



CLFN Palliative Care Needs Assessment, Journey Mapping & Palliative Care Plan

Request for Proposals

Issued: Wednesday December 23rd, 2015

Submission Deadline: Monday, January 11, 2016 at 12:00 pm ET (noon).

Request for Proposal #: 161-05-2015

Prepared By: Alisa Pierson, Community Health Nurse - Curve Lake First Nation, ON

1.0 Introduction

PURPOSE:

Curve Lake First Nation (CLFN) is seeking proposals from qualified consultants to complete a Palliative Care Needs Assessment, Journey Mapping & Palliative Care Plan. The palliative care project is being undertaken to ensure that First Nation resources are utilized to their fullest potential thereby ensuring that community members receive the most effective and efficient service and the greatest benefit possible.

2.0 Review Outcomes

GENERAL:

The Palliative Care Needs Assessment, Journey Mapping & Palliative Care Plan must foster a process whereby clear strategic planning by Council, the Department of Health and Family Services is maximized through the design and implementation of an effective structure; that employs and directs adequate human and financial resources, to providing excellent and consistent quality of care for community members, all the while safeguarding the interests of the membership as a whole.

SPECIFIC REVIEW GOALS:

1. To undertake activities to determine the feasibility and necessity of palliative care services in Curve Lake First Nation.

3.0 Scope of Work

The consultant or firm should, at the very least incorporate the following activities into its proposal:

- i) Facilitate strategic planning sessions with political leadership, committees, management, and staff;
- ii) Review current reports that were produced internally and by outside service providers;
- iii) Take the necessary time to become familiar with policies, procedures and key activities in place today;
- iv) Meet with leadership, management and health staff;
- v) Meet with the families of current and recent palliative care community members;
- vi) Maintain accurate communication files for results are summarized and for which recommendations can be based on;
- vii) Provide regular progress reports and periodic presentations;
- viii) Financial projections or budgets inclusive of possible changes or scenarios so that Council has a clear understanding of the financial implications of any change(s);

ix) Facilitation of meeting(s).

PROPOSAL CONTENT:

Proposals should include, but not be limited to, the following components:

- Outline the consultants understanding of the work to be undertaken and the consultant's experience in similar projects;
- Outline the consultant's approach and strategies to the project;
- Outline how the data will be collected and evaluated;
- Outline how the options will be developed and evaluated;
- Identify the tasks to be undertaken by Curve Lake First Nation leadership, management and staff;
- Identify the stages of interim reporting;
- Identify the final reporting methods and products;
- Identify communication, implementation and monitoring strategies;
- Provide an itemized cost estimate to achieve each milestone within the consultant's recommended approach, including consulting fees (hourly and per diem rates for each member of the team, miscellaneous expenses and disbursements);
- The names and contact information for three referrals.

DELIVERABLES:

The consultant or firm will be required to make multiple electronic presentations to Council.

The consultant will prepare progress reports for the Manager of Health and Family Services for each milestone in the approved work plan, including a breakdown of the costs to achieve the milestone.

The consultant will prepare a final report for consideration detailing the Review's findings, operational observations and recommendations for change. The final report will include an implementation plan that provides detailed recommendations on transitioning in the new/modified structure, as well as a detailed monitoring plan.

Electronic copies of all reports are to be provided to the Curve Lake First Nation. Additionally, 15 hard copies will need to be provided once the final report is approved by Chief and Council.

Completion date for the project is set for March 2016.

FEES AND INVOICING:

The maximum upset limit for this project is \$25,000 (Consultant fees \$15,000; Meeting costs \$5,000, office support including communications \$5,000).

INSTRUCTIONS TO PROPONENTS:

Proposal Inquiries

All questions, requests for information, instructions or clarifications regarding any part of this proposal document must be set out in writing and directed to:

Alisa Pierson, CHN
38 Whetung Street, East

Curve Lake, ON
KOL 1R0
(705) 657-2557
AlisaP@curvelake.ca

All questions related to this Request for Proposal (RFP) or any clarification with respect to this RFP must be made no later than 3 Business Days prior to the closing date of this RFP in order that staff may have sufficient time to respond. The Council reserves the right to extend the deadline for questions, if required, regarding this RFP.

Written answers or clarifications to issues of substance shall be shared with all Proponents and shall be issued as part of the RFP in the form of an Addendum. This proposal document and all addendum(s), if any, shall also be posted on the First Nation's web-site.

Proposal Submissions and Closing Date

The closing date for proposals is set for **Monday, January 11th, 2016 at 12:00 pm ET (noon)**. Only proposals that are mailed or emailed will be accepted. If packages are mailed, please send 3 copies of the proposal. Packages should be clearly marked Proposal for Services for Curve Lake First Nation Palliative Care Needs Assessment, Journey Mapping & Palliative Care Plan



Intent to Submit Form

Curve Lake First Nation
CLFN Palliative Care Needs Assessment, Journey Mapping & Palliative Care Plan
Request for Proposal: # 161-05-2015

Proponent Name

Address

City

Province

Postal Code

Telephone

Fax

Name of Contact Person

Name of signing authority for Proponent

Signature

Date