



Hotinohsioni Inc. | Brantford Native Housing

RFP for Policy Reworking & Onboarding Staff Package

AGENCY INFORMATION

Since its establishment in 1986, Hotinohsioni Inc, also known as Brantford Native Housing (BNH) has been dedicated to its mission of offering safe, dignified and wrap around housing program options for urban and rural Indigenous peoples. BNH prides itself on providing housing from a For Indigenous By Indigenous (FIBI) framework and holds true to our mission to support the urban and rural Indigenous community in the Brantford and Brant County region. BNH provides tenant and community cultural housing, supportive services, property management, and maintenance.

AGENCY MANDATE

To provide safe, secure and affordable housing to low-income Indigenous households in the Brantford and Brant County region.

AGENCY VISION

All Indigenous peoples will have safe, supported, affordable housing.

RFP SCOPE OF WORK

Brantford Native Housing is currently undergoing a significant review of its policy framework to ensure it remains up to date, relevant and effective. BNH is seeking to bring all policies to Employment Standards Act (ESA) compliance while also maintaining an Indigenous culturally sensitive lens. Many of our existing policies have not been updated in over 5- 10 years, and we are now focusing on refining our long-term vision, improving decision-making processes, and addressing emerging needs such as sustainability and digital transformation.

Objectives

- A. Policy Reworking: Simplify and refine policy content to ensure it is accessible and actionable for staff, while maintaining a culturally sensitive approach and compliant to ESA. This process involves reviewing existing policies to identify gaps, streamlining current policies to meet ESA standards, and amplifying equity, diversity, human rights, and Indigenous cultural lens. Additionally, draft new policies as needed to ensure comprehensive coverage and alignment with organizational values.
 - Policy Framework Review: Conduct a thorough analysis of the current policy framework to identify areas for improvement.



- Gap and Redundancy Analysis: Perform a gap and redundancy analysis to determine which policies are effective, which need refinement, and which can be eliminated.
 - Policy Writing and Refinement: Draft new policies and refine existing ones to ensure they are concise, clear, and aligned with organizational goals.
- B. Staff Onboarding Materials: Develop comprehensive onboarding materials that include policy handbooks, training materials, checklists, and fact sheets to ensure new hires are well-equipped to contribute effectively from their start date. Materials should be inclusive of Indigenous values and cultural relevancy that reflect BNH mission and values.
- Policy Handbooks: Develop comprehensive policy handbooks that outline key organizational policies and procedures.
 - Training Manuals: Create detailed training manuals that guide new hires through essential processes and systems.
 - Checklists and Fact Sheets: Design structured checklists and concise fact sheets to provide quick references for new employees.

TIMELINE

Brantford Native Housing would like to commence this work as soon as possible. Anticipated start date is April 2025 following review of RFP candidate submissions.

PROPOSALS SHOULD INCLUDE

- Company Overview
- Project Approach
- Team Composition
- Budget and Pricing
- Work Timeline Schedule

Proposals can be broken into two submissions (one for the policy work and one for the onboarding material work) or be submitted as one single proposal. If firms are unable to do both phases of work, BNH still encourages RFP candidates to submit a quote for services to BNH for the work scope that they are able to deliver on.

Please address all submissions to:

Alma Arguello
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Brantford Native Housing
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Cc: danielle@brantfordnativehousing.com



CONTACT INFORMATION

For any questions or clarifications regarding this RFP, please contact:

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