



**SIX NATIONS ELECTED COUNCIL
DEPARTMENT OF HEALTH SERVICES
REQUEST FOR PROPOSALS**

Six Nations Health Services is currently accepting proposals for a consultant to complete an external program review of the Long Term Care/Home and Community Care (LTC/HCC) program. As part of the Six Nations of the Grand River 2016 Health Plan and in support of the Accreditation Canada process, Six Nations Health Services wants to ensure the LTC/HCC programs operate to best suit the needs of the community.

Background

Six Nations Health Services is the largest department within Six Nations Elected Council, employing over 300 staff members. The LTC/HCC programs are managed by one full-time manager and employs approximately 80 employees. Programs within the LTC/HCC include:

- Personal Support Services
- Community Support Services
- Complex Care Nursing
- Adult Day Program
- Eight-bed temporary residential care unit
- Shared Care Palliative Outreach Team
- Professional Services

Scope of Work

- Initial meeting with Health Senior Leadership Team, including the Director of Health Services and Portfolio Leads
- Outline and execute a plan to meet with staff members in groups and individually to identify program strengths, weaknesses, inefficiencies and opportunities for transformation
- Review structure of the LTC/HCC programs and identify potential improved structures
- Become familiar with Six Nations of the Grand River 2016 Health Plan and Accreditation Canada process and standards
- Review all relevant previous reports
- Complete a thorough written and verbal report for the Health Senior Leadership Team outlining program strengths, weaknesses, and specific recommendations for improvement

Proposal Requirements

The proposal shall address the following:

1. Outline plan of activities and timeline for completion of external program review;
2. Proposed start date;
3. Up to date Curriculum Vitae highlighting experience working with First Nations;
4. Controls that the applicant has in place to ensure confidentiality;
5. Proposed detailed cost to Health Services.

Award and Evaluation

1. Health Senior Leadership intends to award the contract to the applicant whose proposal offers a thorough and cost effective plan.
2. The selected consultant or firm will have sufficient depth and breadth of management consulting experiences, specifically in the health care industry and experience advising First Nations.
3. Six Nations Health Services may at its sole discretion cancel this Request For Proposals (RFP) at any time prior to, or after the closing date without providing reasons for such a cancellation.
4. In order to obtain the greatest value, Health Services reserves the right to:
 - a. Request clarification and/or further information after the closing date from applicants without providing the same opportunity to all applicants; or
 - b. Enter into negotiations with an applicant without being obligated to negotiate with, or offer the same opportunity to all applicants.
5. Six Nations Health Services reserves the right to amend this RFP by Addendum up to 3 business days prior to closing.

Instructions to Applicants

1. Proposals will be accepted up to 4:00pm on April 20, 2018. Proposals received after the above closing time will be considered invalid and returned to the applicant.
2. The applicant will submit their application electronically by emailing all required documents in Portable Document Format (PDF) to:
Agnes Chelminska, Executive Administrative Coordinator
HSEAC@sixnations.ca
3. Faxed Proposals will not be accepted.
4. All required documents must be submitted at the same time and no amendments to proposals will be accepted after the closing date.
5. All questions and communications regarding this RFP shall be directed to Agnes Chelminska, Executive Administrative Coordinator (HSEAC@sixnations.ca 519-445-2418 Ext. 2216).