



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

## **Request for Proposal**

**ACHN Coordinator  
RFP-ACHN01-21**

### **Submission Deadline:**

January 10, 2022 at 4:30pm Pacific Time

### **Designated Contact Person:**

Shane Koren, Procurement Coordinator

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 4:30 PM local time, January 10, 2022** to the attention of:

Shane Koren, Procurement Coordinator

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

3008 5<sup>th</sup> ave, Port Alberni

BC, V9Y 2E3

**Note: Office Hours 8:00am to 4:30pm**

Paper proposal submissions must have 2 copies and be delivered to the address above in a sealed envelope and labelled "Request for Proposal ACHN01-21-ACHN Coordinator."

Alternatively, proposals may be submitted by email with the subject line "Request for Proposal ACHN01-21-ACHN Coordinator" to [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca)

Enquiries about this request shall be directed to only Shane Koren – Procurement Coordinator

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

Telephone: 250-720-2724



**TOC**

**Contents**

SECTION I – GENERAL ..... 5

    1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP) ..... 5

    1.2 OBJECTIVES OF THE RFP ..... 5

    1.3 BACKGROUND FOR RFP ..... 6

    1.4 RFP DISTRIBUTION AND ENQUIRIES ..... 6

    1.5 RFP TERMINOLOGY..... 7

SECTION II – TERMS & CONDITIONS..... 7

    2.1 ESTIMATED TIME FRAME ..... 8

    2.2 RESPONSIBILITY OF PROPONENT ..... 8

    2.3 EVALUATION ..... 8

    2.4 PROPOSAL SUBMISSION/CONDITIONS..... 8

        2.4.1 Proposal Submission..... 8

        2.4.2 Enquiries, Errors, Omissions and Addenda ..... 9

        2.4.3 Conditions..... 10

        2.4.4 Freedom of Information and Privacy Protection Act (FOIPPA) ..... 10

        2.4.5 Confidentiality ..... 10

        2.4.6 Conflict of Interest..... 11

        2.4.7 Changes to Proposal ..... 11

        2.4.8 Proponent’s Expenses ..... 11

    2.5 ADDENDA..... 11

    2.6 CONTRACT ASSIGNABILITY ..... 12

    2.7 OFFER ACCEPTANCE ..... 12

    2.8 CANCELLATION AND TERMINATION OF SERVICES ..... 12

    2.9 EVALUATION TEAM AND CRITERIA..... 12

SECTION III – SUBMISSION REQUIREMENTS ..... 13

    3.1 EXPERIANCE..... 13

    3.2 ABILITY TO MEET ACHN NEEDS ..... 13

    3.3 SOCIAL PROCUREMENT ..... 13

    3.4 REFERENCES..... 14



3.5 INTERVIEWS.....	14
SECTION IV – SPECIFICATIONS.....	14
4.1 ACCEPTANCE OF TERMS.....	14
4.2 THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT RESERVE RIGHTS.....	14
4.3 NOTIFICATION OF AWARD.....	15
4.4 TERMS OF AGREEMENT.....	15
SECTION V – ADDITIONAL ITEMS.....	15
5.1 CONTRACT CONDITIONS.....	15
5.1.1 Compliance with Laws.....	15
5.1.2 Laws of British Columbia.....	15
5.1.3 Code of Conduct.....	15
5.1.4 Insurance.....	16
SECTION VI – APPENDICES.....	17
SCHEDULE A: FORM OF PROPOSAL.....	18
SCHEDULE B: DESCRIPTION OF WORK.....	19
SCHEDULE C: CONTRACT.....	21

## SECTION I – GENERAL

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

The Alberni-Clayoquot Health Network (ACHN), is seeking Proposals from qualified firms and individuals (the “Proponent”) to provide leadership capacity and coordination services for the ACHN for a three (3) year contract.

Reporting 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 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 Alberni-Clayoquot Regional District (ACRD) has undertaken this RFP, on behalf of the ACHN, with the intention to enter into an agreement with one of the proponents. This RFP does not constitute an offer, and the ACRD will not have any liability or obligation to anyone in connection with this RFP unless an agreement is approved by the Alberni-Clayoquot Regional District Board of Directors, and executed and delivered in writing.

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.

### 1.2 OBJECTIVES OF THE RFP

Proponents are invited to expand their response to this RFP to cover more features, details, and extra performance measures provided that they meet the minimum specifications.

