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**Proposal Template:**

Please complete the Proposal Template, answering all question that apply to your situation.

Please indicate and provide a brief response to each question.

- You may use point-form responses if you wish.
- Text should be no smaller than 12 point to ensure that we are able to read the document.
- If you require more space to provide your answers, please submit a Microsoft Word document and utilize the same headings as in this template

**1. Agency Information**

Name of organization:

Address:

Name and role of individual submitting proposal

Contact phone #:

Contact Email Address:

Years of operation:

Number of staff:

Number of volunteers:

Areas or communities services:

**a) Organization profile**

Provide a brief profile of the Applicant organization and its qualifications and experience to provide this service.

- Please attach any documents describing your organization, including a description of participants in or people benefitting from your services, and any other information that gives insight into your mission, values and goals.

**b) Past experience delivering community-based HIV and HCV services. If you have not delivered services in direct response to HIV and HCV, please describe your agency's experience delivering services to vulnerable population:**

Please share details including:

- Program or project name and length of program,
- Major activities and project outcomes,
- Populations served and other data/information that shows benefits,
- What did you learn as a result of this work that you can apply in delivering community-based services in response to HIV and HCV?

### **c) Collaboration and Partnerships**

Please identify the agencies and organizations with whom you collaborate or partner with (either formally or informally) in service delivery, as well as the nature of the collaboration / partnership.

## **2. Proposed services:**

### **a) Communities to Benefit from Proposed Services:**

Please list the names of communities to be served or which will benefit directly (including First Nations and other communities where people will benefit):

**Services being proposed**

Please click on the box to indicate which services you are proposing

Click to mark if proposing this service	Service and description
<input type="checkbox"/>	<b>1. Be part of a network.</b> Participate in regular ongoing regional teleconference with other HIV and HCV service providers, to share local and regional activities and discuss improvements in HIV and HCV supports. <b>Mandatory</b>
<input type="checkbox"/>	<b>2. Harm Reduction.</b> Distribute publicly-funded safer sex supplies and distribute and recover safer drug use supplies
<input type="checkbox"/>	<b>3. Testing.</b> Offer low threshold HIV or HCV testing including pre-and post-test discussions, referral and linkage to care
<input type="checkbox"/>	<b>4. Support for treatment.</b> Support people to start and maintain optimal treatment for HIV or HCV
<input type="checkbox"/>	<b>5. Prevention Education.</b> Promote awareness of HIV and HCV, including current and accurate prevention information;
<input type="checkbox"/>	<b>6. Outreach and support</b> Engage people in one or more locations to assess concerns, risks and support needs, to reduce harm and link people with harm reduction, support and care;
<input type="checkbox"/>	<b>7. Safe spaces.</b> Provide safe, supportive spaces and assistance for people vulnerable to or living with HIV or HCV

**Details of Proposed Services.**

For each of the services you propose to deliver, describe the local challenge or challenges you will address, the groups you intend to reach or support, how many people you think you will be able to help with this service.

**b) Approach:**

How will you deliver services consistent with the approach sought by Northern Health in Section 3.1 of the RFP? Are there any issues in the community or elsewhere which may make it difficult to operate in this manner?

**c) Northern Health Goals:**

How will the proposed services address Northern Health's goals for HIV and HCV as described in Sections 1.0 of the RFP?

**d) Implementation plan:**

Please describe the major steps for delivering the services you are proposing. Include steps you will take to prepare to deliver services, if relevant. Please include

- Major steps you will take to prepare for service delivery;
- Effort, time and expenses required to get ready to deliver services;
- Activities that will be carried out to deliver the service(s);
- Any challenges you anticipate.

**e) Working with others in and around the community**

How will the proposed services be coordinated and linked with other providers and services? Please identify local agencies, First Nations communities and services and Northern Health services with whom you will work to deliver services

**3. Budget:****Total amount requested:**

Please provide an annual budget for the proposed initiative, if you anticipate differences across the 3 fiscal years please provide a separate budget for each. If you prefer, you may submit your budget as an Excel spreadsheet. **Please note that the term of this contract is 36 months.**

**Revenue:**

Northern Health

Other:

**Total Revenues:****Expenses:**

Staff salaries or professional fees:

Materials:

Meeting supplies:

- Food and drink:

- Space:

- Other:

Technology:

Transportation:

Administration:

- Includes office space, heating, lighting, **but not program costs**

Other (please list):

**Total Expenses:**