



CALL FOR PROPOSALS

Indian Residential School Resolution Health Support Program Legacy Video Project

1. INTRODUCTION

First Peoples Wellness Circle (FPWC) is a national not-for-profit corporation governed and managed by Indigenous leaders. FPWC exists to improve the lives of Canada's First Peoples by addressing healing, wellness, and other mental health challenges using Indigenous knowledge and practices and gets its mandate from the First Nations Mental Wellness Continuum Framework (FNMWCF). The FNMWCF acknowledges the importance of culture, community-led, quality services, which are central to supporting First Nations in attaining and reclaiming wellness led by First Nations knowledge and evidence. FPWC works with the mental wellness workforce in First Nation communities to build capacity through training, providing culturally relevant resources, research, and highlighting wise practices of the workforce.

2. PURPOSE STATEMENT/OBJECTIVE

Purpose of Project: To provide training for new and existing cultural and emotional support workers rooted in Indigenous oral history, storytelling traditions, and ways of knowing.

Since 2020 FPWC has engaged the Indian Residential School (IRS) workforce and the trauma specialist workforce, particularly the Resolution Health Support and Cultural Support workforce, to highlight the meaningful work they have done since the IRS Settlement Agreement. FPWC's Qualitative Assessment highlighted the impact the Resolution Health Support Program (RHSP) had on IRS survivors and their families. A key theme from survivors was the positive impact the RHSP workforce made in their lives by reconnecting them to their families, identity and culture and all reported this workforce was instrumental in their healing journey. Another key theme from the Qualitative Assessment noted the RHSP workforce provided services that were culturally safe and culturally competent lending survivors and



their families to experience meaningful growth and healing in their lives. A second evaluation assessment, the Formative Analysis, examined the current needs and strengths of the trauma specialist and IRS workforce which identified the importance of sustaining the workforce through knowledge transfer, lifelong learning and development and succession planning. The Formative Analysis underscored that the target population who accessed the services of this workforce had expanded beyond IRS survivors and their families to include others who experienced colonial violence such as Murdered and Missing Indigenous Women and Girls (MMIWG) and Indian Day School scholars. In particular, the workforce identified the need for training that builds cultural knowledge and culturally specific skills that addresses colonial harms including those caused by the Indian Residential School. As a result of these evaluative assessments, FPWC offers training, networking and capacity building opportunities to the IRS and trauma specialist workforces.

As this highly skilled workforce remains in high demand in First Nation, Inuit and Metis communities to multiple survivors of colonial violence there is a strong need for a customized knowledge transfer program that would ensure the continuation of this workforce and the RHS program. It is particularly critical to ensure knowledge transfer activities or initiatives as original members of the workforce age and desire to pass on their knowledge and skills to newer or emerging members of the workforce.

3. SCOPE OF WORK AND DELIVERABLES

The qualified contractor will be responsible for the creation of 14 comprehensive videos. These videos would act as a resource for knowledge transfer that would support the workforce to have detailed knowledge of the purpose of the RHSP, how the program is administered, the knowledge and skills of the workforce and how healing centered care is delivered using cultural knowledge and skills. Videos will be distributed to organizations delivering Health and Cultural Support Programs to enhance training and promote lifelong learning of new and existing workforce members. The videos will also be used to support a Community of Practice for the workforce.



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The project will also include the development of complementary videos that align with the IRS Legacy Video Project and create synergy between this work and existing FPWC initiatives. These videos will extend and reinforce content already developed by FPWC, supporting further training within the First Nation Mental Wellness workforce.

The 14 comprehensive videos will include:

1. Background of the program's creation and evolution. This video would detail the key settlements and policy decisions that resulted in the establishment of the workforces and/or programs of:
 - a. the Indian Residential School Resolution Health Support Program,
 - b. Murdered and Missing Indigenous Women and Girls Health and Cultural Support Program,
 - c. Indian Day Scholars Health and Cultural Support Program,
 - d. Expanded Health and Cultural Support Program,
 - e. First Nation Child and Family Services and Jordan's Principle Settlement, and
 - f. Federal Indian Hospitals (Hardy) Settlement.
2. Interviews with Health and Cultural Support Workers to describe healing centered care using cultural knowledge and Indigenous ways of doing and share how healing centered care goes further than trauma informed care.
3. Interviews of individuals who received/are receiving services to describe strength of culture to support individual, family and community healing.
4. Interviews of organizations who receive funding to describe culturally safe and competent care.
5. Information on using culture to protect from and mitigate impacts of worker burnout
6. Information on self-care strategies to manage ethical considerations such as managing dual relationships
7. Best practices on land-based healing programs

