



GOVERNMENT OF MANITOBA

REQUEST FOR EXPRESSIONS OF INTEREST
Culturally Based Holistic Day and Evening Addictions
Programming

Issued By: Housing, Addictions, and Homelessness
(HAH)

Issue Date: October 1st, 2024

Submission Deadline:
by no later than
November 12th, 2024 at
4:30 pm (Central CST Time)

Submission Address:

virgo@gov.mb.ca

Department of Housing, Addictions, and Homelessness

Request for Expressions of Interest

In the October 2023 Mandate Letter, the Government of Manitoba identified expanding treatment options as a key priority to ensure Manitobans have the support they need to overcome addiction to substances. The Department of Housing, Addictions, and Homelessness is seeking to collaborate with Indigenous partners to deliver on this priority. As such, proposals for culturally based holistic Day and Evening Addictions Programming are being requested from Indigenous organizations. Priority will be given to programs that support people who identify as women, families and kinship.

Through this initiative, it is anticipated that new treatment spaces will be created to enable people to receive substance use/addiction (SU/A) services. Funding is inclusive of all costs, including food, child care, and supplies, and funding will be ongoing annually beginning this fiscal year (2024/25). Further, organizations are eligible to request funding for one-time capital. More information on the funding opportunity can be found in **Part 1 – Description of Services Requested**.

Proposals submitted through this EOI and services provided are expected to be innovative, and reflective of the models and needs of Indigenous peoples; the intention is for Indigenous organizations to outline their vision of Day and Evening Programming and how it can support Indigenous peoples that experience substance use disorders.

Expectations of treatment components and models are flexible and can include traditional activities such as fishing, drum making, medicine picking, other land-based teachings, ceremonies, and/or topic-specific educational/knowledge-sharing sessions, land or non-land-based.

If you would like to provide a submission:

- 1) Read the **eligibility requirements** and process instructions below.
- 2) Review **Sections A, B, and C** for the required information needed for a submission.*
- 3) Submit your proposal via email to virgo@gov.mb.ca.

*A Proposal Template, which includes a budget template, is available (but optional) for organizations to use when drafting submissions.

Part 1 - Description of Services Requested

1.1 Background

In the October 2023 Mandate Letter, the Government of Manitoba identified expanding treatment options as a key priority to ensure Manitobans have the support they need to overcome addiction. The Department of Housing, Addictions, and Homelessness is seeking to collaborate with Indigenous organizations to deliver on this priority. As such, proposals for culturally based holistic Day and Evening Addictions Programming are being requested from Indigenous organizations.

Priority will be given to:

- **Sites that offer a range of services or flexible service delivery to improve transitions between services/providers.**
- **Organizations that serve women, people who identify as women, families, and kinships.**
- **Sites that currently have existing land and/or building space to utilize.**
- **Organizations that can implement services as quickly as possible.**

Definition:

Day/Evening Programs are structured non-bed-based treatment services for individuals experiencing substance use disorders who do not require or may face barriers in accessing a bed-based treatment facility. Services are often offered multiple days per week for several weeks.

1.2 Scope and Parameters for the Provision of Services

Services are expected to be operational by three to six months after the organization learns they are successful (decisions are anticipated to be communicated in November 2024) and budgets must be consistent with the identified standardized funding rates. Proposals with an anticipated operating date beyond this timeframe will be considered, but preference will be given to those who can implement services as quickly as possible, meeting the six months deadline.

All inquiries related to this EOI are to be directed by email to: virgo@gov.mb.ca. Please include the EOI title in the subject line of the email.

