



United Way



United Way helping seniors
remain independent.

Better at Home is funded by the Government of British Columbia.

Request for Proposal – Prince Rupert Stakeholder Readiness Assessment

Introduction

Seniors are an important and growing part of our communities, and their active involvement enriches everyone's lives. To ensure that seniors continue to play an active role in our communities, they often need support to live independently in their own homes, surrounded by family, friends, and neighbours. United Way of the Lower Mainland supports seniors to age with dignity and with funding provided by the BC government, will manage the *Better at Home* program in up to 68 communities across BC. *Better at Home* is designed to assist seniors with simple day-to-day tasks, thereby helping seniors maintain their independence and stay connected with their community.

Better at Home is designed to be adaptable to the characteristics of a community and will address the specific needs of local seniors. Services will be chosen from the following basket of services:

- light housekeeping
- grocery shopping
- simple home repairs
- transportation to appointments
- friendly visiting
- snow shoveling
- light yard work

For additional program information see [Appendix 1: *Better at Home* -Frequently Asked Questions.](#)

Request for Proposal

United Way of the Northern British Columbia is seeking a Community Developer to assess **Prince Rupert**'s readiness to implement the *Better at Home* program:

- Identifying the key stakeholders in the community that are involved and/or are working with seniors including a comprehensive list of community assets, i.e. community programs and organizations available for seniors that help them live longer in their own homes and remain engaged in their community. Please use any recent local community research as a reference.
- Identify and engage with potential lead organizations capable of delivering Better at Home services by assessing if they are ready, willing and interested in hosting the Better at Home program. We anticipate a minimum of three interviews. (See [Appendix 2: Lead Organization Eligibility](#)).

Deliverables

- List of Key Stakeholders and whether they have capacity and willingness to host the Better at Home program
- Overview of community assets (see [Appendix 3](#))
- Describe the findings and recommendations in a report that will feed into next steps of engaging with seniors, stakeholders and the rest of the community in a community development process.

Timeline

Expected start date is **October 1, 2013**

Expected completion date no later than **November 15, 2014**

Budget and Payment

The contract will not exceed \$4,000 including taxes. Compensation will be made monthly, paid within thirty (30) days after submission of an invoice and description of the work completed to date.

Proposal Format – Maximum 3 pages, excluding budget sheet

- Demonstrate understanding of requirements
- Experience relevant to undertaking this assignment
- Experience with or understanding of service providers in the **Prince Rupert** community
- Work plan (linking deliverables with anticipated hours required, consultant fee, and deadlines)
- Detailed – all inclusive – budget, i.e. including meeting costs, travel expenses etc. ([Appendix 4: Community Developer Budget Template](#)).

Conflict of Interest

Please disclose any potential conflict of interest including direct or perceived personal benefit, or benefit to an organization with which you are affiliated.

Proposal deadline

Please email your proposal including **2 references** (name, relation to you, telephone and email) no later than **September 30, 2013** to:

Christien Kaaij, Provincial Project Manager, Better at Home

United Way of the Lower Mainland, 4543 Canada Way, Burnaby, BC, V5G 4T4

christienk@betterathome.ca

Note: After the successful applicant has been notified and contracted, his/her contact information will be published on the Better at Home website and shared with project stakeholders to facilitate widespread community involvement in the engagement process.

Appendix 1: *Better at Home* - Frequently Asked Questions

What is *Better at Home*?

Better at Home is a program to help seniors live in their own homes longer by providing simple non-medical support services like help with housekeeping and transportation to appointments. *Better at Home* services are delivered by local non-profit organizations and staffed by a mix of paid and volunteer workers.

What services are delivered?

Better at Home services are specific to the needs of the seniors in each community. They can include: light housekeeping, grocery shopping, minor home repairs and yard work, transportation to appointments, friendly visits and snow-shoveling.

Who decides which services are available in my community?

Seniors will be front and center in determining what services are needed in each community. Other community stakeholders will also provide input into the local programs.

Who is eligible to receive the services?

All seniors living in a *Better at Home* community can apply for the services. The *Better at Home* service provider will assist the applicant to decide which services are right for their circumstances.

How can seniors apply?

Seniors can contact their local *Better at Home* program and or learn more at www.betterathome.ca.

What does it cost?

Seniors will be asked to pay a small fee for some services, based on their income. Exact costs are determined by the *Better at Home* service providers based on the local community conditions.

Which communities does *Better at Home* currently serve?

The *Better at Home* program will be available in up to 68 British Columbia communities. You can find a list of current *Better at Home* communities on our website www.betterathome.ca.

How are communities selected?

The communities that are selected have higher percentages of seniors, many of whom are isolated and vulnerable. Consultations with senior's organizations and other regional experts will also guide the selection process.

Can communities apply for the *Better at Home* program?

There will not be an open call for applications for *Better at Home* funding. However, communities can contact Christien Kaaij, Provincial Project Manager, at christienk@betterathome.ca, to express their interest.

Where does the *Better at Home* funding come from?

Funding was provided to the United Way of the Lower Mainland from the Government of British Columbia. *Better at Home* communities will also provide additional funds and resources through fees charged for services, fundraising, in-kind donations and volunteer participation.

Is *Better at Home* a permanent program?

Better at Home is a three-year project that will run until the end of 2015. United Way of the Lower Mainland will seek ongoing funding support for *Better at Home*.

Appendix 2: Lead Organization Eligibility

Organizations applying for a *Better at Home* program must:

- At all times be recognized as a qualified donee as stipulated in Canada Revenue Guidelines. The term “qualified donee” as defined, includes a list of entities such as registered charities, government bodies (i.e., municipalities) and certain other specific entities. First Nations Bands or other Aboriginal-based entities not considered a qualified donee must be recognized as a public service body performing a function of government in Canada.
- Comply with all Federal, Provincial and Municipal laws, including laws concerning labour, employment and human rights standards.
- Demonstrate community accountability through strong volunteer governance and leadership.
- Demonstrate effective Human Resources, program and financial management, and deliver programs and services in an effective and efficient manner.
- Be recommended/identified as a potential candidate to offer a *Better At Home* program as a result of the *Better At Home* community development process (described above).

Appendix 3: Community Assets

Community assets include both stakeholders (a person, group, and organizations with investments in senior's health and wellbeing) and services (non-medical and medical support services and programs available for seniors that help them live longer in their own homes and remain engaged in the community).

Stakeholders such as:

- Seniors organizations
- Volunteer organizations/centres
- Caregivers organizations
- Community or citizen organizations
- First Nations communities / Aboriginal organizations / Ethno-cultural / Faith-based
- Disability organizations such as those that serve hard of hearing or people with age-related disabilities
- Health Authorities / Health Units
- Other relevant groups and organizations, i.e. Community Response Networks (CRNs), Division of Family Practice

Services such as transportation to appointments and or activities, housekeeping, laundry, minor house repairs, yard maintenance, grocery shopping, friendly visits, etc., provided by:

- Non-profit sector and service groups
- Private sector
- Health Authorities

Appendix 4: Community Developer Budget Template

Expenses (should not exceed \$4,000)

<u>Community Developer costs</u>	<u>Cost</u>	
Consultant fee (daily rate \$/per day)	\$	-
Travel	\$	-
Office & Program Supplies	\$	-
Advertising & Promotion	\$	-
Postage & Courier	\$	-
Sub-contracts (Supplier/details)	\$	-
Miscellaneous	\$	-
<other>	\$	-
<other>	\$	-
<i>Subtotal Overhead</i>	\$	-