

**Peterborough Family Health Team
(PFHT)**

**Request for Proposal
for
Mental Health Clinical Supervisor**

Issued: **March 10, 2017**
Proposal Submission Deadline: **12:00 p.m. (noon) April 10, 2017**

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1. PART I - INTRODUCTION

1.1 Invitation to Bidders

This Request for Proposals ("RFP") is an invitation to prospective bidders to submit proposals for the provision of **the services of a Mental Health Clinical Supervisor** as further described in Part 2 - The Deliverables ("the Deliverables").

1.2 Type of Contract for Deliverables

The selected bidder will be required to enter into an agreement with Peterborough Family Health Team (PFHT) for the provision of the Deliverables. The term of the agreement is to be for a period of **one year** with an option, in favour of PFHT, to extend the agreement on the same terms and conditions for an additional term of up to **2 years**. It is anticipated that the agreement will be executed on or around **May 1, 2017**.

1.3 Definitions

"PFHT" means

**Peterborough Family Health Team
Lyne Edington, Director of Allied Health Services &
Programs
Facsimile No: 705-740-8030
Telephone No: 705-749-1564 x308
Email: lyne.edington@peterboroughfht.com**

[End of Part 1]

2. PART 2 - THE DELIVERABLES

2.1 Description of Deliverables

Peterborough Family Health Team (PFHT) is a not-for-profit charitable corporation incorporated under the laws of Ontario. PFHT is fully funded by the Ministry of Health and Long-Term Care (MOHLTC). PFHT employs Mental Health Clinicians (equivalent of 14 FTE clinicians) who work in primary care clinics throughout Peterborough City and Peterborough County. Mental Health Clinicians provide psychotherapy to adults and adolescents who are referred by their family physician and/or nurse practitioner. Common issues in patients include: depression, anxiety, trauma, grief, relationship issues, diagnosis of illness, etc. Although clinicians are employed and report to PFHT, they also work within the milieu of their specific clinical sites therefore clinical practices may slightly vary.

The specific deliverables are:

1. To provide a place for professional and personal reflection as it relates to the clinician's clinical work;
2. To enhance therapeutic effectiveness by discussing complex clinical cases;
3. To discuss issues related to burnout and compassion fatigue;

4. To enhance clinician's clinical skills and competence;
5. To identify training and continuing education needs and develop a plan with clinician to address these needs;
6. To ensure clinical service is being provided in a safe, ethical and competent manner.

Requirements:

1. A member in good standing with a regulatory professional college (OCSWSSW, CRPO or CPO).
2. Masters or doctorate level education in social work or (clinical or counselling) psychology.
3. Graduate coursework in clinical supervision at a recognized university institution or specific training or certification in clinical supervision.
4. Minimum of 10 years' experience providing psychotherapy to diverse population groups with extensive experience in providing trauma informed psychotherapy. (EMDR trained and certified preferred).
5. Commitment to professional development in the area of clinical supervision and psychotherapy.
6. Knowledge of professional practice and ethical standards for both the Ontario College of Social Workers and Social Service Workers, and College of Registered Psychotherapists of Ontario.
7. Professional liability insurance.

[End of Part 2]

3. PART 3 - EVALUATION OF PROPOSALS

3.1 Stages of Proposal Evaluation

The evaluation of the proposals will be conducted by PFHT in the following two (2) stages:

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals, which do not comply with all of the mandatory requirements, may be disqualified and not evaluated further.

Stage II will consist of an evaluation of the submitted proposals that have met mandatory requirements. The proposal will be selected to enter in an agreement with PFHT based on best fit established on PFHT selected criteria, not necessarily the lowest costs proposal.

3.2 Stage I - Mandatory Requirements

Other than inserting the information requested on the mandatory submission forms set out in this RFP, a bidder may not make any changes to any of the forms. Any proposal containing any such changes, whether on the face of the form or elsewhere in its proposal, may be disqualified.

