



Request for Proposal: 20-01

PSYCHOLOGICAL HEALTH & SAFETY TRAINING

BC MUNICIPAL SAFETY ASSOCIATION

Table of Contents

1	Delivery of Proposals	2
1.1	EMAIL SUBMISSION:	2
1.2	PROPOSAL CONTACT:.....	2
1.3	PROPOSERS’ MEETING:	2
2	Summary of Opportunity	3
2.1	SECONDARY OPPORTUNITY: PSYCHOLOGICAL HEALTH AND SAFETY CERTIFICATE TEST PILOT	3
2.1.1	Psychological Health and Safety Certificate: Worker	3
2.1.2	Psychological Health and Safety Certificate: Managers & Leaders	4
2.1.3	Psychological Health and Safety Certificate: Senior Leaders	4
2.2	ESTIMATED TIMELINES.....	4
3	Overview	5
3.1	ORGANIZATIONAL OVERVIEW.....	5
3.2	BACKGROUND	5
3.3	SCOPE	5
4	Response and Proposers Guidelines	6
4.1	RESPONSE GUIDELINES	6
5	Capabilities.....	7
5.1	KEY PERSONNEL EXPERIENCE.....	7
5.1.1	Response Guidelines	7
5.2	PRICING	7
5.2.1	Response Guidelines	8
6	Respondent Checklist.....	9

1 Delivery of Proposals

1.1 EMAIL SUBMISSION:

Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to czielke@bcmsa.ca. Hard Copy Submission: will not be accepted.

1.2 PROPOSAL CONTACT:

Enquiries related to this RFP, including any requests for information or clarification may only be directed by email to czielke@bcmsa.ca. Clearly indicate that your question is related to the RFP. Information obtained from any other source is not official and should not be relied upon. When submitting an enquiry, the RFP number should always be in the subject line of the email.

1.3 PROPONENTS' MEETING:

A Proponents' meeting will not be held.

2 Summary of Opportunity

The BC Municipal Safety Association (BCMSA) requires a variety of learning products to provide the education needed to support a cultural change within organizations that will support a Psychologically Healthy and Safe workplace as well as reduce incident frequency, duration and overall claims costs. We require a service provider for a number of psychological health and safety training courses.

Learning topics are to include the following:

- Psychological Health and Safety – Worker level
- Psychological Health and Safety – Manager and Supervisor Level
- Workplace Mental Health Resiliency – all levels
- Mental Health Stay at Work/Return to Work – Managers and Supervisors level
- Organizational Psychological Health and Safety – Senior Leaders

Additional learning topics may be requested, as required. If you have additional workplace health and safety topics feel free to include their description for review.

BC Municipal Safety association is looking for either a firm or an individual with the capacity to deliver training on a regular basis. We will review organizations that can deliver some of the training, but preference may be given to an organization that has or can develop all of the needed training.

BC Municipal Safety Association anticipates entering into a test pilot agreement with the successful Proponent. Upon successful completion of the test pilot the BC Municipal Safety Association expects to enter into a multiyear contract with the option to renew on substantially the same terms and conditions.

The successful proponent to this RFP will be eligible to bid on any future work of similar scope and complexity, where a conflict of interest does not exist.

2.1 SECONDARY OPPORTUNITY: PSYCHOLOGICAL HEALTH AND SAFETY CERTIFICATE TEST PILOT

The successful proponent will have the opportunity to have their courses be a core part of a test pilot Psychological Health and Safety Certificate program. To aide and address the specific skills and knowledge employees versus organizational leaders require we will be running three certificate program test pilots. One program will be geared towards people employed at the worker level and one will be for supervisors and leaders who are responsible for implementing or managing health and safety systems in their workplace. The final will be geared towards senior leaders who are responsible for the overall health and safety of their workplace.

