



**Request for Proposals
Policy Development 2022**

REQUEST FOR PROPOSALS

Manitoba Association of Community Health (MACH) is seeking a skilled policy development professional with community health experience to support MACH member organizations to develop best practices in policy development and policy review. In addition, the successful candidate will provide policy tools, policy templates and policy development best practices from a decolonizing, community-based perspective.

The following RFP includes a background of our organization and describes the purpose of the redesign, desired functionality, and specific requests relating to the proposal. We understand that details may be subject to change upon vendor recommendation and / or research of more optimal solutions. In your proposal, please feel free to suggest alternatives.

MACH BACKGROUND

MACH works with the province's Community Health Centres (CHCs) to improve the health and wellbeing of Manitoba residents. MACH is made up of 12 member CHCs:

- Aboriginal Health and Wellness Centre
- Centre de Santé Saint-Boniface
- Hope Centre Health
- Klinik Community Health
- Main Street Project
- MFL Occupational Health Centre
- Mount Carmel Clinic
- Nine Circles Community Health Centre
- NorWest Co-op Community Health
- Sexuality Education Resource Centre MB Inc.
- Women's Health Clinic
- Youville Clinic

Vision

MACH envisions a society in which all individuals, families and communities have access to complete, coordinated and cohesive primary health care.

Mission

MACH promotes the community health model for the delivery of primary health care services.

MACH works to:

- Promote the values and objectives of Community Health Centres
- Demonstrate the value and innovation that Community Health Centres bring to the primary health care system

- Facilitate collaboration and coalition building and advocate on issues of broad common concern
- Provide a regional forum for support and information sharing

PROJECT OVERVIEW

Summary of Activities	
Conduct Policy Audit of CHAS	<ul style="list-style-type: none"> • Develop Policy Audit Tool • Complete policy audit for 9-12 CHAs • Produce report on audit findings including key recommendations for each CHA or to MACH as a group • Recommendations will need to comply with funder and collective agreement requirements
Conduct Critical Policy Analysis	<ul style="list-style-type: none"> • Using agreed upon process and tools (anti-oppression etc.) complete policy analysis of policies (number to be determined) per CHA • Identify degree of alignment with CAs and propose recommendations to strengthen
Conduct Policy Revision	<ul style="list-style-type: none"> • Using agreed upon policy templates, revise policies (number to be determined) for 9-12 CHAs • Identify degree of alignment with CAs and propose recommendations to strengthen
Provide Policy Package	<ul style="list-style-type: none"> • Identification of key differences between Policy, Procedures, Standards & Guidelines • Creation of Policy, Standards & Guidelines templates (standard format) based in best practice (legal, risk, compliance perspectives) and anti-oppression/uncolonizing (decolonizing) best practice. • Identification of best practice in policy process from development, review, communication and sign off & training as well as Policy Review Cycles. • Development of a policy audit tool for use in CHAs, including where to start, what to look for, timelines, etc.) • Develop critical policy analysis tool for use by CHAs (based on anti-oppression, anti-racist, uncolonizing/decolonizing principles • Identify and develop policy analysis processes for use by the CHAs based on recommended

	<p>practice in the areas of anti-oppression, anti-racism, decolonizing/uncolonizing. (i.e. caucus groups, committees, advisories etc).</p> <ul style="list-style-type: none"> • Compendium of key resources for ongoing policy development and revision for use in CHA (i.e. from HIROC, Accreditation Canada etc.) • Provide policy development tool for use with board of directors including training guidelines and best practices for working with boards on policy and risk management
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BUDGET: \$30, 000

TIMELINE: To be completed by September 30, 2022

RFP Release Date: February 1, 2022

Response Deadline: February 15, 2022

Project Start Date: March 31, 2022

Project start and end date can be negotiated, please identify proposed timeline in the submission.

Submission Requirements:

The proposal should be no more than 5 pages and should include the following:

1. A summary statement of your interest in our work.
2. A brief description of your firm, its legal name, location, clients, history and projects.
3. Detailed information on the qualifications and experience of Firm staff or consultants to be assigned to the project.
4. A detailed work plan of the approach and timing for completion of deliverables. This may include any innovative ideas that the respondent may have with respect to structuring the work to achieve the desired outcomes in an efficient manner. Any optional components should be clearly identified.
5. A detailed estimate of the cost for completion of all deliverables as well as for each phase and optional components, if any, of the project.
6. A detailed fee schedule.

7. Information regarding previous experience in similar projects, including client references, preferably for similar types of projects and organizations.
8. An outline of support needed from MACH to complete project deliverables
9. Any other supporting information you may wish to include with your submission.
10. Anticipated start date.

Only proposals containing the above criteria will be considered.

Questions / Additional Information:

All enquires related to this Request for Proposals are to be directed, in writing to MACH selection committee at jobs@serc.mb.ca.

Proposal due by:

Please respond this request for proposals by February 15, 2022.