

Request for Proposals

Community Event-Based HIV-STBBI Testing Guideline Development

SUMMARY

This Request for Proposal (RFP) solicits proposals from consultants with experience in developing user-friendly health related technical materials and have experience with the health system. We are seeking a consultant to develop a Community Event-Based HIV-STBBI Testing Guideline that can be used by community-based organizations and health care providers in Manitoba.

BACKGROUND

Community HIV-STBBI testing represents an opportunity for diagnosing HIV-STBBI infection among individuals who may not have contact with health services, especially in hard-to-reach groups.¹ It also provides an opportunity to reach a greater number of people when they are already gathered for other purposes. The MB HIV-STBBI Collective Impact Network (the Network) has been working on piloting community-event based HIV-STBBI testing over the past few years. We have been working with community and Indigenous organizations with piloting community event-based testing at a variety of events. As a result of these pilots it was decided that guidelines should be developed to assist organizations and health care providers in conducting testing at events.

About the Network: The MB HIV-STBBI Collective Impact Network (the Network) brings together a variety of stakeholders to tackle HIV and STBBI issues in Manitoba. The Network is supported by Nine Circles Community Health Centre which serves as its backbone support agency. (The Agency). Nine Circles Community Health Centre, with expertise in the care and treatment of HIV, Hepatitis C and other sexually transmitted infections, delivers comprehensive primary care, social support, education and prevention services – creating healthier communities for Manitobans.

SCOPE OF WORK

The consultant will work with the Project Manager and an Advisory Committee to develop the Guideline. The consultant will conduct a literature review/environmental scan, review relevant documents, gather relevant information from key stakeholders for the development, design and layout the guideline so that is clearly understood, user-friendly, technically sound, relevant and acceptable by community organizations and health care providers in Manitoba. With this in mind we expect an end-product that is graphically appealing. Time is of the essence for this project as we have expected timelines with our funder.

¹ Thornton AC, Delpech V, Kall MM, Nardone A. HIV testing in community settings in resource-rich countries: a systematic review of the evidence [published correction appears in *HIV Med.* 2014 Nov;15(10):637-8]. *HIV Med.* 2012;13(7):416-426. doi:10.1111/j.1468-1293.2012.00992.x

Project Deliverables:

- Proposed Workplan to complete the project
- Attend Meetings with Project Manager and Advisory Committee
- Completed Literature Review/ Document Review/Environmental Scan
- Development of First Draft of Guideline
- Testing of Draft Guideline with Key Stakeholders
- Revised Second Draft based on input
- Second Round Feedback from key Stakeholders
- Finalization of Guideline

Timeline of Project

This consultancy is expected to begin **October 1, 2020 and end Dec 1, 2020.**

Required Qualifications

- Demonstrated experience with design and development of usable documents
- Demonstrated experience health care systems, education, health care delivery
- Demonstrated experience with document review, literature review, environmental scans
- Technical knowledge of document creation programs such as Corel Draw
- Experience with multiple stakeholder engagement
- Experience with Project management and ensuring timeliness of deliverables

Preferred Qualifications

- Experience with HIV/STBBI related health care delivery
- Experience with Indigenous organizations

Proposal Guidelines and Instructions

Proposals should include:

1. A Description of the Firm and the person who will be involved with this project
2. **A description of the applicant's general approach to development of instructional technical documents that involve engagement from a variety of stakeholders, review of documents:** including general methodology, perspective, and/or guiding philosophy.
3. An approach to the project including activities, estimated timelines for each deliverable, value added services and overall project completion.
4. A detailed **project budget** (approx. **\$27,500**) that includes the cost of the consultant's time, materials, supplies, and any other expected expenses to bring the project to a successful completion. Additional resources are available to support stakeholder consultation fees, graphic design and printing

5. **Credentials and qualifications of consultant**, including three professional references.

Final proposals should be submitted by **Friday September 18 at 5:00pm CST by email**. Proposals will be reviewed by our Project Manager and the Guideline Advisory committee. Only those short listed will be contacted.

Address completed proposals to **Laurie Ringaert, Co-Strategic Facilitator**, at humanresources@ninecircles.ca with the subject line: RFP Community Event-Based Guideline Development