



Request for Proposal

Camp Kindle – COVID-19 Policy and Procedure Manual

April 28th, 2021

ABOUT THIS REQUEST FOR PROPOSAL

This request is to invite experienced and qualified Applicants to submit their detailed proposals and outline professional services necessary to satisfy the requirements of **Kids Cancer Care** as outlined in this brief.

KIDS CANCER CARE FOUNDATION OF ALBERTA

The Kids Cancer Care Foundation of Alberta (KCC) is passionately dedicated to helping young people and their families affected by cancer survive and thrive in body, mind and spirit. KCC provides programs and funding in three key areas: Camp & Outreach programs; Pediatric Oncology Research & Hospital programs; and Education Support & Scholarships. This approach enhances the quality of life for children living with cancer, improves their odds for recovery and provides care for the whole family, during treatment and beyond.

- **Camp Kindle and Outreach Programs** - Children from across Alberta exchange the rigours of cancer treatments for days of fun-filled adventure with kids their own age. After months of bed-ridden isolation, camp allows these kids to regain a sense of normalcy with kids in similar circumstances. In 2016, 709 campers went to Camp Kindle, our largest cohort to date. Our community outreach programs run year round, providing recreation, therapeutic and social programming for the whole family.
- **Research and Hospital Programs** - Research is at the core of the healing process. KCC funds researchers working right here in Alberta to find a cure and treatments that have fewer side effects and less debilitating long-term impacts on children. We have committed \$2.25 million in funding over the next five years to advance research into experimental and applied therapeutics, create a research chair in Nursing and continue critical pediatric oncology research initiatives. Hospital programs ensures kids and their families receive the best in care right here in southern Alberta. KCC funds programs such as the beaded journey, parent pizza nights and various education initiatives – all designed to enhance the level of care received.
- **Scholarships and Education Support** - In recognition of the impact of long-term effects of cancer, we offer support to families to help with school re-integration, tutoring and finding appropriate special needs learning resources in order to succeed at the primary and secondary school levels. A scholarship fund was established in 2007 to provide young cancer survivors the opportunity to pursue their post-secondary education dreams. Since inception, over 100 scholarships have been awarded.

CURRENT STATE

The entire scope of this project will take place at Camp Kindle which is located approximately one hour northwest of Calgary in Mountain View County. The camp buildings are situated on approximately six acres of the Foundation's quarter section of land, and are designed to provide safe, exceptional camp experiences for young people and their families affected by cancer. Our cost-free weekend retreats and summer camps offer kids across Alberta a chance to escape the rigours of cancer treatments for outdoor fun and adventure. When not serving the oncology population, Camp Kindle's social enterprise (rental business) provides meaningful experiences for other groups such as children's medical groups, outdoor school, bands, choirs and corporate groups.

The following protocol(s) to be developed to enhance current policies and procedures and to establish best practice standards as recommended by Alberta Health Services issued March 2020, to all camps in response to the novel coronavirus (COVID-19) pandemic:

Facilities management: (a) aquatics facility; (b) dorms and staff housing; (c) food services (including both the kitchen and dining hall, and BBQ area); (d) the ReKindle Clinic; and (e) all designated program areas (i.e. ropes course, low ropes course, archery, Music Hall).

Infection prevention and control: (a) communication of policies and procedures to be implemented during day and overnight camps to participants (i.e. campers, staff and volunteers); (b) considerations for transportation of participants; (c) initial screening of participants; (d) daily participant screening; (e) face coverings; (f) hand hygiene practices; (g) physical distancing practices and cohorting; (h) cleaning and disinfection practices; and (i) personal protective equipment (PPE).

Development of an Approved COVID-19 Screening Program: policy and procedure for medical testing for diagnosis and screening of permanent and seasonal camp staff.

Management of confirmed or presumptive cases of the virus: (a) isolation and quarantine of symptomatic participants, confirmed or presumptive cases of the virus; (b) personal protective equipment for medical personnel and symptomatic participants; (c) outbreak response plan including reporting requirements to appropriate health authorities.

We require that this project be completed by July 31st, 2021.

REQUIRED SOLUTION

OVERVIEW

This project will be overseen in consultation with KCC's Chief Executive Officer, Camp Kindle's Director of Operations and KCC's Nursing Manager.

GOALS & KEY PERFORMANCE INDICATORS

Once complete, we would like to see the following goals met and will use these KPI's to measure progress:

Goals	Performance Indicator
Obtains quotes from qualified Applicants which provide the best project outline, timelines and fees.	The best quote is determined through a competitive RFP process and the Applicant is selected
Ensures that established protocols meet the highest standard of infection prevention and control.	Protocols authorized for implementation by Alberta Health Services and align with guidance from the Government of Alberta, the Alberta Camping Association (ACA), and Children's Oncology Camping Association International (COCA-I).
Provides a feasible timeline for implementation and purchase of requisite supplies.	Protocols in place for September 1 st , 2021.

