

# **Request for Proposals**

## ***Matawa Education Department***

### ***Special Education 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

#### **II. Scope of Work**

##### **Matawa Education Department Special Education Consultant**

The *Regional Education Strategic Plan* identifies Special Education as a priority, and outlines several specific short-, medium- and long-range goals. Achieving these goals, however, requires schools and education authorities to have current policies and procedures within which these changes can be implemented. To this end, the MED is requesting proposals from qualified consultants with demonstrated ability and expertise to help build capacity in Matawa schools and education authorities to work with families, community schools, Ontario

Ministry of Education and provincial school boards to effectively support students with special needs.

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

- Review current policies, procedures and practices for each applicable Matawa school/education authority related to special education programs and services;
- For each school, provide recommendations for improvement to their current special education policies, procedures and practices, including preparation of presentation materials and facilitation of meetings related to recommended changes to special education policies, procedures and practices;
- Assist applicable Matawa First Nation education authorities and schools to revise their special education policies and procedures; and
- Assist applicable Matawa First Nation education authorities and schools to develop strategies to effectively implement their special education policies and procedures.

Deliverables for this contract will include:

- A review of current policies, procedures and practices related to special education programs and services for all applicable Matawa schools/education authorities;
- Recommendations to improve current special education policies, procedures and practices for each school/education authority;
- Revised special education policies and procedures for each applicable Matawa school/education authority;
- Strategies for each for each applicable Matawa school/education authority to effectively implement their special education policies and procedures; and
- Presentation materials for and participation in meetings related to recommendations to improve special education policies, procedures and practices in applicable Matawa First Nation schools, and strategies for their effective implementation.

### 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 current policies, procedures and practices for each applicable Matawa school/education authority related | Review available documentation and conduct interviews with staff regarding current special education policies, procedures and practices, and analyze in relation to best practices, each school's vision and mission, and current legal requirements. | January 31, 2020 | Critical review of each applicable school/education authority's special education policies, procedures and practices |



|   |   |                   |   |
|---|---|-------------------|---|
| to special education programs and services  |   |                   |   |
| For each school, provide recommendations for improvement to their current special education policies, procedures and practices                              | Based upon each school's vision, mission, and capacity, and in relation to best practices and current legal requirements, provide recommendations to improve special education policies, procedures and practices in each applicable school.  | February 28, 2020 | Recommendations to improve special education policies, procedures and practices in each school                      |
| Assist Matawa First Nation education authorities and schools to revise their special education policies and procedures                                      | In consultation with identified staff, revise special education policies and procedures for each applicable school/education authority. Facilitate meetings to review changes with stakeholders.  | March 31, 2020    | Revised special education policies and procedures for each school/education authority.                              |
| Assist Matawa First Nation education authorities and schools to develop strategies to effectively implement their special education policies and procedures | In consultation with identified staff in each applicable school/education authority, develop strategies to effectively implement their revised special education policies and procedures. Facilitate meetings to review implementation strategies with education leadership in each school/education authority. | March 31, 2020    | Implementation plan for each applicable school to implement their revised special education policies and procedures |

## 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:

Nick Shaver, OCT, PASS Administrator  
Matawa Education  
200 Lillie St. N.  
[Thunder Bay, ON P7C 5Y2](mailto:education@matawa.on.ca)

Telephone: 807-786-3300  
Fax: 807-768-3301 (fax)  
E-mail: [education@matawa.on.ca](mailto:education@matawa.on.ca)

