

## Request for Proposals – Demographic Data Collection

The Canadian Mental Health Association (CMHA) strives to reach all Canadians to promote mental health and well-being. The CMHA's BC Division (CMHA BC) is looking inward at its staff and volunteer complement to understand how the team reflects the diversity present in British Columbia, this demographic data collection will be an important first step.

In line with recent legislation passed in BC ([Anti-Racism Data Act](#)) and building on the recommendations from the B.C. Human Rights Commissioner's report ([The Grandmother Perspective](#)) disaggregated data can be used to address systemic discrimination.

### About the Canadian Mental Health Association, BC Division

The Canadian Mental Health Association is Canada's most established mental health charity and a nation-wide leader and champion for mental health.

CMHA BC helps people access the resources they need to maintain and improve mental health, build resilience, and support recovery from mental health and substance use disorders. Each year in BC alone, CMHA supports more than 100,000 people across the province.

For additional information on CMHA BC, please visit the website: [www.cmha.bc.ca](http://www.cmha.bc.ca).

### Proposal Details

CMHA-BC invites proposals from service providers with experience in demographic data collection and analysis to complete a demographic survey of its employees (n= 120) and volunteers (n=20) in Fall of 2022 to:

- Capture demographics data, allow for self-identification across a variety of demographic categories which reflect current evidence-based practice
- Establish a baseline for future comparison

Proposals should address:

- Privacy/confidentiality
- Robust dimensions of demographics to be collected
- Data collection software and security
- Data analysis methodology
- Survey questions – ability to add or modify questions, or use of a validated tool
- Alignment with Statistics Canada data collection categories
- Elements of summary report, including comparisons to BC Labour Market, community representation
- Success of survey in other organizations/settings
- Communications support provided
- Consultant team members who will work on the project
- Estimate of required time/support from CMHA BC Leaders and staff and list of tasks
- Decolonizing practices, decentering whiteness



*Proposals should not exceed 5 pages and must include a proposed budget and timeline. Please include references to previous similar requests and/or client testimonials.*

### **Deliverables**

- 1) Workplan with timelines
- 2) Communication plan
- 3) Data collection via employee and volunteer demographic survey
- 4) Summary report including executive summary
- 5) Presentations for project start and completion

### **Closing Date**

Proposals should be submitted by Friday, July 8, 2022.

### **Contact Information**

Completed proposal and all enquiries related to this RFP including any requests for information and clarification, are to be directed by email to the following:

**Contact Person:** Roselene Dhaliwal

**Title:** Director, Equity & Inclusion

**Email:** [roselene.dhaliwal@cmha.bc.ca](mailto:roselene.dhaliwal@cmha.bc.ca)

### **Terms & Conditions**

Should their Proposal be successful, the Proponent agrees to negotiate in good faith and enter into a Contract with CMHA BC incorporating *Terms and Conditions* (to be shared upon receipt of a successful proposal), the Proponent's Proposal and any other terms and conditions as CMHA BC may reasonably require.