



**REQUEST FOR PROPOSALS**  
**2018-063**  
**Business Analyst – Budget Development**

Issued: November 29, 2018

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**Background**

The Newfoundland and Labrador Centre for Health Information (the Centre or NLCHI) was established by the Government of Newfoundland and Labrador to provide quality information to health professionals, the public, researchers, and health system decision-makers. Through collaboration with the health system, the Centre supports the development of data and technical standards and maintains key health databases, prepares and distributes health reports and supports and carries out applied health research and evaluations. The Centre's mandate also includes responsibility for the provincial Electronic Health Record.

The Centre is a crown agency governed by a board of directors appointed by Lieutenant-Governor-in-Council and is managed by a President & Chief Executive Officer.

Through all facets of its work, the Centre strives to achieve its vision of *Improved Health through Quality Health Information*.

**Introduction**

The Centre is currently seeking a qualified resource to assist with the development of a consolidated budget for the Province's new eHealth model and help prepare for the financial transition. eHealth is all of the electronic, communication and technology tools used to share health and administrative information. The Centre and the four regional health authorities (RHAs) presently manage these Information Technology and Information Management (IT & IM) services separately, however in 2017 government announced that the eHealth functions mentioned above will be consolidated into a provincial model to ensure that all eHealth systems are designed with a province-wide mandate. This model will be led and managed by the Centre.

The successful candidate will work from the Centre's offices located in St. John's. The work is scheduled to start in early January and is estimated to conclude March 31, 2019, however, timelines will be reassessed as the project develops.

**Statement of Work**

The successful candidate will be reporting to the Centre's Financial Controller and will be expected to prepare a consolidated budget for the IT & IM functions with supporting documentation, and planning for the actual financial transition. This work will involve:

- Collecting and analyzing relevant budget information from all five health organizations;
- Developing a consolidated organizational budget and fitting it to a new organizational structure;
- Confirming completeness of the consolidated budget;
- Consulting with each of the four RHA and Centre Finance staff;
- Documenting/justifying proposed budget recommendations; and
- Planning for the actual financial transition.

### **Qualifications**

- An undergraduate degree or postsecondary business program;
- A professional accounting designation and a minimum of 5 years current budgeting experience;
- Knowledge of relevant Public Sector accounting standards;
- Well-developed management, analytical, oral and written communication skills;
- Knowledge of the operation of the Government of Newfoundland and Labrador, Agencies of the Crown and related legislation and experience in public sector budgeting;
- Familiarity with MIS codes will be considered an asset; and
- Knowledge and ability in the use of Microsoft Office software (Word, Excel).

### **Response Format**

All proposal submissions must include:

- **Overview summary** of the history of the Respondent company, and experience and qualifications of individual resource to be assigned to the role.
- **Resume(s)** for proposed resource(s) are to be attached as an appendix to the RFP response.
- Hourly rate to perform the work.
- **References (2) MUST** be provided. The reference must indicate the type of work completed by the proposed resource and the appropriate contact information.

Proposals that fail to meet these requirements in full will not be considered for further evaluation.

### **Evaluations**

The following factors will be taken into account in these evaluations:

- Resources experience in relation to the work to be performed (65%)
- Corporate Capability (10%)
- Cost to perform the work (25%) – using St. John's, NL as the established base



### **Proposal Deadline**

Responses are due by 2:00 pm NDT on December 11, 2018. Electronic responses are mandatory and can be directed to the RFP's Administrator at [procurement@nlchi.nl.ca](mailto:procurement@nlchi.nl.ca).

### **Questions**

Questions can be directed to the RFP's Administrator at: [procurement@nlchi.nl.ca](mailto:procurement@nlchi.nl.ca).

Oral responses to questions will not be provided. Responses to written questions will be posted as addenda on the website: [www.nlchi.nl.ca/index.php/procurement](http://www.nlchi.nl.ca/index.php/procurement). It is the Respondent's responsibility to ensure they have all relevant information by regularly checking the web site. The Centre will not disclose the source of any questions submitted by Respondents.

Questions will be received until 4:00 pm Newfoundland Time on December 5, 2018.

### **Subsequent Phases of Work**

Should additional work (that fits this role) be required upon expiration of this contract, the Centre reserves the right to retain the successful professional services firm who is awarded this RFP to complete this additional work under separate contract (if performance matches expectations).

### **Terms and Conditions**

A comprehensive list of the Centre's RFP terms and conditions can be found at [www.nlchi.nl.ca/index.php/procurement](http://www.nlchi.nl.ca/index.php/procurement).