



The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Glen-Stor-Dun Lodge
Report Number: 2021-19-Financial Services
Prepared By: Diane Leduc, Senior Buyer
Meeting Date: March 22, 2021
Subject: RFP Terms of Reference for Physiotherapy Services for the
Glen Stor Dun Lodge

Purpose

Pursuant to Council Report 2019-207 Financial Services, the purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of a RFP document where the following criteria is met:

1. The contract is estimated at \$150,000.01 or more; and/or
2. A change in level of services is being considered.

Recommendation

That Council receive Report 2021-19-Financial Services.

Strategic Priority Implications

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

Background / Discussion

Project Overview

RFP 21-P05 invites Proposals from qualified proponents to provide professional services for Physiotherapy Services for a term of three years with an option to extend two additional one-year terms.

Background

The successful Proponent is required to provide elective physiotherapy services to the residents at the Glen Stor Dun Lodge. As described in the Terms of Reference, the primary responsibilities for the Physiotherapist are as follows:

1. Adherence to the Ministry of Health and Long Term Care standards, the Regulated Health Professions Act 1991, Health Insurance Act 1990, Occupational Health and Safety Act, Canadian Physiotherapy Association and College of Physiotherapists of Ontario standards of practice, and pertinent policies of the Glen Stor Dun Lodge.
2. Active participant on relevant committees, as determined by the Corporation, including, but not limited to Fall and Least Restraint Program, Wound Care, Nursing Rehab, Pain Management, Restorative Care, Professional Advisory Committee, Continuous Quality Improvement, Accreditation, and other professional practice.
3. Available at a minimum, 32 hours monthly for Physiotherapy and/or consultations/assessments at the Lodge with resident/family and as required by the Corporation.
4. Participate in the Homes' quality management programs as required by the Corporation, including, but not limited to, a monthly service utilization record.
5. Assess educational needs of Lodge staff and conduct education programs to PSW, RN/RPN, Physiotherapy staff, and Recreation staff to enhance program function (safe lifting, transfer, back care, etc.)
6. Provide wheelchair and 4-wheel walker assessment, application to Assistive Devices Program (ADP), liaise with family and suppliers for equipment needs.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	March 23, 2021
Deadline for Questions	April 6, 2021
Deadline for Submission	April 19, 2021
Award of RFP	May 25, 2021
Contract Commencement	July 1, 2021

Appendix A – Terms of Reference for RFP 21-P05 is attached to this report.

Document Title:	RFP Terms of Reference for Physiotherapy Services at GSDL - 2021-19-Financial Services.docx
Attachments:	- 21-P05 RFP Terms of Reference.pdf
Final Approval Date:	Mar 17, 2021

This report and all of its attachments were approved and signed as outlined below:

Steven Golden - Mar 16, 2021 - 3:35 PM

Tracey Bailey - Mar 16, 2021 - 7:43 PM

Maureen Adams - Mar 17, 2021 - 9:32 AM