



Request for Proposals: Proposal Development for Infrastructure **Inuuqatigiit Centre for Inuit Children, Youth and Families**

About Inuuqatigiit Centre:

Inuuqatigiit Centre is a multi-service not-for-profit organization serving Ottawa's rapidly growing population of Inuit children, youth and families. The centre serves as an integrated hub of cultural, educational, recreational and social services and programs aimed at supporting Inuit children, youth and their families through cultural services that are holistic in nature promoting the health and well-being of the whole family.

Inuuqatigiit Centre started in 2005 as a head start program for Inuit children. Inuuqatigiit Centre has expanded our programs and services in response to the ever growing Urban Inuit community and today is a major hub for programs and services to Inuit children, youth and families. Our wrap around programs include childcare, head start, kindergarten, afterschool programming, Inuktitut language classes, student support services, cultural education workshops, women's/men's groups, cultural programming, elders support, mental health supports, youth programming, referrals, case management, system navigation and more. Overall, Inuuqatigiit Centre mandate is to offer programs and support services to the urban Inuit community grounded in Inuit culture and language.

Project Scope

Coming in spring/summer 2022, funding opportunities will be available for organizations looking to expand infrastructure. Inuuqatigiit Centre will be preparing a proposal in the coming months to seek funding to build one large building that will serve all of Inuuqatigiit Centre programs and services. Inuuqatigiit Centre is currently looking for a skilled and knowledgeable consultant to perform the needed research and proposal development to prepare for the upcoming Call for Proposals.

Deliverables:

- Interviews with Inuuqatigiit Centre staff and community members
- Review of previous proposals for infrastructure developed by Inuuqatigiit Centre
- Sort and collect content from previous proposals relevant for current CFP
- Conduct research needed for CFP requirements
- Consult with vendors, collect quotes and estimates
- Prepare budgets
- Research the costs associated with buying land, supplies, contractors
- Research permits/laws involved for a new build
- Research other funding opportunities
- Work with architectural designer on location floor plans, exterior/interior design of building
- Work closely with the Inuuqatigiit Centre Proposal Development Committee
- Participate in required meetings related to the preparation of the proposal
- Write and prepare entirety of proposal for new infrastructure

About upcoming Call for Proposals

The following information was taken from the UPIP Application Guide from the Call for Proposals, December 2021. They will be releasing another call for proposals in the new fiscal year, which we would like to begin preparing for now.

As part of the Urban Programming for Indigenous Peoples (UPIP) program, Indigenous Services Canada (ISC) is launching a call for proposals to continue addressing the infrastructure needs of urban Indigenous service provider facilities that deliver UPIP programming and services. These investments will increase the number of safe and accessible spaces in which urban Indigenous Peoples can continue to partake in culturally-relevant services and programming without undue risk to their health and safety, which is of particular importance during the COVID-19 pandemic.

Proposal should include:

- Project objectives and expected results for addressing safety, security, accessibility, increasing capacity in terms of increases of usable space and programs and services
- Timeline, including shovel-ready start date
- Budget (project and administration costs) and other sources of funding
- Population reach and beneficiary
- Outline of project planning, reporting and risk management

RFP Timeline

Action	Start	Completion
RFP released to public	February 25, 2022	RFP to close March 18, 2022
Review of proposals	March 18, 2022	March 25, 2022
Winner of RFP notified/ contract signed	March 28, 2022	March 31, 2022
Official start of project	April 1, 2022	May 31, 2022

*Timelines may vary depending on progress and CFP deadlines

RFP Requirements

All proposals submitted to this RFP should include the following:

- Introduction and contact information;
- Biography/ CV with references;
- Explanation on how your skills and expertise match the requirements for this project;
- Listing of tasks/activities you will undertake to complete the project, including which vendors, partners, stakeholders will be involved;
- Timeline for completion of above tasks;
- Detailed budget of costs to complete the project

Selection

Selection of winning candidate will be based on skill level and previous experience, knowledge of tasks required to complete the project, knowledge of Inuit culture and community and proposed budget. Review of proposals and selection will be conducted by the Inuuqatigiit Proposal Development Committee. The winning candidate will be notified by March 28, 2022.

Please submit your proposal no later than **March 18, 2022** to the contact below.

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