



June 19, 2015

Subject: Request for Proposal - Member Fee Structure and Composition Review

The BC Care Providers Association (BCCPA) is seeking a contractor to conduct analysis and provide recommendations regarding its current membership fee structure and composition. Please find enclosed a Request for Proposal, as well as the Submission Form. Detailed proposals are due **Friday, July 17 by 12:00 p.m. (PDT)**.

Instructions on how to respond to this RFP are outlined in the enclosed materials. If you have any questions, please do not hesitate to contact Hart Dashevsky at 604.736.4233 ext. 231 or by e-mail at: hart@bccare.ca

We look forward to receiving your proposal.

Sincerely,

Hart Dashevsky
Director of Membership Services and Sponsorships

Enclosures

REQUEST FOR PROPOSAL
Membership Fee Structure and Composition Review
RFP: 001-2015

DEADLINE TO SUBMIT PROPOSAL: Friday, July 17, 2015 (12 pm PDT).

Instructions

1. Submit your proposal by **Friday, July 17, 2015 by 12:00 p.m. PDT.**

BC Care Providers Association
738-4710 Kingsway
Burnaby, BC V5H4M2
Attn: Hart Dashevsky

Or by e-mail: **hart@bccare.ca**

2. The person(s) authorized to sign on behalf of the proponent and to bind the proponent to the proposal must sign the proposal.
3. All proposals will be irrevocable for a period of ninety (90) days from the date of the proposal submission deadline.
4. If you have any questions about the proposal, please contact:
Hart Dashevsky
Consultant for Membership Services
604.736.4233 ex 231
hart@bccare.ca

Scope of Request

The purpose of this Request for Proposal (RFP) is to select a contractor to conduct analysis and provide recommendations regarding the BCCPA's membership fee structure and composition.

- Conduct a thorough review of our current membership structure and composition. This would include analysis of whether BCCPA is in line with other similar continuing care sector organizations throughout Canada and/or industry associations with a similar membership base/composition.
- Conduct analysis with our Board of Directors and members - and include commentary/recommendations regarding whether the current composition of the BCCPA membership (85% residential care + 15% home care) supports our efforts to remain an effective and unified voice for the majority of our membership.
- Conduct online & telephone satisfaction surveys of our members regarding the current suite of programs and services offered by the BCCPA.
- Assess what types of services/programs members would like the BCCPA to develop and deliver which would help further increase our value proposition.
- Provide recommendations for a new and/or updated member fee structure that could be implemented effective January 1, 2017. A new fee structure should ideally meet the following principles:
 - Equitable between smaller and larger care home operators
 - Equitable between residential care, assisted living and home care providers
 - Affordable to single site members under 150 care beds
 - Easy to administer & understand
 - Directly supports the delivery of our Strategic Plan and overall corporate goals and objectives
- Provide recommendations regarding how to increase value proposition of membership to care homes currently not affiliated with the BCCPA.

Confidentiality

Proposals will be kept confidential and the successful bid will be assessed and verified by CEO Daniel Fontaine. The successful proponent will be notified by no later than **Friday, July 24th, 2015**.

Right to Cancel

The BC Care Providers Association has the right to cancel at any time this RFP or any part of any agreement resulting from it.

Governing Law

This Request for Proposal and any proposal submitted in response to it will be governed by the laws of the Province of British Columbia. Any dispute arising out of this RFP or its process will first be mediated. If mediation is unsuccessful, the dispute will be determined by a court of competent jurisdiction in the Province of British Columbia.

BCCPA Rights

The BC Care Providers Association reserves the right to:

- reject any or all proposals;
- re-issue this RFP;
- cancel this RFP with or without issuing another RFP;
- supplement, amend, substitute or otherwise modify this RFP;
- permit or reject modifications to or corrections of proposals; and
- request additional or clarifying information or more detailed information from any proponent.

Decisions

By responding to this RFP, proponents will be deemed to have agreed that the decision of the BC Care Providers Association is final and binding.

Timeline

Special Request issued:

Friday, June 19, 2015

Proposals due:

Friday, July 17th (12:00 p.m. Noon PDT)



REQUEST FOR PROPOSAL

Submission Form

Company name:

Address:

Individual contact:

Position:

Telephone:

Email:

Industry: BCCPA member: Yes / No

If no, have you enclosed a membership application? Yes / No

(Membership is not required, but points are awarded for being a BCCPA member)

Additional comments:

Authorized Signature

Date

Name

Position