



Request for Proposal

Submission Deadline: August 25, 2023

Organization

The Halton Suicide Prevention Coalition (HSPC) is a collaborative of individuals and organizations in the Halton communities of Burlington, Oakville, Milton and Halton Hills. We work together to provide leadership, advocacy and education in the areas of suicide awareness, suicide prevention, suicide intervention and suicide postvention.

Members include: Halton Region Health Department, Canadian Mental Health Association, Halton District School Board, Halton Catholic District School Board, Oakville Public Library, ADAPT, ROCK, Halton Healthcare, Distress Centre Halton, Halton Regional Police, Heartache2Hope, LHIN, YMCA

Current and past HSPC initiatives include: the BeSafe app, webcasts, data gathering, suicide safer homes brochure, social media platforms, World Suicide Prevention Day events.

Purpose

The HSPC is seeking a consultant to:

- Support the gathering and analysis of quantitative and qualitative data pertaining to suicide rates and risk factors in Halton Region to help inform recommendations for priority populations and community suicide prevention interventions, as well as the development of a coordinated data collection framework.
- Generate a report to include relevant data and recommendations.

Background

The Halton Suicide Prevention Coalition (HSPC) has collaborated with The Mental Health Commission of Canada to implement the Roots of Hope project in Halton Region. Roots of Hope is a community suicide prevention model that incorporates 5 research-based pillars to promote effective interventions. Research is one of the 5 pillars and aims to set research priorities, surveillance, monitoring and evaluation to increase the suicide prevention evidence base.

The HSPC will use community-based data to inform interventions of the other 4 pillars: specialized supports, means safety, public awareness campaigns and training and networks.

Scope

Proposed methodology could include, but is not limited to:

- Identifying sources of data regarding suicide/attempted suicide rates in Halton Region
- Identifying sources of data for focus groups/key informant interviews for qualitative data collection regarding risk and protective factors for suicide in Halton Region
- Supporting the development of questions for focus groups/key informant interviews
- Identifying means of suicide in Halton Region
- Analysis of data, gaps, limitations, and other considerations.

The final report to include a synthesis of findings, identification of priority populations at greatest risk for suicide, identification of most common means of suicide, gaps and limitations in available community data, identification of community risk and protective factors.

Project Deliverables

- Ethics review as required
- A summary of interviews and data gathered, including quotes for future use
- A virtual or in-person presentation to the HSPC presenting the final report and highlighting key conclusions and recommendations
- A final report that includes:
 - An Executive Summary not to exceed 1 page
 - An explanation of methodology used
 - A list of data sources
 - Synthesized, anonymized quantitative and qualitative data gathered as well as trends identified and conclusions/recommendations for future directions based on analysis
 - Infographics reflecting key data, trends, and/or conclusions
 - A data collection framework for future use

Budget

The maximum budget for all aspects of this project is \$10,000. The HSPC reserves the right not to award funding.

Timeline

The contract will commence September 2023 and key deliverables must be completed no later than May 2024.

Recognition and Authorship

The HSPC will retain ownership of the final report, infographics, data collection framework, and other materials created within the scope of this project. Any and all materials and information delivered may be shared publicly. Researchers and contributors will be recognized when documents and materials are shared internally and externally.

Proposal Requirements

Proposals should use the following structure:

1. Cover page
2. Proposed team member name(s), titles, affiliations, qualifications, and contact information
3. Relevant experiences in conducting projects of a similar scope
4. Approach and methods
5. Proposed timeline with a completion date no later than May 2024
6. Budget (including GST/HST/PST)
7. Relevant references and appendices, including resumes of proposed team members

Proposals should be sent as one file (PDF or Word document) and should not exceed 7 pages in length. Any appendices and resumes should not exceed 10 pages. You may include any additional information that you feel will strengthen your submission, such as web links to previous work.

Proposals must be sent by email no later than 5pm EST, August 25, 2023 to:

Melanie McGregor

Chair, HSPC

mmcgregor@cmhahrb.ca

Evaluation Criteria

All proposals will be evaluated based on the following criteria:

1. Demonstrated experience with quantitative methods of research and analysis.
2. Demonstrated experience with qualitative methods of research and analysis.
3. Demonstrated history of writing and publishing in the field of mental health.
4. Familiarity with community based-research, suicide risk and protective factors and social determinants of health.
5. Mental health literacy and assessment skills are an asset, training available in Mental Health First Aid and/or ASIST to successful candidate.
6. Adequate resource capacity to meet identified timelines.
7. Ability to complete the project within scope (timelines, budget, and products/goals).

Questions

Questions regarding this request may be sent to Melanie McGregor, Chair, HSPC, mmcgregor@cmhahrb.ca.