3.2.1 Work Plan

Each proposal package must include a work plan that will outline the proposed approach the practitioner will utilize and each of the deliverables. Elements to be covered in the work plan are:

- On site, 185 King Street Peterborough, ON, clinical supervision provided one day per month for eight (8) hours. A clinical office will be provided.
- Clinical supervision schedule would be determined well in advance and this will be made available to the clinicians. Clinicians will take responsibility to schedule a supervision hour within the predetermined schedule. This will be made available on a web based private calendar and clinicians will book their own supervision time.
- Provide six (6) clinical supervision hours during each 8 hour day.
- Document on each supervision hour. Documentation will be done in accordance with professional college standards. This will be kept confidential and PFHT will provide a locked filing cabinet to retain these records between supervision sessions. All sessions will be confidential except where concerns regarding competency and risk are determined by the supervisor. In such a case, the supervisor would discuss with PFHT and a plan would be developed to address the issue(s). The plan could include: discussion with PFHT and the HR coordinator for development of a remediation plan, identifying areas for professional development, discussion with the appropriate regulatory college, etc.
- Clinicians may book supervision sessions as needed (maximum of 8 yearly). More sessions can be requested, if needed, or if supervision time is available that is not being used by other clinician. The clinical supervisor is responsible for tracking the number of sessions each clinician has received on a yearly basis.

3.2.2 Form of Offer (Appendix A)

Each proposal must include a Form of Offer (Appendix A) completed and signed by the bidder.

(a) Conflict of Interest

In addition to the other information and representations made by each bidder in the Form of Offer, each bidder must declare whether they have an actual or potential Conflict of Interest.

If, at the sole and absolute discretion of PFHT, the bidder is found to be in a Conflict of Interest, PFHT may disqualify the proposal submitted by the bidder.

The bidder, by submitting the proposal warrants that, to their best knowledge and belief, no actual or potential Conflict of Interest exists with respect to the submission of the proposal or performance of the contemplated contract other than those disclosed in the Form of Offer. Where PFHT discovers a bidder's failure to disclose all actual or potential Conflicts of Interest, PFHT may disqualify the bidder or terminate any contract awarded to that bidder pursuant to this procurement process.

(b) General

PFHT, in addition to any other remedies it may have in law or in equity, shall have the right to rescind any Contract awarded to a bidder in the event that PFHT in its sole discretion determines that the bidder made a misrepresentation or submitted any inaccurate or incomplete information in the Form of Offer.

Other than inserting the information requested and signing the Form of Offer, a bidder may not make any changes to or qualify the Form of Offer in the proposal. A proposal that includes conditions, options, variations or contingent statements that are contrary to or inconsistent with the terms set out in the RFP may be disqualified. If a proposal is not disqualified despite such changes or qualifications, the provisions of the Form of Offer as set out in this RFP will prevail over any such changes or qualifications in or to the Form of Offer provided in the proposal.

3.2.3 Rate Bid Form (Appendix B)

Each bidder must include this form completed according to the instructions contained in the form as well as those instructions set out below:

- (a) rates shall be provided in Canadian Funds,
- (b) rates proposed by the bidder shall be all inclusive and shall include all labour and materials, travel and carriage costs, insurance costs and all other overhead including but not limited to any fees or other charges required by law.

A proposal that includes conditional, optional, contingent or variable Rates that are not expressly requested in the Rate Bid Form may be disqualified.

By submitting a proposal, a proponent is deemed to confirm that it has prepared its proposal with reference to all of the provisions of the Request for Proposals and any addendum and has factored all of the provisions into its pricing assumptions and calculations and into the proposed costs indicated on the Rate Bid Form.

3.2.4 Reference Form (Appendix C)

Each proposal must include a Reference Form completed by the bidder according to the instructions contained in that form. The references should be from persons for whom the bidder has successfully provided similar services to those described under Deliverables within the past **three (3)** years. The name and telephone number of a contact person for each reference and a brief outline of the nature of the services provided should be included.

PFHT, in its sole discretion, may confirm the bidder's experience and/or ability to provide the Deliverables required and described in its proposal by checking the bidder's references.

3.2.5 Authorization for Reference Checks Form (Appendix D)

Each proposal must include an Authorization for Reference Check Form completed by the bidder according to the instructions contained in that form. This form should be signed and witnessed.

3.3 Stage II - Evaluation of Pricing

3.3.1 Criteria for Selection

Upon completion of Stage I for all bidders, the separate evaluation of each bidder will then be conducted in Stage II of the selection process. Proposals will be evaluated on the basis of the Criteria information submitted by the bidders as well as pricing information in the form of the Rate Bid Form (Appendix B), which shall contain the following information:

The total price for the completion and delivery of each of the deliverables.

