



**Canadian Mental  
Health Association**  
Ontario

**Association canadienne  
pour la santé mentale**  
Ontario

# **Request for Proposal**

*Mental Health Works Curriculum Evaluation and Redesign*

Tuesday June 22, 2021

**Canadian Mental Health Association, Ontario**  
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## Overview

### Statement of Need

The Canadian Mental Health Association (CMHA), Ontario Division is seeking proposals from qualified individuals/organizations to carry out a complete curriculum evaluation and redesign process for the Mental Health Works program.

This RFP is meant to provide a fair evaluation for all candidates and to provide candidates with the evaluation criteria against which their proposal will be evaluated.

### About CMHA Ontario

The **Canadian Mental Health Association (CMHA), Ontario Division** is a provincial association, supporting 28 branches across Ontario that provide mental health and addictions services in community-based settings. CMHA Ontario is part of a nation-wide organization, which is Canada's oldest health charity.

### About Mental Health Works

**Mental Health Works (MHW)** is a national social enterprise of CMHA Ontario. It provides capacity building workshops on workplace mental health to both employers and employees based on the National Standard for Psychological Health and Safety in the Workplace. Our approach is person-centred, evidence-based, and solutions-focused. The program is currently operating nationally and is available in both official languages.

MHW began in 2001 as a partnership research project. In 2004, MHW began selling products and services to the business community and the response from clients and the media has been overwhelmingly positive.

Today the recognition and willingness to address workplace mental health is greater than ever. However, there is much more to be done. MHW is dedicated to advancing the field of workplace mental health through skills enhancement training, awareness education, and stigma reduction efforts.

In 2021, MHW will be expanding efforts within the frontline healthcare space to support healthcare workers across Ontario.

### MHW Affiliates and Trainers

MHW has a network of trainers across Canada. MHW trainers are given training and ongoing support in order to deliver workplace mental health training and workshops to businesses within their communities. Our trainers provide practical workplace mental health training to executives, human resources personnel, occupational health professionals, managers, supervisors, union reps, and employees.

MHW trainers come from a variety of backgrounds including business, consulting, social services, and healthcare. All trainers are employed or contracted by CMHA branches across the country. Our trainers have a high skill set and are experts in workplace mental health. They are a diverse group, but the one thing that is common among each of them is a dedication and passion to the MHW program.



## Proposal Details

### Proposal Requirements

The proposal should not exceed ten pages and should include an appendix (not included in the 10 pages) with resume(s) that outlines relevant qualifications and professional experiences. The proposal should include, but not be limited to, the following:

- A cover letter outlining:
  - Your personal or organizational qualifications for this contract
  - Names of staff to be assigned to this project (copy of resume(s) in an Appendix)
  - Summary of proposed budget & timeline
- A work plan that considers all proposed stages and deliverables, including implementation timelines
- A description of your experience in curriculum development
- A description of how the applicant plans to collaborate with CMHA Ontario stakeholders, including but not limited to the CMHA Ontario Staff, Mental Health Works Facilitators, and CMHA Branches
- A description on how equity, diversity, inclusion and accessibility will be considered in your work
- Examples of prior work similar to this type of project
- A proposed budget in Canadian funds for the scope of work for this project as detailed in this request for proposals, in addition to an estimation of the number of hours required to complete the project

If selected, you will also need to provide:

- Two references (including agency or business name of client, contact person, email address, and telephone number)

The proposal must contain the signature of either (1) the individual or (2) an authorized representative of the organization submitting the proposal.

### Submission Details

Please submit the proposal listed above no later than **11:59PM (EST) on Sunday July 18** This is an open and competitive process, so proposals received after the deadline will not be considered. The proposal should be emailed to Becky Laufer, [rlaufer@ontario.cmha.ca](mailto:rlaufer@ontario.cmha.ca) with the subject line "MHW RFP – Last Name/Organization Name."

### Inquiries

All inquiries regarding this RFP, including requests for information, questions, and clarifications, must be provided in writing only, via email, to Nancy Hood, [nhood@ontario.cmha.ca](mailto:nhood@ontario.cmha.ca).

