



National Association  
of Friendship Centres  
Association nationale  
des centres d'amitié

**NAFC/UAKN Contractor Request for Proposals  
for work related to:**

**Urban Aboriginal Knowledge Network's National Project: The Urban Aboriginal Service Delivery  
Landscape: Themes, Trends, Gaps and Prospects**

**September 2014**

## **1. Introduction**

The Urban Aboriginal Knowledge Network Secretariat, through the National Association of Friendship Centres (NAFC) is seeking a contractor/contracting firm (referred-to in this RFP as the Contractor) to assist in the development of a report exploring the urban Aboriginal service delivery landscape in Canada.

The Contractor will be required to complete all work by December 31, 2014.

## **2. UAKN Background**

The Urban Aboriginal Knowledge Network (UAKN) is a network of community organizations, universities and government organizations across Canada, based out of four regional research centres, and a national secretariat at the National Association of Friendship Centres (NAFC) in Ottawa. In 2012, the UAKN was awarded a 5 year, \$2.5 Million grant from SSHRC (Social Sciences and Humanities Research Canada), the UAKN has also been able to leverage over \$1.5 Million in additional cash and in-kind contributions to support its work.

The UAKN addresses the knowledge gap in urban research by establishing an interdisciplinary network involving universities, community, and government partners for research, scholarship and knowledge mobilization. The UAKN consists of scholars representing a variety of disciplines from across Canada and a number of organizations that provide services to urban Aboriginal peoples. The network has been established on a model of partnership in the co-creation of knowledge since its inception in 2007, by AANDC (Aboriginal Affairs and Northern Development Canada) and NAFC.

The UAKN involves urban Aboriginal communities, in partnership with the National Association of Friendship Centres, which plays a central role in the network. Through its focus on combining both research and knowledge mobilization in an inclusive, frequent process of community led research, the UAKN aims to ensure that the benefits of Aboriginal research begin with Aboriginal communities and end with an improved quality of life for urban Aboriginal peoples.

The UAKN Secretariat is responsible for bringing together Regional Research Centres, Funders, and urban Aboriginal community members to guide the Network on a national basis, which includes national research initiatives. The UAKN Secretariat is also responsible for the governance of the UAKN and knowledge translation and mobilization of the research projects, including ensuring that opportunities are available to share research with policy makers and other stakeholders. The role of the UAKN Secretariat is to maximize the impact of research, by providing links to urban Aboriginal communities, policy makers and academics.

## **3. Project Summary**

Over the last half century, an invisible infrastructure of urban Aboriginal service delivery organizations has emerged in response to identified urban needs (The Invisible Infrastructure, Newhouse, 2004). The landscape of urban Aboriginal organizations now extends beyond social service needs and includes language and culture, economic development, education, art and health among other sectors. The

growth of this infrastructure has been organic - driven by community needs and desires, the availability of funding from governments and local capacity for organizational development and management.

This research project examines this organizational infrastructure, as it exists in 2014, through the development of an inventory of organizations and their service areas with a view towards the identification of gaps or areas requiring additional attention or development.

This inventory is intended to assist in a closer examination of organizations that facilitate participation in the Canadian economy and assist the UAKN and its partners to undertake further policy oriented research intended to improve urban Aboriginal economic participation, extend or improve services in underserved areas or facilitate improved relationships between urban Aboriginal organizations, non-Aboriginal organizations and First Nations, Métis, Inuit organizations. The final report will be organized as a national overview with a chapter on each of the four UAKN regions (Western, Prairie, Central and Atlantic).

The following questions will guide the research nationally:

- What services are being provided by urban Aboriginal organizations?
- What services are being provided by which urban Aboriginal service organizations? Who are the target service population? Are there gaps in services or target groups?
- Which of these services enhance economic participation of urban Aboriginal people? How?
- What are three priority areas for service delivery? How were these priorities determined? How are these priorities met?
- What are the best practices/lessons learned on how services are designed and delivered that have emerged over the last decade?
- What do these organizations perceive as being facilitating factors, and threats, to their sustainability?

#### **4. Project Objectives**

The objective of this national study is to provide an inventory of the services available to urban Aboriginal communities across Canada to determine themes, trends and gaps in service delivery. This research will highlight services that enhance participation in the economy, innovative partnerships and the relationships between various stakeholders. The inventory will be developed based upon a review of academic, organizational and government documents and literatures.