[End of Part 3]

4 PART 4 - TERMS AND CONDITIONS OF THE RFP PROCESS

4.1 General Information and Instructions

4.1.1 Timetable

The following is the schedule for this RFP:

- Issue Date of RFP March 10, 2017
- Bidder's Deadline for Questions March 23, 2017
- Deadline for Issuing Addenda 5:00 p.m. March 30, 2017
- Proposal Submission Deadline **12:00 p.m. Peterborough, Ontario April 10, 2017**

- Period for Which Proposals are Irrevocable after Proposal Submission Deadline 60 days

The RFP timetable is tentative only and may be changed by PFHT in its sole discretion at any time prior to the Proposal Submission Deadline.

4.1.2 Bidders to Follow Instructions

Bidders should structure their proposal in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP where that request was made.

4.1.3 Proposals in English

All proposals are to be in English only.

4.1.4 PFHT's Information in RFP only an Estimate

PFHT and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to bidders the general size of the work.

It is the bidder's responsibility to avail itself of all the necessary information to prepare a proposal in response to this RFP.

4.1.5 Bidders Shall Bear Their Own Costs

The bidder shall bear all costs associated with or incurred in the preparation and submission of its proposal including, if applicable, costs incurred for interviews.

4.2 Communication after Issuance of RFP

4.2.1 Bidders to Review RFP

Bidders shall promptly examine all of the documents comprising this RFP and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information

in writing by e-mail on or before the Bidder's Deadline for Questions to PFHT Contact. All questions submitted by bidders via e-mail to PFHT Contact shall be deemed to be received once the e-mail has entered into PFHT Contact's e-mail inbox. No such communications are to be directed to anyone other than PFHT Contact. PFHT is under no obligation to provide

additional information but may do so at its sole discretion. The responses to all questions will be shared with each bidder anonymously.

It is the responsibility of the bidder to seek clarification from PFHT Contact on any matter it considers to be unclear. PFHT shall not be responsible for any misunderstanding on the part of the bidder concerning the RFP or its process.

4.2.2 Post-Deadline Addenda and Extension of Proposal Submission Deadline

If any addendum is issued after the Deadline for Issuing Addenda, PFHT may at its discretion extend the Proposal Submission Deadline for a reasonable amount of time.

4.3 Submission of Proposals

4.3.1 Proposals Submitted Only in Prescribed Manner

Proposals must be submitted by the following method:

- (a) A bidder must submit a PDF document of the Proposal via email to the PFHT contact. The email subject is to be the RFP title (see RFP cover). The full legal name and return address of the bidder, and the Proposal Submission Deadline date and time should be indicated in the content of the email; and
- (b) The Rate Bid Form is to be submitted as a PDF document separate from the Proposal.

Proposals submitted in any other manner will be disqualified.

4.3.2 Proposals Must Be Submitted On Time in Prescribed Format

Proposals must be submitted to the PFHT Contact or before the Proposal Submission Deadline. Proposals submitted after this point in time will be deemed late and disqualified. For the purpose of calculating time, PFHT time per the receipt of the email for submission shall govern.

4.3.3 Amending or Withdrawing Proposals Prior to Proposal Submission Deadline

At any time prior to the Proposal Submission Deadline, a bidder may amend or withdraw a submitted proposal. The right of bidders to amend or withdraw includes amendments or withdrawals wholly initiated by bidders and amendments or withdrawals in response to subsequent information provided by addenda.

Any amendment should clearly indicate what part of the proposal the amendment is intending to replace.

A notice of amendment or withdrawal must be sent to the PFHT Contact. PFHT is under no obligation to return amended or withdrawn proposals.

4.3.4 Proposals Irrevocable after Proposal Submission Deadline

Proposals shall remain irrevocable in the form submitted by the bidder for a period of sixty days running from the moment that the Proposal Submission Deadline has lapsed.

4.3.5 PFHT May Seek Clarification and Incorporate Response into Proposal

PFHT reserves the right to seek clarification and supplementary information relating to the clarification from bidders after the Proposal Submission Deadline. The response received by PFHT from a bidder shall, if accepted by PFHT, form an integral part of that bidder's proposal. PFHT reserves the right to interview any or all bidders to obtain information about or clarification of their proposal. In the event that PFHT receives information at any stage of the evaluation process which results in earlier information provided by the bidder being deemed by PFHT to be inaccurate, incomplete or misleading, PFHT reserves the right to revisit the bidder's compliance with the Mandatory Requirements and/or adjust the scoring of Rated Criteria.

4.3.6 RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each bidder and incorporated into each bidder's proposal.

4.3.7 No Incorporation by Reference by Bidder

The entire content of the bidder's proposal should be submitted in a fixed form and the content of websites or other external documents referred to in the bidder's proposal will not be considered to form part of its proposal.