### Timeline of RFP Events

CMHA Ontario has established the following approximate timeframes for the RFP process:

1. RFP Issue Date: Tuesday June 22, 2021
2. RFP Close Date: Sunday July 18, 2021 at 11:59pm (EST)
3. Commencement of RFP Evaluation: Monday July 19, 2021
4. Commencement of Consultant Interviews: Wednesday July 21, 2021



5. Commencement of Project: Monday August 2, 2021
6. Completion of Project: Friday December 3, 2021

## Project Goals and Scope

Currently, the MHW program has 13 modules, and the vision is for these modules to have the flexibility to be delivered both online and in-person. Modules are designed to be delivered as individual 1-hour sessions, or a customized half day (3-hour)/full day (6-hour) workshop which combines individual modules into a package that meets client needs/interests.

The selected consultant will evaluate the entirety of MHW's current curriculum in order to align all components to modern workplace trends, mental health best practices, Equity, Diversity, Inclusion & Accessibility (EDIA) best practices, and the National Standard for Psychological Health and Safety ("the Standard"). This evaluation will inform the consultant's redesign of the MHW curriculum, including production of all program materials, to ensure ease of delivery, accuracy of information, and overall effectiveness and impact of the program going forward.

## Scope of Services

The consultant will complete the following activities:

### Curriculum Audit & Needs Assessment

- Review and assess the current curricula, including PowerPoint slide decks, case studies, training pre-work, quizzes, train-the-trainer workshops, fact sheets, and other materials developed and used by MHW staff and trainers
  - Review and assess the overall learning objectives for the whole program as well as learning objectives for each of the modules
- Consult with MHW network of trainers to gain insight on experience with the current MHW curriculum to-date, as well as adaptations to curriculum made by trainers
- Review evaluation results from MHW workshops
- (Where possible) Consult with current and past MHW clients on their experience with the curriculum
- Consult with CMHA Branch Staff and Clinical Leads to understand the current landscape for Mental Health in Ontario
- Provide summary report from the curriculum audit and needs assessment with recommendations for new MHW curriculum

### Curriculum Development

- Identify and consult with subject matter experts in areas of workplace mental health, EDIA and the Standard
- Based on the curriculum audit & needs assessment, create a plan for (1) updating/modifying current curricula, and (2) proposing 6 *new* modules/curriculum
- Create/update/modify 13 existing and 6 newly proposed modules/curriculum to reflect latest research, knowledge, and practice in workplace mental health, EDI & accessibility, and the Standard



- Create/update/modify all training materials, including but not limited to PPTs, handouts, and facilitator guides
  - Produce a minimum of two PPT decks (1 for online & 1 for in-person) for each module
  - Create/update/modify module engagement activities for both in-person and online delivery, including, but not limited to developing scenarios, discussion questions, and interactive activities for each learning module
  - Provide scripts for any audio/video clips included in the course
  - Create at least 2 takeaway informational resources/tools for each module
  - Update learning objectives for each module (see evaluation section)
- Produce a facilitators guide that provides comprehensive overview, talking points and descriptions of activities for each module for facilitators
- Provide a complete list of references used to develop curriculum
- Follow MHW and CMHA Ontario Branding Guidelines when producing curriculum materials in PPT and handout formats
- Work with CMHA Ontario to ensure any new curriculum copyright and intellectual property rights are protected

### Evaluation

- Produce pre-and post-survey questionnaires for each module based on learning objectives

### Curriculum Roll Out: Training & Development

- Provide CMHA Ontario with a train-the-trainer training package, based on the facilitator guide, to onboard new MHW facilitators across the network
- Deliver a series of 4 train-the-trainer workshops for MHW facilitators across Canada (virtual delivery) on new curriculum
- Support facilitators with additional questions on new curriculum through 1-to-1 or group consultations

### Closure & Handover

- Applicant will need to propose a closure and handover process
- Provide all documents to CMHA Ontario in Microsoft Word, PowerPoint, and PDF

CMHA Ontario will be responsible for:

- Providing all current MHW curriculum materials
- Convening relevant stakeholders on the consultants' behalf for the curriculum audit and needs assessment
- Supporting the development and making final decisions on new curriculum content, including engagement activities and evaluations



- Provide branding guidelines for producing curriculum materials
- Convening relevant stakeholders on the consultants' behalf for curriculum roll out, closure and handover
- Leading the copyright and intellectual property rights protection of new curriculum

### Guiding Principles: Equity, Diversity, Inclusion & Accessibility

CMHA Ontario is committed to EDIA across all programs. The consultant will ensure Mental Health Works curriculum will reflect the communities we serve, address social inequities within workplace mental health, and will be inclusive of participants. In addition, all materials developed (PPTs, PDFs, Handouts, Training Guides, etc.) will need to be fully accessible in accordance with AODA and other best practices within accessibility.

