



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

## **Request for Proposal**

**ACHN Coordinator  
ACHN01-24**

### **Submission Deadline:**

December 17, 2024 at 2:00pm Pacific Time

### **Designated Contact Person:**

Shane Koren, Manager of Financial Services

Email: [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca)



## SUBMISSION DETAILS

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This completed Request for Proposal must be received in the office of the Alberni-Clayoquot Regional District **not later than 2:00 PM local time, December 17, 2024**, to the attention of:

Shane Koren, Manager of Financial Services  
Email [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca)  
3008 5<sup>th</sup> Ave, Port Alberni  
BC, V9Y 2E3

**Note: Office Hours are 8:00am to 4:30pm, Monday to Friday, excluding statutory holidays**

Paper proposal submissions must be delivered to the address above in a sealed envelope and labelled "Request for Proposal ACHN01-24 – ACHN Coordinator".

Alternatively, proposals may be submitted:

- Through BCBid - <https://www.bcbid.gov.bc.ca>
- By email with the subject line "Request for Proposal ACHN01-24 – ACHN Coordinator" to [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca).

Enquiries about this request shall be directed to only Shane Koren, Manager of Financial Services.

Email: [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca)

Telephone: 250-720-2724



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## SECTION I – GENERAL

### 1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Alberni-Clayoquot Regional District (ACRD) is seeking proposals from qualified firms and individuals to provide leadership capacity and coordination services for the Alberni-Clayoquot Health Network (ACHN) for a three (3) year contract.

Reporting to the Table of Partners of the ACHN, the ACHN Coordinator will be responsible to incorporate the vision, mission, purpose, values, guiding principles, goals and objectives of the ACHN into action. The Coordinator will be the conduit that builds and fosters healthy and connected people and places with a collective voice on regional and local health issues. This will be achieved by the coordinator leading a culture of cooperation, collaboration, innovation and partnering while facilitating dialogue and an understanding amongst citizens and stakeholders.

The Proponent must understand the determinants of health and population health in the Alberni-Clayoquot region in order to inform the strategic and policy direction of the ACHN. The Proponent will have working knowledge of local government and First Nations governments, culture, and communities. As the ACHN intends to engage the Proponent under a contract for services, the Proponent must be capable of meeting legal requirements of being an independent contractor.

The ACRD may, among the submissions received, deal or negotiate with any party as the ACRD sees fit, and with more than one such party concurrently. In no event will the ACRD be required to offer any modified terms to any other party. The ACRD shall incur no liability to any person as a result of such negotiations or modifications.

This RFP does not constitute an offer and does not give rise to any Contract A-based tendering law duties, and the ACRD will not have any liability or obligation to anyone in connection with this RFP unless an agreement is approved by the ACRD Board of Directors and executed and delivered in writing.

### 1.2 OBJECTIVES OF THE RFP

To ensure the ACHN receives leadership capacity and coordination services.

The evaluation of responses will be based on a number of factors, weighted according to the needs and judgement of the ACRD. Any Proposal will not necessarily be selected. Any implication that the lowest cost or any Proposal will be accepted is hereby expressly negated. The ACRD reserves the right to accept the Proposal which it deems most advantageous, and the right to reject any or all Proposals, in each case without giving any notice. In no event will the ACRD be responsible for the costs of preparation or submission of any Preliminary Submission or Proposal.



### 1.3 BACKGROUND FOR RFP

The ACHN is a group committed to improving the quality of health care decisions, health services and well-being in the Alberni-Clayoquot communities. Established in the spring of 2011, the ACHN serves as an open forum for discussion on the determinants of health, the identification of health service priorities, community and health services planning and development, and other issues related to the health status of Alberni-Clayoquot citizens and communities.

### 1.4 RFP DISTRIBUTION & ENQUIRIES

The ACRD will not be opening Proposals in public and reserves the right to open Proposals in public at its sole discretion.

Proponents must ensure that they have received all addenda and the complete RFP. The complete document consists of twenty (20) pages including the Cover Page.

All enquiries related to this RFP are to be directed in writing, only to the Procurement Coordinator (or designate) at the contact address below:

Shane Koren, Manager of Financial Services

Email: [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca)

3008 5<sup>th</sup> Ave, Port Alberni  
BC, V9Y 2E3

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be distributed to all Proponents who have registered with Procurement Coordinator as having received a copy of this RFP.

