



REQUEST FOR QUALIFICATIONS

Contract Services for the Provision of Coordination and Development Services for the Oceanside Health and Wellness Network (OHWN)

Issue Date: Thursday, April 12, 2018

Closing Time: by 4:00 PM Pacific Time on Thursday, May 10, 2018

The Regional District of Nanaimo (RDN), in partnership with Island Health, is requesting submissions from qualified individuals to provide leadership, capacity, administration and coordination services for the Oceanside Health and Wellness Network (OHWN) for a contract to March 31, 2019 with option to renew for an additional year upon mutual agreement between the parties and available funding.

This request for qualifications includes:

Part 1: Background and Description of Work

Part 2: Submission Requirements and General Instructions

Part 3: Proposal Evaluation and Selection Process

Appendix 1: OHWN Information Package, dated January 22, 2018

Appendix 2: OHWN Coordinator - Description of Position updated April 11, 2018

PART 1: BACKGROUND AND DESCRIPTION OF WORK

BACKGROUND

The Oceanside Region includes the municipalities of Parksville and Qualicum Beach and four electoral areas of the RDN. The geographic area encompasses two urban centres and several small waterfront and rural communities stretching from Nanoose Bay, Errington / Coombs to Deep Bay / Bowser. The Oceanside Region is aligned with the boundaries of School District 69 and Local Health Area 69-Qualicum and has a total population of 45,291 (2011 Census).

The Oceanside Health and Wellness Network (OHWN) is a group committed to working together to enhance the health and well-being of Oceanside residents through collaborative planning and collective action. Island Health is a funding and resource partner in the development of the OHWN. The Regional District of Nanaimo administers the funding from Island Health and is also a resource partner.

OHWN's vision is "to respectfully work together to advance the health and wellbeing of the population of Oceanside through addressing those factors that influence health and other complex issues that groups cannot effectively address on their own, and to speak as one voice on these issues." Working with the Chair and leadership of OHWN, the Coordinator will be responsible for incorporating the vision, mission, purpose, values, guiding principles, goals and objectives 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 among citizens and stakeholders.

The Proponent must understand the determinants of health and population health in order to inform the strategic and policy direction of OHWN, and will have working knowledge of local government and First Nations culture and communities. The Proponent should have experience facilitating community and strategic planning processes. As the RDN intends to engage the Proponent under a contract for services, the Proponent must be capable of meeting legal requirements of being an independent contractor.

OHWN does not have dedicated office space, so the Coordinator is expected to work from home and supply all their own office equipment. Circle of Partner meetings are held in a variety of donated meeting spaces. Limited administrative support may be provided by an OHWN partner organization. No per diems will be provided as part of this contract.

ROLE & RESPONSIBILITIES

The roles and responsibilities of this position are described in the attached OHWN Coordinator – Description of Position. The Coordinator will be paid an **hourly rate of \$45.00 with a maximum contract value of \$ 28,000.00.**

At the start of the contract, in discussion with the Chair, the Coordinator will develop a workplan for the contract term that outlines tasks and deliverables by month. This will form the basis of monthly reporting to the Circle of Partners on activities of the Chair.

As further described in the Description of Position, the Coordinator is responsible for:

- raising awareness and maintaining the public profile of OHWN by actively seeking out and connecting with current and future stakeholders and participating in creatively and timely discussion and community engagement opportunities
- developing and maintaining systems of communication and opportunities for stakeholders to share knowledge and gain common understandings
- researching and sharing information about population health and determinants of health to support informed discussion and decision making
- seeking out additional funding or resource opportunities and preparing grant applications in coordination with OHWN members
- participating in discussion and community engagement opportunities with external stakeholders
- quarterly reporting to the Circle of Partners and RDN outlining:
 - the amount of funds that have been spent to date;
 - key accomplishments made possible through funding the Coordinator role;
 - the anticipated expenditures to the end of the funding period; and
 - change to the subcontractor status or unplanned break in service.

- in the absence of administrative support, all meeting preparation for the monthly meetings of the Circle of Partners and each of the three action groups including agendas, minutes, facility booking, and communications

At a minimum, the Coordinator is required to attend the following regularly scheduled monthly meetings:

- Circle of Partners – 2 hours
- Three Action Groups – 1.5 hours each

ACCOUNTABILITIES & REPORTING RELATIONSHIP

- The OHWN Coordinator will work with the OHWN Chair and the RDN Manager of Long Range Planning for the execution of the terms of this contract. The Chair and Manager in partnership with the Island Health representative are responsible for reviewing and monitoring the contractor’s performance as required.
- The OHWN Chair and RDN Manager authorize extraordinary (non-budgeted) expenditures.
- Through the terms of a contract for services, the Coordinator will be accountable for the appropriate use of funds designated for the support and operation of OHWN. The Coordinator will be responsible for preparing and submitting financial reports to the RDN Manager and will meet reporting requirements of the RDN.

PART 2: SUBMISSION REQUIREMENTS AND GENERAL INSTRUCTIONS

REQUIRED INFORMATION

The following must be included in the submission. Submissions are to be a maximum of 8 pages.

1. Your resume.
2. A description of your relevant work with other coalitions, networks or community organizations.
3. A list of names and contact person(s) for three references.

SUBMISSION METHODS

Qualifications may be submitted in writing in person, by mail, or electronically.

If in person or by mail, in a sealed package clearly marked on the outside: “Qualifications for OHWN Coordinator Contract” along with proponent’s contact information to:

*Regional District of Nanaimo
Strategic and Community Development
6300 Hammond Bay Road
Nanaimo BC V9T 6N2*

If electronically with "Proposal for OHWN Coordinator Contract" as the subject line to: planning@rdn.bc.ca

Closing time: by 4:00 PM Pacific Time on Thursday, May 10, 2018

PART 3: EVALUATION AND SELECTION PROCESS

The successful Proponent will be selected upon recommendation by the OHWN Hiring Committee consisting of the OHWN Chair, one Island Health representative, one OHWN Circle of Partners representative, and the RDN Manager of Long Range Planning.

The following criteria will be considered in evaluating the submissions:

1. Qualifications and expertise of the Proponent.
2. Relevant prior experience.
3. Familiarity with the Oceanside Region - preference will be given to Proponents who reside within the region.

Qualifications will first be evaluated on the criteria above, and the highest scoring Proponents will be invited to an interview.

The RDN will not be obliged in any manner to any Proponent whatsoever. At its sole discretion, it may choose to terminate the Request for Qualifications process and not enter into a contract with any of the Proponents.

Please submit your qualifications by 4:00 PST, Thursday, May 10, 2018

Maximum Contract Value: \$28,000.00 not including GST

Term: One year from date of signing with an option for an additional year upon mutual written agreement between the parties and available funding.