



# School District No. 71 (Comox Valley)

Superintendent of Schools

607 Cumberland Road  
Courtenay, B.C. V9N 7G5  
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July 4, 2018

## **Request for Proposal – Development of the SD71 Indigenous Education Enhancement Agreement (previously called the Aboriginal Education Enhancement Agreement)\***

\* “AEEA is a working agreement between a school district, all local Aboriginal communities, and the Ministry of Education designed to enhance the educational achievement of Aboriginal students. The EA establishes a collaborative partnership between Aboriginal communities and school districts that involves shared decision-making and specific goal setting to meet the educational needs of Aboriginal students.” (Excerpt from <https://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/aboriginal-education/aboriginal-education-enhancement-agreements>)

### **1. Introduction**

With the current AEEA expiring, the Board of Education and the Indigenous Education Council are recommending that a new IEEA be developed. As such, Comox Valley Schools proposes to engage the services of a consultant for the purpose of the following project scope:

- Work with the Board of Education and Indigenous Education Council (IEC) in the development of a new SD71 Indigenous Education Enhancement Agreement (IEEA).
- Leading to the development of a new Indigenous Education Enhancement Agreement, the consultant will:
  - in consultation with the IEEA Steering Committee, develop a plan for developing the IEEA;
  - facilitate the processes that will culminate in the development of the 2019 IEEA;
  - develops a working knowledge of the Board of Education’s Strategic Plan and the Indigenous Education Council’s Strategic Plan to ensure the IEEA reflects the goals put forth in these documents;
  - ensure all documentation and information collected through the IEEA development process is collated and becomes part of the record of work completed; and
  - ensure a final document is provided to the Board and IEC for approval.

- Provide excellent communication to the Board and IEC throughout the duration of the project.

Approximate duration of the project – 3 months

The objective of this *Request for Proposal* is to provide the Board of Education and Indigenous Education Council with a qualified consultant capable of carrying out the roles defined above. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

## 2. Submission Details

One (1) copy of the proposal marked “**Indigenous Education Enhancement Agreement Consultant**” addressed to:

Superintendent of Schools  
School District 71 (Comox Valley)  
607 Cumberland Road  
Courtenay, British Columbia  
V9N 7G5

Submissions will be received at the Reception, School Board Office, 607 Cumberland Road, Courtenay, BC, V9N 7G5 until 12:00 pm (Noon), PST, **Monday, August 20, 2018**. Submissions received after this time will not be considered.

The school district reserves the right to cancel this *Request for Proposal* for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice, provided such notice is received prior to the date/time set as the closing time for receiving proposals.

The length of the Contract will be for three (3) months, with the option for the school district to extend the contract for up to three (3) months.

All proposals will remain confidential, subject to the *Freedom of Information and Privacy Act*.

## 3. Enquiries

Clarification of terms and conditions of the proposal process shall be directed to:

Superintendent of Schools  
School District 71 (Comox Valley)  
607 Cumberland Road  
Courtenay, British Columbia  
V9N 7G5

The school district, its agents and employees shall not be responsible for any information given by way of verbal communication.

4. **School District Provided Items**

The school district will make available samples of all existing information and any other related data required to successfully and effectively fulfill the project scope.

5. **Proposal Submissions**

Proponents shall provide in their submissions:

- (1) A Resume or Curriculum Vitae outlining your qualifications for this project and relevant experience.

Please include samples relevant to this project.

- (2) Provide examples of your knowledge of working with governance teams.
- (3) Describe your experience with Indigenous organizations and communities.
- (4) Provide per hour contract cost. Breakout equipment and supply costs. This shall form the basis for comparing proponent costing.

Please clearly indicate what contributions the school district will be required to provide within the proposed costing.

Provide contact information for a minimum of three (3) references.

6. **Project Schedule**

Overall, the project is to be completed by December 31, 2018.

7. **Ownership of Products**

School District No. 71 (Comox Valley) shall take title to and ownership of all materials and products developed by the consultant, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright.

8. **Working Agreement**

The successful proponent will enter into a Contract for Services with the school district based upon the information contained in this *Request for Proposal* and the successful proponent's submission and any modifications thereto.

A current Criminal Records Check is required.

## 9. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the school district against conformance to the following criteria:

- methodology of work program proposed
- experience and qualifications of those staff to be assigned to the project
- availability to begin work on the project on or near proposed start date
- cost of proposal
- references
- interview (if required)