

Alberta SCI Action Strategy Request for Proposals

release date: October 29, 2010

Project Title: Development of a tool and process to assess residential accessibility

The Alberta Spinal Cord Injury Alliance (AB SCI SA) is seeking a consultant to develop a tool and process that can be implemented province-wide by many organizations to assess the accessibility of housing for individuals with various levels of mobility impairment.

Deadline for submissions: November 19, 2010, 4:30 p.m.

Background

The Alberta SCI Solutions Alliance (AB SCI SA) is a provincial network of individuals and organizations passionate about making a positive difference for Albertans living with spinal cord injury (SCI). Comprised of people with SCI, service providers, researchers, health care practitioners and others, the AB SCI SA works at local, regional and provincial levels to identify needs and facilitate the delivery of customized solutions, from point of injury to full community participation.

The formation of the AB SCI SA is but one step in the creation and implementation of the Alberta SCI Initiative to enhance the wellbeing of persons living with SCI and to initiate a collaborative and systemic improvement of SCI services and research in the Province of Alberta. In furtherance of the Alberta SCI Initiative, the Province of Alberta made a 5 year \$12 million dollar commitment to fund the Alberta SCI Initiative and out of this, the Alberta SCI Action Strategy (Strategy) was launched.

The purpose of the Strategy is:

- To provide a conceptual and planning framework for collaborative effort in the SCI Community
- To identify priorities, develop action plans and launch related initiatives, all intended to significantly improve health and quality of life outcomes for Albertans with SCI
- To position this work on the agendas of the communities and government that must ultimately support implementation
- To give the SCI community one voice and a shared purpose.

The Strategy was developed through a process of extensive consultation with stakeholders, including consumers (i.e. people with SCI and similar physical disabilities). Out of this consultation, three priority areas for action were identified: affordable accessible housing; home care/attendant care; and adaptive equipment/devices. Task Teams were assigned to each priority area. They developed a total of eight action plans designed to bring about improvements in these areas. The action plans have been approved for funding through the AB SCI SA. The timeframe for implementation and evaluation is November 1, 2010 through March 31, 2012.

This request for proposals pertains to one of three action plans developed by the Task Team on Affordable Accessible Housing.

Need

In Alberta the Accessible Housing Society – Calgary, is the only organization that operates a housing registry to assist individuals with disabilities find accessible, affordable homes. The need to collect information on available housing units and make it readily available to consumers is being partially met by a joint strategy of the three task teams (Housing, Home Care, and Adaptive Equipment) to develop a web-based consumer guide of resources in those three areas. The Housing Task Team recognizes that although this information will be beneficial, its value is limited by the need to have detailed, consistent and reliable information on the level of access available in the various housing units that would be listed in the consumer guide. This strategy focuses on creating a standardized assessment tool and process that could be used throughout the province and by various disability and seniors groups. Consistent, reliable information is a first and necessary step to developing a provincial registry for accessible housing that provides individuals with important information about where to find housing and whether it meets their needs for accessibility and related services.

Project Team

Soraya Saliba (Lead), Executive Director, Accessible Housing – Calgary
Jamie Thomas, Glenrose Rehabilitation Hospital
Chris Schamber, consumer, Lethbridge
Others, TBD
Project Coordinator: Heather Lissel

The consultant will work with the project team and project coordinator. The project lead will be responsible for directing the work of the consultant and project team so that decisions are made in a timely fashion, and that deliverables are achieved on time and on budget. The coordinator will assist the project lead in this role and will also perform tasks that contribute to the optimal use of the consultant's time and expertise (e.g. gathering information, soliciting feedback from the project team, scheduling meetings, etc.).

About the Project

This tool and process will build on best or promising practices in other jurisdictions and upon the tools and processes currently in place at the Accessible Housing Society – Calgary. The Strategy will include developing a plan with stakeholder support for assessing residential properties throughout the province and making the results

available to consumers. A key feature of the assessment tool will be its ability to distinguish various levels of access that are relevant to different consumers, e.g. "Level 1" may be appropriate for those with minimal impairments, while "Level 4" could accommodate those with a high degree of impairment. The tool will be packaged appropriately, with the necessary background and supporting information, to allow a wide range of stakeholders to utilize it. The completed tool will be posted on the internet.

Deliverables

1. Complete a review of existing assessment tools and processes.
2. Identify agencies with an interest in using the completed tool
3. Develop an assessment tool and process, field test* it and refine.
4. Prepare the final package appropriately for distribution to agencies identified in #2 above and other stakeholders.

*Members of the project team will provide staff to undertake the field test. The consultant is required to provide the necessary tools and training, monitoring, and feedback processes.

Timelines

Deliverables are due on or before June 30, 2011.

Requirements for submission

Proposals in response to this RFP should include:

- executive summary identifying the main features and benefits of the proposed work
- description of how the work will be carried out, including the number of individuals who will be involved and their qualifications to do the work described
- a detailed workplan that lists tasks and timelines
- a detailed, itemized budget (identifying hourly fee and itemizing expenses)
- company overview
- two references for recently completed projects
- key contact name, title, address, telephone numbers, fax number and e-mail address

Criteria for review

Proposals will be evaluated based on:

- capacity and creditability of the consulting firm
- demonstrated expertise and experience of the consultant and his/her team
- the vendor's understanding of the project requirements
- commitment to project deadlines
- detailed workplan
- overall cost
- references

Submit one electronic copy of your proposal to:

Attention: Heather Lissel
Coordinator, AB SCI Action Strategy
hlissel@telus.net

Applicants short-listed for interviews will be contacted by Dec. 3, 2010
The successful applicant will be contacted by Dec. 10, 2010

For further information, contact:

Heather Lissel
Coordinator, AB SCI Action Strategy
780-467-4418
or go to: www.alberta-sci-initiative.blogspot.com

About The Alberta Paraplegic Foundation

The Alberta Paraplegic Foundation (The APF) was established in 1987 and its purpose is to fund worthwhile SCI scientific research and community development projects or otherwise providing assistance for persons with SCI. The APF is responsible for the oversight, monitoring and distribution funds related to the Alberta SCI Action Strategy.