The NAFC will contract the services of the Contractor to lead all necessary activities associated with the successful completion of this project. The Contractor will have responsibility to take direction from the UAKN Secretariat and incorporate feedback from the Regional Research Director's. The Contractor will develop the final report.

#### Project Oversight

The research will be overseen by the UAKN Secretariat, with advise from the Regional Research Directors. The day to day contract management of this project will be up to the Contractor with direction from the UAKN Secretariat.

The contractor will provide a draft final paper for comments no later than November 24, 2014, and receive feedback no later than December 10, 2014.

### Project Reporting

The project team will consist of:

- UAKN Secretariat
- UAKN Regional Research Directors
- Contractor

The Contractor will report directly to the UAKN Secretariat, the contractor will have bi-weekly check-ins at a minimum to discuss progress of the project

## **5. Description of Contractor's Activities/Scope of work**

- 5.1. Develop project schedule.
- 5.2. Undertake the document and literature search necessary to respond to the research questions.
- 5.3. Propose an inventory and theme framework for the presentation of the research findings.
- 5.4. Prepare a report that addresses the research questions nationally, chapters from each UAKN region.
- 5.5. Implement suggestions of the UAKN Secretariat and the Regional Research Directors in a final draft.

## **6. Contractor Experience/Qualifications**

1. Bidders must have a minimum of a Master's Degree in a related field.
2. Applicants must have three (3) years of relevant experience within the last seven (7) years conducting research and writing reports, preferably on Aboriginal issues.

## **7. Contract Parameters**

### **7.1. Value**

The contract maximum value is for not more than \$12,500 including taxes. Proposals coming in above this maximum limit will not be considered for this competition. The NAFC assumes no responsibility for sub-contractors that may arise out of this contracting situation.

## **7.2. Duration**

The contract will be in effect from October 2014 to December 31, 2014.

## **7.3. Workplace**

The contractor will be required to work from their usual place of work and provide their own work equipment and workplace infrastructure to complete the work required under this project, including office, computer/laptop, phone/cell phone/blackberry/fax machine, printer, internet access, and all other materials required to complete this project.

## **7.4. Intellectual Property**

All information, documents or resource materials developed as part of this contract and work related to this project will remain as the intellectual property of the NAFC/UAKN. All deliverables intended for public distribution and display under this project will be required to have acknowledgements of government of Canada funding.

## **7.5. UAKN Secretariat's Responsibilities**

The UAKN Secretariat will provide all background and other relevant materials and information to the Contractor pertaining to this project.

The UAKN Secretariat will provide staff support to the Contractor throughout all stages of this contract and project, for direction and clarity of objectives.

## **7.6. Contractor Requirements**

The Contractor will be required to meet all of the project activities and deliverables described in this RFP.

The Contractor will be required to take direction and feedback from the UAKN Secretariat as provided.

## **8. Requirements for responding to this RFP**

Individuals/firms interested in responding to this RFP are required to provide the following to the NAFC:

1. A proposal outlining the work the Contractor foresees in successfully completing the objectives, activities and deliverables of this project;
2. A detailed estimate of the time requirements for **each** activity, (time requirements must be stated in days) and a detailed estimate of the projected costs associated with the time requirements for each activity as well as details of the steps (sub-activities) required to successfully accomplish each activity;

3. The contractor must provide their resume and two samples/examples of contract/project work of a similar nature with references and their contact information.
4. Proposals must include project activities and sub-activities, detailed workplan and detailed budget.

**9. Closing Date/Time:**

**The closing date for this RFP is October 3, 2014  
Proposals must be received by 7:00 p.m. (Eastern Standard Time)  
and be addressed to the attention of the**

**Executive Director  
National Association of Friendship Centres  
275 MacLaren St.  
Ottawa, Ontario  
K2P 0L9**

**Submissions can be provided in hard copy to the above address, or  
in electronic format by e-mail to [pouart@nafc.ca](mailto:pouart@nafc.ca).**

**The NAFC/UAKN bears no responsibility for misdirected or misaddressed proposals or for proposals  
that may be incomplete on receipt and review.**

**Questions pertaining to this RFP may be directed in writing by e-mail to:  
Pamela Ouart, [pouart@nafc.ca](mailto:pouart@nafc.ca).**