



## **REQUEST FOR QUALIFICATIONS No. 20-004**

**Contract Services for  
Provision of Coordination and Development Services for the  
Oceanside Health and Wellness Network and the Nanaimo Area Health Network**

**RE-ISSUED** Wednesday, January 15, 2020

### **CLOSING DATE AND TIME:**

by 3:00 PM Pacific Time on Friday, February 7, 2020

### **RDN CONTACT FOR QUESTIONS:**

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Deadline for questions is requested at least five (5) business days prior to closing date.

## **INTRODUCTION**

The Regional District of Nanaimo (RDN), in partnership with Island Health, is requesting submissions from qualified individuals to provide leadership, administration and coordination services for two community health networks: the Oceanside Health and Wellness Network and the newly forming health network for the Nanaimo area. The ideal proponent has experience working within a collective impact or systems change framework in the field of community development, healthy communities, and/or social planning. This is an eighteen – month contract with option to renew 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:** Coordinator – Role Description

## **PART 1: BACKGROUND AND DESCRIPTION OF WORK**

### **BACKGROUND**

The RDN includes the municipalities of Nanaimo, Lantzville, Parksville and Qualicum Beach; seven electoral areas, and is within the traditional territory of Coast Salish First Nations. The Snuneymuxw, Snaw-Naw-As and Qualicum First Nation communities are located within this region.

The Oceanside Health and Wellness Network (OHWN) was formed in 2013 to enhance the health and well-being of Oceanside residents with a focus on the determinants of health. The Oceanside Region covers the [Qualicum Local Health Area](#) and has a total population of 47,823 (2016 Census). OHWN hired its first Coordinator in 2015. The OHWN Coordinator position is currently vacant.

A new community health network is forming to serve the [Greater Nanaimo Local Health Area](#) with a population of 118,654 (2016 Census). The Nanaimo area health network is hiring its first Coordinator.

Similar networks have been successfully established in several other island communities to mobilize community action addressing the social determinants of health. These networks are located in [Mount Waddington](#), the [Comox Valley](#), [Strathcona](#), [Cowichan](#), [Sooke](#) and [Alberni/Clayoquot](#).

The RDN is seeking a single contractor to provide coordination and development services for the two separate Community Health Networks. Based on Island Health's allocation of funding, 14 hours per week is for OHWN and 20 hours per week is for the Nanaimo area health network. The contractor will be required to provide regular time tracking and budget reports at agreed-upon intervals to demonstrate this apportionment of funds.

Funding for the Nanaimo area health network portion of the contract is approved in principle and at the time of issuing this Request for Qualifications, is subject to final approval and transfer from the Regional District of Nanaimo to Island Health.

**Oceanside Health and Wellness Network:**

The 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 well-being 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 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.

Please refer to the [OHWN website](#) for further information on history and current activities.

**Nanaimo Area Health Network:**

The newly forming health network for the Nanaimo area will be made up of people living and/or working in the [Greater Nanaimo Local Health Area](#). The Network will be an open group of front-line workers, local decision makers, indigenous community members and engaged citizens who are working together to make this area a better place for everyone to live, work, learn and play.

Building on the work of existing community efforts, this new network will tackle complex social issues that require coordinated action from many partners on key issues that affect wellness in our community, such as poverty, housing, colonization, food security, transportation, environment, culture, social connectedness, prosperity and healthy living. Solutions to these complex issues are essential to keep community members healthy and allow them to live well.

By working together toward a common agenda the network can more effectively drive change toward:

- A community where we all share leadership in co-creating a vibrant, thriving community.
- A community where everyone feels a sense of belonging, social connection and support.
- A community where everyone's basic needs are met so they can live well.
- A community where policies, programs, infrastructure and amenities support well-being and make it easy for people to make healthy choices.

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.

## **ROLE & RESPONSIBILITIES**

The roles and responsibilities of this position are described in the attached Role Description. The Coordinator's hourly rate is \$40.00 subject to negotiation commensurate with skills, ability, and experience.

At the start of the contract, in discussion with the leadership tables for each health network, the Coordinator will develop a workplan for the contract term that outlines priorities, deliverables and timelines. This will form the basis of monthly reporting to the RDN and the leadership tables on activities of the Coordinator.

See the Role Description for a list of responsibilities.

## **ACCOUNTABILITIES & REPORTING RELATIONSHIP**

- The Coordinator will work with the health network leadership tables and the RDN Manager of Long Range Planning, Energy and Sustainability, for the execution of the terms of this contract. The leadership tables and Manager, in partnership with Island Health, are responsible for reviewing and monitoring the contractor's performance as required.
- The leadership tables and RDN Manager will need to authorize any 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 the health networks. The Coordinator will be responsible for preparing and submitting financial reports to the RDN Manager and will meet reporting requirements of the RDN.

## **RESOURCES**

The following resources provide a sample of relevant background:

- [Island Health – Local Health Area Profiles](#)
- [Greater Nanaimo Local Health Area Map](#)
- [Oceanside Local Health Area Map](#)
- [Oceanside Health and Wellness Network website](#)
- Other Community Health Networks:
  - [Mount Waddington Health Network](#)
  - [Comox Valley Community Health Network](#)
  - [Strathcona Community Health Network](#)
  - [OUR Cowichan Communities Health Network](#)
  - [Sooke Region Communities Health Network](#)
  - [Alberni Clayoquot Health Network](#)

## **PART 2: SUBMISSION REQUIREMENTS AND GENERAL INSTRUCTIONS**

### **REQUIRED INFORMATION**

The following must be included in the submission. Submissions are to be a maximum of 5 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.
4. Availability for evening, lunch, and early morning meetings from time to time.

### **SUBMISSION METHODS**

Qualifications may be submitted electronically with “20-004 Health Network Coordinator” as the subject line to: [planning@rdn.bc.ca](mailto:planning@rdn.bc.ca).

Closing time: by 3:00 PM Pacific Time on Friday, February 7, 2020.

## **PART 3: EVALUATION AND SELECTION PROCESS**

The successful Proponent will be selected upon recommendation by the Hiring Committee consisting of representatives from OHWN and the Nanaimo area health network, Island Health, and the RDN.

The following criteria will be considered in the initial evaluation of candidates:

1. Qualifications and expertise of the Proponent.
2. Relevant prior experience.
3. Familiarity with the Nanaimo and Oceanside Regions

The highest scoring Proponent from the initial evaluation will be invited to an interview. In addition to a series of questions, the interview will also include a 20-minute presentation by the proponent on a topic to be determined (topic will be provided in advance).

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 3:00 PST, Friday, February 7, 2020**

**Maximum Contract Value: \$106,020.00 not including GST**

**Term: Eighteen months from date of signing with an option for extension upon mutual written agreement between the parties and available funding.**