4.3.8 Proposal to be Retained by PFHT

PFHT will not return the proposal or any accompanying documentation submitted by a bidder.

4.4 Execution of Agreement and Notification

4.4.1 Selection of Bidder

PFHT anticipates that PFHT will select a bidder within sixty (60) days of the Proposal Submission Deadline. Notice of selection by PFHT to the selected bidder will be in writing. The selected bidder shall execute an agreement with PFHT within thirty (30) days of notice of selection. This provision is solely to the benefit of PFHT and may be waived by PFHT at its sole discretion.

Bidders are reminded that there is a question and answer period available if they wish to ask questions or seek clarification. PFHT will consider such requests for clarification in accordance with Section 4.2.1 of the RFP.

4.4.2 Failure to Enter Into Agreement

In addition to all of PFHT's other remedies, if a selected bidder fails to execute the Agreement with PFHT or satisfy any other applicable conditions within thirty (30) days of notice of selection, PFHT may, in its sole and absolute discretion and without incurring any liability, rescind the selection of that bidder and proceed with the selection of another bidder.

4.4.3 Notification to Other Bidders of Outcome of Procurement Process

Once the successful bidder and PFHT execute the Agreement, the other bidders will be notified by PFHT in writing of the outcome of the procurement process.

4.5 Prohibited Communications, Confidential Information and FIPPA

4.5.1 Prohibited Bidder Communications

The bidder shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Form of Offer.

4.5.2 Bidder Not to Communicate With Media

A bidder may not at any time directly or indirectly communicate with the media in relation to this RFP or any contract awarded pursuant to this RFP without first obtaining the written permission of PFHT Contact.

4.5.3 Confidential Information of PFHT

All information provided by or obtained from PFHT in any form in connection with this RFP either before or after the issuance of this RFP: (a) is the sole property of PFHT and must be treated as confidential; (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Contract; (c) must not be disclosed without prior written authorization from PFHT; and d) shall be returned by the bidders to PFHT immediately upon the request of PFHT.

4.5.4 Freedom of Information and Protection of Privacy Act

The Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended, applies to information provided to PFHT by a bidder. A bidder should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by PFHT. The confidentiality of such information will be maintained by PFHT, except as otherwise required by law or by order of a court or tribunal. Bidders are advised that their proposals will, as necessary, be disclosed on a confidential basis, to PFHT's advisers retained for the purpose of evaluating or participating in the evaluation of their proposals.

By submitting any Personal Information requested in this RFP, bidders are agreeing to the use of such information as part of the evaluation process, for any audit of this procurement process and for contract management purposes. Where the Personal Information relates to an individual assigned by the successful bidder to provide the Deliverables, such information may be used by PFHT to compare the qualifications of such individual with any proposed substitute or replacement. . If a bidder has any questions about the collection and use of Personal Information pursuant to this RFP, questions are to be submitted to PFHT Contact in accordance with the Bidders to Review RFP section.

4.6 Reserved Rights and Governing Law

4.6.1 Reserved Rights of PFHT

PFHT reserves the right to:

- (a) request written clarification or the submission of supplementary written information in relation to the clarification request from any bidder and incorporate a bidder's response to that request for clarification into the bidder's proposal;
- (b) assess a bidder's proposal on the basis of:
 - (i) a financial analysis determining the actual cost of the proposal when considering factors including quality, service, price and transition costs arising from the replacement of existing services, practices, methodologies and infrastructure (howsoever originally established);
 - (ii) information provided by references;
 - (iii) the information provided by a bidder pursuant to PFHT exercising its clarification rights under this RFP process; or
 - (iv) other relevant information that arises during this RFP process.
- (c) waive formalities and accept proposals which substantially comply with the requirements of this RFP;
- (d) verify with any bidder or with a third party any information set out in a proposal;
- (e) check references other than those provided by any bidder;
- (f) disqualify any bidder whose proposal contains misrepresentations or any other inaccurate or misleading information;
- (g) disqualify any bidder or the proposal of any bidder who has engaged in conduct prohibited by this RFP;

- (h) make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
- (i) select any bidder other than the bidder whose proposal reflects the highest score;
- (j) cancel this RFP process at any stage;
- (k) cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
- (l) accept any proposal in whole or in part; or
- (m) reject any or all proposals.

These reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and PFHT shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any bidder or any third party resulting from PFHT exercising any of its express or implied rights under this RFP.

