
Request for Proposal

Mentor

SEPTEMBER 2023

ISSUED BY

Metis Faamii Foundation

REPRESENTATIVE

Rhonda Wolf

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306-232-4340

Introduction & Background

To provide mentorship to neurodiverse individuals and is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to provide mentorship to neurodiverse individuals. Our goal with mentoring neurodiverse individuals is to:

1. Provide guidance and support to individuals in setting career goals and creating a plan for success
2. Help individuals develop effective communication and interpersonal skills to interact with coworkers and supervisors
3. Collaborate with employers to provide training and support for individuals
4. Assess the job performance and progress of neurodivergent individuals in the workplace

The objective of this Request for Proposal is to locate a source that will provide the best overall value to Metis Faamii Foundation. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.

2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than September 15th, 2023
3. Proposals must be signed by a representative that is authorised to commit to the bidder's company.
4. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
5. Proposals must be received prior to September 15th, 2023 to be considered.
6. Proposals must remain valid for a period of 5 business days.

Project Description

The purpose of this project is as follows:

To provide mentorship to neurodiverse individuals.

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Project Scope

The scope of the project entails working and mentoring neurodiverse students. You may provide this in list or paragraph form.

The successful bidder will be responsible for providing mentorship to neurodiverse individuals.

Acceptance of the work is contingent on the following acceptance criteria:

1. Have to be Saskatchewan based
2. Must have a vehicle

RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	09/11/2023
Selection of Top Bidders / Notification to Unsuccessful Bidders	09/15/2023
Start of Negotiation	09/15/2023
Contract Award / Notification to Unsuccessful Bidders	09/15/2023

Evaluation Factors

Metis Faamii Foundation will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost, including an assessment of total cost of ownership.
5. Technical expertise/experience of bidder and bidder's staff

Metis Faamii Foundation reserves the right to award to the bidder that presents the best value to Metis Faamii Foundation as determined solely by Metis Faamii Foundation in its absolute discretion.