### 1.5 RFP TERMINOLOGY

Throughout this RFP terminology is used as follows:

- “Contract” means a written agreement resulting from this Request for Proposal executed by the Alberni-Clayoquot Regional District and the Contractor, it being understood that it may be the case that no Contract will result.
- “Contractor” means the successful Proponent(s) to this Request for Proposals who enter(s) into a written Contract with the Alberni-Clayoquot Regional District for the Services as a result of this RFP.
- “Evaluation Team” means the team appointed by the Alberni-Clayoquot Regional District.



- “must,” “mandatory,” and “required” mean a requirement that must be met in order for the Proposal to receive consideration.
- “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal.”
- “Proposal” means any proposal made or submitted by anyone in connection with this Request for Proposal or the subject matter hereof.
- “Subcontractor” includes, inter alia, a person, firm or corporation having a contract with the Successful Proponent for the execution of a part or parts, or furnishing to the Successful Proponent materials and/or equipment called for in the RFP.
- “ACRD” mean the Alberni-Clayoquot Regional District.

## SECTION II – TERMS & CONDITIONS

### 2.1 ESTIMATED TIME FRAME

The following timetable outlines the anticipated schedule for the RFP and Contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the ACRD.

EVENT	ANTICIPATED DATE
Request for Proposal is issued	November 21, 2024
Deadline for receipt of questions	December 4, 2024 @ 2:00 PM PST
Addenda issued (if required)	December 6, 2024
Request for Proposal closes	December 17, 2024 @ 2:00 PM PST
Award Date	January 15, 2025
Contract Term	February 1, 2025 – January 31, 2028

### 2.2 RESPONSIBILITY OF PROPONENT

Proponents shall be responsible for informing themselves as to the contents and requirements of this RFP. Each proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of this RFP and to prepare and submit their Proposal. The ACRD will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of the RFP on the part of any Proponent.

### 2.3 PROPOSAL SUBMISSION/CONDITIONS



### 2.3.1 Proposal Submission

Proposal submissions must include a completed Proposal Submission Form, with all addenda acknowledged.

The Proponent's Submission Form must be fully and properly completed and conform to these Instructions for Submission. Submissions which are incomplete, conditional or obscure may be rejected. Late Proposals will not be accepted.

Proposal submissions must be received **no later than 2:00 PM local time on December 17, 2024** in order to be considered.

Proposals on paper must be submitted in a sealed envelope, clearly marked "Request for Proposal ACHN01-24 – ACHN Coordinator," and directed to the person identified under the Submission Details of this RFP.

Proposals made through BCBid (<https://www.bcbid.gov.bc.ca>) are to be made in accordance with BCBid's submission platform.

Proponents mailing proposals, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by the Procurement Coordinator. Alternatively, Proposals may be submitted by email with the subject line "Request for Proposal ACHN01-24 – ACHN Coordinator" to the person identified under the Submission Details of this RFP. If the Proponent chooses to submit by email the following risks are assumed:

1. Delays in delivery
2. Rejection of the email
3. Emails may be delayed or rejected due to spam, virus software, or malware
4. Inboxes may become too full
5. The email may be missed and not identified as a submission

### 2.3.2 Enquiries, Errors, Omissions & Addenda

All communications regarding the submission must be directed to the person(s) identified under the Submission Details of this RFP.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their submissions.

Proponents must satisfy themselves in all respects as to the risks and obligations to be undertaken by them in order to fulfil their obligations.

Communications to the ACRD may be made only by Proponents and not by prospective subcontractors, material suppliers or others.





While the ACRD has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for the Proponent. The information is not guaranteed or warranted accurate by the ACRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their opinions and or conclusions with respect to the goods and services as described by this RFP. If a Proponent discovers any inconsistency, discrepancy, ambiguity, or omission in the Proposal Documents, it must notify the Procurement Coordinator immediately in writing.

The ACRD may provide additional information, clarification or modification by written addenda. All such addenda shall be incorporated into and become part of the Proposal Documents. The ACRD shall not be bound by verbal or other information explanations or clarifications not contained in such addenda.