The ACRD reserves the right to use and include any ideas, concepts, alternate solutions, extra features, enhancements and performance concepts presented in any proposal, whether or not that proposal is selected by the ACRD.



The evaluation of responses will be based on a number of factors, weighted according to the needs and judgment of the ACRD. Any implication that the 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.

The ACHN is governed by a Table of Partners; the ACRD manages, and enters into, contracts on behalf of the ACHN as the ACHN is not a legal entity. The Table of Partners, along with the ACRD, sets and monitors the ACHN's strategic plan. Proponents may find more information here <https://achn.ca/>

### 1.4 RFP DISTRIBUTION AND ENQUIRIES

Due to the ongoing COVID-19 pandemic, 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-one (21) pages including the Cover Page and Appendices.

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

Shane Koren, Procurement Coordinator

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 Tricia Bryant as having received a copy of this RFP.

## 1.5 RFP TERMINOLOGY

Throughout this RFP terminology is used as follows:

- "must" means 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 "RFP";
- "Proposal" means any proposal made or submitted by anyone in connection with this RFP or the subject matter hereof;
- "Contract" means the written agreement resulting from this RFP executed by the ACRD and the Contractor, it being understood that it may be the case that no contract will result;
- "We", "ACRD", and "Regional District" all mean the Alberni-Clayoquot Regional District;
- "ACHN" means the Alberni-Clayoquot Health Network;
- "ACRD Website" means [www.acrd.bc.ca](http://www.acrd.bc.ca);
- "BC Bid Website" means [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca);
- "Contractor" means the Proponent who is awarded and enters into an Agreement with the ACRD for the Services as a result of this RFP.
- "Independent Contractor" means a person who contracts to do work for another person or organization according to his or her own processes and methods; the contractor is not subject to another's control except for what is specified in a mutually binding agreement for a specific job;
- "Evaluation Team" means the team appointed by the ACRD and ACHN;

## 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 22, 2021
Deadline for receipt of questions	December 20, 2021
Addenda issued (if required)	December 23, 2021
Request for Proposal closes	January 10, 2022
Award Date	January 26, 2022
Services commencement date	February 1, 2022

## 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 EVALUATION

An evaluation committee made up of the ACRD staff and ACHN Table of Partners will be reviewing proposal submissions. The ACRD reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value and not necessarily the lowest cost.

## 2.4 PROPOSAL SUBMISSION/CONDITIONS

### 2.4.1 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 4:30 PM local time on January 10, 2022** in order to be considered.



Proposals on paper must be submitted in a sealed envelope, clearly marked "Request for Proposal ACHN01-21-ACHN Coordinator ", and directed to the person identified under the Submission Details of this RFP.

Proposals may be submitted by email with the subject line "Request for Proposal ACHN01-21-ACHN Coordinator" to the person identified under the Submission Details of this Request for Proposal. If the Proponent chooses to submit by email the following risks are assumed

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

Proponents mailing proposals, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by Shane Koren.

#### 2.4.2 Enquiries, Errors, Omissions and 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 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 Shane Koren 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 RFP shall not be interpreted in a way that would exclude warranties as to fitness for the purpose, suitability, or any other implied warranties.

### 2.4.3 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.

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 irregularity, failure to comply or time stipulations required by these Instructions for Submission. The stipulations herein are for the sole benefit of the ACRD and may be waived by the ACRD unilaterally.

### 2.4.4 Freedom of Information and 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*.

### 2.4.5 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. Proponents should be aware the ACRD is a “public body” defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.



#### 2.4.6 Conflict of Interest

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 and where this is seen in the reasonable opinion of the ACRD as creating a conflict of interest between the Proponent and the ACRD.

#### 2.4.7 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.

#### 2.4.8 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.

### 2.5 ADDENDA

If the ACRD determines that Addendum or Question & 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 will not require 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.



## 2.6 CONTRACT ASSIGNABILITY

This contract is not assignable by the Proponent without the prior written consent of the ACRD.

## 2.7 OFFER ACCEPTANCE

This offer is irrevocable and open for acceptance for a period of sixty (60) days after the closing date for receipt of proposals. The ACRD reserves the right to accept the offer which it deems most advantageous, based units evaluation criteria.

