



MÉTIS NATION



Métis National Council (MNC)

**Request for Proposal
Film Production Services**



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A. GENERAL INSTRUCTIONS

A.1 Invitation:

Métis National Council (MNC) is soliciting proposals from qualified film production companies for the provision of a pilot episode of a documentary series outlining health inequities impacting the Métis Nation. MNC welcomes the idea of both Proponents collaborating on this project, should they choose to do so. Currently, distinctions-based health data is lacking for Métis Nation citizens and in order to close this gap and advocate for greater investments to improve health outcomes for Métis citizens, MNC will film a pilot episode that will potentially become an investigative documentary series. This series will be tentatively entitled “*Métis Resilience and Health Inequities Across the Homeland*” and will explore a variety of topics including, but not limited to, citizen and caregiver experiences with cancer care, commercial tobacco cessation, anti-Indigenous racism, trauma informed care, mental health services, primary and specialized care, long-term continuing care, and extended health benefits. Topics for the documentary series will depend upon the success of the pilot episode and available funding. The first topic to be explored will be selected by the MNC Health Team based on the input from the Governing Member’s and communicated to the successful Proponent(s). The aim of this pilot episode is to communicate citizens’, Métis health professionals’ and Governing Members’ experiences on the selected topic while highlighting Métis strengths, values and culture.

A.2 Key dates and submission information:

Timing and key dates:

Opening of RFP process	April 8, 2024
Due date for inquiries from vendors	April 15, 2024
Date inquiry responses will be provided from MNC team	April 22, 2024
Submission deadline for proposals.....	April 26, 2024
Proposal Review.....	April 29-May 10, 2024
Selection Notification to Proponents.....	May 10, 2024
Effective Date of Pilot Episode Filming.....	Commencing July 2024
Approximate completion of Pilot Episode.....	October – November 2024

Proposal Submission Date:

Proposals to be sent by email no later than April 26, 2024, at 4:00 pm (EST) with subject line “Proposal – Film Production Services” containing examples of previous work to be received by the MNC Health Team. Proposals received after the date and time specified for closing will not be considered.

Proposal Delivery:

Proponents are requested to submit electronic version of the Proposal to:

mnchealthteam@metisnation.ca



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A.3 Proposal Document:

The name and address of the Proponent must be clearly indicated on the proposal. The total content of the Proposal, including sample work, must be outlined in the Technical Proposal.

A.4 Inquiries:

All inquiries regarding this Request for Proposal shall be directed by e-mail to the MNC Health Team: mnchealthteam@metisnation.ca. Inquiries must be received by noon **April 15, 2024**. All inquiries received, and the answers, shall be provided to all Proponents by way of written addendum, no later than the end of day **April 22, 2024**. Inquiries will not be identified as the Proponent name, but both the inquiry and the response will be issued to all.

A.5 Costs

MNC shall not be liable for any costs and/or expenses incurred by any Proponent in the preparation or evaluation of this Request for Proposal.

A.6 Term of Engagement

It is expected that the successful Proponent will be the MNC Health Team's Video Production Service for the full duration of producing our Pilot Episode in the "*Métis Resilience and Health Inequities Across the Homeland*" documentary series. However, the appointment will be evaluated on an episode-to-episode basis. The Métis National Council Health Team reserves the right to not reappoint if dissatisfied in any way with performance and the fees charged for any other elements of the service provided.

B. BACKGROUND

B.1 Overview

The Métis emerged as a distinct Indigenous people and nation in the historic Northwest during the late 18th century. The historic Métis Nation Homeland encompasses the Prairie Provinces of Manitoba, Saskatchewan and Alberta and extends into contiguous parts of Ontario, British Columbia, the Northwest Territories and the northern United States. The Métis National Council receives its mandate and direction from its Governing Members, the democratically elected governments of the Métis Nation Saskatchewan (MN-S), Otipemisiwak Métis Government for the Métis Nation within Alberta (MNA), Métis Nation British Columbia (MNBC) and Métis Nation Ontario (MNO) as well as Le Femme Michif Otipemisiwak (LFMO). The Métis National Council represents the Métis of Ontario, Saskatchewan, Alberta, and British Columbia at the national and international levels.



