



REQUEST FOR PROPOSALS

A NEW LITERACY PROGRAM

AT
THE KAHNAWAKE FIRST NATIONS REGIONAL ADULT EDUCATION CENTER

This year, the FNRAEC is launching a new program to meet the needs of adult learners with different abilities and seeks the assistance of others within the community to ensure a culturally appropriate approach. The classroom teacher has prepared several modules to help prepare learners for life in the real world and for their work placements. However, the following programming support for the following topics is requested:

- Personal hygiene and self-care
- Fitness
- Traditional Art

Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4:00 pm September 20, 2019. Any proposals received after this date and time will be rejected.

All costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder. All contractual terms and conditions will be subject to review by FNRAEC management team.

The proposal must demonstrate how the products or services offered present a value-added to the classroom modules pertaining to personal hygiene and self-care.

Purpose of the Program

The program aims to prepare adults for life and employment. The successful proposal will provide the classroom teacher with the means to:

- supplement regular classroom activities with hands-on activities to stimulate learning;
- culturally appropriate methods to motivate learners;
- a wholistic approach to learning to reach all learners;
- fun and varied activities to engage learner.

All proposals must demonstrate how regular classroom teaching will be improved through the services offered.



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Details related to the Proposal

The services offered through this request for proposals will be selected before October 2019. The date will be negotiated with the classroom teacher.

The budget for the program is limited and funds must be allocated to the different modules to be covered in class.

The proposal must include a timeline over several weeks with visits to the classroom and interactive activities to motivate the students while they learn about personal hygiene and self-care/fitness/traditional art. Proposals demonstrating a link with community resources and cultural traditions will be preferred.

The proposal must also include the names of workshop animators as well as their experience in delivering these types of workshops in an adult education setting. The classroom teacher reserves the right to request the CV of the person (s) selected to provide the workshops and activities.

The semester begins on September 23rd and ends on June 12th. One workshop or activity should not last more than 90 minutes to maintain student motivation and attention.

All proposals must be submitted to Mrs. Jasmine Gauthier-Esdon at the Kahnawake FNRAEC by email at jgauthier@fnraec.com no later than 4:00 pm on September 20th, 2019.