

Request for Proposals



Ta'an Kwäch'än Council Workplace Health and Safety Program

(Value Driven)

Issued by:

Ta'an Kwäch'än Council
117 Industrial Road
Whitehorse, YT Y1A 2T8

Closing Date:

March 31, 2023

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Section 1: Scope of Work

1.0 Project Objective

The overall objective of this project is to assist the Ta'an Kwäch'än Council's (TKC) Workplace Health and Safety Committee (WHSC) in developing and implementing a health and safety management system for the organization.

TKC settled its land claims and became a Self-Governing First Nation on April 1, 2002. As per *Canada Labour Code* section 135.1, TKC is required to establish a workplace health and safety committee. While TKC does have an established WHSC as well as appointed members, the committee has identified a need for external support that can assist the committee in meeting their objectives including running a successful health and safety program.

1.1 Study Area

The study area is Ta'an Kwäch'än Council main administrative building, the adjacent Wellness and Development Building which are located at 117 Industrial Rd, and the office location at 9042 Quartz Rd, Whitehorse, Yukon. In addition to onsite activities, the WHSC also oversees off-site field activities. While TKC's Lands, Resources and Heritage Department has established field protocol, the WHSC would like the field program reviewed as part of this contract.

1.2 Request for Proposal

TKC is seeking a qualified contractor, via invitation, to complete the tasks outlined in Section 1.6.

This RFP will result in the selection of a qualified contractor based on the technical proposal. As this is a value driven contract, contractors will not be chosen based on price proposals. TKC asks that pricing be included in the overall proposal, meaning that a separate pricing package is not required.

Based on the chosen proposal, the successful contractor will then be engaged in a contract for the proposed price and a detailed project schedule will be developed. The successful contractor will be provided the background documents and existing data for the project in order to commence the contract.

Should the contractor have a potential conflict of interest or does not have the time or the resources to complete the project, then the next qualified contractor may be engaged.

1.4 Budget and Timelines

The budget for this contract is a maximum of \$8,000.00. It is expected that the successful contractor adhere to relevant dates (see section 1.7). All invoices must be submitted no later than 4:00pm (PDST) on May 31, 2023.

1.5 Timeline for Agreement

The Contract will be valid until May 31, 2023, whereupon it will be considered that the contract is complete.

1.6 Description of Services Required

Task 1 –Review of Existing Documents

The successful consultant is expected to perform a review of existing TKC documents for integration and consideration throughout Task 2 and Task 3.

Task 2 – Development of Health and Safety Management Program

Based on the Task 1, the contractor will build on available information and further develop an overall health and safety program that shall include:

- Legislative requirements;
- Staff training requirements;
- Employer requirements;
- WHSC requirements;
- Outline and clarify WHSC roles and responsibilities of committee members:
 - Co-chairs,
 - Ex-officio member,
 - Administrative/Secretariat member;
- Review and provide recommendations for the current draft Terms of Reference; and review of Canada Labour code – Review of Harassment and Violence Prevention Policy
- Provide administrative procedures for WHSC meetings.

Task 3 - Deliverables

The consultant will deliver:

- Terms of Reference;
- Updated WHSC binder;

- Report of findings for the WHSC;
- WHSC orientation package/PowerPoint presentation that can be made available to new and current employees;
- Proposal for a workshop (up to 4hrs) that will be delivered to the WHSC by the contractor;
- Any additional recommendations that would be beneficial to TKC Workplace Health and Safety program.

The deliverables shall be provided via email to:

Aashna Jhunjhunwala
Workplace Health and Safety Committee – Co-chair, Employer
Ta’an Kwäch’än Council
117 Industrial Road
Whitehorse, YT Y1A 2T8
officemanager@taan.ca

Roberta Kufeldt
Workplace Health and Safety Committee – Secretary/Human Resources Advisor
Ta’an Kwäch’än Council
117 Industrial Road
Whitehorse, YT Y1A 2T8
rkufeldt@taan.ca

1.7 Relevant Dates

RFP Close Date: March 31, 2023

Tentative Starting Date: April 10, 2023

End of Agreement: May 31, 2023

1.8 Terms of Payment

The Proponent will submit invoices monthly or following the completion of specific milestones, agreed upon by both the Proponent and TKC, established in the contract. An account of personnel hours shall also be included with the invoice in order to demonstrate that actual level-of-effort meets that detailed in the Proponent’s proposal.

Section 2: Instructions to Proponents

- Direct all questions in reference to this RFP to the TKC Workplace Health and Safety Committee employee co-chair:

Aashna Jhunjunwala

Office Manager

Tel: 867-668-3613 ext. [203]

Email: officemanager@taan.ca

- a) Proposals must be submitted to TKC WHSC via email.
- b) Proposals must be received via email by the Ta'an Kwäch'än Council before **4:00pm (MST) March 31, 2023**. Proposals received after this time will not be considered.
- c) Proponents will receive an email confirmation verifying the receipt of their proposals.
- d) This RFP does not commit TKC to awarding this contract and reserves the right to cancel this RFP at any time without award or compensation to proponents.
- e) Proponents are solely responsible for the expense and time required in the preparation and delivery of the proposals.
- f) By submitting a proposal, the Proponent agrees that they have fully investigated all conditions that may affect the work and assumes all risk regarding those conditions.

2.0 Proponent Responsibilities

The successful proponent will:

- a) Be responsible for all aspects of the works outlined in this RFP, including logistical arrangements.
- b) Not make alterations to the project personnel to be used on the project as described in the submitted proposal without prior written approval of the WHSC Co-Chairs.
- c) Be responsible for achieving the specified objectives and completing all works within the approved budget and time frames. The Proponent will have in place a project control system that tracks cost, schedule and performance and provide bi-weekly updates to the WHSC Co-Chairs.
- d) Not conduct any additional or substitutive work without prior written approval of the WHSC Co-Chairs. Upon completion of each phase, TKC and the contractor will determine the need for any amendments to the contract or project scope.

- e) Not exceed the approved cost and expenditures as outlined in this RFP.
- f) Make themselves available to meet with the TKC WHSC Co-chairs:
 - Prior to the start of the contract to ensure all aspects of the project are considered and understood and all background documents are received,
 - Following the completion of Task 1,
 - Following the completion of Task 2,
 - Following the completion of Task 3,
 - Following the completion and receipt of the Final Report, and
 - Upon request of the TKC WHSC co-chairs.

2.1 TKC Responsibilities

TKC will:

- a) Respond to Proponent communications (emails, phone calls etc.) in a timely manner to not limit or hinder the project schedule or performance.
- b) Organize and coordinate necessary approvals required in order for the Proponent to obtain documents and/or data from other agencies.
- c) Complete all reviews of reports, invoices and draft material in a timely manner and respond to the contractor with any amendments required.