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Since 2015, the federal government has committed to renewing the Métis Nation-Crown relationship on a nation-to-nation, government-to-government basis. Canada and MNC Governing Members have and are negotiating self-government agreements and, under the Canada-Métis Nation Accord of 2017, are co-developing policies and programs to advance socio-economic development and self-determination for the citizens of the Métis Nation through the permanent bilateral mechanism.

B.2 Métis Governments

The Métis National Council Organizational Structure shall consist of a Métis General Assembly, the Board of Governors and the Office of the President.

The Métis Nation is represented through democratically elected governments – Métis Nation-Saskatchewan, Otipemisiwak Métis Government for the Métis Nation within Alberta, Métis Nation British Columbia and Métis Nation of Ontario. These Métis governments are the contemporary expression of the centuries-old struggle of the Métis Nation to be self-determining within the Canadian federation and are the Governing Members of the Métis National Council, the national and international representative of the Métis Nation.

Métis citizens mandate their governments through province-wide ballot box elections held at regular intervals for regional and provincial leadership. They participate in these Métis governance structures by way of elected Locals or Community Councils and provincial assemblies.

Under this distinct system of democratic accountability, MNC Governing Members and the MNC itself have served the Métis Nation well by providing an effective means of representation at the community, regional, provincial, national and international level. As well, the Governing Members have a proven track record in addressing the socio-economic needs of Métis Nation citizens by delivering government programs and services in a fair, transparent, cost-efficient and accountable manner.

B.3. Métis National Council – Métis Health Initiatives Management

The MNC advocates for the advancement of Métis interests at the national level, at the behest of the provincial Governing Members.

The MNC Health team works closely with Governing Members to manage all health file projects related to long-term continuing care, palliative care, trauma informed care, anti-Indigenous racism, health legislation for Métis People, commercial tobacco cessation, mental wellness, health data, cancer reduction and building capacity and relationships with pan-Canadian health organizations working on similar priorities. The MNC Health Team works to advance health policy priorities as identified by the GMs with Canada on a nation-to-nation, government-to-government basis.



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C. SCOPE OF WORK

C.1 Project Goals

The overarching goals of this project are to:

- Advance Métis self-determination and data sovereignty through the collection of Métis citizens' stories and experiences of health inequities across the Homeland
- Enhance and build internal expertise at the MNC for data-driven decision making.
- Utilize the current health status of Métis Nation citizens to build strong advocacy cases to eliminate health disparities for Métis Nation citizens.
- Uplift Métis voices using Métis ways of knowing.

The project aims to equip the MNC with much needed data on the current health landscape of Métis citizens. Ultimately, success means the Métis Nation has greater understanding of its narrative moving forward. This will enable strategic advocacy backed by both qualitative and quantitative insights across multiple fronts to support the self-determined aspirations of Governing Members and Métis citizens.

C.2 Project Overview

The Métis National Council (MNC) is seeking proposals for a project to launch a Pilot Episode for a documentary series entitled "*Métis Resilience and Health Inequities Across the Homeland*".

Each component of the project is interconnected and will require working with the Métis Nation Technical Health Committee, Federal and Provincial partners, as well as the Director, staff and students from the MNC Health team. Although this is the case, Proponents are encouraged to identify their ideas for creating a captivating pilot episode that is impactful and moving in describing the health inequity (MNC to identify the Pilot Episode's topic of interest) as well as highlights important aspects of Métis culture, values and citizen's strengths. Please see scope of work for areas in which MNC is looking for a Proponent to deliver.

C.3 Scope of Work and Project Timeline

This scope is presented chronologically and is intended to guide Proponents in the types of activities, outputs, and timelines expected to achieve the project objectives. MNC welcomes the addition to or modification of the proposed activities, outputs, and timelines from Proponents, provided those additions or modifications clearly better achieve the stated project goals. This project will commence upon contract award and end March 31, 2025.



