



# **HBHC Screening Rates Continuous Quality Improvement Consultant RFP 23-07**

**Addendum 1  
September 18, 2023**

## **5.0 INSTRUCTIONS TO PROPONENTS**

### **5.4 PROPOSAL SUBMISSION AND CLOSING DATE**

Proposals must be submitted to:

**Cindy Francis  
Senior Program Assistant/Purchasing  
Simcoe Muskoka District Health Unit  
15 Sperling Drive  
Barrie, ON L4M 6K9**

On or before the following date and time (the "Closing Time"):

**Time: 4:00 pm**

**Date: October 3, 2023**

Submissions by fax or email will not be accepted. Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier, or mail service(s) will not be grounds for an extension of the Closing Time.

Proponents should submit the original, plus 4 hard copies (5 in total), of their Proposals. Proponents should complete the Form of Proposal, attached as Schedule A, including Schedules A-1 to A-5. Proponents are to use the forms provided and respond to items in the order listed. Proponents may attach additional pages as necessary.

Proposals are to be submitted in a sealed package, clearly marked on the outside with the Proponent's name and return address, Title of the Project **HBHC Screening Rates Continuous Quality Improvement Consultant**, and the RFP reference number **RFP 23-07**.

**6.0 SCHEDULE OF EVENTS**

<b>Activities</b>	<b>Anticipated Completion Date</b>
Proposal Closing Time	October 3, 2023 4:00 pm
Health Unit review of Proposals	October 4, 2023
Selection and notification of successful consultant/firm by the Health Unit	October 5, 2023
Interview with Health Unit representative(s) to discuss scope of project, deliverables, and drafting of contract	Week of October 9, 2023
All deliverables to be completed and in-house on or before	December 15, 2023

*The above schedule is subject to change at the discretion of the Health Unit.*

**THE LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED**