

APTUS TREATMENT CENTRE
PROPOSAL CALL FOR
THIRD PARTY STAFFING SERVICES

DATE ISSUED: 6th August, 2019

APPLICATION DEADLINE: Friday, August 30, 2019
@ 4:00pm

TERM: October 1, 2019 to March 31, 2021

1. INTRODUCTION

Aptus is a registered non-profit Developmental Services agency established in 1979. Aptus' mission is to provide people who have developmental disabilities meaningful opportunities in the community to explore what matters to them. Aptus provides clinical, residential, educational and/or day supports to people aged 4 to end of life.

Aptus employs 229 people. Aptus specializes in supporting people who have developmental disabilities, including those who have a dual diagnosis mental health disorder.

Staff at our residential and day program locations provide support for the people we serve, ensuring all their needs are met. Our staff strive to provide quality-based supports with a focus on Aptus' values: *Choice, Respect, Integrity, and Inclusion*.

As a non-profit community agency funded by the Ontario Government, Aptus is required to follow the procurement process outlined in the Broader Public Service Procurement Directives and, as such, our bidding process for all third party work is prescribed.

2. PROCESS

2.1. Closing Time and Date

Proposal submissions prepared in response to this call for third party support must be prepared exclusive of cost estimates, which are to be provided separately as follows:

- Five copies of the proposal are to be submitted in a sealed envelope/package that is clearly marked **CONFIDENTIAL – THIRD PARTY STAFFING SERVICES PROPOSAL**
- Five copies of the proposal costing and expenses are to be submitted in a separate sealed envelope/package that is clearly marked **CONFIDENTIAL – THIRD PARTY STAFFING SERVICES PROPOSAL**
- Submissions must be addressed as follows:

Aptus Treatment Centre
40 Samor Road
Toronto, ON M6A 1J6
Attn: Julie Bonett, Senior Purchasing Coordinator

Proposal submissions must be received and time stamped no later than 4:00 p.m. on Friday, August 30, 2019. Electronic submissions will not be accepted. Late bids will not be accepted.

2.2 Enquiries

Enquiries regarding the proposal process or format of response may be directed via email to Julie Bonett, Senior Purchasing Coordinator, at julie@aptustc.com. All email enquiries must use the subject line: **Third Party Staffing Services Proposal**.

2.3 Changes

Verbal clarification should not be interpreted to change the intent, content or scope of the Request for Proposal. Aptus retains the right to decline to answer any given enquiry.

2.4 Decision

A working committee at Aptus Treatment Centre will be responsible for the selection and appointment of a successful third party staffing agency. The appointment will take effect from October 1, 2019 and run until March 31, 2021.

3. ELIGIBILITY

Before preparing a response, candidates are advised to ensure that their agency can meet the following eligibility criteria. The agency must:

- Have a minimum of 2 years experience in the delivery of third party support for developmental service agencies;
- Have experienced, well-qualified staff who can fulfill Aptus' expectations;
- Have experience and understanding of the *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008* (SIPDDA) and the specific standards of care and safety requirements that agencies are required to comply with as set out in Ontario Regulation 299/10 Quality Assurance Measures (QAM); and
- Have insurance liability coverage for a minimum of two million dollars and provide verification of WSIB coverage.

4. SCOPE AND REQUIREMENTS

4.1 Key Deliverables

The objective of this particular RFP is as follows:

- To assist Aptus by providing trained, experienced, and knowledgeable staff who will provide assistance to the people Aptus supports. This assistance will include, but is not limited to: personal hygiene, social skills development, leisure and recreational skills, activities of daily living, personal life management, language/communication and community awareness.
- Work with Aptus team members to maintain the cleanliness and overall health and safety of all program locations.
- Represent Aptus professionally and recognize the value of creating and maintaining positive community relations.
- Ensure all staff have valid First Aid, CPR, Crisis Prevention and Intervention (CPI) and clear Vulnerable Sector Police Reference Checks.
- Perform all work in accordance with prescribed health and safety regulations and practices.

4.2 Performance

Adherence to the terms and requirements outlined within the Proposal Call will be an essential feature of satisfactory performance under the engagement letter.

4.3 Terms of Engagement

The successful agency will be appointed for this project for the period of October 1, 2019 to March 31, 2021. Notification of selection will occur prior to September 15, 2019.

5. PROPOSAL CONTENT

The proposal must be structured to provide the following information:

- a) A profile of the agency, including breadth of other similar contracts and clients, resource and support services available, particular strengths relevant to the project;
- b) Experience of the agency with non-profit organizations, especially agencies focused on developmental services;
- c) A detailed description of your approach to fulfilling the expectations of this contract, including timelines to be utilized for reviewing fulfillment of the expectations;

- d) The names of three of the agency's present or recent clients who will act as references, at least two of which must be a non-profit organization;
- e) Fees and expenses in a format as described under 5.1 below (submitted under separately sealed envelope);
- f) Copies of WSIB and insurance liability for a minimum of two million dollars;
- g) Commitment to the terms and conditions of the Proposal Call; and
- h) An explanation of why your agency should be the successful candidate under the proposal.

5.1 Costing and Expenses

Prepared and submitted separately but considered to be part of the proposal, an agency quotation for the fees to be charged for the October 1, 2019 to March 31, 2021 work inclusively.

Fee information to include separate job classifications and cost per classification:

- Evening (variety of shifts between 12 noon and 11.30 pm)
- Overnight Awake
- Overnight Asleep

Any other related costs should be clearly stated to be part of the quoted project fee.

5.2 Submission Format

The submission format is provided to ensure a minimum level of information is submitted. Agencies are encouraged to reply to the Proposal Call in sufficient detail to provide a basis for evaluation.

Agencies may be required to provide information or clarification on the contents of their submissions, or may be required to confirm statements on capacity or costs.

Submissions that fail to follow this format, or are incomplete or obscure, or which contain alterations or irregularities may be declared informal and be rejected.

6. CONDITIONS

Aptus Treatment Centre reserves the right to discuss any and all proposals, to request additional information from agencies for clarification purposes and to decline any and all proposals made. The lowest cost proposal will not necessarily be accepted.

Aptus Treatment Centre will not be liable for any cost incurred by agencies in the preparation of their response to this proposal.

7. SELECTION CRITERIA

Selection criteria will include, but not be limited to:

- Experience of the agency managing and fulfilling responsibilities of a comparable scope and with similar deliverables.
- Relevant experience of the agency in working within the non-profit and developmental services sector and the qualifications of the lead staff who will be managing these responsibilities, if successful.
- References
- Fees

The proposals will be reviewed and ranked based on the following criteria and weighting:

Proposal Criteria	Ranking Weight
Costs (fees and expenses)	35%
Demonstrated experience managing projects of a comparable or similar scope and with similar deliverables	30%
Relevant experience with organizations in the non-profit and developmental services sector and qualifications of identified project lead	25%
References	10%