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Table 1: Project Components, Description, and Timeline

Project Component	Description	Timeline
Conceptualize and Planning	<ol style="list-style-type: none"> 1. Develop a comprehensive project plan outlining timelines, budget and logistics for filming and post-production 2. Create a detailed content outline for the pilot episode ensuring a balanced representation of diverse experiences across the Homeland while capturing snippets of culture and Métis values. 	<i>1-2 Months</i>
Filming and Production	<ol style="list-style-type: none"> 1. Film interviews with Métis Nation citizens, community leaders, healthcare professionals and other relevant stakeholders identified by the GMs to gather personal stories, insights and perspectives 2. Ensuring high-quality visuals and production standards 3. Manage all aspects of production including location scouting, scheduling, and coordination of resources 4. Travelling to filming sites 	<i>1-2 Months</i>
Editing and post-production	<ol style="list-style-type: none"> 1. Edit and assemble footage to create engaging episodes ranging from 15-20 minutes each 2. Incorporate visual elements, graphics and other relevant cultural materials to enhance storytelling 3. Ensure accuracy, clarity and authenticity in the portrayal of individuals and issues discussed in the documentary series 4. Ensure accessibility needs are met (e.g., closed captioning) 	<i>1-2 Months</i> <i>Month 1: Provide first draft of episode for review by MNC</i> <i>Month 2: Provide final cut of episode</i>
Acknowledgement of Funding	<ol style="list-style-type: none"> 1. Strategically incorporate acknowledgment of funding contribution within the documentary series 	<i>Throughout editing/ post-production and distribution/promotion durations.</i>
Distribution and Promotion	<ol style="list-style-type: none"> 1. Aid in developing a distribution strategy to reach target audiences across various identified platforms 	<i>1 Month</i>



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	<ol style="list-style-type: none"> Promote the pilot episode of the documentary series (media out-reach, social media campaigns, community events, etc.) 	
Project Management	<ol style="list-style-type: none"> Address any challenges or issues that may arise during the project promptly Ensure adherence to the agreed upon timelines and milestones Provide strategic feedback for ease and structured plan for further episodes 	<i>Entire Project Duration</i>
Ad Hoc Services	<p>The selected Proponent would provide flexible and responsive film production and edits, to meet emerging ideas and needs from MNC, GMs and funding agreements.</p> <p>Scope</p> <p>This project would leverage the Proponent's full range of film production capabilities to supplement MNC's internal capacity on an as-needed basis.</p> <p>Work could potentially expand to include:</p> <ul style="list-style-type: none"> Interview question planning Creative direction and storyboard planning for the pilot episode Meeting with GMs to meet their needs and desires for the pilot episode Ensuring strengths of Métis culture, values and interviewees strengths are identified and integrated into pilot episode Ensuring accessibility needs are met so pilot episode reaches all audiences. Provide feedback on pilot episode to plan for future episodes Provide feedback on budget needs to ensure quality of video remains consistent if more episodes are filmed beyond the pilot episode <p>Delivery Model</p> <p>The service model would emphasize responsiveness and customization according to MNC's evolving priorities. The service model would include:</p>	<i>Ongoing</i>



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	<ul style="list-style-type: none">• Communication channels for promptly capturing and scoping MNC emerging needs• Dedicated project representative for overall client relationship management• Ability to mobilize scalable cross-functional teams matched to specific requests• Flexible resourcing and variable scale aligned to discrete project size• Focus on effective knowledge transfer and exchange to build internal MNC expertise	
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D. PROPONENT REQUIREMENTS

MNC is seeking a Proponent with extensive expertise film production expertise and understanding of Métis culture and values. Preference will be given to proposals from Métis or other Indigenous-owned firms that can demonstrate:

Technical Capabilities

- Experience in producing, editing, distributing documentary style videos
- Experience and valuing of accessibility requirements to ensure reach of impact and consideration of all Métis citizens' needs to access information
- Experience ensuring videos are impactful, well-organized, entertaining and informative

Engagement Experience and Practices

- Experience working with Métis citizens
- Experience in aiding interviewees who may be nervous to be on camera, to ensure best cuts of their interviews.
- Valuing and knowledgeable of Métis culture and values
- Valuing holistic frameworks of Indigenous knowledge, customs, and worldviews
- Experience in promoting videos using various platforms to ensure maximum impact and reach.

