

Invitation for Expressions of Interest for a Consultant to Lead a Strategic Planning Process

West Elgin Community Health Centre will be updating its Strategic Plan as required by our primary funder, Ontario Health West. The current Strategic Plan was approved in June 2015 and that document will inform this process. The Mission, Vision and Values which were developed in the 2012 Strategic Plan but not reviewed in 2015 will be revisited, particularly with respect to compatibility of those of the Elgin Ontario Health Team (OHT), as part of this Strategic Planning process.

A lot has changed since the last Strategic Plan and the Centre is looking to Build Back Better post COVID. The new realities of Ontario Health, Ontario Health Teams and the urgency to act on Equity, Diversity and Inclusion and the Climate Crisis will impact on how the Centre operates over the next few years. The Centre will also be expected to work more collaboratively with other team based primary health care partners in Elgin.

The Expression of Interest will be evaluated in accordance with the criteria listed below. From the pool of submissions received, a maximum of four consultants will be selected to submit their final proposals for the project.

The Strategic Planning process will be led by a Steering Committee comprising both staff and members of the Board of Directors. The work of the successful Consultant will include:

- Reviewing the current Strategic Plan and Operational Plan.
- Reviewing the current Strategic directions of Ontario Health West.
- Reviewing the material of the Elgin Ontario Health Team
- Reviewing the current Strategic or similar Plans of the Alliance for Healthier Communities, Southwestern Public Health, and the Municipalities of West Elgin and Dutton/Dunwich.
- Devising a program for public, partner and community input, which may include surveys, public meetings and focus groups for stakeholders. Consultants will be encouraged to use innovative methods to gather this information.
- Meeting regularly with the Steering Committee to guide the process and take directions, including preparing minutes of the meetings. The consultant may want to propose a specific number of review meetings to help control costs.
- Documenting, summarising and drawing conclusions and recommendations from all input.
- Producing and presenting to the Steering Committee a draft Strategic Plan for review and comment.
- Finalising the Strategic Plan in a format suitable for posting on the Centre's website.
- Developing the first year Operational Plan framework template

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Expressions of interest shall be submitted in the form of a letter which may not exceed two pages in length and which must be typed using an 11 point font or larger. The letter may be supported by curriculum vitae (CV) and “boiler plate” information about the consultant(s). This additional information shall not exceed 10 pages.

Expressions of Interest will be evaluated based on the following criteria:

1. Format must meet the above criteria of a two page letter plus no more than 10 pages of preprinted supporting information, including CVs and letters of reference. (Pass/Fail)
2. Experience of team members with leading a Strategic Planning process. (15%)
3. Qualifications and experience of the team leader. (10%)
4. Familiarity of the team and particularly the team leader with the health sector. (10%)
5. Familiarity of the team and particularly the team leader with the Community Health Centre sector and the Alliance for Healthier Communities and their mandate. (15%)
6. Experience with health issues in rural areas. (15%)
7. The consultants understanding of the requirements and any innovative approaches proposed. (25%)
8. Proposed Project schedule. (10%)
9. The consultant’s written commitment to work with the Steering Committee membership. (Pass/Fail)
10. Three (3) References (Pass/Fail)
11. A commitment that team members proposed will be available for the project. Any substitutions after the submission must be approved by the client and must be of equivalent experience and knowledge.

Consultants must submit their costing information at the proposal stage in a separate sealed envelope.

The total budget available for the project is a maximum of \$35,000, including disbursements.

Proposed Schedule:

- Call for expression of Interest issued Monday, June 28, 2021.
- Expressions of Interest must be received **by 4:00 pm local time on Monday, July 26, 2021.**
- Invitations to submit proposals will be issued to the short listed consultants by 4:00 pm local time on Monday, August 16, 2021.
- Proposals must be received by 4:00 pm local time on Tuesday, September 7, 2021.

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- Interviews with the final candidate(s) under consideration will be scheduled during the week of September 20-24, 2021
- The successful consultant will be notified by October 1, 2021 and will be required to enter into a contract with West Elgin Community Health Centre within 14 calendar days of receiving said notification.
- Phase 1 will be the review of all relevant background information.
- Phase 2 will be the public and community input phase.
- Phase 3 will be the development of a draft plan.
- Phase 4 will be the completion of the plan.

The deadline for completion of Phase 4 is March 31, 2022.

All consultants will be notified by email of their status after evaluation of the Expressions of Interest.

All consultants who submit a proposal will be notified of the results of the evaluation once the selected consultant has signed a contract.

Expression of Interest shall be sent to:

West Elgin Community Health Centre
Attention: Andy Kroeker, Executive Director
153 Main Street
West Lorne, ON
N0L 2P0

or electronically to akroeker@wehc.on.ca

Questions or requests for clarification may be directed in writing to Andy Kroeker at akroeker@wehc.on.ca. John Mockler at jmockler@wehc.on.ca is the alternate contact.

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