

1.0 Invitation

The Alliance for Healthier Communities (the “Alliance”) and the Indigenous Primary Health Care Council (“IPHCC”) are looking for an experienced Interprofessional Primary Health Care Team (IPHCT) Implementation Lead (“Consultant”). Consultants in Ontario are invited to submit a quote.

2.0 About the Alliance, IPHCC and Project Summary

2.1 About the Alliance for Healthier Communities and Indigenous Primary Health Care Council

The Alliance for Healthier Communities is the voice of a vibrant network of community-governed primary health care organizations. Alliance members serve diverse communities across the province of Ontario, and they are rooted in the communities they serve. They share a commitment to advancing health equity through the delivery of comprehensive primary health care.

The Indigenous Primary Health Care Council is an Indigenous-governed, culture-based and Indigenous-informed organization. Its key mandate is to support the advancement and evolution of Indigenous primary health care services provision and planning throughout Ontario. Membership includes Aboriginal Health Access Centres, Aboriginal governed Community Health Centres, other Indigenous governed providers and partnering Indigenous health researchers and scholars. We value health equity and inclusion and respect in our work and in the delivery of primary health care services.

2.2 Project Summary

In 2023, the Ministry and Ontario Health released a call for expressions of interest (EOI) to support the creation of up to 18 interprofessional primary care (IPC) teams and the expansion of existing teams to help make care more convenient for people in Ontario. In 2024 the government of Ontario announced an investment in \$90M to support this expansion. Alliance members and IPHCC members responded to the EOI, and a number of members are confirmed to receive funding. As well, new primary health care organizations have received funding to meet the primary health care needs of their communities. Therefore, the Alliance and IPHCC are looking for a consultant to support this implementation project. The successful candidate will collaborate with other primary health care associations and Ontario Health on this work.

The maximum budget for this project is \$190,000 (exclusive of HST) for 12 months.

3.0 Services Required

3.1. Scope of Services and Deliverables

The Consultant will be expected to complete the below.

- a. **Coordinate and implements a Community of Practice (CoP) for New Teams & Expanded Teams**
 - Organizes, implements, manages, and facilitates community of practice for new teams:

- Engages with new teams to inform priorities for CoP.
- Plans agendas, schedules regular meetings and facilitate meetings ensuring key stakeholders are at the meetings.
- Keeps track of any action items and key notes stemming from the CoP that will help inform on-going implementation efforts.
- Organizes webinars if appropriate to aid in implementation efforts.
- Organizes, implements, manages and facilitates community of practice for expanded teams:
 - Engages with existing teams who are expanding to inform priorities for CoP.
 - Plans agendas, schedules regular meetings and chairs meetings ensuring key stakeholders are at the meetings.
 - Organizes webinars when required.

b. Project Liaison

- Acts as the point of contact with other provincial associations and Implementation Staff at Ontario Health.
- Ensures key information is shared with stakeholders outlining key messages, and Alliance and IPHCC staff.
- Develops positive and trustworthy relationships with the project team, project participants, key informants, stakeholders, and partner organizations, with a strong focus on customer service.
- Participates in meetings as required (virtually and in-person as required).
- Provides subject matter expertise regarding the project's priorities, approach, concerns and focus.
- Liaises and attends team meetings with appropriate Alliance and IPHCC staff to provide updates and inform on needs stemming from the field.

c. Develop resources, tools and supports for new and expanded teams

- Working with IPHCC and Alliance staff, gathers, creates and researches best practice tools, resources and supports, including toolkits and webinars for new and expanded teams.
- Works with teams to inform accountability requirements and supports for meeting deliverables.
- Provides organizations with governance guidance and supports operational guidance and any other supports as required to aid in implementation efforts.
- Liaises with Alliance and IPHCC's Quality Improvement (QI) Consultant, Provincial Data Management Coordinator and Learning Health System staff and others to ensure resources provided to new and expanded teams reflect learning collaborative best practices, EMR data entry standards, OHRS, Health Equity and Learning Health System approaches.
- Liaises with Alliance and IPHCC staff to ensure Ontario Health Team, Primary Care Networks, Clinical Pathways, Patient and Family Care Giver and Home & Community Care resources and tools are available to new and expanded teams.
- Assists with assessments of new and expanding teams with support and resources necessary to begin implementation.
- Provides resources and tools to improve access to team-based care.
- Provides ongoing assistance to teams over the course of the year.

- Engages with IPHCC and Alliance staff to determine what tools and resources are available to assist with implementation efforts.
- Provides other supports and resources as required to ensure successful implementation of new and expanded teams.

d. Project Secretariat

- Supports project administration and coordination: setting milestones, organizing meetings with relevant stakeholders, and monitoring project progress.
- Supports the development of progress reports, presentations, materials and resources to inform further IPHCT expansion and development.
- Identifies gap areas that may inhibit implementation efforts.
- Keeps project participants informed of the project's progress through regular reports and communication.
- Ensures that linkages and dependencies between stakeholders are identified and managed.
- Manages and follows up on project action items.

