

**Request for Proposals for Evaluation Consultants  
Interprofessional Primary Care Team (IPC) Project  
February 2019**

**Introduction:**

The Langs and the Kitchener Downtown Community Health Centres are partnering to undertake an evaluation of a new Interprofessional Primary Care Team (IPC) Project. In the spring of 2018, 14 teams were funded across the province of Ontario, one in each Local Health Integration Network. In Waterloo Region, the KDCHC and the Langs Community Health Centre were the transfer payment organizations awarded the leads for the IPC project in each of their communities. The CHCs are jointly accountable for the services provided in partnership with a variety of agencies.

We are inviting interested consultants to submit a RFP to design an evaluation framework and to undertake an evaluation of the IPC project.

**Who is on the IPC Team?**

The IPC team employs a variety of primary care providers and allied health professionals such as nurse practitioner, physicians, nurses, social workers and outreach workers.

**What is the Target Population for the IPC Team?**

The target population consists of street-involved, precariously housed, unattached socially or medically complex patients through the following means:

- Primary Care Provision in outreach locations (see appendix A for a list of sites to date)
- Mobile Primary Care Bus (Sanguen Health Centre)
- Outreach and Drop-in programs in each sub region where homeless and transient individuals can go to keep warm, receive a meal and be connected to services
- Support for Family Physicians who do not have access to a interprofessional team
- Primary Care at the Langs and KDCHCs

**What are the expected outcomes of the IPC Project?**

- Increased attachment to primary care
- Improved resident access to primary care
- Enhanced connections to services, support received

**What is the Scope of Service?**

- Primary Care
- Foot Care
- Counselling and Case Management
- Partnership with Drop-In Programs for the homeless and transient (e.g. Idea Exchange)

**Methodology:**

It is proposed an evaluation committee will be established to help guide the evaluation strategy for the IPC Project. The consultant would work with the committee to design and implement the evaluation process which may include both quantitative (e.g. reduced visits to the emergency department,

increased attachment to primary care, return on investment) and qualitative evaluation strategies (e.g. focus groups and key informant interviews). The process would include but is not limited to:

- Development of a work plan
- Preparation of communication materials
- Evaluation tool design
- Undertaking a literature review
- Developing an evaluation framework and tools based on the above findings
- Piloting the evaluation tools
- Refining the evaluation framework and tools based on the outcome of the pilot
- Publishing the results of the findings

**Submissions must clearly state a proposed methodology to be undertaken by the consultant.**

**Fee: \$20,000 for Phase 1. Up to \$ 10,000 available for Phase 2**

The consultant must include an estimated cost for the proposed methodology (defined by daily rate) cost (per day and number of days required)

**Selection Criteria and Submissions:**

Interested consultants should prepare and submit a proposal (8 to 10 pages) that outlines:

- Description of the evaluation team
- Experience and background designing and implementing similar evaluation processes
- Proposed methodology
- Proposed fee (as described above)
- Ability to complete the work from March 2019 to January 31, 2020

All submissions are appreciated, proposals will be short listed and only those selected for an interview will be contacted. Five original copies of the submission must be forwarded by noon on Monday, Wednesday, March 6, 2019 to:

Evaluation Committee Chair:  
Bill Davidson, Executive Director  
Langs  
1145 Concession Road  
Cambridge, Ontario  
N3H 4L5  
(519) 653-1470 ext 236  
Email: [billd@langs.org](mailto:billd@langs.org)

**Appendix A: List of IPC Sites to Date**

IPC Cambridge Locations	IPC Kitchener Locations
Haven House (Women’s Crisis Services) Cambridge	House of Friendship - Charles Street Men’s Shelter
Argus Residence for Young People Cambridge	oneROOF Youth Services
Monica Place (15 unit apartment for young moms and children)	St. John’s Kitchen
Delta Family Health Organization	SHOW (Supportive Housing of Waterloo)
The Idea Exchange (The Cambridge Library)	Ray of Hope
The Bridges Shelter	ACCKWA (AIDS Committee of Cambridge, Kitchener, Waterloo and Areas)
Sanguen Primary Care Bus – Cambridge	Sanguen Primary Care Bus – Kitchener
Primary Care Services at the Langs CHC	Primary Care Services at the KDCHC