

Request for Proposal – Activity Reporting System – Phase 1

April 18, 2017

The Leeds, Grenville & Lanark District Health Unit (LGLDHU) is currently seeking a consultant (s) to assist with the selection/development of an Activity Reporting System (ARS) for programs and services in the Healthy Living and Development, the Community Health Protection and the Quality, Corporate and Information Services Departments. The ARS will assist the management teams to:

- ensure the department meets performance targets;
- support program planning and implementation;
- inform resource allocation decisions;
- ensure work assignments are both equitable and achievable; and
- provide staffing allocation information to help in the submission of financial reports to the Ministry of Health and Long-term Care.

An RFP for Phase 2, the Development of the Activity Reporting System, will be issued once Phase 1 is completed.

Description of the Proposed Activity Reporting System

The ARS will be used by the following programs:

- Child Health – social media, communications, individual visits, groups, community initiatives, policy development, education and training of partners;
- Dental Health Program – student assessments, consultation, presentation, client visits, work with community organizations;
- Youth Program – work with schools in a variety of ways including presentations, parent presentations, consultation with staff, student activities, and work with community organization;
- Healthy Vibrant Communities – social media and communications; work with municipalities, community organizations, policy development, community events;
- Reproductive Health – social media, prenatal, pre contraception initiatives;
- Sexual Health Program – social media, clinic visits and follow-up, presentations, work with community organizations;
- Harm Reduction Program – social media, client visits, work with community organizations, policy development, community events;
- Immunization Program – clinics, consultation with schools, parents and care providers, education, input and analysis of data;
- Outbreak Management – consultation, education, community events
- Creative Team - communication activities, resource development, multimedia and website

- Health Intelligence Team – surveillance, program planning, evaluation and monitoring, research, quality improvement, knowledge exchange
- IT Team – client service and support, project management, incident and problem resolution, information security

An ARS framework has been developed internally, and has been used successfully to record a summary of program activities in Excel. The Framework includes, but shouldn't be restricted to the following variables:

- Type of staff providing program/service
- Type of service/program
- Location of service/program
- Date provided
- Time spent providing service/program
- Time spent performing admin tasks

The ARS will have the following characteristics:

- Ability to upload existing documentation into the system;
- Flexible report capacity to provide useful information for management;
- Be simple and user friendly for employees;
- Meet all expectations outlined in privacy/confidentiality legislation, professional college expectations and Health Unit policies;
- Be compatible with existing IT systems and other integrating programs (Healthspace);
- Ability to make adjustments internally.
- Aligned with provincial program standards and financial reporting requirements

Project Deliverables

The successful consultant(s) will work in collaboration with the Managers in the affected departments to:

1. Review and, modify if needed, the current ARS framework;
2. Identify two to three platforms for the ARS and present them to the Managers for their review. This would include but not limited to the strengths and challenges for implementation, and options for ongoing support.
3. Review the technology requirements for each possible proposed ARS with the Health Unit IT team.
4. Prepare a report that outlines the preferred ARS with parameters for its development, and resources required for implementation.

Project Timelines

The work would ideally be initiated by May 31, 2017 and completed by June 30, 2017.

An initial indication of interest should be forwarded to Jackie Empey, Business Manager by April 28, 2017 to tendering@healthunit.org

There will be opportunity to ask questions by phone about the project on Thursday, May 4, 2017 at 613-345-5685, ext. 2286.

The proposal is due to Jackie Empey, Business Manager on May 12, 2017 to tendering@healthunit.org

Proposal Requirements

The proposal should include the following:

- Name of the consultants (s) assigned to the project and proportion of time each would contribute if there is more than one.
- Experience of consultants in activity reporting systems.
- Experience working with and knowledge of local public health.
- Workplan with activities, timeline, milestones and deliverables.
- Costing of proposal specific to deliverables;
- Three references.

The proposals will be evaluated against these criteria:

- Understanding of the project;
- Experience of consultants in activity reporting systems;
- Experience working with and knowledge of local public health;
- Clarity, precision and feasibility of workplan;
- Appropriateness of timelines;
- Cost - lowest bid will not necessarily be the one selected.