2.1.1 Psychological Health and Safety Certificate: Worker

Target Audience

This certificate is designed for employees at any level. Core

Courses (8 hours)

- Psychological Health and Safety – all levels
- Workplace Mental Health Resiliency – all levels

Elective Courses (choose for a total of 8 hours)

- choose from any of BCMSA's mental health training portfolio

2.1.2 Psychological Health and Safety Certificate: Managers & Leaders

Target Audience

This advanced certificate is designed for leaders, supervisors, managers, human resource groups, union leaders and JOHSC committee members.

Core Courses (12 hours)

- Psychological Health and Safety – Manager and Supervisor Level
- Workplace Mental Health Resiliency – all levels
- Mental Health Stay at Work/Return to Work – Managers and Supervisors level

Elective Courses (choose for a total of 4 hours)

- choose from any of BCMSA’s mental health training portfolio

2.1.3 Psychological Health and Safety Certificate: Senior Leaders

Target Audience

This advanced certificate is designed for senior leaders

Core Courses (4 hours)

- Organizational Psychological Health and Safety – Senior Leaders

Elective Courses (choose for a total of 4 hours)

- choose from any of BCMSA’s mental health training portfolio

2.2 ESTIMATED TIMELINES

The following timetable outlines the anticipated schedule for the RFP and contract process. The schedule is provided for information only and subject to change. We will be accepting proposals until a desired Psychological Health and Safety Consultant is decided.

Events	Anticipated Dates
RFP Issued	December 10, 2020
Proponents questions to be received no later than	December 20, 2020
Proponents questions to be responded to no later than	December 24, 2020
RFP Close	January 15, 2021
Evaluation	January 30, 2021
Notice of Selection by	February 15, 2021

Note: All Proponent questions related to this RFP are to be in writing, referencing the RFP number, and directed only to the authorized BC Municipal Association contact person, noted on the cover page of this document. Information received from any other source is not official and cannot be relied upon.

3 Overview

3.1 ORGANIZATIONAL OVERVIEW

The British Columbia Municipal Safety Association (BCMSA) is an independent, non-profit organization committed to improving worker health and safety in all industries throughout the province.

Our primary goals are to eliminate workplace injuries and reduce safety-related financial costs. As the municipal training agency of choice in British Columbia, we provide a variety of onsite and online quality training courses. We equip workers in all industries with invaluable prevention training and we guide municipal employers, so they can implement effective occupational health and safety management.

Additional information is available at www.bcmsa.ca.

3.2 BACKGROUND

The BC Municipal Safety Association is committed to providing the resources required to minimize occupational loss in local government. Industry wide data from WorkSafeBC indicates claims costs related to Psychological Health are skyrocketing in our industry. To support this, we are looking for a vendor who can provide and teach course material to local government employees on psychological health and safety. Our membership, employees employed by local government, is a varied workforce. We are looking for a vendor who can customize the approach, tone and level of content to be appropriate for our diverse membership.

3.3 SCOPE

The selected Proponent will:

- Provide ready made or customized course material appropriate for BCMSA’s varied audience ensuring the course material address psychological health and safety broadly including areas focused towards both workers and managers.
- The successful proponent will ensure training delivered will have a workplace focus.
- Courses should either fit a 4-hour or 8-hour timeline
- Prepare and deliver the training.
- Course design deliver and materials should create engaging experiences which include leveraging educational technology such as simulations, videos and exercises where reasonable. Examples and case studies should reference scenarios that our membership will be able to identify with.
- The successful proponent will direct all BCMSA membership (local government) inquires back through the BC Municipal Safety Association for booking.
- Will make every available effort to be available for the training in accordance with the clients requested timeframe.

Topic	Delivery Method	Length	Audience	Approximate # of Participants
Psychological Health and Safety - Worker	Virtual or In Person	4 hours	All staff (union members & managers)	10-25
Psychological Health and Safety – Managers	Virtual or in Person	4 hours	Managers and Supervisors	10-25

Workplace Mental Health Resiliency – all levels	Virtual or In Person	4 hours	All staff (union members & managers)	10-25
Mental Health Stay at Work/Return to Work – Managers and Supervisors level	Virtual or in Person	4 hours	Managers and Supervisors	10-25
Organizational Psychological Health and Safety	Virtual or in Person	4 hours	Senior Leaders	TBD
Additional training modules	Virtual or in Person	TBD	TBD	TBD

BC Municipal Safety Association will:

- Provide a training space for all training sessions where applicable.
- Schedule participants.
- Provide a course evaluation.
- BCMSA will take over the marketing and booking of the certificate and associated courses in local government.
- We will print, coordinate, and distribute the training material required for the sessions. We will provide individual and overall program certificates and manage the tracking and historical data of training sessions and students records.

4 Response and Proponents Guidelines

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the desirable criteria set. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the BCMSA’s expectations. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

The selected Proponent will be required to comply with all requirements of the Worker’s Compensation Act (British Columbia) and obtain and maintain WCB coverage with WorkSafe BC during the term of the Contract as well as liability insurance. During the Term, the Contractor will carry, at a minimum, Commercial General Liability insurance in an amount of not less than \$2,000,000.00 per occurrence. In addition, Error & Omissions Insurance in an amount of not less than \$2,000,000.00 per occurrence is required. The Contractor will provide, at the request of BCMSA, documentation satisfactory to BCMSA evidencing the insurance coverage required hereunder. Under no circumstances would the trainer be covered under BCMSA’s WorkSafeBC coverage.

4.1 RESPONSE GUIDELINES

- Name a contact person for the proposal, and include this person’s address, phone number and email address. This information will not be evaluated but is used to contact the Proponent as required.

- Provide a brief overview of the company, including size and length of time in business. This is for information only and will not be evaluated.

5 Capabilities

5.1 KEY PERSONNEL EXPERIENCE

The proposed key personnel (trainers) are expected to have reasonable experience with each of the following:

- Customizing and developing Psychological Health and Safety training.
- Able to maintain superior and current training materials while integrating industry-specific.
- Facilitating learning sessions, preferably within public sector organizations.
- Post-secondary education in the training subject matter.

5.1.1 Response Guidelines

- Name the proposed Consultant(s)/Trainer(s) and provide a brief outline of their experience with the requested learning topics including number of years. Note these roles can be filled by one or multiple individuals.
- Describe a recent project examples which demonstrate their experience with projects of similar scope and complexity to the requirements outlined in the RFP.
- Describe each Consultant/Trainer’s relevant educational qualifications, certifications, and training.

5.2 PRICING

Proponents must provide a firm, fixed, all-inclusive price for the deliver of each session identified below. Note the BC Municipal Safety association will reimburse travel and accommodation expenses that have been pre-approved will be paid as per our travel policy.

Topic	Delivery Method	Length	Audience	Approximate # of Participants	Price
Psychological Health and Safety - Worker	Virtual or In Person	4 hours	All staff (union members & managers)	10-25	\$
Psychological Health and Safety – Managers	Virtual or in Person	4 hours	Managers and Supervisors	10-25	\$
Workplace Mental Health Resiliency – all levels	Virtual or In Person	4 hours	All staff (union members & managers)	10-25	\$
Mental Health Stay at Work/Return to Work – Managers and Supervisors level	Virtual or in Person	4 hours	Managers and Supervisors	10-25	\$
Organizational Psychological Health and Safety	Virtual or in Person	4 hours	Senior Leaders	TBD	\$

Additional training modules	Virtual or in Person	TBD	TBD	TBD	\$
-----------------------------	----------------------	-----	-----	-----	----

5.2.1 Response Guidelines

- Proponents should include the above chart or similar in their proposal with firm fixed pricing excluding travel costs.
- If there are any additional training modules the proponent would like to include in the proposal please include them in the pricing chart.

6 Respondent Checklist

This checklist has been provided solely for the convenience of the Respondent. Its use is not mandatory and it does not have to be returned with the Proposal.

The requirements of the RFP have been read and understood by everyone involved in putting together the Proposal.

The Proposal meets all the mandatory requirements of the RFP or clearly indicates why and where it does not.

The Proposal addresses everything asked for in the RFP.

The Proposal clearly identifies the Respondent and the project including the proposal number.