

Request for Proposal (RFP)

Psychosocial Rehabilitation (PSR) Réadaptation Psychosociale (RPS) Canada PSR/RPS Canada is a national organization for the advancement of psychosocial rehabilitation (PSR) approaches as key tools in the recovery of persons living with serious mental illness.

An important strategic direction for PSR/RPS Canada is to complete a comprehensive list of competencies for people who are providing psr recovery-oriented practices. The Education Plan of the PSR/RPS Canada is the priority of the organization and its workplan identifies the creation of a vehicle to identify people who have the capacity to provide recovery-orientated services (a national registry), the education required to be a member of the registry and the requirements to ensure on-going membership on the registry. This project supports the service delivery identified by various strategies such as the Mental Health Commission of Canada's (MHCC) strategic plan; Changing Directions, Changing Lives; the Province of Ontario 'Open Minds, Healthy Minds; Government of Nova Scotia 'Together We Can' and the Government of British Columbia 'Healthy Minds, Healthy People'.

Accordingly, this RFP is a Phase I request for proposals to prepare a Phase II plan/request for grant funding to develop a PSR Recovery practitioner registry as well as the education program required to meet registry competency requirements and maintain membership.

There is a degree of urgency to complete this project in order to establish a Canadian PSR credentialing system .

Major Deliverables:

- Prepare a proposal for a registry to include:
 - A detailed description of proposed registry components and a plan for their development
 - A detailed description and explanation of proposed registry processes, including:
 - Placement on registry
 - Maintenance of registration
 - Removal from the registry
 - Roles, responsibilities and functions of the Registrar
 - Estimation of costs and proposed registry project budget to develop and implement a registry
 - Estimation of time required to complete proposal
 - Identification and recommendation of grant funding sources

- Prepare a plan for the required components of the Education Workplan which ensure that people have the education and capacity to provide recovery-orientated services.
 - A list of required education modules for the competencies

- Process to complete required education modules
- A system of collaboration with partners and professional educators which will provide a process that endorses competency-related education.
- Estimation of time required to complete education plan
- Identification of grant funding sources

Estimated value and term

The total estimated value of this contract shall not exceed \$10,000, will run from March 8, 2014 to April 30, 2014, (term negotiable) and must include all professional costs and expenses, including travel.

Candidate qualifications

The successful candidate or research team will have extensive and demonstrated experience working with professional registries and educational bodies.

Submission process

All proposals must be submitted **by email to dmilina@fcmhas.ca no later than 5PM EST on March 7, 2014** All proposals, including supporting documents and CVs, should be submitted as a single PDF or Word file.

Proposals must include the following:

1. Demonstrated clear understanding of the project requirements;
2. Approach and methods for carrying out the project work;
3. High-level work plan, including a timeline for the completion of deliverables;
4. Detailed budget;
5. CVs for the proposed project team outlining qualifications, including a description of experience working professional registries and educational bodies. The proposal should contain a clear indication of the number of consulting days and tasks assigned to each team member, including their daily rates.

Proposals will be evaluated on the following:

- Demonstrated understanding of the project requirements;
- Experience of team member(s) in completing research projects related to mental health;
- Experience of team member(s) in working with government;
- Appropriateness of costs and estimated budget;
- Demonstrated likelihood of successful project completion within budget.

Contract matters

This RFP is not a legal offer, but only an invitation for proponents to submit a proposal to PSR-RSP Canada and shall not be construed as an agreement by PSR-RPS Canada to purchase any goods or services. PSR RPS Canada shall not be bound to accept any proposal, or to enter into an agreement with any proponent submitting a proposal.

Information matters

All information, including, without limitation, any specifications, instructions, notes and memoranda, provided at any time by PSR-RPS CANADA or its agents or contractors, to the proponent, or to

employees, agents or contractors of the proponent, in connection with the this request for proposals or project shall be and remain at all times the sole and absolute property of PSR-RPS CANADA and its licensors and shall not be used by the proponent for any purpose other than its participation in this request for proposal process, without the express written consent of PSR-RPS CANADA.

No publicity or discussions of the proponent's involvement or promotion of its relationship with PSR-RPS CANADA shall be permitted until an agreement is fully executed by both parties and then only with the express written consent of PSR-RPS CANADA. The failure of any proponent to do so shall be cause for the immediate rejection the proponent's proposal and the removal of the proponent from PSR-RPS CANADA's approved vendor lists.

By submitting a proposal, proponents are acknowledging that their proposals may be shared with third parties as part of PSR-RPS CANADA's evaluation and analysis process and hereby consent to same. Furthermore, proponents understand and agree that unless any option, scenario, opportunity, idea or process ("Idea") included in its proposal, is clearly identified in writing as proprietary to the proponent and meets the criteria that give rise to trade secret protection under applicable law, proponents will not be entitled to claim any compensation of any nature if said Idea is later used or implemented by or on behalf of PSR-RPS CANADA, in whole or in part, whether pursuant to the contract contemplated by this request for proposals otherwise. No compensation will be due if PSR-RPS CANADA developed the Idea itself without reference to the proposal, had prior knowledge of the Idea, holds or otherwise acquires proprietary rights to the Idea, or has not committed any fault or negligence with respect to its use of the Idea