

Southeast Resource Development Council



Request for Proposal

RFP NO. 01-2025

Resource Development – Healing Venture

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Section A: Purpose

The Southeast Resource Development Council (SERDC) represents eight First Nations and seeks a qualified consultant to develop a culturally grounded, operational and financial business plan for a substance use healing and recovery facility and operations models.

Section B: Project Objectives

The objective of this project is to develop a comprehensive and culturally grounded business plan that will serve as a strategic roadmap for the development, launch, and long-term sustainability of a First Nations-owned and operated substance use healing and recovery facility and operations model. The business plan will guide funding applications, infrastructure investment, partnership development, and service delivery across all eight member communities.

The following stages of development have been completed by SERDC in collaboration with regional stakeholders and will be shared with the selected Consultant for the purpose of completing the business plan:

1. Community and stakeholder engagement

The comprehensive multi-stakeholder engagement process was undertaken by regional entities including health, social services, community healing and wellness programs, leadership, youth and elders.

2. Data collection and needs assessment

Regionally-collected multi-stakeholder engagement data (quantitative and qualitative), including raw data, report and executive summary were completed by regional entities.

The consultant is responsible for the development of the business plan and options for program service delivery with corresponding costs which shall include:

3. Development of a Culturally Responsive Service Model

Design a service delivery framework that integrates Indigenous healing practices, land-based programming, language and spiritual components, and trauma-informed clinical supports.

4. Determining Capital and Operating Requirements

Provide detailed projections for capital expenditures (land, construction, renovations or lease, equipment), start-up costs, marketing plan and ongoing

operational expenses including staffing, overhead, programming, and administration.

5. Identifying Long-Term Funding Strategies

Identify and analyze diverse and sustainable funding sources and develop a financing plan including federal/provincial contributions, grants, health transfer agreements, social enterprise models, insurance billing options, partnerships with other existing organizations, philanthropic partnerships, and community investment strategies.

6. Developing a Sustainability Framework

Include a long-term financial sustainability plan with a five-year forecast, including scenarios for revenue generation, cost recovery, and reinvestment into programming. Identify opportunities for scalability and infrastructure growth based on future demand.

7. Creating an Implementation Plan

Provide a phased implementation plan with key milestones, timelines, regulatory requirements, risk analysis, and performance indicators to measure outcomes, impact, and success over time.

8. Supporting Advocacy and Strategic Partnerships

Provide tools and messaging to support advocacy with government and health funders. Identify potential regional, academic, or organizational partners who can support training, evaluation, and knowledge sharing.

Section C: Bidding Information

Submission Deadline

1. Submission Deadline

4:00 PM Central Standard Time on July 25, 2025.

Confidentially,

Email to: Finance@serdc.mb.ca or

Drop off to: 6th floor – 360 Broadway Ave, Winnipeg, MB, R3C 0T6

2. Extension

The Submission Deadline may be extended by Southeast Resource Development Council at any time prior to the Deadline.

Addenda

1. SERDC may issue addenda to correct or provide additional information for the project in advance of the deadline for the Request for Proposal.

Section D: Proposal Submission Criteria

The Proposal consists of the following components:

1. Proposal Submission
2. Proposal Budget
3. Project Schedule

1. Submission

The Proposal Submission must include the following components:

- A. Proposal Overview: A summary of the consultant's understanding of the project, proposed approach, and anticipated outcomes. This section should highlight the consultant's alignment with the vision and goals of SERDC and the proposed strategy to deliver the business plan.
- B. Overview of Consultant Experience: A general background on the consultant or consulting firm, including years in operation, areas of expertise, and a summary of relevant experience, particularly in First Nations health, business planning, substance use dependence and recovery, and community development.
- C. Specimen of Project-Relevant Consultant Experience: Descriptions of a minimum of two past projects that are closely aligned with the current initiative. Include details such as the project scope, client name, outcomes, and how the consultant's involvement contributed to project success with references.
- D. Profile of Key Personnel: Brief biographies, resumes and the roles of individuals who will be directly involved in the project. This should include each person's qualifications, expertise, and specific responsibilities in the delivery of the business plan.
- E. Project Schedule: A proposed timeline showing major tasks, milestones, and deliverable dates. This schedule should outline the phases of the work, including engagement, research, draft preparation, review, and final submission.

2. Budget

The Proposal Budget must include the following detailed and itemized components, considering all the anticipated costs associated with the project by deliverable, including:

- A. Professional fees (hourly/daily rates and estimated hours per employee)
- B. Travel and accommodation (if applicable) with rationale
- C. Community engagement and facilitation costs
- D. Administrative or overhead fees
- E. Any additional expenses itemized related to research, materials, or reporting

3. Plan and Schedule

The Proposal must include a project schedule that outlines the phases, activities, and deliverables over the proposed contract period. The schedule should demonstrate the consultant's capacity to complete the project within the expected timeframe.