Proponents should note that the Proposal Submission Form requires an acknowledgement of receipt of all addenda. Parties submitting Proposals are responsible to ensure that they are aware and have received all addenda and are advised to check immediately prior to submitting their Proposal Submission Form.

The ACRD will assume that all statements, verbal or in writing, made by persons submitting Proposals are true, accurate, complete and not misleading. All such statements will constitute representations and warranties made to the ACRD.

Requirements outlined in the RFPs shall not be interpreted in a way that would exclude warranties as to fitness for the purpose, suitability, or any other implied warranties.

### 2.3.3 Conditions

Proponents are advised that after receipt of Proposals they may be required to provide to the ACRD additional information concerning themselves or their Proposal including further details or breakdowns, and additional information to clarify whether a Proposal meets the mandatory requirements set out in this RFP.

Proposals which contain qualifying conditions or otherwise fail to conform to these Instructions for Submissions may be disqualified or rejected. Anything to the contrary herein notwithstanding, the ACRD may at its sole discretion elect to retain for consideration Proposals which are non-conforming, and may waive irregularities, failure to comply or time stipulations required by these Instructions for Submission, whether material or not. The stipulations herein are for the sole benefit of the ACRD and may be waived by the ACRD unilaterally.

### 2.3.4 Freedom of Information & Privacy Protection Act (FOIPPA)

The ACRD advises Proponents that submissions may be subject to the provisions of *FOIPPA* and the *Community Charter*. Proponents who wish to ensure particular parts of their submission are protected



from disclosure under *FOIPPA* should specifically identify those portions that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected pursuant to *FOIPPA* and the *Community Charter*. The personal information will not be released except in accordance with the *FOIPPA*.

Proposals will be held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, or unless otherwise required by law. As an exception to the foregoing, Proponents are advised that any Contract entered into as a result of this RFP may be subject to Regional Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, aspects of Proposals may be provided to the Board in a publicly available staff report, and discussed at a Board meeting that is open to the public.

### 2.3.5 Confidentiality

All submissions become the property of the ACRD and will not be returned to the Proponent. All submissions will be held in confidence by the ACRD unless otherwise required by law.

### 2.3.6 Conflict of Interest & Legal Proceedings

Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the ACRD, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the ACRD.

The ACRD reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the ACRD with respect to any previous Contracts, tenders or business transactions.

### 2.3.7 Changes to Proposal

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing date and time. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the ACRD for clarification.

### 2.3.8 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals and for any meetings, negotiations or discussions with the ACRD or its representatives and consultants, relating to or arising from this RFP. The ACRD and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing



and submitting a Proposal, or participating in negotiations for an Agreement, or other activity related to or arising out of this RFP.

## 2.4 ADDENDA

If the ACRD determines that Addendum or Question and Answer response is necessary, the ACRD will post an Addendum on the ACRD and Bid BC Websites and shall become part in parcel of the RFP Document(s).

- Questions for clarification that alter the method, pricing and or specifications of the submissions will be posted in the form of an Addenda and must be signed and included with the submission.
- Questions for clarification that do not alter the method and pricing of the submission will be posted in the form of a Question and Answer document and are not required to be signed and returned with the submission.

It is the responsibility of the Proponent to ensure that it has retrieved any Addenda as posted. Proponents are required to check the ACRD’s Website for all information.

## 2.5 OFFER ACCEPTANCE

Proponents are requested to keep their Proposals open for acceptance for a period of sixty (60) days after the closing date for receipt of Proposals. Proposals will be assessed during the evaluation of the Proposals and any alteration could adversely impact the evaluation and ranking of the Proposals.

## 2.6 EVALUATION TEAM & CRITERIA

The evaluation of Proposals will be undertaken on behalf of the ACRD by the Evaluation Team. The Evaluation Team may consult with others including ACRD staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give written recommendation for the selection of a Preferred Proponent(s) to the ACRD Board.

