



GOVERNMENT OF MANITOBA

REQUEST FOR EXPRESSIONS OF INTEREST
Suicide Prevention Strategy Engagement – Facilitation
Services

Issued By: Housing, Addictions and Homelessness

Issue Date: September 27, 2024

Submission Deadline:
by no later than
October 30, 2024
12:00pm (noon) (Central CST Time)

Submission Address:
health.promotion@gov.mb.ca

Suicide Prevention Strategy Engagement – Facilitation Services

Request for Expressions of Interest

The development of a provincial Suicide Prevention Strategy (Strategy) is a priority for the Department of Housing, Addictions and Homelessness (HAH). HAH is preparing for a province wide stakeholder engagement process which will inform the development of the Strategy.

The overall intent of this engagement process is to ensure that the voices of Manitobans who have been impacted by suicide, including communities, service providers and people with lived experience, help inform Manitoba's Strategy. The resulting Strategy will reflect the local context on suicide prevention and life promotion, identify gaps, areas of strength, opportunity for improvement, and to build partnerships. HAH will use the information gathered to develop a Strategy that reflects the needs and values of Manitobans and will result in stronger outcomes and effectiveness of suicide prevention. The term *suicide prevention* encompasses the continuum of all prevention, intervention, and postvention activities that are designed to reduce the number of suicides and attempts.

HAH is seeking services from a Manitoba-based Indigenous consulting team to provide culturally appropriate, trauma-informed event planning and facilitation services to support the department's engagement process. The successful applicant will provide event planning and engagement facilitation services to carry out engagement activities in Fall and Winter 2024-25 across the province in 15-20 locations, including overnight travel to northern, remote and rural locations.

The department has established a budget up to \$75,000 for facilitation and event planning services to carry out this engagement process in Fall and Winter 2024-25. This budget is not inclusive of travel costs which will be arranged and provided by HAH.

All inquiries related to this Request for Expressions of Interest (RFEOI) are to be directed by email to: health.promotion@gov.mb.ca. Please include the RFEOI title (Suicide Prevention Strategy Engagement) in the subject line of the email.

If you would like to provide a submission:

1. Read the Description of Services Required and RFEOI Process Instructions below.
2. Complete the Submission Template (found in Appendix A).
3. Email your submission to health.promotion@gov.mb.ca by the due date of October 30, 2024, at 12:00 PM (noon) (CST).

Part 1 - Description of Services Required

1.1 Background

Manitoba has the highest suicide rates of any Canadian province. In 2020, suicide was the 12th leading cause of death in Canada but ranked eighth in Manitoba.

While suicide rates vary by community, the Northern Health Region and some Indigenous communities are disproportionately impacted, with some declaring a state of emergency after multiple suicides occurred in a short timeframe. A 2019 report from the Manitoba Centre for Health Policy indicates that on a consistent basis, suicide rates are significantly higher among First Nations people (whether living on or off-reserve) compared to all other Manitobans. This reflects the ongoing impacts of colonialism, racism and intergenerational trauma.

Among Manitoba's youth, suicide is the leading cause of death and 2SLGBTQIA+ young people are more than four times as likely to attempt suicide than their peers. Across Manitoba, Indigenous youth have an attempted suicide rate an alarming seven times higher than non-Indigenous youth.

Every suicide in Manitoba is a tragedy that affects individuals and families. Suicide occurs across all ages, economic, social, and ethnic boundaries; with long-lasting effects on the people left behind. Our government is committed to responding to this need. The 2023 HAH Mandate Letter from the Premier commits to implementing a province-wide suicide prevention strategy. In March 2024, HAH formed a Suicide Prevention Advisory Group (SPAG) which includes representation from Indigenous governments and organizations, the 2SLGBTQIA+ community, content experts, Elders and youth to ensure these perspectives are incorporated in a future Strategy.

HAH will engage key stakeholders in the development of the Strategy, including Indigenous governments, communities, and organizations throughout Manitoba. The strategy will build upon existing supports to create a provincially coordinated approach for the prevention of suicide, with a focus on youth, Indigenous and 2SLGBTQIA+ communities.

Additional key documents and sources of information will be provided to the successful applicant once the contract is awarded.

1.2 Scope and Parameters

HAH is seeking a Manitoba-based Indigenous consulting team to provide event planning and engagement facilitation services to inform the development of the Strategy.

The Consultant will be responsible for:

1. Planning the logistics for engagement sessions. Logistical tasks related to scheduling, securing venues, catering, and equipment; sending out invitations and attendance tracking; communication with participants and participant arrangements will be completed by the company, under the advice of the Manitoba Government.