A second set of videos will be produced to support existing resources at FPWC. These videos will consist of interviews to support information contained within the Gathering Our Knowledge Bundles. Interview will focus on:

- ❖ Supporting the 2S-LGBTQIA+ community



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- ❖ Grief and Loss
- ❖ Mindfulness
- ❖ Virtual Care

The successful vendor will engage in the following activities to ensure the successful completion of the project:

- Identify partnerships and service linkages that can enhance the outcome of the videos.
- Identify relevant cost saving and/or resource opportunities.
- work within timelines for development within regions and across the country for the successful development and delivery of the videos.
- Attend regularly scheduled meetings with the advisory committee to provide updates, seek guidance and direction and to support creative design.

The contractor will be responsible to have regular communication with the project team to review the work back schedule and maintain timelines. Regular communication may occur through: weekly or bi-weekly verbal reports and monthly written update reports to the project lead.

Format and Final Product

The final product of this work will include:

1. Interviews with cultural and emotional support workers.
2. Interviews with individuals receiving services.
3. Interviews with organizations that receive funding.
4. Interviews with other subject matter experts who may hold relevant knowledge and skills to the topic areas.

The final product will be available in English and French (through subtitles or dubbing), with the potential for translation into multiple indigenous languages to ensure accessibility and inclusivity. All videos will be AODA compliant to ensure accessibility.

The Contractor shall provide final videos that will showcase the work of the IRS RSHP Program, Health and Cultural Support Workers and Expanded Health and Cultural Support Workers.



Key assumptions of the contract will consider:

- maintain regular communication with members of the project team to ensure project goals and objectives are being met.
- all data will become the property of FPWC.
- delays in recording and copy editing will result in delays of the final videos.
- the Video project will be considered complete and final upon formal acceptance of all videos by the FPWC project team.

PROJECT TIMELINE

ACTIVITY	DUE DATE
Pre-production completed	December 31, 2026
Video Recording completed	June 30, 2027
Editing	October 25, 2027
Translation	December 23, 2027
Versioning completed	February 14, 2028
Screening and Distribution	March 27, 2028

4. INFORMATION REQUIRED WITHIN PROPOSAL

Proposals must include:

1. Introduction of Contractor summarizing background, resources and relevant experience.
2. Examples of past projects, preferably of a similar scope and size.
3. References from at least three (3) past projects, preferably matching expectations and size.
4. Proposed budget for the project. The budget must include a proposed work plan and breakdown of fees, costs, administrative services, and hours anticipated.
5. Proposed schedule for the project, including project stages and milestones.
6. A list of personnel on the project team including any possible sub-contractors, their bios and their roles.
7. Identify the Project Lead as the main point of contact—name, title, phone and email address must be included.
8. The proposal shall be submitted electronically.



9. Each page shall be numbered and have the company name on it

5. PROPOSAL TIMELINES

ACTIVITY	DUE DATE
RFP Release Date	July 2, 2026
Submission deadline	July 14, 2026 before 4:30 pm EST.
Notice of Award Released	July 23, 2026

6. INQUIRIES

Questions regarding this RFP are to be submitted to humanresources@fpwc.ca with "IRS Legacy Video Project" in the subject line. Questions regarding the RFP will only be accepted by email. Questions will only be accepted until July 9, 2026 before 4:30 pm EST.

7. SUBMITTING PROPOSALS

The proposal must be submitted electronically in PDF format to:

First Peoples Wellness Circle
857 Yellek Trail
North Bay, ON P1B 8G5
humanresources@fpwc.ca

All proposals must be received before 4:30 pm EST on July 14, 2026. Proposals submitted after the submission deadline will be rejected. The contractor acknowledges the right of FPWC to accept or reject any or all proposals and to waive any informality in any proposal received, at the sole discretion of FPWC.