The Evaluation Team will compare and evaluate all Proposals to determine the Proponent’s strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the ACRD; using the following criteria:

<b>Evaluation Criteria</b>	<b>Points</b>	<b>Weighting</b>	<b>Max Score</b>	<b>Section</b>
Experience, Qualifications, and Project Understanding	/10	4.0	40	3.1
Approach and Schedule	/10	3.0	30	3.2
Social Procurement	/10	0.5	5	3.3
References	/10	1.5	15	3.4
Total (Non Monetary)			90	
Price	/10	N/A	10	3.5



Total			100	
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**Prices will be evaluated on a value per point basis: (Lowest Price / Proponent Price)\*10.**

Points will be assigned for each criterion based on the information provided in the RFP. Scoring shall be awarded on a scale of 0 to 10, where the range is defined as follows:

0-3	Incomplete response Doesn't meet expectations Missing/mismatched attributes Poor level of details in response Unsupported claim(s)
4-7	Mostly complete response Partially meets expectations Partially fits desired attributes Medium level of detail in response Partially supported claim(s)
8-10	Meets or exceeds expectations Strongly fits desired attributes High level of detail in response Well-supported claim(s)

Note: Ratings have been noted in the Points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the ACRD. Submission of RFP, which is to be completed by the Proponent, must align with the above criteria.

## 2.7 NEGOTIATIONS

The top-ranked Proponent will be invited to enter into direct Contract negotiations to finalize the agreement with the ACRD.

Negotiations will not constitute a legally binding offer to enter into a Contract on the part of the ACRD or the Proponent and there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. The terms and conditions found in Section 5 are to form the basis for commencing negotiations between the ACRD and the selected Proponent.

The ACRD may terminate Contract negotiations with any Proponent and enter into Contract negotiations with the next highest-ranked Proponent if, in the opinion of the ACRD at any time, the Contract negotiations with the initially selected Proponent will not be satisfactorily completed in its best interests.

The ACRD may, at its sole discretion, reject any or all Proposals at any time throughout the proposal evaluation, Proponent selection, or Contract negotiation process.



## SECTION III – SUBMISSION REQUIREMENTS

It is the sole responsibility of each Proponent to ensure their Proposal contains all required information. Failure to follow the instructions contained in this RFP may result in the Proposal being deemed non-compliant in which case, it will be returned to the Proponent and receive no further consideration.

**Schedule “A” contains the Form of Proposal and must be submitted with each proposal.**

**Please refer to Schedule “B” - Statement of Work and Deliverables for requirements and Proponent reference when applicable.**

**The budget for this project is a maximum of \$122,000 per year , including all fees and expenses.**

Proposals must be received by the ACRD or submitted to [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca) before 2:00 pm on December 17, 2024 Pacific Time. Late Proposals will not be accepted and will be returned to the Proponent.

Note: Although every attempt will be made to meet all dates, the ACRD reserves the right to modify any or all dates at its sole discretion at any time.

### 3.1 EXPERIENCE, QUALIFICATIONS, & PROJECT UNDERSTANDING

- Letter of introduction.
- Proponent’s relevant experience, qualifications, resources, and capacity in delivering services similar to those required by the RFP.
  - The Proposal should include details on only the most recent three (3) or four (4) projects of related work.
- Proponents should clearly demonstrate their understanding of the Project requirements outlined in the RFP in their Proposal and how each deliverable will be achieved fully. Identify all key goals that the Proponent expects to address through this Project and discuss how the Proponent’s team will deliver on these goals.

### 3.2 APPROACH & SCHEDULE

To be included in the Proposal:

- Provide a schedule for completion of tasks and deliverables. Clearly show milestone dates for completion of key deliverables.
- Outline the approach to communications, engagement and project management throughout the Project, including timing, form and general content of progress updates to ACRD Project staff.



- Clearly identify all services included in this Proposal along with any optional, excluded services, or those services assumed to be provided by others.

### 3.3 SOCIAL PROCUREMENT

Please complete the table below concerning the application of Social Procurement principles and practices in your operations and/or performance of works. Contractors may be required to provide certificates and/or third-party validation where applicable.

	<b>Social Procurement Principles or Practices</b>	<b>Yes</b>	<b>No</b>	<b>Describe where applicable</b>	<b>Maximum Points</b>
1	In the last three years, has the Proponent implemented any programs or initiatives to ensure greater economic opportunity and community integration for equity-seeking groups?				5
2	Does the Proponent work with employment support services or Contract within the communities you operate?				5
3	Does the Proponent work with Social Enterprises in any manner?				5

### 3.4 REFERENCES

Proponents shall include two (2) references of relevant experience for which they have provided similar services. With each reference, proponents shall include the organization’s name, address, phone number, as well as the name and position of a person the ACRD may contact at the organization. The ACRD reserves the right to contact references without prior notification to the Proponent.

