

# REQUEST FOR PROPOSAL

## for

### Evaluation of KSCS Community Engagement & Partnerships Project

Kahnawake Shakotia'takehnhas Community Services (KSCS)

December 2025

Released: Monday December 15<sup>th</sup>, 2026

Closing: February 13<sup>th</sup>, 2026 4:00 PM EST

## **1.0 INSTRUCTIONS FOR BIDDERS**

### **1.1 PROJECT TITLE:**

Request for Proposals: Evaluation of KSCS Community Engagement & Partnerships Project.

All interested Bidders must carefully examine and respect all instructions, the terms of reference (TOR) and specifications that are in this Request for Proposal (RFP). Failure to submit all required information and documentation will generally result in the rejection of the proposal.

### **1.2 PARTICIPATION:**

This RFP is open to universities, research centers and professionals with experience in survey research, analysis and focus group methodology. Curriculum vitae detailing professional experience and education of all staff involved in the project must be submitted with the proposal.

### **1.3 PROPOSAL SUBMISSION CONDITIONS:**

All Proposals must be submitted on or before February 13th, 2026 4:00 PM EST. Submissions will be accepted either electronically or by mail.

Electronic submission must be in PDF format, addressed to Rebecca D'Amico, at [rebeccad@kscskahnawake.ca](mailto:rebeccad@kscskahnawake.ca); subject of the email should be identified as "**Request for Proposal: Evaluation of KSCS Community Engagement & Partnerships**"

Mailed proposals must be in a sealed envelope delivered to:

Kahnawake Shakotia'a'takehnhas Community Services (KSCS)  
Attn: Rebecca D'Amico, Manager of Prevention Services  
P.O. Box 1440  
Kahnawake Mohawk Territory  
JOL 1B0

Proposals submitted after the deadline will not be considered.

Any questions regarding this RFP should be emailed to the attention of Rebecca D'Amico ([rebeccad@kscskahnawake.ca](mailto:rebeccad@kscskahnawake.ca)) and again the subject of the e-mail should bear "**Request for Proposal: KSCS Evaluation of KSCS Community Engagement & Partnerships Project**".

All proposals must be submitted in English and must include all requirements outlined in RFP.

### **1.4 PROPOSAL CONTENT:**

All proposals must include the following elements:

**A. Cover Letter**

A cover letter that provides corporate name, address, contact information, an overview of the company including its size, years in existence and an outline of the firms experience in the area listed within this RFP. The cover letter should also include a brief summary of the approaches that will be used to fulfill the projects objectives.

**B. Statement of Qualifications and Experience**

Present a statement of qualifications to conduct this work. Identify each team member that will participate in the project including the designated Project Manager, the type of services that they might be involved in and each member's relevant qualifications and experience as they relate to those services.

**C. Proposed Contract Administrator/Contact**

The name of an individual who would be responsible for assigning and supervising services provided to KSCS pursuant to any agreements entered into following this RFP process.

**D. References**

Provide a brief narrative of two current or past projects completed by the Proponent of similar scope, complexity. Include sufficient detail so relevancy to this project is easily understood, as well project start and end dates, contact name and contact number for each.

**E. Detailed Description of Service Provided**

A detailed description of the services to be performed in conducting this evaluation as outlined in the Scope. To be included are:

- Initial draft methodology and approach to project that includes monthly updates/check-ins with PSC.
- An inception report, communication plan and final workplan.
- An interim report halfway through the data collection indicating if work is on schedule and what remains outstanding.
- Final report with analysis of data, conclusions and specific recommendations.
- Electronic data file with all results from survey and interviews with names of participants removed.

**F. Work plan with Timeframes**

The proposal must include a general work plan not to exceed twelve (12) months, outlining core activities associated with the products and deliverables and the associated proposed times frames for completion. Included in workplan should be tentative meeting dates between consultant and Project Steering Committee (introductory meeting, inception report meeting, approval meeting of survey, interim report meeting and final report presentation).

**G. Budget**

The proposal must have a detailed financial breakdown of all the proposed costs (fee for labour, travel and any other anticipated costs to fulfill the requirements of this project), including payment schedule.