Manitoba, in its sole discretion, will select one or more organizations from those that provide a submission. To be eligible, the Submitter will:

- Be ready to provide services by three to six months after the organization learns they are successful (decisions anticipated to be made in November 2024)
- Provide a description of the organization, and previous annual report (if applicable)

- Indicate the number of treatment spaces you intend to provide
- Indicate the service and staffing model to support the expansion/provision of services
- Provide a detailed budget outlining the associated costs, that adhere to the outlined standardized funding rates in **Section C: Budget**
- List other organization(s) you intend to collaborate with (if any)
- Provide other pertinent information, including any additional services you wish to provide

1.3 **Available Funding**

Funding will be available to support annual staff salaries, including benefits, and other identified resources on an ongoing basis. Please adhere to the following Breakdown of Cost Per Space/Service:

Day/Evening Programming Standardized Funding Rate	\$25/space/day
Other Expenses (i.e., Child Care, Food/Beverages, and Supplies)	Approx. \$35/space/day
Total	Up to a maximum \$60/space/day

Further, each organization that submits a proposal can request funding for one-time capital up to a maximum of **\$250,000**. This funding can be used to cover the cost of minor capital projects such as the purchasing of furniture, technology and other equipment, or renovations associated with existing space.

1.4 **Key Deliverables and Timelines**

Deliverable	Timeline
1. Implementation of service(s)	Three to six months after the organization learns they are successful in this competition (decisions anticipated to be made in November 2024)
1.1 Secure a location for the service(s) to be provided (if applicable)	November 25 th , 2024 – Implementation of services
1.1.2 Renovations completed(s) (if applicable)	November 25 th , 2024 – Implementation of services
1.2 Secure the staff needed to provide the service(s)	November 25 th , 2024 – Implementation of services
2. Service report (quarterly reporting starting in April 2025)	June 20, 2025
3. Evaluation (Yearly)	April 31, 2026

Part 2 –EOI Process Instructions

Expression of Interest Timetable

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

Activity	Date
EOI Issued by HAH through Email Communication	October 1 st , 2024
Two 1-Hour Engagement Sessions with Interested organizations	Week of October 15 th , 2024
Distribute Q&A Sheet to Organizations after Engagement Sessions	Week of October 21 st , 2024
Deadline for Proponent Questions through branch inbox	October 28 th , 2024 (2 weeks prior to deadline)
Submission Deadline	November 12 th , 2024 at 4:30 PM CST (6 weeks from issue)
Proposal Evaluation	Week of November 12 th and November 18 th , 2024
HAH Send Funding Confirmation Emails to Successful Organizations	Week of November 25 th , 2024

Engagement Sessions

Organizations that wish to submit a proposal to the Department under this EOI will have an opportunity to join a virtual engagement session with delegates from the Department. In these sessions, participants will have an opportunity to learn more about this EOI, and the parameters associated with submitting a proposal. Participants are also encouraged to come prepared with questions.

There will be two sessions held virtually; one on the week of October 15th, 2024. The meetings will be hosted at the following times:

- Wednesday, October 16th; 1:00-2:00pm
- Friday, October 18th; 10:00-11:00am

If you would like to participate in one of the engagement sessions, please send an email to virgo@gov.mb.ca and we will send you a Microsoft Teams meeting invite to both meeting. You only need to attend one, but you are welcome to attend both.

Submissions to be Provided in Prescribed Format

Submitters should send an electronic version of their submissions to virgo@gov.mb.ca. The deadline for submissions is November 12th, 2024, at 4:30 PM (CST). Submissions received after the deadline may not be considered. Submissions should be prominently marked with the EOI title (see EOI cover), with the full legal name and contact information of the Submitter.

The submission must consist of three (3) separate sections clearly labeled as:

- i. **Section A – ORGANIZATIONAL INFORMATION**
- ii. **Section B – SERVICE DELIVERY OUTLINE**
- iii. **Section C – BUDGET BREAKDOWN**

Amendment of Submissions

Submitters may amend their submissions before the Submission Deadline. To amend a submission, the Submitter must withdraw the previous submission 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.

Withdrawal of Submissions

At any time throughout the EOI process until the execution of a written agreement for the 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 EOI Contact and must be signed by an authorized representative of the Submitter.

