



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

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

The Urban Aboriginal Demographic Project

December 2014

1. Introduction

The Urban Aboriginal Knowledge Network Secretariat, through the National Association of Friendship Centres (NAFC) is seeking a contractor/contracting firm “the Contractor” to assist in the development of a selected update to the urban Aboriginal Demographic Project.

The Contractor will be required to complete all work by March 31, 2015.

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

The urban Aboriginal Demographic project began shortly after the NAFC was a lead partner in the successful Aboriginal Policy Research Conference 2006. As a legacy of the conference the NAFC wanted to invest in strategic research to help future programming efforts. A website was designed where the Friendship Centre Movement and others could gain a better understanding of the communities with which the UAKN works. The current project covers 2001 and 2006 Census data, the UAKN would like

selected urban areas updated with 2011 National Household Survey data, as well as regional and national analysis using the National Household Survey and the Aboriginal Peoples Survey, 2012.

The methodology of the project will be adjusted from the 2001 and 2006 project, to use the Census Metropolitan Area (CMA), or Census Area (CA) rather than the custom creation of catchment areas around where Friendship Centres are located. Variables highlighted could include: population by Aboriginal identity, a map of the catchment area, information on income, housing, education, labour market, Aboriginal languages, and community well-being indicators. In addition there will be provincial/territorial level pages, as well as a national level page – at the national and regional level additional indicators from the Aboriginal Peoples Survey, 2012 will be available.

This information is to be broadly useful for a variety of stakeholders – particularly those who are unfamiliar with using Statistics Canada data products. This information will be accessed by communities, researchers, academics, government and private industry; and used for program and policy analysis.

Approximately 5 urban areas per province (or region in the case of the North and Maritimes) would be analyzed to include indicators such as:

- Aboriginal identity population
- comparisons between Aboriginal and non-Aboriginal population
- income
- housing
- labour market
- education
- Aboriginal cultural indicators.

For provinces and nationally, the same tables would be used in addition to selected data from the Aboriginal Peoples Survey, 2012. A 2-page pdf document will be produced for each urban area, and a 3-5 page document for provincial/regional and national levels will be included on the UAKN's website.

4. Project Objectives

The objective of this national project is to provide a selected update of the Urban Aboriginal Demographic Project. This research will highlight Aboriginal identity, income, housing, labour market, education, cultural indicators and comparisons with urban Canadian populations, using Statistics Canada data from the NHS, 2011 and APS, 2012.

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. The Contractor will develop the final deliverables for each urban area, provincially/regionally and nationally.

Project Oversight

The research will be overseen by the UAKN Secretariat, and the Contractor will also work with Contractors responsible for the web design aspects of this project.

The contractor will develop a spreadsheet with key indicators from the communities and regions by February 15, 2015, with final deliverable presented no later than March 30, 2015.

Project Reporting

The project team will consist of:

- UAKN Secretariat
- 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. Develop and implement methodology.
- 5.3. Purchase custom tables from Statistics Canada.
- 5.4. Analyze data.
- 5.5. Work with UAKN Secretariat and UAKN's web designers to develop template for 2 page pdf.
- 5.6. Develop Excel Spreadsheet of key indicators by data source for each of 50 communities and provinces, and national.
- 5.7. Prepare sheets of updated 2 page pdf of key indicators for each of 50 communities and provinces, and national.
- 5.8. Submit drafts sheets of updated 2 page pdf of key indicators for each of 50 communities and provinces, and national.
- 5.9. Implement suggestions of the UAKN Secretariat 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 using Statistics Canada data, preferably on Aboriginal issues.

7. Contract Parameters

7.1. Value

The contract maximum value is for not more than \$50,000 including taxes. Proposals coming in above this maximum limit will not be considered for this process. The NAFC assumes no responsibility for sub-contractors that may arise out of this contract.

7.2. Duration

The contract will be in effect from December 2014 to March 30, 2015.

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 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 December 15, 2014
Proposals must be received by 4:00 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.**

**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.**