



CENTRE FOR INNOVATION IN
Campus Mental Health

Request for Proposals

CICMH is seeking a qualified contractor (or contractors) to lead an environmental scan and review of evidence based and promising practices in developing mental health indicators relevant to campus settings.

Issue date: Feb. 10, 2015

Closing date: Feb. 24, 2015

Tendering organization: The Canadian Mental Health Association, Ontario

Contact:

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Request for proposals: (RFP)

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About CICMH

The Centre for Innovation in Campus Mental Health (CICMH) is a partnership project established with project funding provided through the Ministry of Training, Colleges and Universities' Mental Health Innovation Fund, to serve as a provincial resource to help Ontario's colleges and universities better meet the mental health needs of postsecondary students.

CICMH aims to engage all campus mental health stakeholders – student leaders, service providers, faculty, administrators, and community partners, to work together to enhance student mental health.

CICMH's project partners include Colleges Ontario, the Council of Ontario Universities, the Canadian Mental Health Association, the Ontario Undergraduate Student Alliance and the College Student Alliance. CICMH is housed and administered by CMHA Ontario, and the contract for the RFP will be issued by CMHA Ontario.

Rationale:

- Many post-secondary institutions are currently looking for support in developing concrete goals, strategies, and indicators to support them in evidence-based planning and evaluation.
- Colleges and universities are interested in establishing measures related to the services provided by counselors and others working to support student mental health on their campuses.
- Currently there are very limited means to capture dimensions of student mental health and well-being, and there is little reliable information to guide decision-making about services and supports.

Scope of work / deliverables

- 1) Conduct an environmental scan (provincial, national, and international) of campus mental health indicators/promising practices used to assess campus-based mental health programs
- 2) Organize and facilitate individual key informant interviews and/or focus group discussions with stakeholder groups outlined above
- 3) Based on the information gathered through 1. and 2. above, develop a report that includes:
 - identification of indicators/promising practices used to assess campus-based mental health programs.

- a suggested framework for post-secondary institutions to gather/ compile data.
- suggestions for data collection tools and best practice approaches in areas such as intake, assessment, referrals, etc.

Term of contract:

The Successful contractor(s) will be notified by March 6, 2015.

All above stated deliverables are to be completed by April 30, 2015. (This is estimated; timelines may vary to align with internal priorities.)

In order for the CICMH to conduct a thorough evaluation of all proposals received, proposals must be well ordered, detailed and concise.

To allow for proper evaluation of proposals, proponents are required to address the following sections, as a minimum, in their proposals. While CICMH reserves the right to clarify any proposal during the evaluation process, CICMH shall not be bound to do so and proponents should not assume they will have any further opportunity to clarify their proposal following the close of bidding.

3.1 Content of Proposals

Proponents will be evaluated on the basis of their:

- relevant skills and experience;
- understanding of the requirements;
- knowledge of and work with academic experts in developing indicators
- minimum of 10 years' experience working on similar projects
- any other information that they consider relevant to the role.

The fee estimate should be for work performed between the signing of the contract and the development of a final report.

3.2 Costs of Bidding

All costs directly or indirectly incurred by the proponent in responding to this RFP, including interviews and presentations, shall be at the sole cost of the proponent.

3.3 Bid Submission Process

Interested applicants are to submit a proposal that includes the following:

1. A curriculum vitae, which highlights significant and relevant professional experience in a) conducting environmental scans and b) knowledge of the development of health –related indicators and approaches to health/ mental health surveillance in different settings.

2. A proposed work plan based on the stated scope of the work and deliverables including a timeline for activities.
3. A preliminary budget, including an estimate of the number of days and associated costs to complete the work (the allocated budget for this project is not to exceed \$25,000 + HST)
4. A sample of similar work if possible
5. Three professional references

The submission must be received at the e-mail address below no later than
5:00 pm (EST) Feb 24, 2015

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Proposals received after the closing date and time shall not be accepted or considered. No amendments or changes to proposals shall be made or accepted after the closing date and time.

4.1 Evaluation Process

The proposals will be evaluated by a CICMH selection committee.

All proposals will be subject to a comprehensive analysis and evaluation, based upon the best overall value to CICMH.

CICMH is not obliged to select any proposal or the proposal with the lowest fee structure.

4.2 Evaluation Criteria

Following the initial evaluation of proposals for compliance with the mandatory requirements of this RFP, those proposals that are viewed to be worthy of further analysis will be evaluated upon the following:

- relevant skills and experience (30%);
- understanding of the requirements of the project (30%);
- knowledge of and previous work on similar projects (30%)

- other relevant experience (10%).

4.3 Selection of Candidate for Negotiation

CMHA Ontario reserves the right in its discretion to negotiate modifications to any proposal received without becoming obligated to offer to negotiate with any other proponent(s).

Following evaluation of all proposals, CMHA intends to enter into negotiations with the proponent who offers the best overall value. During such negotiations, the scope of work may be refined, responsibilities will be delineated, and implementation issues will be clarified.

If negotiations with the selected proponent are unsuccessful, CMHA reserves the further right to enter into negotiations with any other proponent(s).

4.4 Interview/Presentation

The evaluation process may include an oral presentation and/or interview with the proponent. This would allow a potential respondent to answer questions and provide any clarification on material in the proposal. Not all respondents necessarily will be invited for a presentation or an interview.

4.6 Payment Schedule

Proponents are invited to propose a payment schedule. It is preferred that the payment schedule be tied to deliverables, and amounts are typically payable 30 days upon submission of invoices to CICMH / CMHA.