



# **REQUEST FOR PROPOSALS**

## **EXECUTIVE DIRECTOR DEVELOPMENT: CONSULTING SERVICES**

### **GABRIOLA HEALTH CARE FOUNDATION**

#### **1. INTRODUCTION**

The Gabriola Health Care Foundation (GHCF) is seeking proposals from qualified consultants to provide executive-level support for a three-month period. This consultancy will assess organizational needs, develop a potential executive director position, and support critical health-care initiatives on Gabriola Island.

#### **2. BACKGROUND**

The Gabriola Health Care Foundation is dedicated to supporting healthcare services on Gabriola Island. The Foundation is currently engaged in several important initiatives including clinic transition planning, Primary Care Network participation, and Community Health Centre application processes. As the Foundation's responsibilities expand, we are exploring options for enhanced organizational leadership structure.

#### **3. SCOPE OF WORK**

The selected consultant will provide the following services over a three-month period:

##### **3.1 Organizational Needs Assessment**

- Conduct a comprehensive review of the Foundation's current operational structure
- Interview key stakeholders including board members, committee chairs, clinic staff, and community partners
- Identify operational gaps and opportunities for improvement
- Prepare a written assessment report with recommendations

##### **3.2 Executive Director Position Development**

- Develop detailed job description for potential Executive Director position
- Recommend qualifications, experience, and competencies
- Provide salary range analysis based on comparable organizations
- Present implementation options (contract, part-time, full-time)
- Prepare financial impact analysis and funding strategy
- Develop performance metrics and evaluation framework

### **3.3 Health-care Initiative Support**

- Provide strategic support for clinic transition planning, Primary Care Network development, and Community Health Centre application
- Attend key health-care planning meetings
- Liaise with Island Health, Division of Family Practice, and other relevant bodies
- Document progress and develop transition plans for ongoing involvement

## **4. TIMELINE AND DELIVERABLES**

### **Month 1:**

- Initial stakeholder interviews and document review
- Attendance at board and key committee meetings
- Preliminary organizational assessment
- Begin health-care initiative participation

### **Month 2:**

- Complete organizational needs assessment
- Develop draft executive director job description
- Continued health-care initiative support
- Mid-term progress report to board

### **Month 3:**

- Finalize executive director position recommendation
- Develop implementation strategy
- Complete documentation for health-care initiatives
- Prepare final report and recommendations

### **Reporting Requirements:**

- Direct reporting to the Board President
- Bi-weekly written progress updates
- Monthly in-person report to the Board
- Final comprehensive written report with recommendations

## **5. QUALIFICATIONS**

Minimum requirements:

- 5+ years leadership experience in health-care or non-profit organizations
- Demonstrated understanding of primary health-care systems in BC
- Experience with organizational assessment and development
- Strong communication and stakeholder engagement skills
- Knowledge of health-care funding and governance structures
- Familiarity with rural health-care delivery challenges
- Experience with Primary Care Networks and/or Community Health Centres

## **6. PROPOSAL REQUIREMENTS**

Proposals should include:

1. Consultant profile and relevant experience
2. Proposed approach to meeting deliverables
3. Work plan with timeline
4. Fee structure and estimated total costs
5. References from similar projects
6. Sample of previous relevant work (if available)

## **7. EVALUATION CRITERIA**

Proposals will be evaluated based on:

- Demonstrated understanding of the project requirements (25%)
- Relevant experience and qualifications (30%)
- Methodology and approach (25%)
- Value for money (20%)

## **8. PAYMENT TERMS**

- Fixed fee contract
- Payment schedule: 30% upon contract signing, 40% at end of Month 2, 30% upon completion
- Consultant responsible for all expenses unless pre-approved

## **9. CONTRACT TERMS**

- Term: 3 months from date of signing (may be extended as required)
- Location: Combination of on-site (Gabriola Island) and remote work
- Equipment: Consultant to provide own equipment
- Confidentiality: All information and materials developed remain property of GHCF

## **10. SUBMISSION INSTRUCTIONS**

Proposals must be submitted electronically to [jkm@durablesolutions.ca](mailto:jkm@durablesolutions.ca) by 11:59 p.m., April 21, 2025. Please include “GHCF Executive Director — Consulting Services Proposal” in the subject line.

Questions regarding this RFP may be submitted to GHCF President Jeff Malmgren at [jkm@durablesolutions.ca](mailto:jkm@durablesolutions.ca) by 11:59 p.m., April 14, 2025.

## **11. SELECTION PROCESS**

- RFP Issued: April 3, 2025
- Questions Due: By 11:59 p.m., April 21, 2025
- Proposals Due: By 11:59 p.m., April 28, 2025
- Interviews (if required): April 30 – May 7, 2025
- Selection and Notification: May 8, 2025
- Project Start: May 12, 2025

## **12. ADDITIONAL INFORMATION**

The Gabriola Health Care Foundation reserves the right to:

- Reject any or all proposals
- Request additional information from any or all consultants
- Negotiate with one or more qualified consultants
- Cancel or modify this RFP

## **13. CONTACT INFORMATION**

Jeff Malmgren, President Gabriola Health Care Foundation, [jkm@durablesolutions.ca](mailto:jkm@durablesolutions.ca)

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Gabriola Health Care Foundation is committed to an equitable selection process. We encourage proposals from consultants with diverse backgrounds and experiences.