



# Nishnawbe Aski Nation

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Thunder Bay, ON P7J 1L2



## REQUEST FOR PROPOSALS

### NRCAN Bioheat Project – Chainsaw Safety and First Aid Courses

Nishnawbe Aski Nation (NAN) territory encompasses James Bay Treaty No. 9 and the Ontario portion of Treaty No. 5, a landmass covering two-thirds of the Province of Ontario, spanning 210,000 square miles. Our people traditionally speak Cree and Algonquin in the east, Oji-Cree in the west, and Ojibway in the central south area. NAN represents 49 First Nations with a total population (on and off-reserve) of approximately 45,000 people grouped by Tribal Council. Six of our member Nations are not affiliated with a specific Tribal Council.

Through this Request for Proposal (RFP) NAN is seeking a qualified trainers to provide support for the following work:

1. Complete the Chainsaw Safety Awareness Training Course with a minimum of 6 students.
2. Complete the Standard First Aid Course to a minimum of 6 students.

This project will build on current best practices to enable First Nations to build capacity and economic opportunities within the community. This work will be First Nations directed and managed.

The deadline for RFP submissions is **5:00 p.m. EST, April 22<sup>nd</sup>, 2022**.

The RFP package is attached. This package contains detailed information on the services required and proposal details.

Thank you,

Any questions can be directed to:

Jamie Saunders  
Infrastructure Advisor  
Nishnawbe Aski Nation  
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## **BACKGROUND**

Nishnawbe Aski Nation (NAN) received approval for the NRCAN Bioheat Project to exchange old, unsafe woodstoves with new, high efficiency woodstoves. These stoves will also be installed and inspected by Wood Energy Technology Transfer (WETT) certified individuals who are trained to ensure the woodstoves meet a high standard. Capacity building opportunities through the WETT training course, Chain Safety and First Aid training, will allow for economic growth within the community. The training courses will also allow for the safe handling and operation of the woodstoves and accompanying equipment.

At this time NAN is seeking a consultant to complete the First Aid and Chainsaw training component of the NRCAN Bioheat Project. Arrangements are currently underway to provide WETT training to the communities.

## **SERVICES REQUIRED**

### **NRCAN Bioheat Project – General Requirements**

#### *Requirements*

1. The vendor must have an existing relationship with Nishnawbe Aski Nation.
2. The vendor must have experience delivering training courses in remote First Nation Communities.
3. The vendor must be able to provide Chainsaw Safety Training and Standard First Aid in remote and Northern Ontario locations.
4. The vendor must have proven experience working along side NAN Communities, respecting Indigenous culture and knowledge.
5. The vendor must have proven experience teaching and delivering each course.

### **NRCAN Chainsaw Safety and Standard First Aid Training**

#### *Requirements:*

1. The vendor must deliver the Chainsaw Safety and First Aid course to 6 – 10 students.
2. The vendor must provide course materials such as; information sheets/booklets, books or any other related material needed to complete the course.
3. The vendor must have in place a comprehensive teaching plan to provide to Nishnawbe Aski Nation prior to teaching/training in First Nation Communities.
4. The vendor must be able to supply proof of proper certification for completing both the Chainsaw Safety Awareness Course and/or the Standard First Aid course.
5. The vendor must provide a report detailing number of students, course content and training hours provided.

The selected organization will work directly with NAN Infrastructure staff, community leaders, and community members to support the education, capacity building and training provided through increased the NRCAN Bioheat Project.



## PROPOSAL REQUIREMENTS

The response to the RFP should not exceed 10 pages. Curricula vitae are additional to this page count but should not exceed 2 pages for each individual member of the team.

All proposals should contain the following information:

- Cover Letter
  - Outlining the understanding of the project objectives and requirements and a statement of participation interest from the firm.
- Background and Overview
  - Name and contact information for the Organization, Project Lead, and any other Internal Resources;
  - A brief overview of the Organization; and
  - A description of any current or past projects, programs, research, or plans the Proponent has undertaken related to Chainsaw Safety and First Aid;
- Project Team
  - Identification of a Project Lead/Lead Trainer;
  - Relevant experience and qualifications of the proposed team; and
  - Resumes for each project team member.



## PROJECT PRICING REQUIREMENTS

The following table should be completed outlining the vendors costs associated with the following project requirements for each community.

| Community | Project Deliverable Description  | Unit cost |
|-----------|--|-----------|
| Deer Lake | Travel to First Nation community to deliver Chainsaw Safety Training and/or Standard First Aid Training. <ul style="list-style-type: none"><li>• Successfully deliver course to 6-10 students.</li><li>• Course Fees</li><li>• Airfare to and from Community</li><li>• Accommodations for 4 nights</li><li>• Food and Catering</li><li>• Training Space Rental</li><li>• PPE/Safety Material</li></ul> |           |