2. Planning engagement session activities and providing materials as appropriate. Planning and/or arranging moments of joy to bring lighter moments (i.e., musicians, activities, self-care breaks, games with youth) in otherwise difficult engagement sessions.
3. Travelling to approximately 15-20 communities in Winnipeg, rural, remote, and northern Manitoba, to facilitate engagement and breakout sessions, under the advice of the Manitoba Government. Locations to be determined upon award of contract. HAH staff will take notes at these engagements but will not provide staff to lead the sessions.

The Strategy engagement, particularly engagements that include youth, Indigenous and 2SLGBTQIA+ communities, need to be safe and welcoming spaces where participants can ensure their perspective are heard and, if desired, remain anonymous. These engagement sessions need to be offered by individuals with experience in trauma-informed care and with a focus on relationship building. People who are engaged throughout these sessions will be provided the outcomes of their input. This engagement plan and approach is based on the input of the SPAG.

The engagement activities should use a [Life Promotion approach](#) to help people feel hopeful and inspired. Life Promotion is a strength-based approach that draws on First Nations, Inuit, Métis culture, community resources and assets to lower suicide rates. It allows people to share their strengths, accomplishments and how to thrive in the community. The SPAG has also advised that there is a need for lighter moments (i.e., musicians, activities, self-care breaks, Inuit games with youth) at engagement sessions.

All work should align with the strategic priorities of the Manitoba Government and other relevant reports, research, and best practice.

The Manitoba Government will select a professional/organization from among those that provide a submission.

The successful Submitter will:

- Be a Manitoba-based Indigenous team of consultants
- Have experience in the following areas:
 - trauma-informed approaches
 - event planning
 - engagement facilitation
 - working with Indigenous communities
 - connecting with rural, northern and remote communities
 - working with youth and 2SLGBTQIA+ communities
 - comfortable working with sensitive subject matter

- conflict resolution skills
- knowledge/experience in suicide prevention would be an asset but is not required
- Be advised by and work with representatives from HAH throughout the duration of the contract term
- Be able and willing to travel throughout Fall-Winter 2024-25 across several locations in Manitoba (and stay overnight where required)
- Have multiple staff to lead breakout sessions at various engagement sessions

The successful Submitter will carry out the following deliverables:

- Work with the department to identify questions, goals and outcomes of the engagement sessions.
- Prepare for engagement sessions, develop materials as appropriate, and inform HAH of required supplies to be purchased (costs for these supplies will be covered by HAH in addition to the budget for this engagement and facilitation service).
- Travel to 15-20 locations across Manitoba (Winnipeg, rural, remote and northern, inclusive) throughout Fall/Winter 2024-25).
- Conduct 1-2 engagements per location, using a trauma informed approach to conduct breakout sessions, and offer variety of activities for engagement to ensure inclusivity in participation. Foster safety and mitigate conflict as needed.
- Use a Life Promotion approach and find culturally appropriate ways to add uplifting and joyful moments to an otherwise difficult and triggering conversation. This includes supporting the department in identifying community-based spiritual care providers, elders, and cultural support contacts to attend the engagements (costs for these attendees will be covered by HAH).
- Liaise between the department and communities to provide information, schedule and secure dates, venues, equipment, and food/beverage service in alignment with HAH budget.

1.3 Communication and Progress Reports

The successful Submitter will communicate with the HAH team as follows:

Communications	Timeline
<u>Meetings:</u> Meetings with HAH representatives by Microsoft Teams or in person, to plan, update on progress, review work in progress, and receive any necessary feedback.	Once every week throughout the contract term, and ad-hoc as required.

1.4 Deliverables

Deliverable	Timeline
Introduction meeting with HAH staff and discuss materials provided for background information.	November 2024
Work with HAH staff to create detailed plans (dates, venues, equipment, food, entertainment) for rural, remote, northern communities that align with HAH budget. Coordinate with contacts on behalf of department.	November 2024
Travel to rural, remote, northern Communities (locations TBD) to conduct engagements and breakout sessions.	November 2024 – March 2025
Work with HAH staff to create detailed plans (dates, venues, equipment, food) for Winnipeg and surrounding areas (locations TBD) that align with HAH budget. Coordinate with contacts on behalf of department.	January 2025 – March 2025
Conduct a two-day engagement session with breakout sessions for Winnipeg and surrounding areas.	February – March 2025

Part 2 – RFEOI Process Instructions

2.1 Expression of Interest Timetable

The table below lists the significant events associated with the Expression of Interest process.

Activity	Date
EOI issued by HAH	September 27, 2024
Deadline for Proponent Questions	October 23, 2024
Submission Deadline	October 30, 2024
HAH Response to EOI Submission (Proposal Outcome)	November 6, 2024

2.2 Submission to be Provided in a Prescribed Format

Please see Appendix A for the submission template to be used for this RFEOI.

Submitters should send an electronic version of their submissions using the submission template to: health.promotion@gov.mb.ca. Please use the subject line in the email: **Suicide Prevention Strategy engagement – RFEOI Submission.**

The deadline for submissions is **October 30, 2024, at 12:00 PM (noon) (CST)**. Submissions received after the deadline may not receive consideration.