8. AWARD OF CONTRACT

Award of the contract resulting from this RFP will be based upon the most responsive contractor whose offer will be the most advantageous to FPWC in terms of functionality, experience, quality of past work, and other factors as specified elsewhere in the RFP, at the sole discretion of FPWC.



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FPWC reserves the right to:

- ❖ Consider proposals based on their relative merit, risk and value to FPWC.
- ❖ Negotiate with any or all contractors.
- ❖ Reject any or all offers and discontinue this RFP process without obligation or liability to any potential contractor, when it is in the best interest of FPWC.
- ❖ Accept a proposal other than the lowest priced proposal/bid.

Proposals received shall be judged by FPWC solely on the selection criteria:

- ❖ Contractor's understanding of FPWC's mission and scope of the project.
- ❖ Contractor's knowledge of the IRS RHSP Worker roles as well as Cultural Support Workers.
- ❖ Contractor's understanding of trauma informed work
- ❖ Proposed price of the entire project.
- ❖ Expected timeline for completing the project.
- ❖ Contractor's demonstrated experience in similar projects.

Proposals will be evaluated upon the Contractor's responsiveness to the RFP and price quoted for all items covered by the RFP. The successful contractor may be asked to participate in negotiations and may be asked to revise their proposal based on their negotiations. In submitting a proposal, each contractor acknowledges that they have read and understand these requirements. Competitive proposals will be considered and will result in a Fixed Price Contract.

9. EVALUATION CRITERIA

The proposal will be reviewed, scored and a decision made based on the responses:

- Skills and experience of key personnel.
- Description of services.
- Timeline of project broken into five (5) sections:
 - Stage 1: Pre-Production (Planning the Story)
 - Create Storyboards and Scripts
 - Stage 2: Production
 - Record interviews, voiceovers
 - B-Roll
 - Sourcing music



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- Stage 3: Post-production (Shaping the Story)
 - Importing and organizing footage
 - Copy Editing, transitions, graphics, intros and outros
 - Colour correction, music (licensed or original)
 - Stage 4: Review and Feedback
 - Share drafts with Working Group, FPWC
 - Make any required revisions to align with intended message
 - Stage 5: Final Output and Distribution
 - Versioning
 - Captions
- Budget/cost.
 - Sample of similar work projects.
 - Demonstrated experience with video projects or similar projects.
 - Compliance with administrative requirements of the RFP with respect to timelines and due dates, and format of submission.
 - Results of reference checks.
 - Ability/commitment to meet time deadlines.

SCORING MATRIX

CATEGORY	DESCRIPTION	POINTS
Skills and Experience of Key Personnel	Relevant qualifications, demonstrated expertise, cultural competency, and alignment with project needs.	15
Description of Services	Clarity, completeness, and appropriateness of the proposed approach; understanding of project scope; alignment with deliverables.	15
Project Timeline & Workplan	Quality and feasibility of the timeline broken into the five required stages: Stage 1: Pre-Production (storyboards, scripts)	15



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	<p>Stage 2: Production (interviews, voiceovers, Broll, music sourcing)</p> <p>Stage 3: PostProduction (editing, graphics, colour correction, music)</p> <p>Stage 4: Review & Feedback (drafts, revisions)</p> <p>Stage 5: Final Output & Distribution (versioning, captions)</p>	
Budget / Cost	Reasonableness, transparency, value for money, alignment with scope and deliverables.	10
Samples of Similar Work	Quality, relevance, creativity, and production value of past projects.	10
Demonstrated Experience with Video or Similar Projects	Evidence of successful delivery of comparable projects; experience with Indigenous organizations or trauma-informed/culturally grounded content is an asset.	10
Compliance with Administrative Requirements	Submission format, completeness, adherence to RFP instructions, timelines, and due dates.	5
Results of Reference Checks	Reliability, professionalism, communication, and ability to deliver on commitments.	10
Ability / Commitment to Meet Deadlines	Demonstrated capacity, resourcing, and plan to meet project timelines.	10
	TOTAL	100



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10. REJECTION OF PROPOSALS

FPWC reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of FPWC.

11. CONFIDENTIALITY

All information presented in this RFP, including information subsequently disclosed by FPWC during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

12. COST OF PROPOSAL

The Contractor shall bear all costs associated with the proposal submission including but not limited to meeting(s), interview, preparation and submission of the proposal and FPWC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.