REQUIREMENTS

Topic:	Description:
Facilities Management	<ul style="list-style-type: none"> ▪ Develop protocols complete with infection prevention and control measures and cleaning and disinfection practices specific to each facility on site.
Infection Prevention and Control	<ul style="list-style-type: none"> ▪ Develop clear guidelines specific to: <ul style="list-style-type: none"> (a) communication of policies and procedures to be implemented during day and overnight camps to participants (i.e. campers, staff and volunteers) (b) considerations for transportation of participants (c) initial screening and subsequent daily screening of participants (e) face coverings (f) hand hygiene practices (g) physical distancing practices and cohorting (h) cleaning and disinfection practices (i) policy and procedure for medical testing for diagnosis and screening of permanent and seasonal camp staff (j) PPE
Management of Confirmed or Presumptive Cases of the Virus	<ul style="list-style-type: none"> ▪ Develop best practice standards for outbreak response in the overnight camp or day camp setting.
Development of an Approved COVID-19 Screening Program	<ul style="list-style-type: none"> ▪ Develop a screening program plan (i.e. quality control testing, quality assurance practices, test result interpretation; processes for processing results and management of confirmed cases of the virus; contact tracing; PPE; disposal of biohazardous material) for permanent and seasonal camp staff. ▪ Completion and submission of an application to the Government of Alberta Rapid Testing Program.
All Projects	<ul style="list-style-type: none"> ▪ Must be concluded in a time-effective manner.

FORMAT FOR RESPONSES

Please submit your proposed solution in the following format:

1. **Your understanding of the assignment**
2. **Ability to fulfill the requirements**
3. **Additional services**
4. **Project approach and methodology**
5. **Pricing**
 - Professional services (cost per hour)
 - Any additional costs, both one-time and recurring, for which KCC will be charged that the Applicant does not include as part of the purchase cost of materials and professional services.
 - Payment Terms
6. **Timelines**
 - Based on projects of similar duration, estimated times for planning and completion of the project
7. **Your Contractual Terms**
 - Please list any contractual terms which must be included as part of the contract if awarded to you
8. **Qualifications & Experience**
 - Capabilities, examples of relevant work, including other similar projects
9. **References**
 - Please include a list of at least three (3) references of clients for whom you have provided similar project work with other client partners, ideally of similar size and scope and preferably Canadian

RFP SUBMISSION AND EVALUATION

SUBMISSION & DEADLINE

All proposals must be received by email no later than 4:30 PM Mountain Standard Time (MST) of **Tuesday May 18th, 2021**.

All proposals must be clearly marked "*name of Project*"

All Applicants are requested to send electronic copies of their proposal via email* to:

Mackenzie Murawsky, RN BScN MScN(c)
Nursing Manager
Kids Cancer Care Foundation of Alberta
#5757 4th Street SE
Calgary, AB T2H 1K8
Email: mmurawsky@kidscancercare.ab.ca

* If file size is larger than 5GB, you may send a link to download the proposal to the above contact name and email address.

Strict adherence to this deadline will be maintained, and unless the deadline date is extended as described below, all submissions received after this time and date will not be considered.

EVALUATION

Upon receipt of Applicant's responses, we will screen each submission to ensure the Applicant's compliance with the requirements of this request.

Kids Cancer Care may, but is not required to, select an Applicant and award contracts.

Kids Cancer Care will use specific evaluation criteria to rate various requirements for evaluation purposes. Rating will be confidential, and no totals or scores of such a rating will be released to any Applicant. That said, we will be evaluating potential Applicants on the following:

- Ability to fulfill requirements
- Pricing
- Additional services
- References

Kids Cancer Care may ask Applicants to present their submission in person and reserves the right to seek proposal clarification with Applicants to assist in making its evaluation.

ACCEPTANCE/REJECTION OF RESPONSES

Upon evaluation of all valid responses received, Kids Cancer Care may select the Applicant that offers the most attractive and beneficial proposal and is in the best overall interest of the organization. No act of Kids Cancer Care other than a notice in writing signed by the buyer shall constitute an acceptance of a response.

Negotiations

We reserve the right to negotiate with any Applicant submitting a response to alter, clarify, and enhance the proposal and any contract arising out of acceptance of the response.

Confidentiality

Both the Applicant and Kids Cancer Care acknowledge that this request for proposal and the relationship between the Applicant and Kids Cancer Care will be subject to the provisions of Personal Information Protection Act (PIPA). In the event that Applicant obtains access to or custody of Kids Cancer Care's records, the Applicant agrees to comply with all relevant provisions.

Modification

Amendments to your proposal must be received in writing prior to the deadline date.

Extensions

We may, by addendum, extend the deadline date for a period of not more than 10 days.

Further Information / Questions

It is the Applicant's responsibility to clarify interpretation of any requests and/or questions contained in this RFP prior to submitting the proposal by contacting:

Your name and email address

Please note that all questions and responses will be shared with all proponents.