Section A – ORGANIZATIONAL INFORMATION

Please provide the following information (submission of this form will not create a contract between the Manitoba Government and the submitting organization).

A1. Organization's Name and Contact Information:

- Organization's name and website
- Mailing Address
- Name of Project Lead
- Email Address of Project Lead

A2. About the Organization and Current Services:

- Goals, visions, and mission statements
- Organization's objectives
- Current services provided (if applicable), service model and the number of years of experience providing the service(s) proposed.
- Annual Report (if applicable)

Section B – SERVICE DELIVERY OUTLINE

Please provide the following information about the proposed delivery of the service.

B1. Service Model and Implementation Planning

Please describe in detail your organization's proposed plan for the implementation of the service(s) associated with this funding opportunity. Please include details regarding the timeline, staffing (including qualifications), and your proposed plan for providing culturally based holistic day and evening addictions programming. Also include information on an eligibility criterion for the program, and program structure (i.e., how many participants per group, how many sessions per week, hours per session).

B2. Organization Experience

Please provide any previous experience planning for and implementing services in the past. This should include any examples of evaluation outcomes and demonstrated steps taken to continuously evaluate and improve existing services to ensure the highest quality of care is being provided. Further, describe how your organization currently provides services to people impacted by substance use.

B3. Program Sustainability

Outline alternate funding sources and/or letters of support that are/could be leveraged to support sustainability, if applicable.

B4. Performance Measurement

Please describe how you will measure success. Explain the types of data that will be collected, a plan to evaluate the performance of the program, and how this may

impact the outcome of the service delivery. Please also include information on how you will manage a wait list.

Section C – Budget

C1. Financial Breakdown

Please provide a detailed budget, including annual staff salaries, including benefits, resources, and any other relevant operational costs to support the delivery of the services, including other funding sources. Please adhere to the following Breakdown of Cost Per Space/Service:

Day/evening Programming Standardized Funding Rate	\$25/space/day
Other Expenses (i.e., Child Care, Food/Beverages, and Supplies)	Approx. \$35/space/day
Total	Up to a maximum \$60/space/day

Also detail necessary one-time capital, up to a maximum of **\$250,000**.

Please provide your submission in PDF format to the email address below no later than **4:30 pm, November 12th, 2024**. A committee will review the EOI submissions and determine next steps in selecting organizations to deliver services.

Submission Email Address: virgo@gov.mb.ca

Rubric for Evaluating Proposal Submissions

Metric	Detail	Score
Service Model	<p>Service delivery model being proposed, including staffing levels/position titles. The description should also include how the proposed service(s) meets the identified service definitions and any considerations for the target community members identified in this EOI. Information on an eligibility criterion for the program, and program structure (i.e., how many participants per group, how many sessions per week, hours per session).</p>	/20
Implementation	<p>Ability to implement service(s) between three to six months after the organization learns they are successful (decisions anticipated to be made in November 2024). Priority will be given to organizations that are able to quickly implement services:</p> <p>Implementation:</p> <ul style="list-style-type: none"> A. Zero to three months after learning that the proposal is successful. B. Three to six months after learning that the proposal is successful. C. More than six months after learning that the proposal is successful. 	<p>Max. 10/10</p> <p>Max. 05/10</p> <p>0/10</p>
Organization Experience	<p>Previous experience planning for and implementing similar projects in scope and size. This should include any evaluation outcomes (include examples). Demonstrated steps taken to continuously evaluate and improve services to ensure the highest quality of care is being provided. Further, describe</p>	/20

	how your organization currently provides services to people impacted by substance use.	
Sustainability	Outline alternate funding sources that are/could be leveraged to support sustainability, if applicable.	/10
Performance Measurement	Understanding of service outcomes, data collection, and evaluation plan.	/20
Financial Breakdown	Detailed budget for the service(s) including staffing, operating costs, and resources, that fall within the allotted budget. There also needs to include any one-time capital or start-up costs.	/20
		/100