

**Request for Proposal**

**Research- Hospital Care Resources**  
  
April 4, 2017  
  
Issued by: Waterloo Region Suicide Prevention Council  
  
Waterloo Region Suicide Prevention Council Representative:   
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1. Introduction & Background

Waterloo Region Suicide Prevention Council, a nonprofit, voluntary council, is in need of an Independent Researcher (this “IR,” or this “Independent Researcher”) or Research team and is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to conduct an evidence-based research study. According to the statistical data presented in *Suicide in Waterloo Region: A heath status report- Dec 2016*, we know that in Waterloo Region two-thirds of the individuals who present at hospital with suicidal thoughts are not admitted. Our goal with this research study is to:

*Understand the needs of individuals (and their support circle) after they present with suicidal thoughts at the hospital Emergency Room with respect to keeping safe from suicide.*

The objective of this Request for Proposal is to locate a source that will provide the best overall value to Waterloo Region Suicide Prevention Council. Many criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below, however preference will be granted to Researchers or Research teams within Waterloo Region who align with the WRSPC Mission and Vision and whose work complements our 4 key pillars.  A sensitivity and complete understanding surrounding the complexity of suicide is required and the individual must operate from a strength-based approach.

 2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals with research training and people oriented research experience should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than May 31, 2017.
3. Bidders must list at least one other project that is similar to this type of research project as part of their response, including references. Examples of work should be provided as well.
4. A technical proposal must be provided that is not more than 5 pages. This technical proposal must provide an overview of the proposed research methodology. In addition, to the 5 pages the proposal should include the resume(s) of all applicants. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. A price proposal (i.e., budget) must be provided that is not more than 1 page. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should Waterloo Region Suicide Prevention Council decide to award a contract on an hourly rate basis.
6. Proposals must be signed by a representative who can confirm the researcher’s connection to an Ethics Approval Board, and contact information for the representative must be included.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
   1. Proposals must be received prior to May 31, 2017 to be considered.
   2. Proposals must remain valid for a period of 12 months.
   3. Waterloo Region Suicide Prevention Council anticipates selecting at least two individuals to have more in-depth discussions with, and will make an award to one of these “down-selected” individuals or teams.

3. Project Description

The purpose of this project is as follows: To research and develop a hospital care resource for those who come to the Emergency Room with suicidal ideation/behaviour at Grand River or Cambridge Memorial hospitals but are not admitted.

The description of the project is as follows: The Independent Researcher or Research Team shall gather an evidence-based understanding of what people and their support circle need in keeping safe from suicide (defined in time) following presentation of suicidal thoughts at the hospital ER in order to better inform the WRSPC, Grand River and Cambridge Memorial Hospital on how to equip individuals and their support circle with informed, evidence-based, sustainable resources/supports to keep them safe. The IR will gather research by connecting with individuals, families, care givers, and community supports within our community with lived experience.

4. Project Scope

The scope of the project is to conduct an environmental scan to identify current system needs as it pertains to those individuals who come to the Emergency Room with suicidal ideation/behaviour but are not admitted.   
  
The Independent Researcher will be responsible for developing and implementing a strategic plan to conduct their research. The IR/Research Team will be given autonomy to complete the research but will report to the Priority 3 Committee on a mutually agreed upon basis. All findings are property of the WRSPC and the bidder will maintain full confidentiality.   
  
The criteria set forth below should be met to achieve successful completion of the project. The Independent Researcher/Research Team will:

1. Design a study to address the questions outline by the WRSPC Committee
2. Obtain Ethics Approval for project
3. Conduct research as outlined in their proposal. Any deviation from the proposed plan would be discussed and agreed upon by both parties
4. Compile data into a concise report

Acceptance of the work is contingent on the following acceptance criteria:

1. Must be Ethics Board approved and supervised
2. Must be research and evidence based
3. Must be lived experience informed
4. Research must be conducted in the spirit of equipping individuals with a strengths-based tool

5. RFP & Project Timelines

The Request for Proposal timeline is as follows:

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| --- | --- |
| Request for Proposal Issuance | May 1, 2017 |
| Selection of Top Bidders / Notification to Unsuccessful Bidders | June 16, 2017 |
| Start of Negotiation | June 19, 2017 |
| Contract Award / Notification to Unsuccessful Bidders | June 30, 2017 |

The need-date for project completion is one year from date contract is awarded. Bidders may propose a date earlier or later, and will be evaluated accordingly.

**Deadline:** Applications must be received electronically by 4:30pm EDT on **May 31, 2017**. Primary applicants will receive acknowledgement of receipt within one week of submission. Late submissions will not be accepted.

6. Budget

The Waterloo Region Suicide Prevention Council’s budget for the project is up to a maximum of $15,000.

7. Evaluation Factors

Waterloo Region Suicide Prevention Council will rate proposals based on the following factors in addition to those mentioned above in the Introduction and Background section:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Clear outline for appropriate use of requested funds (i.e., dollar amount requested should match the scale of activities planned and budget outlined should clearly explain how funds will be used)
5. Technical expertise/experience of bidder/ research team
6. A demonstration of bidder(s) connection to the WRPSC’s 4 key pillars or how the bidder(s)’ work fits with the work of the 4 pillars.

The WRSPC reserves the right to award to the bidder(s) that presents the best value as determined solely by WRSPC in its absolute discretion.

8. Format for Application

**Title**

**Activities/Workplan**: Describe the activities (e.g., literature review, focus groups, interviews) intended to be undertaken. Provide a brief outline of the expected timing of each major component (up to 3 pages). In the case of contacting patients of either Cambridge Memorial or Grand River Hospital there is a separate Ethics Committee Approval required. The IR or research team will also be required to work with the **Substance Abuse and Mental Health Services Administration** (SAMHSA) and follow the necessary guidelines for their ethics approval.

**Bidder Information**: List your name, organizational affiliation, primary discipline or background. If more than one member of a team, outline anticipated role for each person involved in the proposed work (up to 1 page).

**Price Proposal:** Briefly describe what funds you require and for what purpose. Categories may include personnel, travel, other costs associated with stakeholder engagement, and/or supplies. If applicable, specify in-kind contributions to better demonstrate feasibility. Price proposal should indicate the overall fixed price for the project as well as an estimated total number of hours required (up to 1 page).

**Signatures**: Provide the name and signature of all those who have confirmed their willingness to play a significant role in the proposal (scanned electronic copies or original hard copies are acceptable). Please include the following response for each team member for WRSPC Committee members to share their contact information and research interests with other relevant researchers, if requested:

* I **DO** give permission for my contact information and research interests to be shared by WRSPC Committee members.
* I **DO NOT** give permission for my contact information and research interests to be shared by WRSPC Committee members.

**Format Instructions**: Include the primary applicant name and application title in the header of each application page. Submit two files: the 1st file includes the application and signatures pages (if electronic); and the 2nd file includes all CVs.

A Memorandum of Understanding (MOU) will be drafted between the successful applicant(s) and the Waterloo Region Suicide Prevention Council as the successful applicant(s) will not be direct employee(s) of the WRSPC. Therefore both parties agree that they will both act as Independent Contractors and accordingly, the Independent Researcher/ Research team shall be responsible for payment of all expenses and taxes, including Federal, Provincial and local taxes arising out of their payments

**How to Apply:**

Applications should be sent electronically in Word or PDF format to:

Elisa Brewer-Singh

Program Coordinator

Waterloo Region Suicide Prevention Council

Email: ebrewersingh@lutherwood.ca; Phone: 519-884-1470 ext. 2151