By submitting its proposal, the bidder authorizes the collection by PFHT of the information set out under (e) and (f) in the manner contemplated in those subparagraphs.

4.6.2 Governing Law of RFP Process

This RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

[End of Part 4]

APPENDIX A - Form of Offer

1. Bidder Information

(a) The full legal name of the bidder is:

(b) Any other relevant name under which the bidder carries on business:

(c) The jurisdiction under which the bidder is governed is:

(d) The name, address, telephone, facsimile and email address of the contact person for the bidder is:

(e) Whether the bidder is an individual, a sole proprietorship, a corporation, a partnership, a joint venture, an incorporated consortium or a consortium that is a partnership or other legally recognized entity:

2. Work Plan

(Insert the work plan here)

3. Offer

The bidder has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. By submitting the proposal, the bidder agrees and consents to the terms, conditions and provisions of the RFP and offers to provide the Deliverables in accordance therewith at the Rates set out in the Rate Bid Form.

4. Mandatory Forms

a) The bidder encloses herewith as part of the proposal, the mandatory forms set out below:

MANDATORY REQUIREMENT FORMS:	Yes	Page
Work Plan		
Form of Offer (Appendix A)		
Rate Bid Form (Appendix B)		
Reference Form (Appendix C)		
Authorization for Reference Checks (Appendix D)		

5. Rates

The bidder has submitted its Rates in accordance with the instructions in the RFP and in the form set out at Appendix B;

6. Addenda

The bidder is deemed to confirm to have read and accepted all addenda issued by PFHT prior to the Deadline for Issuing Addenda. The onus remains on bidders to make any necessary amendments to their proposals based on the addenda. The bidder is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, "None".

7. Bid Irrevocable

The bidder agrees that its proposal shall be irrevocable for 60 days following the Proposal Submission Deadline.

8. Conflict of Interest

Prior to completing this portion of the Form of Offer, bidders should refer to the definition of Conflict of Interest set out in Section 3.2.2 (a) of the RFP.

If the box below is left blank, the bidder will be deemed to declare that: (1) there was no Conflict of Interest in preparing its proposal; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The bidder declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the bidder declares an actual or potential Conflict of Interest by marking the box above, the bidder must set out below details of the actual or potential Conflict of Interest:

9. Disclosure of Information to Advisers

The bidder hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The bidder hereby consents to the disclosure, on a confidential basis, of this proposal by PFHT to PFHT's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

10. Execution of Agreement

The bidder understands that in the event its proposal is selected by PFHT, in whole or in part, the bidder agrees to finalize and execute an agreement in accordance with the terms of the RFP.

Signature of Witness

Signature of bidder representative

Name of Witness

Name and Title

Date of Signature:

I have authority to bind the bidder

APPENDIX B – Rate Bid Form

Instructions: Provide the cost of each deliverable and the total cost to complete the project. The cost of each deliverable must equal the total cost.

Name of Bidder: _____

<u>Deliverable</u>	<u>Cost per deliverable</u>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
Total Cost:	

Proponents must not amend this Form in any way other than by providing the requested information.

No other fees or charges are payable for the Deliverables other than those set out on this Form.

Signature of Witness

Signature of bidder representative

Name of Witness

Name and Title

Date of Signature:

I have authority to bind the bidder

APPENDIX C – Reference Form

Each bidder shall provide the reference information as requested in the RFP at **3.2.4**.

Reference #1

Company Name:
Company Address:
Contact Name:
Contact Telephone Number:
Date Work Undertaken:
Nature of Assignment:

Reference #2

Company Name:
Company Address:
Contact Name:
Contact Telephone Number:
Date Work Undertaken:
Nature of Assignment:

Reference #3

Company Name:
Company Address:
Contact Name:
Contact Telephone Number:
Date Work Undertaken:
Nature of Assignment:

APPENDIX D – Authorization for Reference Checks

Date: _____

I, _____, hereby acknowledge that, in connection with the pursuit of prospective employment opportunities, reference checks on my past working experience and/or schooling and credentials and/or personal characteristics will be conducted by the Peterborough Family Health Team.

My signature below will serve as my authorization for the Peterborough Family Health Team to seek reference checks on the names I have provided for the purposes expressed above.

I also understand that if I do not wish to have my present employer contacted that I will make this known at the time the references are requested by the Peterborough Family Health Team.

- You may contact present employer
- I do not wish to have my present employer contacted

Signature

Witness