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Registered Charity # 870705829 RR0001

**Request for Proposals-
Francophone Mental Health & Well-Being Counsellor Casual Contractor
One Year Pilot Project**

**Issued by the Halifax & Region Military Family Resource Centre
8 February 2022**

Submission Due Date: 21 February 2022, 4:00 pm AST

The Halifax & Region Military Family Resource Centre (H&R MFRC) is a not-for profit, charitable organization that is governed by a volunteer Board of Directors made up of a minimum of 51 percent military family members.

The mission of the H&R MFRC is to strengthen the well-being of all those who share the unique experience of military life.

1.0 INTRODUCTION

The H&R MFRC has two primary locations - Halifax (Windsor Park), and Shearwater and a satellite office in Sydney. We support the operational readiness of the Canadian Armed Forces (CAF) by fostering resilient and stable military families; we understand the military and veteran family journey for CAF Regular Force and Reservists.

A multidisciplinary team of professionals' tailor services, information, referrals, and provide navigation and crisis intervention support. We support families based on a family's unique needs and situation and their military lifestyle experience of relocation, absences, and transition, considering different family personas.

We recognize mental health supports in the community are limited, with extensive wait times and we continually strive to address service gaps. A new funding opportunity allows us to support Francophone military families to access mental health services including short term counselling in French. This casual contract position will augment our Mental Health & Well Being team.

We are excited to be recipients of a one-year pilot project funding from True Patriot Love, to contract a casual Francophone social worker, to deliver comparable services on an as needed or requested basis. Given this approach, the candidate selected must be flexible in their availability to respond to client requests and deliver support services in a variety of methods including phone, virtual and in person counselling.

2.0 SERVICE DELIVERABLES REQUIRED

The successful bidder would be engaged to provide the following Francophone services as a casual contractor:

- Flexible to respond to inquiries with a minimum first contact within 48 hours to assess and determine a plan of support.
- Available to provide approximately 20 hours per month (based on client demand). This includes direct client support, documentation, and clinical supervision requirements.
- Schedule client appointments by phone, virtually (Microsoft Teams), or in person at our Windsor Park or Shearwater locations.
- Provide short term counselling support (typically 1-3 sessions) to military Francophone families within the H&R MFRC geographical area served.
- Provide mental health services, including referrals and navigation support to other community and Canadian Armed Forces (CAF) supports/services.
- Allocate H&R MFRC resources in accordance with the H&R MFRC policies and the Mental Health and Well Being team standards of practice/policies.
- Adherence to Social Work Code of Ethics with respect to confidentiality and documentation.
- Adherence to H&R MFRC documentation and evaluation practices and policies.
- Attendance at monthly social work practice team meetings with the H&R MFRC Clinical Practice Supervisor, as a member of the Mental Health and Well Being Team, to ensure consistency of service delivery.
- One on one meetings with the Clinical Practise Supervisor, for client consults to ensure consistency of practice and service delivery.
- The contractor will be paid for services rendered.

3.0 LENGTH OF ENGAGEMENT

The contract period provided to execute all service deliverables is one year from the start date, key outcomes will need to be reached to meet the pilot project requirements, including ongoing assessment and evaluation to determine future service status.

4.0 PROPOSAL CONTENTS

Please include the following in your response to this request for proposals:

- Your resume, including a summary of how your background and qualifications make you a suitable contractor for this opportunity.
- Your cover letter must include your knowledge and experience with the CAF and military family community.
- A minimum of two professional references who can attest to your abilities to fulfill the contract requirements.
- Your proposed fee structure, including all associated costs and billing procedures (note, a ceiling rate, for the contract, is required). Proposed billing should be incremental such as monthly or bi-monthly and must match proposed milestone targets.

5.0 QUALIFICATIONS

To be considered a bidder, for the Francophone Mental Health & Well Being Counsellor (casual contractor), for the H&R MFRC, the successful contractor(s) must possess:

- A Bachelor of Social Work, with a minimum of 5 years of practice.
- Registered and a member in good standing with the Nova Scotia College of Registered Social Workers.
- Practice using one or more of the following approaches: Strength's Based, Narrative, Solution Focused, Mindfulness Practice and Single Session.
- Possess social work experience in individual and couples counselling, military lifestyle challenges, mental health self and others', grief/loss, and stress management.
- Knowledge and experience of the unique military and veteran lifestyle. Knowledge of the Military Family Services Program (MFSP) and the Military Family Resource Centre (MFRC) is an asset.
- Have no real or apparent conflict of interest regarding its abilities to provide its services to the H&R MFRC. The contractor must disclose the names of any parties which it believes are, or may be, a real, perceived, or apparent conflict.

6.0 SUBMISSION DEADLINE

Submissions are accepted via email, no later than 21 February at 4:00pm AST.

Proposals received after the submission deadline will not be given consideration.

Email submission are to be forwarded to:

Chris Saldon, Executive Assistant
Chris.saldon@hrmfrc.onmicrosoft.com

7.0 EVALUATION AND SELECTION CRITERIA

Proposals will be evaluated by H&R MFRC's Executive Director and leadership staff. All aspects of the submissions will be taken into consideration when evaluating the proposals. This includes the following:

- Proposed fees and costs. Value will be compared to cost and therefore the lowest cost proposal may not be selected.
- The bidder's understanding of the scope of the proposed professional services, as evidenced by the proposal submitted, including the individual's standards and proposed approach.
- The background and experience of the bidder in providing similar services, as well as specific background, education, qualifications, and relevant experience of key personnel to be assigned to the contract.

8.0 SELECTION RIGHTS

The H&R MFRC maintains its right to make any selection it deems prudent, so far as opting to not award a contract.

Responding individual participants acknowledge through their participation that such selection is not subject to protest or contest.

9.0 QUESTIONS/ INQUIRIES

All questions regarding this RFP are to be submitted in writing, via email, to Chris Saldon, Executive Assistant, at Chris.saldon@hrmfrc.onmicrosoft.com.

Any oral communications shall be considered unofficial and non-binding.