### Project Outcomes

Intended outcomes of this project include, but are not limited to, the following:

- All components of the MHW program (13 current and 6 new modules) will be updated and current, adhering to latest research, knowledge, and practice in workplace mental health, EDIA, and the Standard
- The MHW program will be deliverable in both in-person and virtual capacities
- All MHW program materials will be on-brand and professional, comply with accessibility standards, and be easy to use for both trainers and participants

### Project Monitoring and Evaluation

The successful candidate will agree to provide regular project updates to the Director of Programs, MHW Program Manager, and other key stakeholders to ensure the project is within scope, on time, and on budget. These meetings will be used to discuss outcomes to the project, including risks associated with key deliverables, budget, and timeline.

While CMHA Ontario thanks all candidates for their proposals, only successful candidates will be contacted for further discussion and/or proposal approval.

### Appendix A: Proposal Evaluation Criteria

See next page.



<b>Evaluation Criterion 1: Experience in Assessing and Developing Curriculum &amp; Staff Qualifications</b>						
<b>Incomplete 0 pts</b>	<b>Below Standard 1 pt</b>	<b>Meets Standard 3 pts</b>	<b>Exceeds Standard 5 pts</b>	<b>Weight</b>	<b>Points Awarded</b>	<b>Max Points Available</b>
No demonstrated experience in assessing and developing curriculum, or information on experience not provided. No information provided on staff qualifications.	Minimal demonstrated experience (<1 year) in assessing and developing curriculum. Staff qualifications are unclear or irrelevant.	Good amount of demonstrated experience (2-4 years) in assessing and developing curriculum. Staff qualifications are relevant to curriculum evaluation and redesign work.	Extensive experience (5+ years) in assessing and developing curriculum. Staff qualifications exceed those necessary to perform effective curriculum evaluation and redesign work.	10		50
<b>Evaluation Criterion 2: Workplan</b>						
<b>Incomplete 0 pts</b>	<b>Below Standard 1 pt</b>	<b>Meets Standard 3 pts</b>	<b>Exceeds Standard 5 pts</b>	<b>Weight</b>	<b>Points Awarded</b>	<b>Max Points Available</b>
No workplan provided.	Workplan does not consider all proposed deliverables and the planned implementation timelines.	Workplan considers all proposed deliverables and the planned implementation timelines.	Workplan provides detailed outline for proposed and supplementary deliverables with realistic implementation timelines.	4		20
<b>Evaluation Criterion 4: Proposed Budget</b>						
<b>Incomplete 0 pts</b>	<b>Below Standard 1 pt</b>	<b>Meets Standard 3 pts</b>	<b>Exceeds Standard 5 pts</b>	<b>Weight</b>	<b>Points Awarded</b>	<b>Max Points Available</b>
No budget information provided, and no estimation of hours required to complete the project provided.	Some budget information provided, and/or estimation of hours required to complete the project provided.	Complete basic budget information and estimation of hours required to complete the project provided.	Detailed budget breakdown provided with estimation of hours required to complete the project provided.	4		20
<b>Evaluation Criterion 5: Equity, Diversity, Inclusion, and Accessibility (EDIA)</b>						
<b>Incomplete 0 pts</b>	<b>Below Standard 1 pt</b>	<b>Meets Standard 3 pts</b>	<b>Exceeds Standard 5 pts</b>	<b>Weight</b>	<b>Points Awarded</b>	<b>Max Points Available</b>
No mention of EDIA policies, principles, or experience.	Brief mention of EDIA policies, principles, or experience provided.	Statement on vendor's EDIA policies, principles, and experience provided and incorporated into proposal	Detailed explanation of the importance of EDIA to the vendor's work and their EDIA policies and experience provided and incorporated into proposal.	6		30
<b>Total Points:</b>						