



Request for Proposals  
Strategic Development Consultant  
2017-19

## **MACH Request for Proposal 2017-19**

### **Strategic Development Consultant**

Sept, 2017 to March 31, 2019 (24 months)

#### **Statement of Purpose**

The Manitoba Association of Community Health (MACH) is seeking proposals for the services of a Strategic Development Consultant who will actively engage with MACH members and their community partners, to assist in the implementation of our strategic priorities, and to consult on a sustainable membership model.

#### **Project**

MACH is a unique membership organization consisting of eleven Winnipeg based Community Health Centres (CHCs) focused on improving the health and wellbeing of Manitoba residents. MACH's not for profit, publicly funded, primary health care organizations deliver "integrated, people-centered services and programs that reflect the needs and priorities of the diverse communities they serve". MACH is: **Aboriginal Health and Wellness Centre, Centre Santé, Hope Centre, Klinik Community Health, Main Street Project, MFL Occupational Health Centre, Mount Carmel Clinic, Nine Circles Community Health, Norwest Community Co Op, Women's Health Centre, and Youville Clinic.**

The goal of this project is to support the development of MACH in its engagement and representation of Community Health Centres (CHCs) around how they continue to deliver health, and other important services, to Winnipeg's most marginalized populations.

- To best advocate for and participate in the health of our communities, a consistent voice for CHCs is at times required, to both get attention for community programs and research, as well as reflect community concerns at the regional, provincial and federal health planning level.

#### **Scope of the Project**

The SDC contributions will include:

- To Coordinate MACH general member meetings (every 6 weeks) and Executive Meetings (currently these are ad hoc)
- To coordinate MACH activities and Communications.
- To guide and drive CHCs in achieving their strategic priorities outlined in the MACH Better Together document.
- Alongside the MACH Board to develop a sustainable membership model that will support and grow the association, with new partner organizations within Winnipeg, and future membership of centres throughout Manitoba.

#### **Deliverables will include:**

- Coordinate MACH general membership meetings
- Formalize a communications strategy (coordinate with MACH existing working groups).- To introduce Membership project and Confirm core project objectives with all MACH stakeholders.
- Perform strategic analysis with MACH stakeholders.
- Prepare a cross jurisdictional scan of sustainable membership models Perform strategic analysis with MACH stakeholders.

- Develop and implement a MACH membership plan
- Pilot and implement Membership Plan
- Evaluate Project plan and implementation

### **Payment**

The applicant must be willing to fulfill the scope of work between 2017 and 2019 at a total fee no greater than \$32,500.00 (including taxes)

Evaluate Project Payments will be based on fees requested in the successful proposal, at regular intervals throughout the pilot project. Please contact Michael Payne at 204 940-6000 or [mpayne@ninecircles.ca](mailto:mpayne@ninecircles.ca) for more information.

### **Contractual Terms and Conditions**

Standards contractual terms related to propriety of information, confidentiality, timely service delivery, non-disclosure, self-insurance and contract termination will be determined with contract development.

### **Proposal Preparation**

Proposals should include:

Overview of knowledge, expertise and experience

Identification of persons providing service delivery

Approach to service delivery

Preliminary work plan

Hours involved and availability

Fees and basis for fees

References

### **Evaluation and Award Process**

Proposals will be reviewed by a team consisting of selected representatives of the Manitoba Association of Community Health. Contracts will be awarded based on expertise, experience, ability to deliver, insight, vision and fee structure. Only local Manitoba based contractors are being considered.

### **Timelines and Contacts**

Proposals will be accepted prior to **Sept 15th 4:00pm** – Michael Payne, Chairperson

Please submit proposals either by email or letter (no faxes) to [MACH@ninecircles.ca](mailto:MACH@ninecircles.ca)