## 2.8 CANCELLATION AND TERMINATION OF SERVICES

The ACRD reserves the right to cancel this RFP at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any proponent as a result of that cancellation.

The ACRD reserves the right to terminate any contract resulting from this RFP with thirty (30) days written notice of termination. In the event of termination, the Contractor will have no right of action against the ACRD for damages; however, termination would not, in any manner, limit the ACRD right to bring action against the Contractor for damages for breach of contract.

## 2.9 EVALUATION TEAM AND 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, ACHN Table of Partner 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.

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>Section</b>
Experience	20	3.1
Ability to meet the ACHN needs	50	3.2
Social Procurement	10	3.3
References	20	3.3
Total	100	



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 to RFP, which is to be completed by the Proponent, must align with the above criteria.

## 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.

Proposals must be received by the ACRD or submitted to [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca) before 4:30 pm on January 10, 2022 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.

Written submissions are to be a maximum of 12 pages, and should outline relevant experience and qualifications in the fields of community development or health sciences. The budget for this contract is a maximum \$80,000 per year for each of the three year term, including all fees and expenses.

### 3.1 EXPERIANCE

- Letter of introduction
- Proponent’s relevant experience and qualifications in delivering Services similar to those required by the RFP;

### 3.2 ABILITY TO MEET ACHN NEEDS

- Proponent’s demonstrated ability to provide the Services including detailed information on the quality and experience of team members
- Proponent’s equipment servicing resources, capability and capacity, as relevant

### 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 3rd 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				5



	<b>Social Procurement Principles or Practices</b>	<b>Yes</b>	<b>No</b>	<b>Describe where applicable</b>	<b>Maximum Points</b>
	programs or initiatives to ensure greater economic opportunity and community integration for equity-seeking groups?				
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 three (3) 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 INTERVIEWS

Due to the global pandemic, no in-person interviews will be permitted with the Evaluation Team. 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 RESERVE RIGHTS

The ACRD reserves the right to:

1. Waive any irregularity or insufficiency in any Proposal;
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;
5. Contact references other than, or in addition to, those furnished by the Proponent.

#### 4.3 NOTIFICATION OF AWARD

The successful Proponent will be notified in writing and required agreeable obligations will need to be fulfilled before the executing the Contract.

#### 4.4 TERMS OF AGREEMENT

The Contract term, upon acceptance of proposal(s), shall be February 1, 2022 and continue uninterrupted for the period of three (3) years, with option for renewal upon ACRD and ACHN approval.

### SECTION V – ADDITIONAL ITEMS

#### 5.1 CONTRACT CONDITIONS

##### 5.1.1 Compliance with Laws

The Proponent will give all the notices and obtain all the licenses and permits required to perform the work. The Proponent will comply with all laws applicable to the work or performance of the contract.

##### 5.1.2 Laws of British Columbia

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect for the province of British Columbia.

##### 5.1.3 Code of Conduct

The Proponent agrees that it and its sub-Proponent's and employees agree to comply with the following code of conduct:

- Carry out their responsibilities in a professional and competent manner.
- Continue to improve their knowledge, competence, skills, and professional ability.
- Be aware of and abide by the British Columbia Human Rights Code.
- Not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location.



- Act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services.
- Not make any public comments that denigrate, disparage, or are disrespectful of the ACRD, employees, and elected officials, and refrain from making negative comments about the credibility of the ACRD, employees, and elected officials.
- Conduct themselves in a friendly, courteous, and professional manner when dealing with the public.
- Refrain from engaging in any other practice that could unfavorably reflect upon the ACRD as identified solely by the ACRD.

#### 5.1.4 Insurance

The Proponent will be required to provide and maintain the following insurance. Please refer to the Contract (Schedule C) Schedule B for further detail.

- Comprehensive General Liability
- Work Safe BC Personal Optional Insurance





## SECTION VI – APPENDICES

**Schedule A – Form of Proposal**

**Schedule B – Description of Work**

**Schedule C – Contract**



**SCHEDULE A: FORM OF PROPOSAL**

**RFP NO.:** ACHN01-21  
**PROJECT:** ACHN COORDINATOR  
**CLOSING:** January 10, 2022

**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**

Dear Madame:

**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: DESCRIPTION OF WORK

**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;



## SCHEDULE C: CONTRACT

***(SCHEDULE C WILL BE INSERTED LATER WHEN RFP IS ASSEMBLED)***