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REQUEST FOR PROPOSALS

The Nanaimo Child Development Centre is seeking a researcher and report writer to explore options for the development of a Vancouver Island pediatric therapy equipment lending library

REQUEST FOR PROPOSALS (RFP)

Researcher and Report Writer for the development of a Vancouver Island Pediatric Therapy Equipment Lending Library

Description – The contractor will work closely with the Nanaimo Child Development Centre and the Vancouver Island Children’s Early Intervention Network (VICEIN) – a group comprised of members from organizations across Vancouver Island providing pediatric therapy and early intervention services. The contractor will determine feasibility and explore methods of making mobility and positioning equipment accessible and available for loan for the pediatric population of Vancouver Island. The contractor hired for this project will provide a report outlining potential options for an Island-wide equipment lending library and related implementation plans, including corresponding budgets.

Request for Proposals

Nanaimo Child Development Centre

Contact:

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Proposal Timetable

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|---------------------|-------------------|
| Issue Date of RFP | October 24, 2019 |
| Submission Deadline | November 8, 2019 |
| Completion Date | January 31 , 2019 |

Scope of Work

Background

In 2018 the Childrens Health Foundation of Vancouver Island hosted a series of public consultations entitled Let's Talk CP & Complex Needs. A key area of opportunity that emerged was improving access to specialized equipment for children and youth, particularly those living on Vancouver Island outside the Capital Regional District.

Many people living with cerebral palsy and other complex needs require specialized equipment. The equipment may be temporarily needed for either therapeutic purposes or because of shorter-term physical changes. A key theme that emerged related to specialized equipment is both the process to properly be fitted for equipment, to trial it and ensure it's a good match for the individual's needs, as well as the reality of a child physically outgrowing equipment.

This topic surfaced in conversations across the island and is an example of a universal challenge faced by children, youth and their families.

For families living outside a major urban centre like Victoria, there is often travel required to be properly fitted for equipment. There was discussion about the obstacles that proximity to specialized services can create for families living in more rural or remote communities.

The Deliverables

1. The Contractor hired for this project will work with the Nanaimo Child Development Centre to undertake a research project to determine feasibility and explore methods of making mobility, positioning and other therapy equipment available for loan for the pediatric population of Vancouver Island.

The Contractor will research options and submit a report that may include an analysis of:

- a. Storage logistics
- b. Transportation logistics
- c. Equipment repair requirements and costing
- d. Equipment replacement requirements and costing
- e. New equipment acquisition

The report will include options for resources required to enable the project that may include:

- a. IT development
- b. Inventory documentation
- c. Logistical planning

The report will also include a method for project measurement including:

- a. Intended impact and correlated indicators
- b. Input, output and activity tracking
- c. User experience (before and after)
- d. User demographic information

2. In conducting the research and discovery process for this project the Contractor will consult with representative (s) from the following organizations:

Campbell River and District Association for Community Living
Clements Centre Society (Duncan)
Comox Valley Child Development Association
Family Resource Association (Parksville)
North Island Crisis and Counselling Centre Society
Outreach Therapy (Port Alberni)
Port Alberni Association For Community Living
Queen Alexandra Centre for Children's Health (Victoria)

Project Timeline

Mid-November 2019 to End of January 2019

Evaluation/Selection Criteria

The following is an overview of the categories for the evaluation and selection criteria of the RFP.

| Evaluation/ Selection Criteria Category |
|---|
| Experience and Qualifications |
| Approach to Writing/Process |
| Price |

Experience and Qualifications

- Graduate degree in social science, health science, business management or equivalent and extensive related work experience;
- Demonstrated ability to produce well written reports.
- Demonstrated ability to conduct field research;
- Knowledge of surveys and research methods,

Approach

- Detailed work plan with timelines and activities detailing the method of working with Child Development Centres and therapy providers on Vancouver Island and estimate of time required to complete the listed deliverables taking into account planning, meeting preparation and consolidation of information and preparation of a final draft document;
- Demonstrated ability to think strategically and analytically;
- Ability to follow detailed work plans and to meet timelines;
- Ability to work with numerous stakeholders and partners;
- Demonstrated approach to working with numerous stakeholders and partners

Pricing

- Budget breakdown detailing professional fees:
 - Daily / hourly /or project rate.
 - Materials and supplies.
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