

Regent Park

Community

Health Centre

Request For Proposals for a Data Management System Review

The Regent Park Community Health Centre is a thirty-six year old community-based health organization serving the residents of Regent Park and surrounding areas. We provide a range of programs, services and supports dedicated to improving the health and wellbeing of local residents.

Pathways to Education™ – Regent Park is a program that was established by the Regent Park Community Health Centre in 2001 as a strategic response to support young people in completing high school. The program is a community-based initiative that creates a web of advocacy, financial, social and academic supports for students. Originally conceived to serve approximately 600 students, the program is currently serving almost 900 students, employs approximately 40 staff, and is supported by a budget of over \$3M annually. As an evidence-based program, P2E is heavily reliant on a wide range of data to inform program evaluation and improvement. In addition, further data is required for reporting and accountability purposes to funders.

Pathways - Regent Park is seeking a consultant to assist with a review and analysis of its data elements and management processes and to make recommendations for short term and long term improvements in those processes.

SCOPE OF WORK

- Analysis of current state of data collection, management and analysis – review and document current data requirements, collection processes and tools, and how data is used
- Scoping of desired state of data collection, management and analysis - document desired state of affairs vis-à-vis data requirements, collection processes and tools and use of data
- Conduct gap analysis
- Provide recommendations for short and long term improvements in data collection, management and analysis

EXPECTATIONS/DELIVERABLES

- Interim report documenting scope of current data management to be completed by January 15.
- Interim report documenting desired data management state to be delivered by February 1, 2010.

- Draft report with gap analysis and recommendations to be delivered by Feb 15, 2010.

INFORMATION REQUESTED

Proposals should include the following:

- Profile of the consultant/consultants: qualifications, description of relevant experience and style (this could be an attached resume)
- Description of approach and a detailed plan
- Detailed cost estimate
- Affirmation of the consultant's ability to meet the described deadlines
- Out of the pocket expenses, if any expected, must be clearly identified
- References (two at least for similar work)

DEADLINE for Submissions

December 4, 2009 at 4pm

CONDITIONS

The Regent Park Community Health Centre will not be liable for any costs incurred by the applicants in the preparation of their response to this proposal.

The least expensive or any proposal may not be accepted.

CONTACT

Please submit your proposal to:

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