The project schedule must include:

- A. Start and End Dates – Proposed project timeline from contract award to final presentation.
- B. Phased Work Plan – Clear breakdown of project phases and deliverables.
- C. Milestones and Deadlines – Key milestones and deliverables with corresponding target dates.
- D. Time Allocation – Estimated time allocated for analysis, writing, consultation, and revisions.
- E. Contingency Planning – Indication of any risks to the timeline and strategies for mitigation.

All components of the Proposal Submission must be completed for the Proposal to be accepted.

Section E: General Conditions

Confidentiality

1. The information provided to the Consultant or acquired by the Consultant for the project is confidential. Information shall not be disclosed without prior written authorization from the SERDC.
2. The Consultant will not make statements on the project without prior written authorization from SERDC.

Ownership of Intellectual and Other Property

1. SERDC retains ownership of all materials provided to the Consultant in the performance of this contract.
2. The Consultant will return all materials at the end of the contract or upon termination. While in possession of SERDC materials and data, the Consultant will ensure the confidentiality of the materials and data and will protect all communication with respect to the contract.
3. All technical documentation and prototypes produced by the Consultant in the performance of the work under the contract shall vest and remain the property of the SERDC, and the Consultant shall account fully to the SERDC in respect of the terms of the contract in such a manner as the SERDC shall direct.
4. Where reasonable in the circumstances, as solely determined by the SERDC and where specifically requested in writing by the Consultant, the authors name may be associated with the work.
5. SERDC reserves the right to final editing and translation and to publish in whole or in part or not to publish, as the SERDC may see fit the written contract works submitted to the SERDC. The graphic treatment and title of the work to be published shall be decided by SERDC, after consultation with the Consultant to maintain the integrity of the document. The edited version of the work may be submitted to the Consultant for final amendments under this contract.
6. The Consultant agrees that during and after the effective period of the contract to treat as confidential and not divulge, unless authorized in writing by the SERDC, any information including the work delivered hereunder, or obtained in the course of the performance of this contract.

Conflict of Interest

1. The Consultant declares in writing that no Conflict of Interest exists or is expected to exist in the future.
2. A Conflict of Interest includes circumstances where the Consultant has financial or professional interest that create or perceive to create bias, influence or otherwise potentially comprise the integrity of the project.

Termination

1. SERDC may, by giving ten (10) working days' notice in writing to the Consultant, terminate or suspend the contract with respect to all or any part or parts of the work not completed.

2. All work completed by the Consultant to the satisfaction of the SERDC before the giving of such notice, shall be paid for by the SERDC in accordance with the provisions of the contract.

Section F: Supplemental Conditions

Warranty by Consultant

1. The Consultant warrants that the Consultant is competent to perform the work required by this contract in that the Consultant has the necessary qualifications including the knowledge, skill and ability to perform the work.
2. The Consultant warrants that the Consultant shall provide a quality of service at least equal to that which Consultants generally would expect of a competent Consultant in a like situation.
3. The Consultant guarantees that the written work resulting from this contract is original, except for such excerpts from copyrighted works as may be included with the permission of their copyright owners. The Consultant guarantees that such written work will contain no libelous or unlawful statements or any statements that will infringe on copyrights, trademarks, patents or propriety rights of others and that the Consultant is responsible for any costs, expenses or damages arising from any breach of this guarantee.

Section G: Proposal Evaluation Scoring Rubric

Proposals will be evaluated based on the following:

- Demonstrated understanding of Health and Wellness of First Nations communities
- Experience in business planning, substance use and healing recovery, or related sectors
- Cultural competency and history of working with First Nations communities
- Feasibility and clarity of proposed work plan and methodology
- Value for cost and completeness of proposal

A. Proposal Overview – Maximum 15 points

Criteria	Points
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Demonstrates clear understanding of project scope and goals	5
Approach is culturally appropriate and community-centered	5
Proposal is well-organized and aligned with desired outcomes	5

B. Overview of Consultant Experience – Maximum 15 points

Criteria	Points
Relevant experience in First Nations contexts	5
Demonstrated experience with substance use and healing, health, or business planning	5
Organizational or consultant reputation and capacity	5

C. Specimen of Project-Relevant Consultant Experience – Maximum 25 points

Criteria	Points
Projects presented are relevant to scope and objectives	10
Demonstrated successful outcomes or impacts	10
References and client feedback	5

D. Profile of Key Personnel – Maximum 15 points

Criteria	Points
Consultant has relevant expertise in business planning and Indigenous wellness	5
Experience working directly with First Nations or Tribal Councils	5

Roles and responsibilities are clearly defined	5
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E. Project Plan and Schedule – Maximum 20 points

Criteria	Points
Timeline is realistic and includes key deliverables and major milestones	5
Deliverables and major milestones are reasonable and support the scope and goals	10
Capacity to deliver within expected time frame	5

F. Budget and Cost Proposal – Maximum 20 points

Criteria	Points
Detailed and transparent budget breakdown	10
Reasonable and cost-effective for scope	5
Includes all required expenses (e.g., travel, engagement)	5

TOTAL: 110 Points