

REQUEST FOR PROPOSAL INTEGRATION COORINDATOR (LONDON, ON)

For the proposed integration of four existing community partners, to be called “CommunityCo”,

Consisting of:

- i. Canadian Mental Health Association, Middlesex***
- ii. Canadian Mental Health Association, Elgin***
- iii. Canadian Mental Health Association, Oxford***
- iv. Addiction Services Thames Valley***

RFP Release: Thursday, June 20, 2019

Responses Due: On or before Friday, July 5, 2019 at 4:00 pm

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A. Introduction:

CommunityCo is releasing a Request for Proposal for an Integration Coordinator who will guide the team through the process of establishing a single new community organization (“CommunityCo”). The Canadian Mental Health Association, Middlesex (CMHA Middlesex) will act as the administrative lead for the integration process.

The submitted proposal, with any negotiated changes, will be incorporated and will become part of the contract between CMHA Middlesex (on behalf of CommunityCo) and the selected Integration Coordinator.

B. Background

The four LHIN-funded providers of adult mental health & addiction services in Thames Valley have recently signed a Memorandum of Understanding (MOU) to explore a more integrated system of services for individuals-served and families by establishing a single new community organization (‘CommunityCo’). This will require the amalgamation of the four existing community providers – CMHA Elgin, CMHA Middlesex, CMHA Oxford and Addiction Services Thames Valley. The primary focus of the amalgamation is to strengthen the mental health and addiction service system so that processes and outcomes are improved for those served by the four separate organization. It is also a focus of the amalgamation to better collaborate with other providers and systems, including Ontario Health Teams within this area. The integration process will be overseen by the Transition Council (“Council”) composed of board and senior executive representatives from the four health service providers.

The partners require a full-time (contract) Integration Coordinator to guide the team through the process. CMHA Middlesex is acting as administrative lead for the integration process. The Coordinator’s contract will be with CMHA Middlesex but the position is accountable to and reports to the Transition Council.

C. Responsibilities:

The Integration Coordinator would be responsible for supporting the work of, and report to, the Transition Council including:

- Overseeing and coordinating the work of a time-limited transition team including:
 - Communications/marketing support
 - Governance facilitation
 - Administrative Support
 - Specific guidance (legal, human resources)
- Organizing regularly-scheduled Council meetings, including developing agendas & preparing minutes
- Developing a transition work plan with agreed-upon deliverables & milestones
- Providing regular updates for the Council
- Bringing forward “lessons learned” from similar integration initiatives

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- Overseeing the development and implementation of a comprehensive communications strategy for the purpose of informing key internal & external stakeholders on a regular basis
- Providing regular liaisons with legal and HR advisors to ensure Council receives professional advice in a timely manner and to ensure timely review of draft/final versions of legal agreements
- Developing organizational and system delivery design options for CommunityCo based on current program strengths ('centres of excellence') of the four service providers, as well as other integrated Mental Health & Addiction ("MH&A") organizations in Ontario and elsewhere
- Developing and implementing a plan for standardizing key business processes (eg. Payroll, finance, HR) prior to the amalgamation of the four community agencies
- Developing the process for recruitment of CommunityCo's first CEO, including preferred candidate profile, position description, recruitment timelines and strategy
- Providing regular dialogue with other service providers to determine how best to strengthen clinical/referral linkages with CommunityCo
- Reviewing key system performance indicators and client experience ratings to determine an appropriate performance "baseline" and potential scorecard for CommunityCo

D. Time Frame

This contract will be one year in length, and will require the equivalent of full-time work hours.

E. Proposal Requirements:

In order for CommunityCo to fairly evaluate all proposals submitted, the response to this RFP should use the following guidelines:

1. Outline the services that would be provided to CommunityCo.
2. Identify the fee structure and any additional charges.
3. Provide evidence of previous project management and change management experience.
4. Provide evidence of in-depth knowledge of health system transformation and experience with integration projects and processes.
5. Provide evidence of responsible management and/or clinical expertise in the health system and ideally in the mental health and addictions sector
6. Provide details regarding contractual guarantees for rates and fees.
7. Provide three client references that can be contacted by CommunityCo.
8. Submit the proposal as instructed below.

F. Evaluation:

This RFP constitutes CommunityCo's evaluation process for evaluating and selecting an Integration Coordinator for establishing a single new community organization. Other information will be evaluated in addition to the requirements outlined in this RFP.

G. Questions:

Questions should be addressed to:

Dr. Beth Mitchell, CEO
CMHA Middlesex
b.mitchell@cmhamiddlesex.ca

H. Submissions:

Responses are due electronically on or before **Friday, July 5, 2019 at 4:00 pm** to:
info@cmhamiddlesex.ca

I. Appendix:

The following information may be relevant:

1. Appendix A: Agency Information

CommunityCo Request for Proposal: Integration Coordinator

Appendix A – Agency Information

** As sourced through the Government of Canada Charity information website:*

https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch?request_locale=en

Partner Agency	Revenue	Expenses	Staff Salary Budget	FT Staff	PT Staff	Consulting Fees	# of staff comp \$40K-\$80K	# of staff comp \$80 K - \$120 K	#of staff > \$100 K
Elgin	\$6.5 M	\$6.5 M	\$3.6 M	54	19	\$130 K	9		1
Oxford	\$4.5 M	\$4.5 M	\$3.5 M	43	16	\$160 K	8		2
Middlesex	\$21.5 M	\$21.2 M	\$12.3 M	220	160	\$355 K	4	5	1 over \$120 K
ADSTV	\$6.2 M	\$6.1 M	\$4.8 M	87	12	0	6	4	