REQUEST FOR PROPOSAL:
RFPB202002 – North Zone, Central Zone, and PMH Access Contractor – based in Edmonton

The Alberta Medical Association Accelerating Change Transformation Team (ACTT) is seeking a qualified respondent to contract out for a North Zone, Central Zone, and PMH Access contractor(s).

This contract offer is up to a maximum of 1,500 hours at a maximum rate of $102 per hour.

Contractors are invited to submit a Letter of Intent and a summary of relevant experience and qualifications before February 26, 2020 (or until a suitable contractor is found) to: ProjectOffice@albertadoctors.org

Travel will be required.

The contract period runs April 1, 2020 – March 31, 2021

Program Overview

The AMA ACTT supports physicians and other clinical team members to advance care delivery within their practice environments. This support is completed by developing the right products, tools and resources; building capacity in Primary Care Networks and other groups through training and networks of practice; supporting implementation; and acting as trusted advisor to physician leaders. This includes developing content, building capacity and engaging stakeholders.

ACTT provides support to the PCN Zonal Committees, Primary Care Networks and other physician-led groups to advance:

- Accountable and effective governance
- Patient’s Medical Home (PMH)
- Health needs of the community and population
- Strong partnerships and transitions of care
- PCN Zonal Priorities
- Health Neighbourhood

The ACTT program works closely with key stakeholders including Primary Care Networks, Alberta Health Services, Alberta College of Family Physicians and Alberta Health.

Summary and Key Deliverables

Under the direction of your respective portfolio lead(s), duties and key deliverables may include the following:

1. Influencing the development and maturity of the Health Transformation Workforce (HTW) focused on optimizing the adoption of PMH, with a focus on continuity (through CII/CPAR) and improved Access
   - In collaboration with Networks of Practice (NoP) portfolio, undertake an environmental scan of HTW resources where not yet completed
   - In collaboration with NoP, utilize scan to determine training needs and gaps in HTW development
2. **Assist in ensuring Zone and PCN stability**: *By December 2020, assist the AMA zonal teams in enhancing the stability of PCNs and their respective zonal committees. This will be reflected and measured by:*
   - Develop and or ongoing support a physician strategic groups (e.g., CAPPAC) in all zones,
   - Continue supporting :  
     - Physician Leads per PCN and as a group  
     - Physician Zone dyad (at PCN Zone Committee)  
     - Other physician thought leaders
   - Foster a Zone shared service model within zones and PCNs focused on possible shared services provincial, zonal and local levels
   - Foster PCN strategy sessions with a focus towards adoption of a the new mental model role of PCNs being a change platform that supports their member clinics towards the PMH toward PMH and integration efforts
   - Align/match the appropriate AMA support to zone task groups
   - Governance training and knowledge transfer
   - Explore and foster opportunities to better “optimize” the ED group to perform more peer-to-peer coaching and mentoring (with aim to decrease the demand and need for ACTT within this area)
   - Focus support to PCNs who face decreasing per capita funding or continue to struggle towards new models (e.g., sharing resources, merger with another PCN, etc.
   - Develop a standardized approach and common products in support of both zonal and local succession planning

3. **Assist with developing the foundation for and successful implementation of initiatives focused on system integration – Health Neighborhood (Hospital to Home)**
   - Track and report on key data and project status for each zone and be able to identify gaps, approaches, strategies to support the transitions work at the zone
• Influence and be involved in fostering H2H2H guidelines with PCN leaders and their respective boards
• Help develop and strengthen a foundation for specialist physicians to better enhance linkages and partnerships with AHS and other stakeholders
• Develop key tools and resources for H2H2H change management and practice level changes for internal and external stakeholders
• Connect and build relationships with the PCNs leaders, boards and others
• Provide HTW with appropriate tools and resources for H2H2H implementation
• Provide support for the identified work at the Zone Transitions sub committees and support Zone Transitions Coordinators (where they exist)

4. **Assist with developing interventions designed to improve Access to Continuity at the PCN and Practice levels.**
   • In collaboration with Zonal portfolios, engage PCN(s) with a development process to produce offering(s) that build capacity in a PCN to support clinics improve Access to Continuity
   • Design, develop and/or provide feedback on proposed products (presentations, tools, reports)
   • In collaboration with participating PCNs deliver and provide feedback on products tested
   • Facilitate information sharing and evaluation of products

**Required Qualifications**

The AMA ACTT is looking for a contractor with necessary experience to be able to effectively execute the above deliverables. Along with your letter of intent, please provide us a summary of your applicable education, designations and experience completing similar projects and/or deliverables.