

Mi'kmaw Kina'matnewey: Request for Proposals on the implementation of a Performance Management Program

Deadline: January 15, 2021, 4:30 p.m. Atlantic Time

Introduction

Mi'kmaw Kina'matnewey (MK) is seeking proposals from consultants/firms to work with Human Resources and senior management to design and implement a performance management program.

MK has recently undergone organizational improvements to enhance service to our students and communities. We have implemented a new strategic plan that includes operational plans for each employee. Our first employee engagement survey (2020) indicates we have a highly engaged workforce, however, we have identified a need to implement a program and practices that increase accountability and recognize good performance. We are not seeking an incentive/financial rewards program.

MK encourages all enquiries with respect to the expectations and/or scope of work sought through this proposal by email to Bette Yetman, Director of Human Resources at: bette_yetman@kinu.ca. Consultants/Firms will be selected for this project based on criteria stated in the Scope of Service below. All proposals received by 4:30 p.m. Atlantic Time on January 15, 2021 will receive full consideration. Please submit proposals to Justine Paul, Human Resources Officer, at justine@kinu.ca

RFP Process

It is expected that one consultant/firm will be selected as a result of the RFP, although MK is under no obligation to award a contract as a result of the selection process. Based on the proposals received the selection committee will select consultants/firms to be interviewed. As a result of those interviews the top-rated consultant/firm will be selected for contract negotiations.

Background

Background information on the MK can be found at www.kinu.ca

Since 2018, MK has been involved in a revitalization to better meet the needs of our member communities. A new strategic plan is in place and has resulted in a revisioning, updated mission and the establishment of 4 new strategic goals:

1. Nurturing the spirit of all learners;
2. Serving our communities;
3. Revitalize MK to achieve our strategic goals

4. Language & Culture: *Ta'n Teli L'nuimk*.

A goal critical to Human Resources is “Revitalize MK to Achieve our Strategic Goals”. The Human Resources operational plan, a first for MK, includes strategies to measure staff satisfaction, provide opportunities for team integration and alignment, foster a respectful workplace, initiate succession planning all within a framework that is reflective of Mi'kmaw Culture and Values. An objective for Human Resources is the establishment of an effective performance management program that supports employee accountability, recognizes excellent work.

Mi'kmaw Kina'matnewey has been using the BambooHR on-line quarterly assessment program since January 2020.

As part of the revitalization, MK has recently undergone an internal and external salary review, involving the updating of all job descriptions. It is desirable that with the adoption of the new strategic plan, that members of the management team will receive training on effective people management. We are also open to the concept of redesigning job descriptions in such a way to increase effectiveness.

MK's first Employee Engagement Survey has identified the need for a better way to recognize and reward exemplary performance and to increase accountability.

Scope of Service

- Meet (in person or virtually) with the Senior Management Team to become familiar with MK strategic goals and the essential nature of MK employees in meeting those goals;
- Work with Human Resources and the Senior Management Team (that includes the Directors of five divisions - Academic Services, Language and Culture, Atlantic Canada's First Nation Help Desk, Finance and Human Resources) and the Executive Director on the implementation of an effective performance management program;
- Design a Performance Management program (or tailor the firm's established plan) that is, to the fullest extent possible, culturally relevant and respectful;
- Provide training to the Senior Management Team (Executive Director and Directors) in the administration of this program.

Report/End Result

It is hoped that the end result will be the implementation of a system that will support the above process.

Proposal Submission

1. Cover letter of transmittal.
2. Legal name of the consultant/firm, address, phone, fax, and email address, year the firm was established, and type of business.

3. An organization chart indicating roles of all individuals and firms involved in this project, as appropriate. Include brief resumes for all individuals identifying their qualifications and experience.
4. An overview of consultant/firm's philosophy and approach with respect to performance enhancement and management, including information on how performance management/development for First Nations employees may be achieved;
5. A clear articulation to the firm's approach to be used in this project.
6. Qualifications, related experience, and references.
7. Proposed scope of work and plan to accomplish the work, including a timeline showing completion dates for all segments of work.
8. Fee schedule and proposed fee to accomplish the work.

Please submit your proposal to: justine@kinu.ca