### 3.5 PRICE

Submissions must include a detailed description of the Proponent’s fees and disbursements (excluding GST) for works and deliverables. The successful Proponent’s estimate will be the Contract price for the work unless otherwise negotiated by the ACRD. If the work cannot be completed within the ACRD’s available budget, the Proponent or the ACRD may suggest options for changing the scope of the work.

Proponents should state their proposed price as follows:

<b>Work Activities (list hourly rate &amp; estimated hours)</b>	<b>Price (excluding GST)</b>



<b>Total Price (excluding GST)</b>	

Proponents must submit an hourly wage rate breakdown for any additional work for items/tasks not included in Schedule B: Scope of Work and Deliverables.

### 3.6 INTERVIEW

The Evaluation Team may, at its discretion, invite some or all of the Proponents to a conference call or video interview to provide clarification of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

## SECTION IV – SPECIFICATIONS

### 4.1 ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal, except those revisions that are proposed or requested in the Proposal and accepted by the ACRD.

### 4.2 THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT RESERVES RIGHTS

The ACRD reserves the right to:

1. Waive any irregularity or insufficiency in any Proposal, whether material or not;
2. Accept the Proposal which is deemed most favorable to the interest of the ACRD;
3. Accept any Proposal in whole or in part;
4. Negotiate with the selected Proponent(s);
5. Contact references other than, or in addition to, those furnished by the Proponent.

### 4.3 NOTIFICATION OF AWARD

If negotiations result in agreement on the terms of a Contract, the successful Proponent(s) will be notified in writing and required agreeable obligations will need to be fulfilled before the executing the Contract.

### 4.4 TERM OF AGREEMENT

It is anticipated that the Contract term, upon acceptance of Proposal, shall commence on February 1, 2025 and expire on January 31, 2028.



## SECTION V – RFP PARTICULARS

It is anticipated that the below Section 5.1 will be incorporated into the Contract with the successful Proponent(s).

### 5.1 CONTRACT CONDITIONS

The Contractor will be required to provide the ACRD with evidence of the following **upon execution and delivery of the Contract**

- General Liability Insurance (\$2,000,000.00)
- Letter of Good Standing from WorkSafe BC

## SECTION VI – APPENDICES

Schedule A: Form of Proposal

Schedule B: Statement of Work and Deliverables





## SCHEDULE A: FORM OF PROPOSAL

**RFP NO.:** ACHN01-24  
**PROJECT:** ACHN Coordinator  
**CLOSING:** December 17, 2024 @ 2:00 PM

### 1. PROPOSAL SUBMISSION

Company Name:		
Address:		City:
Postal Code:	Phone:	Fax:
Email:		Date:
Signature of Proponent:		Print Name:
Title of Proponent:		

To: The Alberni-Clayoquot Regional District

**RFP Project Title:** ACHN Coordinator

**I/We, the undersigned duly authorized representative of the Proponent,** having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the Alberni-Clayoquot Regional District Website, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

**I/We confirm** that this Proposal is accurate and true to best of my/our knowledge.

**This Proposal** is submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**I/We have the authority to sign on behalf of the Proponent.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date



## SCHEDULE B: STATEMENT OF WORK & DELIVERABLES

**The budget for this project is a maximum of \$366,000 including all fees and expenses, which includes any administrative fees, charges for printing, copying and couriers, travel expenses, accommodation expenses, meals, public engagement room rentals.**

**The scope of work includes all of the following:**

**Prepared by:** Alberni-Clayoquot Health Network (ACHN)

**Date prepared:** November 22, 2021

**To be reviewed on an annual basis:** February 1, 2023

**Reports to:** ACHN Table of Partners

**Nature of Position:** Contract

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Reporting to the Table of Partners of the Alberni-Clayoquot Health Network (ACHN) the ACHN Coordinator will be responsible to incorporate the vision, mission, purpose, values, guiding principles, goals and objectives of the ACHN into action. The Coordinator will be the conduit that builds and fosters healthy and connected people and places with a collective voice on regional and local health issues. This will be achieved by the Coordinator leading a culture of cooperation, collaboration, innovation and partnering while facilitating dialogue and an understanding amongst citizens and stakeholders.