3.2. Desired Skills and Experience

- Undergraduate degree in relevant area of study or equivalent combination of education and experience.
- Minimum of three (3) years of relevant experience.
- Experience with facilitating various engagements with different audiences.
- Demonstrated understanding of the Alliance Model of Health and Wellbeing and the IPHCC's Model of Wholistic Health and Wellbeing.
- Demonstrated experience with comprehensive primary health care and Ontario's health system.
- Experience working with First Nations, Metis and Inuit health organizations is an asset.
- Bilingualism in English and French (written and oral) is an asset.
- Demonstrated commitment to Indigenous Health in Indigenous Hands.
- Highly comfortable working in a multi-stakeholder context with a commitment to excellent stakeholder relations.
- Excellent communication, interpersonal and organizational skills with strong attention to detail.
- Strong analytical and critical thinking skills.
- Effective decision-making skills and follows through with direction.
- Excellent time management skills with ability to work with multiple priorities and manage several projects simultaneously.
- Proficient with Windows and Microsoft Office software applications including Outlook, Word, Excel, PowerPoint and MS Teams.
- Commitment to the principles of Health Equity, as outlined in the [Alliance's Health Equity Charter](#).
- Ability to conduct work in keeping with the Alliance's commitment to anti-oppression, anti-racism (including anti-Black and anti-Indigenous racism), French language services, and to being 2SLGBTQ+ positive.
- Must possess a valid Ontario "G" driver's license to travel within Ontario.

3.3. Reporting and Working Relationship

The successful Consultant will work closely with the Alliance and IPHCC’s Chief Executive Officers and senior leadership team members.

3.4. Contract Length and Work Effort

The contract with the successful Consultant, if any, will be for 12 months.

3.5. Work Location and Expectations

The Consultant is expected to work remotely using their own equipment and travel when required to Alliance and IPHCC member centre locations across Ontario.

4.0 Quote Submission Guidelines

4.1. Communication after Issuance of RFQ

All inquiries should be directed by email to Gabriela Panciu, e-mail: procurements@allianceon.org

4.2. RFQ Schedule

The following is a summary of the key dates in the RFQ process.

Event	Date
RFQ Release	March 14, 2024
RFQ Deadline for Inquiries	March 25, 2024 at 10:00am ET
RFQ Closing Date	April 8, 2024 at 10:00am ET

The Alliance reserves the right to amend any of the dates set forth above.

4.3. When and Where to Submit a Quote

Quotes are to be submitted by email to Gabriela Panciu, procurements@allianceon.org

4.4. Mandatory Submission Requirements

Consultants must submit **one (1) document by email (maximum 6 pages in total, file size to be under 10MB)** with the following:

Mandatory Submission Requirements	Details to Include
a. Consultant Cover Letter	<ul style="list-style-type: none"> i. A short introduction of the Consultant (maximum half a page). ii. Consultant’s RFQ contact: full name, business address, email address and telephone number. iii. A <u>clear statement</u> that the Terms and Conditions of this RFQ have been read, are understood and agreed to in their entirety and confirming that the information provided in the quote is accurate.

Mandatory Submission Requirements	Details to Include
b. Consultant Resume	Include relevant details as they relate to the RFQ requirements in Section 3.1 and Section 3.2.
c. Pricing	Provide your: <ul style="list-style-type: none"> i. hourly rate ii. estimated hours of work per week to complete the work in Section 3.1 iii. total contract price (should not exceed budget stated in Section 2.2)
d. References	List 3 references of similar experiences, please include: <ul style="list-style-type: none"> i. Reference’s name, organization name, position, email address, phone number. ii. Brief description of the services provided.

4.5. No Guarantee of Volume of Work or of Exclusivity of Services

The selected Consultant, if any, will be required to enter into a Services Agreement with the Alliance and IPHCC. The Alliance and IPHCC makes no guarantee of the value or volume of sales that will be available to the selected Consultant.

4.6. Reservation of Rights of the Alliance and IPHCC

In addition to any other express rights or any other rights which may be implied in the circumstances, without liability, cost or penalty to the Alliance and IPHCC, the Alliance and IPHCC may at any time prior to or after the RFQ Closing Date:

- a) Waive formalities and accept quotes that substantially comply with the requirements of this RFQ;
- b) Waive irregularities in any Consultant’s quote;
- c) Check references other than those provided in the quote;
- d) Disqualify a Consultant whose quote contains misrepresentations or any other inaccurate or misleading information;
- e) Disqualify a Consultant or the quote of a Consultant who has engaged in conduct prohibited by this RFQ;
- f) Accept or reject a quote if only one quote is submitted;
- g) Select any Consultant other than the Consultant whose quote reflects the lowest pricing;
- h) Cancel this RFQ process at any stage;
- i) Cancel this RFQ and issue a new RFQ for the same or similar services;
- j) Discuss with any Consultant different or additional terms to those contemplated in this RFQ or in any Consultant’s quote;
- k) Accept a Consultant’s quote as is, or negotiate with any Consultant any new requirements or terms, or changes that may be deemed necessary by the Alliance and IPHCC; and
- l) Reject any or all quotes in the absolute discretion of the Alliance and IPHCC.