



Request for Proposals

Chiropodist/Podiatrist Foot Care Services

Issue Date: November 28th, 2025

Background of the Mohawk Council of Akwesasne

The Mohawk Council of Akwesasne (MCA) is the elected governing body serving the northern portion of Akwesasne, which encompasses the Districts of Kawehno:ke, Kanatakon, and Tsi Snaihne. MCA delivers essential services to Akwesasronon through multiple departments, including the Department of Health (DOH).

MCA's mission is:

“With a good mind, it is our responsibility to protect and exercise our inherent rights while creating sustainable partnerships and building a strong community for future generations.”

The Department of Health (DOH) provides programs that promote physical, emotional, mental, and spiritual wellbeing. Sector 4 —Clinical Care) This sector focuses on primary care, chronic disease management and home and community care. Patient Navigators & Educators promoting patient advocacy – Cancer Doula a new position dedicated to recovery, healing and support.

Purpose

The **Mohawk Council of Akwesasne (MCA) Department of Health** is seeking proposals from qualified and licensed **Chiropodists or Podiatrists** to provide **full foot care services** to community members.

The Department of Health operates community health and primary care clinics that serve clients living in both **Ontario and Quebec**.

The purpose of this RFP is to establish a **service agreement** with a Chiropodist or Podiatrist to deliver **preventative and therapeutic foot care**, education, and assessment services at MCA health facilities preferred. The successful proponent will support the Department's commitment to **holistic, culturally safe, and community-based healthcare**.

The selected provider will deliver **professional chiropody/podiatry services** that include, but are not limited to:

Scope of Work:

Clinical Services

- Comprehensive lower-limb and foot assessments.
- Routine and advanced nail care (including fungal, thickened, or ingrown nails).
- Corn and callus (hyperkeratotic lesion) reduction.
- Horn callous reduction and debridement as indicated.
- Minor surgical procedures (e.g., ingrown toenail removal, local anesthetic procedures).
- Wound assessment, dressing, and follow-up care.
- Provision of **prescriptions** related to foot care, infection management, or orthotic devices.
- Assessment and recommendation for **orthotics and footwear** to improve function and prevent recurrence of issues.
- Education and counselling for clients on foot hygiene, self-care, and prevention strategies.

Documentation and Reporting

The provider will:

- Maintain accurate and confidential clinical documentation for each client, in accordance with MCA policy and professional standards.
- Submit **quarterly service reports** that include:
 - Number of clients seen.
 - Types of services performed.
 - Key trends or identified risk areas.
 - Health quality indicators.
- Develop and maintain **care plans** for high-risk or recurring clients, including follow-up results.
- Submit **data and feedback** to MCA for program monitoring, including:
 - Aggregate service statistics (number of visits, type of procedures).
 - **Patient satisfaction surveys** and summary findings.
 - Results of care plans (e.g., wound healing rates, improvement outcomes).

Collaboration

- Work collaboratively with MCA's **nursing, diabetes education, and home care teams, primary care** to coordinate referrals and follow-up care.
- Provide consultation to staff on footwear, wound management, and risk reduction for high-risk clients.
- Participate in **quality improvement and data collection initiatives** led by the Department of Health.

Service Locations

- Preference will be given to those that can provide services at MCA health facility.
- Business location in Cornwall Ontario will also be considered.

Timeframe and Deliverables

Milestone	Date/Period
RFP Issued	November 28 th , 2025
Proposal Submission Deadline	January 30/26
Contract date:	April 1, 2026-April 1 st , 2029

Proposal Requirements

Proposals must contain the following, at a minimum, to be favorably considered:

All proposals must include:

1. **Cover Letter** –outlining area of expertise and interest.
2. **Proponent Information** - Include the proponent's name, address, contact information, and statement of interest.
3. **Overview & Credentials** – Description of experience as a Chiropodist/Podiatrist .
4. **Service Plan** – Outline of services proposed, target populations, and approach to confidentiality, safety, and documentation.
5. **Work Plan & Schedule** – Activities and estimated delivery timelines.
6. **Budget & Fee Structure** – Detailed breakdown of service fees, materials, and proposed payment schedule.
7. **Proof of Insurance (if applicable)** and/or statement of compliance with MCA contractual standards.
8. **References** – At least two(2) references or letters of community acknowledgment.

Budget

Proponents must submit a **clear and detailed budget**, including:

- Proposed hourly or per-clinic rate.
- Estimated number of clinic days per month.
- Any additional costs (e.g., travel, supplies, administrative fees).
- Total projected cost for the one-year term.

All prices must be quoted in **Canadian dollars (CAD)** and include all applicable taxes and fees.

NOTE: MCA assumes no obligation, no responsibility, and no liability for costs incurred by responding consultants prior to the issuance of a contract. MCA reserves the right to negotiate a lower or different fee structure with any RFP selected. All costs and fees must be clearly described in the proposal.

Evaluation of Proposals

The Mohawk Council of Akwesasne reserves the right to select a consultant of its choice and will not necessarily award the contract to the lowest priced proposal.

Criteria	Weight
Qualifications, licensure and clinical expertise	30%
Relevant experience in foot care	25%
Service delivery plan and data /reporting approach	20%
Cost and value for money	15%
Reference and past performance	10%

Inquiries and Proposal Submissions

Inquiries and proposals must be submitted electronically by email to:

Attention: Assistant Director of Health

Email: proposals@akwesasne.ca

Proposals will be accepted until **January 30 2026 only**

Proposals submitted after the deadline will NOT be reviewed.

General Terms

The Mohawk Council of Akwesasne reserves the right to reject any or all proposals to waive informalities, and to accept the proposal deemed most advantageous to the Department of Health. Submission of a proposal does not guarantee a contract award.