**1.5 CONSULTATION POPULATION:**

KSCS partners with and utilizes many individuals, groups and services from those working in the health and social services field. Currently KSCS has contact with 60-70 organizations/partners that need to be considered for this project.

## 1.6 PROPOSAL EVALUATION & SELECTION

Proposals submitted and meeting the specifications within this RFP will be reviewed and assessed by the Project Steering Committee (PSC). The PSC, is made up of KSCS staff members from the Strategic Plan Action Team that is working on the Strategic Key Priority “Community Engagement and Partnerships” which has this project as an action item

Proposals will be evaluated and based on the following

Criteria	Points
* Qualifications	25
Relative Experience and References	15
Methodology/Approach	25
Knowledge of First Nations and Health and Social Services	20
Pricing	15
<b>TOTAL</b>	<b>100</b>

\*Priority will be given to Indigenous candidates.

## 2.0 TERMS OF REFERENCE (TOR)

### 2.1 BACKGROUND:

Kahnawake Shakotia'takehnhas (they help them) Community Services (KSCS) mission is “*to encourage and support a healthy lifestyle by engaging with community through activities that strengthen our KSCS values of peace, respect and responsibility with the collaboration of all organizations of Kahnawà:ke.*”

KSCS is a Kanien'keha:ka (Mohawk) health and social service organization that provides services to Kahnawa'kehró:non (the people of Kahnawake) and is located within the Kanien'keha:ka territory of Kahnawake on the south shore of the St. Lawrence River, approximately twenty minutes from downtown Montreal, Québec.

KSCS was formed and established in 1988 and currently provides Kahnawa'kehró:non health and social services programs/services on a continuum of care through five distinct community service areas: Prevention Services (Primary and Secondary Services); Support Services (Youth Protection, Addiction Response, Foster Care & Psychological Services); Assisted Living Services (elders and special people); Home and Community Care (adult and elders); and Environmental Health Services. KSCS also has services in place that provides support to the service delivery teams and they are: Financial Services, Human Resources, Administration, Communications, Information Technology, Strategic Development, Facilities Management and Data & Research. KSCS currently employs approximately 300 staff (FT, PT and Contract).

In the last two years, the organization has grown exponentially to meet the needs of the community and as a result, it's been recognized there has been increased demand/need for improved and consistent engagement with community and our partners to ensure we meet the needs.

Information about KSCS can be found on our website [www.kscs.ca](http://www.kscs.ca), along with information about our 2023-2028 Strategic Plan in which this project stems from.

## **2.2 PROJECT INFORMATION:**

The proposed project stems from the Kahnawake Shakotia'takehnhas Community Services 2023-2028 Strategic Plan. It was identified that a Key Priority to work on is Community Engagement and Partnerships. It was identified in our evaluation of our previous Strategic Plan that we cannot do this work alone and requires support and collaboration from all areas. The specific goal is to "Continuously expand and strengthen productive partnerships within our teams, community and other allies by implementing a proactive approach that includes targeted outreach and collaboration as a critical process towards the enhancement of our programs and services." More specifically the RFP for this project is looking "to assess the strength of all of our internal and external partners."

## **2.3 SUPPORT DOCUMENTS:**

To help gain an understanding of the organization and the work that is necessary, the following documents are available online.

- [KSCS 2023-2028 Strategic Plan: Reimaging Our Journey](#)
- [Kahnawake Community Wellness Plan \(CWP\) 2024-2032](#)

The successful consultant will receive other internal documents relevant to the project.

## **2.4 PROJECT OBJECTIVES:**

KSCS ultimately wants to help empower community individuals and families to take control of their lives and one of the means to accomplishing this is to enhance community engagement and partnerships. This will require several steps, and the Action Team would like to focus first and foremost with the evaluation of the partnerships currently in place.

By consulting and evaluating the partnerships, we look forward to a final report that will include and inform the Action Team of the following:

- Quality of the partnerships/relationships that KSCS has
- Evaluation of current processes used
- Which partnerships KSCS should focus on improving / enhancing
- Processes & procedures to keep strengthening partnerships at the forefront of KSCS operations.
- Improvement and expansion on the following:
  - Cultural safety / build community awareness
  - Client service and accessibility
  - The sharing of information between all levels within the organization
  - The consistent flow of information sharing and engagement with and between community and partners (local, regional and provincial)