Knowledge Translation Competencies

- Imparting research and generating awareness of the health status of Métis Nation citizens through a documentary style
- Experienced in knowledge translation and mobilization from interviews to impact through clear deliverables.
- The final video cut suited for various technical and public audiences.



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Operations & Administration

- Project management framework supporting responsiveness to emerging needs.
- On-demand scalability allowing for variable video/citizen needs and budgeting.
- Consistency applying detailed project management rigor and administrative best practices.

Staff Experience

Proponents should demonstrate staff availability and continuity in key roles:

- Experienced film producer - 3+ years of experience in producing films/documentary style films.
- Experienced videographer – 3+ years of experience in filming
- Experienced film editor – 3+ years of experience in editing films to ensure the most important snippets of citizens' stories, culture and strengths are displayed within a 20-minute episode.
- Project manager- 3+ years of applicable project management experience in consulting spaces to ensure deadlines and needs are met.

Data Privacy and Security

- Proponents must keep interviews private and discreet as those participating in this pilot episode can withdraw their consent until the film is published.

D.1 Submission Requirements

MNC invites submissions from all Proponents and, particularly, submissions by Métis or other Indigenous Proponents. Proponents shall bear all costs associated with or incurred in the preparation, presentation, and submission of proposals in response to this RFP.

Proponents should submit a brief (2-page max) outline of relevant information about the Proponent (project team, relevant experience and qualifications, etc.); the Proponent's proposed creative approach and methodology to filming this pilot episode; and an estimated budget (non-binding). The Proponent must also include links to other similar published work or work for previous clients. As the Métis Nation representative at the national and international levels, MNC is looking for Proponents who have knowledge and commitment to Métis culture, values and history to produce an impactful pilot documentary episode. MNC encourages Proponents to provide information in this respect and (if applicable) to indicate whether they are Indigenous owned.

The deadline for proposals is **April 26, 2024**. Please send proposals or any questions to mnchealthteam@metisnation.ca with the title "Proposal – Film Production Services".



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If the Proponent is in doubt as to the meaning, intent or interpretation of any part of this RFP, finds any discrepancies or omissions in this RFP, it is their responsibility to inquire about and clarify any requirement of this RFP. Questions regarding the project and this RFP can be submitted on or before **April 15, 2024** to mnhealthteam@metisnation.ca

D.2 Evaluation of Proposals

In addition to the Proponent Requirements and subject to the rights of MNC as outlined in this RFP, MNC will preferentially select the Proponent which, in MNC's sole discretion, best serves the overall needs of MNC and aligns with its mandate. Should Proponents choose to collaborate, they must indicate this to the MNC Health Team **prior** to the RFP submission deadline (April 26, 2024).

Factors that MNC may consider include:

- The expertise, qualifications, certifications of the Proponent, including the relevance of the Proponent's training and experience;
- Experience working with Métis and other Indigenous governments and institutions or organizations;
- Proposed approach and methodology;
- Estimated budget and price associated with the Proposal;
- Overall impressions of the Proposal;
- The Proponent is expected to support fair value and acceptable levels of service for the fees and expenses as proposed.

D.3 Rights of the MNC

The MNC may reject any or all Proposals, re-issue a new RFP or cancel this RFP process at any time, at its sole discretion – with or without notice.

MNC also reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Enter negotiation with one or more Proponents on any or all aspects of their respective proposals;
- Accept any proposal in whole, or in part;
- Cancel and/or re-issue the modified version of a given RFP requirement at any time;
- Award one or more contracts;
- Obtain further clarification or information from a Proponent;
- Waive any irregularities in a Proposal submitted by a Proponent;
- Award contracts without competition for follow-up work, if any, to the selected Consultant for a given project requirement;



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- To accept a proposal, which in the sole opinion of the MNC is the most equipped with the requirements and experience needed for the success of the project

E. PROJECT COST AND BUDGET

Proponents must provide a comprehensive quote for this project, itemizing all components of the project in a detailed budget. All travel expenses must be included in the Proposal Fee Schedule, and the cost of this proposal will not exceed \$100,000.00 (including taxes).