



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Request for Proposals - Employee and Family Assistance Program (EFAP)

CAFN recognizes that the good physical, mental and emotional health of Employees increases productivity and improves the quality of work-life at CAFN.

The Champagne and Aishihik First Nations (CAFN) is inviting public proposals to experienced licensed service providers who have the qualifications and capacity to provide confidential Employee and Family Assistance Program assessment, referral and short-term counselling services. EFAP services are available to assist CAFN employees and/or their immediate family members.

Employees or any of their immediate family members are eligible for up to ten (10) one-hour sessions within one fiscal year of confidential professional counselling per year paid for by the CAFN. Costs beyond these ten (10) sessions, such as long-term counselling and secondary referral costs, are the responsibility of the employee. The total number of employees fluctuates, with the average number of employees being approximately 120. They are located primarily in Haines Junction, although some reside in Whitehorse and Takhini.

CAFN has identified certain requirements and expectations that should be incorporated into an effective Employee and Family Assistance Program. These requirements and expectations will be the responsibility of the Contractor and are listed below:

- Provide qualified professional assessment, counselling and referral services for employees and their families so as to enhance the health and well-being of employees and increase the productivity of the CAFN, including:
 - Assessment services, prior to determining the assistance required;
 - Counselling, Consultation and Referral services;
 - Provide adjustment counselling and counselling with a return-to-work focus;
 - *Financial counselling* services are **not in scope** of the EFAP program.
- Provide services in a manner sensitive to the culture and traditions of First Nations;
- Provide a written evaluation plan at the start of the contract (approved by the Director, Human Resources) to evaluate the appropriateness, effectiveness and efficiency of its services and operation including data management; the contractor will report quarterly on this evaluation plan.

Proposals submitted should include the contractor's business name and address, qualifications and experience relevant to this type of assessment and examples of similar work performed. The contractor must have their own liability insurance and workers' compensation coverage. The proposal should include the price the contractor will charge for this assessment.

Proposals will be evaluated based on relevant qualifications and experience, the quality of the proposal submitted and a proposal that addresses all the requirements mentioned above, the contractor's ability to complete work in accordance with the deadline and the proposed price. CAFN need not accept the lowest priced, the highest ranked, or any proposal, and reserves the right to reject or accept any proposal without further explanation.

This request for proposals does not commit the Champagne and Aishihik First Nations to award a contract. CAFN reserves the right to cancel this Request for Proposals at any time without award or compensation to proponents. Proponents are solely responsible for their own expenses of preparing, presenting, and delivering their proposals.

Submissions must be sent by email to bjackson@cafn.ca on or before July 28, 2020 at 4:30 p.m. (PST). The contract is expected to commence **as soon as possible and ending March 31, 2022.** Questions regarding the submission of proposals may be directed to Brenda Jackson at 867-334-1774.

Proposals may be withdrawn by submitting a written withdrawal request, executed by the proponent, to the same email address to which the proposal was submitted prior to the proposal closing time.