

**Governance Restructuring Facilitator  
REQUEST FOR PROPOSAL**

January 15, 2025

The Alberta Medical Association's Section of Family Medicine (SFM) is seeking a facilitator to support the SFM Representation Working Group in the review and restructuring of its governance structure.

The Section represents front-line family physicians and patients in a complex health care system. It is a leader in health care reform and a driving force for the transformation of primary care in Alberta. Working with many stakeholders, the SFM advocates for the financial sustainability of family medicine. It influences, advocates, and helps design policy to ensure Alberta's family physicians can provide quality care for their patients, achieve economic sustainability, and enjoy personal and professional well-being.

### **Project Overview**

In light of the current state of the Alberta's healthcare system and the diverse representative needs of primary care, the SFM recognizes an opportunity to strengthen the representation of primary care physicians in governance, advocacy and decision-making. The SFM Representation Working Group is an ad-hoc group that will develop recommendations for changes to the Family Medicine/Primary Care representative structure.

Composed of representatives from the SFM, Section of Rural Medicine, and Primary Care Networks Physician Leads Executive, the Working Group will:

- Review a jurisdictional scan of Family Medicine representation.
- Assess the diversity of family medicine and complete a needs assessment of Family Medicine representation in Alberta.
- Develop options for an Alberta Family Medicine/Primary Care representative structure including accountabilities.
- Identify the functions required in a restructured SFM (e.g. compensation, advocacy, policy, etc.).
- Assess the human, financial and other resource requirements needed to support a restructured SFM.

### **Proponent Requirements**

The contracted facilitator will be required to:

- Facilitate and mediate Working Group discussions
- Prepare Working Group agenda packages
- Develop meeting summaries from each Working Group meeting
- Provide a final report for the SFM Executive with the recommendations determined by the Working Group
- Manage and coordinate the initiative

### **Information Sources**

The SFM will provide all relevant information to support the facilitation.

## Project Schedule

It is anticipated that the Working Group will meet approximately monthly between February and June 2025 for half-day or full-day meetings. Most meetings will be virtual. Facilitation is anticipated for a minimum of 30 hours across the meetings. Additional meetings may be added if required, and the budget for the project will be discussed with the facilitator in advance of the extension.

## Proposal Submission

Proposals may be a maximum of six (6) pages, not including a cover page. One electronic copy of the proposal must be received by no later than 4:30 pm Mountain Time on January 30, 2025. Any proposals received after that time and date will be returned unopened. Electronic copies should be sent to [familymedicine@albertadoctors.org](mailto:familymedicine@albertadoctors.org), using the Subject Line: Facilitation Proposal.

## Interview

The SFM may require the proponents to participate in an interview to discuss their proposals.

## Evaluation and Selection

Proposals will be assessed and scored against the selection criteria below. Subject to the successful negotiation of a contract, the proponent with the overall “best value” (highest score) proposal will be awarded the contract.

Evaluation Criteria	% Evaluation
<b>Proponent Qualifications</b> <ul style="list-style-type: none"><li>Overall facilitation experience</li><li>Experience facilitating groups with differing interests</li><li>Experience supporting committees/working groups</li><li>Understanding of governance structures and principles</li><li>Health care experience is an asset</li><li>Mediation experience is an asset</li></ul>	70%
<b>Cost</b> <ul style="list-style-type: none"><li>Price of the proposal</li></ul>	30%