### **Role and Responsibilities:**

Under the direction of the ACHN Table of Partners and in accordance by the ACHN Strategic Plan the Coordinator will advance the goals and objectives established as priorities by:

1. Creating, and following through to completion, strategic and operational action plans that coordinate the implementation of the goals and objectives;
2. Supporting the activities and strategies of the ACHN by:
  - fostering strong relationships with partners (stakeholders) that build on community assets, strengths, efficiencies, social capital while reducing duplication. Actively seeks out and connects with current and future stakeholders;
  - raising awareness and maintaining the public profile of the ACHN;
  - developing and maintaining systems of communication and opportunities for stakeholders to share knowledge and gain common understandings through meetings, sub-committees, working groups, outreach activities, workshops, presentations and electronic sources (e.g., website, newsletters, social media, etc.);
    - collaboratively preparing agendas and organizing opportunities including meeting sites, technology needed, minutes of meeting, etc.;
    - objectively facilitating dialogue and gathering information that advances the priority goals and objectives;
    - connecting the right people to the right conversations and group work;
    - developing and articulating common goals and a focus for the conversations;
    - knowing when to course correct and amend direction of work (with approval from the Table of Partners) to reflect the needs of the people represented;
  - actively participating in discussion and community engagement opportunities with external stakeholders that will further the work of the ACHN;



- strengthening/increasing the capacity of the health network to support peoples of all ages, cultures, ethnicity, socio and economic backgrounds by respecting, valuing and incorporating the:
    - history and traditions;
    - traditional family and social structures;
    - traditional medicinal knowledge and practice; and
    - culturally based stigmas affecting First Nations peoples;
  - acting as the navigator and communication link for the stakeholders, committees and Table of Partners by:
    - gathering and sharing information including themes (similarities of issues/solutions/strategies that traverses groups), what is working, what is not working, internal and external barriers, initiatives of the Health Care system that will enhance or be a barrier to the work being done, etc. Bringing this information to the Table of Partners to review and re-set priorities if needed;
    - researching statistics and information about population health and determinants of health required by stakeholders that will support informed/evidenced based discussed and decisions;
    - analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction;
3. Seeking out additional funding or resource opportunities for consideration that support the work of the ACHN. Preparing applications for grants consideration as directed;
  4. Evaluating on a consistent and ongoing basis the work being done to ensure on track;
  5. Reporting on a monthly basis to the Table of Partners and a quarterly and annual basis to Island Health using the format provided;
  6. Being fiscally responsible, working within a set budget and following financial reporting processes;
  7. Other duties as assigned.

**Service Contract Requirements:**

1. Post-secondary degree preferred in health sciences/administration/information, public or business administration;
2. Three (3) to five (5) years of related experience in community development and health;
3. Or the equivalent combination of education and experience;
4. Well versed in the key health and well-being indicators in the Alberni-Clayoquot region in particular how they pertain to the determinants of health, Integrated Primary and Community Care, Patients as Partners and health services delivery.

**Skills, Knowledge and Competencies Required:**

1. Proven ability to coordinate and facilitate public participation, community development processes and quality improvement methodologies;
2. Proven communication style that supports individuals/groups to achieve optimum performance that align with goals and objectives while simultaneously building collaborative relationships;
3. Highly organized and well-developed oral and written communication skills;
4. Demonstrated knowledge of population health and determinants of health, and experience analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction;
5. Strong conflict resolution, critical thinking and problem-solving skills including the ability to ascertain the 'real issue' and facilitate a respectful, healthy dialogue that builds on ideas/thoughts;
6. Demonstrated sound judgment, decision-making and problem-solving skills;
7. Proven team player that can follow a system and protocol to achieve a common goal;
8. Self-disciplined, energetic, passionate, innovative, collaborative;



9. Ability to prioritize and organize work;
10. Ability to foster and promote good public relations;
11. Ability to promote positive change.
12. Proficient computer skills, including Microsoft Office and health care related systems;