

Request for Proposals

Matawa Education Department

Financial Consultant

November 21, 2019

I. Background

Matawa First Nations Education

Matawa First Nations Management is a Tribal Council of nine Northern Ontario First Nations located in Nishnawbe Aski Nation (NAN). The Matawa Education Department (MED) provides quality, accessible, community based educational support services for participating Matawa First Nation schools. In addition, the MED provides post-secondary support services and operates the Matawa Education & Care Centre. Further information about the Matawa First Nations Education Authority and the Matawa First Nation schools can be found on our website: <http://www.matawaeducation.com>.

Regional Education Strategic Plan

In July 2015, the Matawa Chiefs in Assembly approved by resolution the renewed *Regional Education Strategic Plan*. The strategic plan includes ten strategic initiatives, each of which has associated short-, medium- and long-term goals. The ten strategic initiatives are:

1. A Matawa First Nation Curriculum and Incorporation of First Nation Culture and History
2. Special Education
3. Student and Parental Supports
4. Minimum Standards and Reporting
5. Student Attendance, Retention and Completion
6. Teacher Recruitment and Retention
7. School Infrastructure
8. Information Technology
9. Post-Secondary School Readiness and Retention
10. Partnerships

The Chiefs resolution also called for the development of strategic and business plans for the MED, which will inform the role that the MED will take in the implementation of the strategic initiatives and what organizational structure will best facilitate this work.

II. Scope of Work

Matawa Education Department Financial Consultant

Beginning in fiscal year 2019-2020, Indigenous Services Canada (ISC) is implementing a new *Interim Funding Approach* and associated *Interim Funding Formula* for First Nation schools. In order to ensure the equitable distribution of resources to best meet the needs of Matawa students, schools and communities under this new funding and regulatory environment, the MED is seeking to improve its capacity to effectively monitor its financial agreements, assets and expenditures. Additionally, the MED is seeking to support local Education Authorities in Matawa First Nations through the transition to ISC's new primary and secondary education policy framework.

To this end, the MED is requesting proposals from qualified consultants with demonstrated ability and expertise to provide an analysis of current policies, procedures and practices related to MED's financial activities, and to provide recommendations to improve the efficiency of managing and administering MED's financial resources. As well, the consultant will provide recommendations for MED to best support Matawa First Nations and Matawa First Nation Education Authorities and schools during the transition period provided through the new *Interim Funding Approach* and *Formula*.

Specifically, the qualified consultant or firm will be required to:

- Review of applicable current policies, procedures and practices related to MED's financial activities;
- Recommend improvements to applicable current MED financial policies, procedures and practices;
- Recommend strategies for MED to support Matawa First Nations and Matawa First Nation Education Authorities and schools during the transition period; and
- Assist in developing the capacity to implement and maintain effective financial management within Matawa Education and Matawa First Nation Education Authorities and schools, including facilitation of professional development activities related to effective financial management for applicable Matawa Education staff, and Matawa school and education authority staff and leadership

Deliverables for this contract will include:

- A review of applicable current policies, procedures and practices related to MED's financial activities;
- Recommendations to improve applicable current MED financial policies, procedures and practices;
- Recommendations to support Matawa First Nations and Matawa First Nation Education Authorities and schools during the transition period; and
- Workshop facilitation and related presentation materials for both sets of recommendations to support capacity development within Matawa Education and Matawa First Nation schools and education authorities.

III. Requirements for RFP

- Company information
- A summary of process to be followed
- A schedule of activities
- Final pricing, including HST
- Three references from similar past projects



IV. Schedule of Work

Activity	Description	Timeline	Deliverable
Review of MED's current financial policies, procedures and practices	Review available documentation and conduct interviews with staff regarding current applicable financial policies, procedures and practices related to Matawa Education	December 5, 2019	Critical summary of MED's current financial policies, procedures and practices
Recommend improvements to applicable current MED financial policies, procedures and practices	Based on the review of applicable current MED's financial policies, procedures and practices, provide recommendations for the managing and administering of MED's financial resources.	January 10, 2020	Recommendations to improve MED's financial policies, procedures and practices
Recommend strategies for MED to support Matawa First Nations and Matawa First Nation Education Authorities and schools during the three-year transition period	Review Indigenous Services Canada's new <i>Interim Funding Approach</i> and associated <i>Interim Funding Formula</i> and provide recommendations for MED to support Matawa First Nations and Matawa First Nation Education Authorities and schools during the transition period, including any recommendations to improve MED's capacity to provide this support.	February 7, 2020	Recommendations for MED to support Matawa First Nations and Matawa First Nation Education Authorities and schools during the transition period
Workshop facilitation and preparation of related presentation materials	Prepare and facilitate workshops and presentation materials to be used in presentations with applicable Matawa Education staff and staff and leadership from Matawa First Nation schools and education authorities	March 31, 2020	Presentation materials and facilitated workshops

V. Deadline for Submission

Proposals must be received by fax, email or at the address specified no later than **December 5, 2019**.



VI. Delivery Schedule

The successful consultant will complete all work on or before **March 31, 2020**.

VII. Queries and Clarifications

For queries and clarifications regarding the RFP, please contact:

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