to <u>host learning videos</u> and is re-developing its website in the fall/winter (WordPress). The Nation would be particularly interested in hearing about secure and cost-effective WordPress-based Learning Management Systems (LMS). Many WordPress LMS plugins have a one-time purchase price or an annual subscription, which can be more cost-effective compared to other proprietary LMS solutions, especially for smaller organizations. Any proposed LMS licensing costs should be scoped into bids.</p>
<p>What tier of hosting services needed?</p>	<p>It will be self-hosted.</p>
<p>Can you confirm the long term approach Tla’amin is planning to incorporate in relation to the technology required to host this type of on-line training?</p>	<p>Tla’amin is open to discussion. The Nation currently uses Tutor LMS to <u>host learning videos</u> and is re-developing its website in the fall/winter (WordPress). The Nation would be particularly interested in hearing about secure and cost-effective WordPress-based Learning Management Systems (LMS). Many WordPress LMS plugins have a one-time purchase price or an annual subscription, which can be more cost-effective compared to other proprietary LMS solutions, especially for smaller organizations.</p>

Topic: Project Governance

Could you clarify the Tla’amin structure of project oversight and the groups involved? As you can imagine, multiple groups often provide input or comments on a project like this, which can significantly impact the timelines of the successful proponent.

The project will be directed by a small, hands-on working group comprised of relevant social service directors and designates (no more than 7) who will meet monthly to steer the work. Communications Director will cover day to day management and vendor support. Proposals should illustrate anticipated review rounds based on experience and best practice and tied to budget.

Anticipate two project presentations to Tla’amin Nation Executive Council for high level input. Executive Council meets every second Wednesday from 9-4.

Are there any existing Tla’amin capacity and capabilities you are looking to have included in the project to further the development of this capacity within the Nation?

Tla’amin has a Jr. videographer on staff to assist with this project approximately 15 hours a week for the project duration.

For scheduling review of key deliverables, such as draft reports, what is a reasonable turnaround time for our project team to allocate for your team to review? We often suggest two weeks; however, depending on the number of groups involved and if meetings are required to be scheduled prior to providing the successful proponent comprehensive feedback, this may be four or six weeks for review. We endeavor to ensure realistic and achievable timelines for all involved and want to incorporate these review cycles into our project timeline.

Two weeks is suitable and can be lined up with monthly working group meetings. Key Deliverables should be provided for advance consideration a week in advance of monthly working group meetings.

Topic: Training Content

<p>How much of a focus are you looking for the training to provide in relation to Indigenous Specific Racism education vs Cultural Safety and Humility education? – maybe expanding on who is the audience for the training in support of the what content focus you are looking for?</p>	<p>The primary audience for this training is 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.</p> <p>The training should help service providers know Tla’amin people better enabling them serve Tla’amin people in safer ways. The training should help the providers to identify and address stereotyping, discrimination and anti-Indigenous racism in their practice.</p> <p>This coaching should be done in a gentle way, focused on long-term relationship building and aligned with Tla’amin values.</p> <p>Appendix A of the RFP provides additional details of proposed course content.</p>
<p>How much of a focus are you hoping for to include content in relation to the evolving relationship between First Nations peoples and the provincial/federal governments as a result of legislation and initiatives related to UNDRIP?</p>	<p>Tla’amin anticipates a minor focus on the larger legislative context.</p>
<p>In relation to Tla’amin specific content, what sources of information will be available to support the development of curriculum already researched and compiled by Tla’amin?</p>	<p>Sources of content available to a Tla’amin vendor include:</p> <ul style="list-style-type: none"> • 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