



**REQUEST FOR PROPOSAL  
COLLABORATIVE POLICY SCAN PROJECT  
ONTARIO HEART HEALTH NETWORK**

**PURPOSE:**

To conduct a policy environmental scan in OHHP-Taking Action for Healthy Living local communities across Ontario. This scan will create a baseline inventory of regional/district/county/municipal and school board policies that impact the health of communities. These include policies related to access and availability of nutritious food and physical activity opportunities, the built environment and prevention of alcohol misuse and prevention of tobacco use and exposure.

OHHP-TAFHL Coordinators across the province will assist the Consultant Team in contacting the appropriate community representatives to support the effective and efficient completion of this tool within their own communities. The Consultant Team will use a previously developed standardized data collection tool to gather data in 37 communities across the province.

**BACKGROUND:**

The OHHP - Taking Action for Healthy Living (OHHP-TAFHL) works across Ontario to promote and support community based chronic disease prevention programs. Program goals include the prevention of cardiovascular disease and other chronic diseases such as Type -2 diabetes, stroke, and cancer. These objectives are achieved through the development of collaborative partnerships across Ontario. In the province, there are 37 OHHP-TAFHL Community Partnerships (CPs) working together towards the development of healthy public policy within schools, work sites and a variety of community settings.

The Ontario Heart Health Network (OHHN) is the provincial network for the OHHP-TAFHL Community Partnerships. This network provides support to health promotion strategies that include: awareness, education, skill building, creating supportive environments and policy development in Ontario. Funded by the Ministry of Health Promotion (MHP), this network has been a category leader in promoting healthy living.

The OHHP-TAFHL is identified as a key pillar of Ontario's Chronic Disease Prevention System. OHHP-TAFHL CPs are leaders in coordinating and mobilizing community partners across the province to deliver programs that not only raise awareness for the benefits of healthy living, but result in important behaviour change and healthy lifestyles for all Ontarians. The OHHP-TAFHL supports and encourages community ownership of healthy living and chronic disease prevention programs by engaging a wide variety of partners in the development and implementation of local health promotion initiatives.

The Ministry of Health Promotion recognizes that OHHP-TAFHL Community Partnerships have been successful in mobilizing communities around chronic disease prevention and has articulated that it would like to continue to build on this momentum. Recently the Ministry has

launched a new strategy called Healthy Communities Ontario Approach. Currently, the Ministry is calling on the 37 OHHP-TAFHL CPs to develop local Healthy Community Partnerships, a component of the Planning Stream, to develop a streamlined and integrated community plan. The priorities for the approach to Healthy Communities will focus on three core risk factors: Healthy Eating, Physical Activity/Sport/Recreation and Tobacco Use/Exposure. Complementary risk factors will include, Injury Prevention, Mental Health and Substance and Alcohol Misuse. As a result, the OHHP-TAFHL community partnerships are undertaking a community engagement process to identify community for the purposes of designing a community-wide plan, focused on policy to reflect the priority settings of Healthy Communities. The information collected from this environmental policy scan will serve to inform these Healthy Community Partnerships. It is anticipated that the environmental scan will identify opportunities and/or gaps in addressing policy related to chronic disease prevention development for the 3 established core risk factors: healthy eating, physical activity and smoke-free living and the 3 identified complimentary risk factors: mental health, alcohol and substance misuse, and injury prevention..

The role of the Consultant Team is to ensure that a uniformed process for data collection is undertaken. This will be accomplished by utilizing the tools and associated guidelines provided by the Policy Workgroup and working collaboratively with the Consultant Team. Each community will utilize their local data to inform the local Healthy Community Partnership plan under development for 2010. These plans of the Healthy Community Partnerships will identify strategic priorities with a focus on policy development related to selected community priorities

A uniform process for data collection has been established and is critical for comparing data collected across all OHHP-TAFHL networks within Ontario. All data compiled will feed into a data analysis process and compiled into a comprehensive provincial environmental scan report for the OHHN and the MHP. This report will serve to inform local Healthy Community Partnerships as well as provide a provincial baseline report on local policies with emerging themes and priorities. The consultant for this next phase has been retained and it is anticipated that the provincial report will be completed by mid November for circulation.

## **DELIVERABLES:**

### **September - November 2009**

- 1) Work collaboratively with the Ontario Heart Health Network Policy Workgroup and Consultant Team to conduct the policy scan. Across the province there are 37 community partnerships and each serves a catchment area ranging from 1-31 municipalities (totalling approximately 400 municipalities). It is anticipated that it will take 6 – 10 hours to conduct the scan per municipality.
- 2) Gather information from identified local communities to complete the environmental policy scan for OHHP-TAFHL Community Partnerships across Ontario.
- 3) Conduct OHHP-TAFHL policy environmental scan using an existing tool to create a baseline inventory of regional and municipal policies that impact the health of communities. These include policies related to access to nutritious food, access to recreation and physical activity, prevention of alcohol misuse and prevention of tobacco use and exposure.

- 4) Submit the data gathered to the OHHN previously retained consultant for the purpose of analysis and final report preparation.

**KEY QUALIFICATIONS:**

- Experience in research and evaluation, especially community-based evaluative processes.
- Experience in implementing environmental scans.
- Willingness to work collaboratively with other consultants on a consultant team to conduct the environmental scan.
- Sound knowledge and understanding of policy development as approaches to health promotion and, in particular, chronic disease prevention.
- Excellent written skills and demonstrated experience in consolidating environmental scan/ data findings into a user friendly format using clear language.
- Excellent verbal communication skills, particularly presentation and facilitation skills.
- Strong project management skills.
- Demonstrated ability to meet timelines.

**SUBMISSION REQUIREMENTS:**

The following information must be included in your quotation:

- A resume that clearly demonstrates how your experiences reflect the key qualifications required in a successful candidate.
- A detailed plan and description of how the requested deliverables will be executed.
- A breakdown of costs including time availability and cost per day. Cost per day should not exceed \$500. Assignments will be determined based on availability and time commitment.
- The names and contact information of 2 references.
- Sample of an environmental scan.

**Deadline for submission of proposals is September 21, 2009 by noon.**

Via email please submit proposals and quotations to:

**Andrea Bodkin**  
**Heart Health Resource Centre**  
**Ontario Public Health Association**  
**700 Lawrence Ave West, Suite 310**  
**Toronto, ON**  
**M6A 3B4**

[ABodkin@opha.on.ca](mailto:ABodkin@opha.on.ca)

Any questions can be directed to Julie Charlebois 416-338-1519 or [jcharle@toronto.ca](mailto:jcharle@toronto.ca)

**PROPOSED TIMELINES:**

<b>EVENT</b>	<b>DATE</b>
Release of RFP	September 9 <sup>th</sup>
Deadline for submission of proposals	September 21 <sup>st</sup> by noon
Successful candidates notified	September 22 <sup>nd</sup> or 23 <sup>rd</sup>
Project start date	Sept. 25, 28 or 29 <sup>th</sup> – Face to Face mtg in Toronto Oct. 13 <sup>th</sup> – Teleconference mid-point mtg
Project to be completed by	October 26 <sup>th</sup>
Distribution of raw data by Policy Workgroup to all coordinators	November 2 <sup>nd</sup>