The submission template consists of two (2) separate sections, which must be completed as follows:

Section A – ORGANIZATIONAL INFORMATION

Please provide the following information.

- A1. Organization name and website
- A2. Mailing Address
- A3. Name of Project Lead
- A4. Email of Project Lead
- A5. This EOI is open to a Manitoba-based Indigenous consulting team, please confirm how this criterion is met.

Section B – PROJECT DELIVERY PROPOSAL

Please provide the following information about the proposed delivery of event planning and facilitation services.

- B1. Describe your experience in community-based event planning.
- B2. Describe your experience in facilitating engagement sessions and using a trauma-informed approach to engagement.
- B3. Describe your experience working with Indigenous, youth and 2SLGBTQIA+ communities.
- B4. Provide a high-level description of your proposed approach to engaging with communities around Manitoba to achieve the desired outcomes of the engagement.
- B5. Provide a budget breakdown for your company's anticipated expenses for 15-20 communities, including staffing and any other anticipated expenses.

The budget should **exclude the cost for venue and AV equipment rentals, food/beverage service for attendees, entertainment, gifts, and travel (flights, car rentals, mileage, food, hotel), which will be covered by HAH.*

- B6. Confirm your capacity to achieve the deliverables within the allotted timeframe.

B7. Confirm your staffing capacity to travel to northern, rural, remote locations across Manitoba and attend events in Winnipeg.

2.3 Amendment of Submissions

Submitters may amend their submissions prior to the Submission Deadline. To amend a submission, the Submitter must withdraw the previous submission in accordance with section 2.4 and submit the amended submission in accordance with the instructions set out above. The amended submission must be received in its entirety on or before the Submission Deadline.

2.4 Withdrawal of Submissions

At any time throughout the RFEOI process until the execution of a written agreement for provision of the Deliverables, a Submitter may withdraw a submission. To withdraw a submission, a notice of withdrawal must be sent by email to the RFEOI Contact and must be signed by an authorized representative of the Submitter.

2.5 Deadline for Submissions

Please provide your submission in PDF format to the email address below no later than 12:00pm (noon), October 30, 2024. A committee will review the submissions using the rubric in Appendix B and determine the next steps in selecting an organization to deliver this initiative.

Submission Address: health.promotion@gov.mb.ca

Appendix A. Submission Template

Section A – ORGANIZATIONAL INFORMATION

Please provide the following information.

A1.	Organization name and website:	
A2.	Mailing Address:	
A3.	Name of Project Lead:	
A4.	Email of Project Lead:	
A5.	This EOI is open to a Manitoba-based Indigenous consulting team, please confirm how this criterion is met:	

Section B – PROJECT OUTLINE

Please provide the following information about the proposed delivery of the Suicide Prevention Strategy Engagement. Space is not limited.

B1. Describe your experience in community-based event planning.

B2. Describe your experience in facilitating engagement sessions and using a trauma-informed approach to engagement.

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B3. Describe your experience working with Indigenous, youth and 2SLGBTQIA+ communities.

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B4. Provide a high-level description of your proposed approach to engaging with communities around Manitoba to achieve the desired outcomes of the engagement.

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B5. Provide a budget breakdown for your company's anticipated expenses for 15-20 communities, including staffing and any other anticipated expenses.

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B6. Confirm your capacity to achieve the deliverables within the allotted timeframe.

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B7. Confirm your staffing capacity to travel to northern, rural, remote locations across Manitoba and attend events in Winnipeg.

Check that all sections have been completed:

Section A – Organizational Information:

- A1
- A2
- A3
- A4
- A5

Section B – Project Outline:

- B1
- B2
- B3
- B4
- B5
- B6
- B7

Submission of this form will not create a contract between the Manitoba Government and the submitting organization.

Appendix B. Rubric for Evaluating Submissions

Metric	Detail	Weighting
Experience	B1. Describe your experience in event planning.	/5
	B2. Describe your experience in facilitating engagement sessions and using a trauma-informed approach to engagement.	/10
	B3. Describe your experience working with Indigenous communities.	/10
Methodology	B4. Provide a high-level description of your proposed methodology, including project milestones and timelines, for this initiative.	/5
Budget	B5. Provide a budget breakdown for your company's anticipated expenses for 15-20 communities, including staffing and any other anticipated.	/5
Capacity	B6. Confirm your capacity to achieve the deliverables within the allotted timeframe.	/5
	B7. Confirm your staffing capacity to travel to northern, rural, remote locations across Manitoba and attend events in Winnipeg.	/10
Total		/50

Please note that applicants which are not Manitoba-based and Indigenous will not be considered for this EOI. The Department may contact the applicant to verify this criterion.