



Request for Proposals (RFP)

for a

Clinical Supervision Consultant

The submission deadline has been extended to:

September 22, 2025, at 5:00 PM EST. All other terms and conditions of the RFP remain unchanged.

Re-issued Date:

August 29, 2025

Application Deadline:

September 22, 2025

Please submit electronic proposals to:

Talent Management



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1 Background

Child Development Institute (CDI) is seeking a Clinical Supervision Consultant (“Consultant”) to strategic oversight and leadership in the clinical supervision of a team of Clinical Managers. This pivotal role ensures that Clinical Managers and their teams are equipped to provide high-quality, evidence-informed, trauma-informed, and client-centered care in alignment with CDI’s clinical policies and standards.

Reporting to the Director, Clinical Services, the Consultant will play a key role in upholding CDI’s clinical standards and policies, fostering a culture of excellence and continuous improvement.

The RFP has been initiated as a standard procurement procedure to meet the requirements of the Government of Ontario’s *Broader Public Sector Accountability Act* and its associated directives and in accordance with CDI’s Procurement Policy.

2 Organizational Overview

CDI is an accredited children’s mental health agency in Toronto and is a ground breaker in developing innovative programming. We offer evidence-based programs for children ages 0-12 and youth ages 13-18, and their families across three primary service streams:

- Child & Youth Mental Health Services
- Family Violence Services
- Early Years and Child Care Services

We are proud to be accredited through the Canadian Centre for Accreditation, a third-party review based on accepted organizational practices that promote ongoing quality improvement and responsive, effective community services.

Built on a legacy of more than 100 years of helping children and families, we have an established track record of success in children’s mental health and family violence.

Our family-focused approach puts families first. We work with each child and family’s unique strengths, needs and challenges. We help them to uncover their abilities, give them tools to succeed, and support them in overcoming challenges.

Our Child & Youth Mental Health services provide a range of programs including targeted prevention, counselling & therapy, intensive in-home and milieu treatment programs to help children and youth struggling with social-emotional and behavioural issues and their families.

Specialty programs include:

- SNAP® (Stop Now and Plan), our award-winning cognitive-behavioural model, teaches children struggling with behaviour issues, and their parents, effective emotional regulation, self-control and problem-solving skills



- Learning Disabilities and Mental Health (LDMH) family centred, evidence informed clinical services for children and youth ages 8-18 with mental health issues and a diagnosed learning disability. Services include child/youth groups, parenting groups, individual and family therapy. Services also include therapeutic recreation programs.
- Our Community Education program provides training and public education, intensive in-home counselling and school based Day Treatment Programs, Targeted prevention and early intervention school based groups, Family & Community counselling for children 0 – 6 and their families, specialized parenting groups, individual and family counselling, child and adolescent abuse & trauma counselling

Our Family Violence Services offer group and shelter-based programs to help women and children who have experienced family violence or other trauma. Individual and family counselling, parenting support, family reconnection and healing services, and links to community supports are available.

Our Early Years and Child Care Services program includes four Early Learning Centres (child care centres) and the Parkdale-High Park EarlyON Child and Family Centre. The program provides young children with a healthy start in a child-focused, play-based early learning environment.

We are a highly collaborative organization, sharing our research, knowledge and expertise through partnerships and collaborations, training, consultation, and publications. CDI is a trusted thought leader in children's mental health and family violence, not only because our solutions are developed out of research, but also because of the innovative solutions that result from our approach.

For more information about CDI, please visit www.childdevelop.ca

3 Scope of Services

The scope of services will include, but not be limited to;

- Providing direct clinical supervision to Clinical Managers and their teams.
- Ensuring clinical practices align with ethical, professional, and organizational standards.
- Supporting staff in clinical assessments, treatment planning, case management, and crisis intervention.
- Support implementation of client level measurement-based care
- Overseeing clinical documentation for accuracy and compliance.
- Managing case escalations and providing risk management support.
- Collaborating with internal leadership to coordinate and enhance service delivery.
- Contributing to the development and refinement of clinical policies and procedures.
- Monitoring service volumes and anticipating emerging clinical needs.



4 Contract Details

- Time Commitment: Approximately 10 - 15 hours per week.
- Contract Type: Part-time consultancy
- Location: Remote
- Duration: One-year term, subject to annual review and renewal based on performance and organizational needs.

5 Deliverables

The consultant will be required to deliver the following:

- Clinical Supervision Plans
 - Individualized supervision plans for each Clinical Manager.
 - Support implementation of CDI Clinical Supervision Framework
 - Schedule and documentation of regular supervision sessions.
- Supervision Session Reports
 - Summaries of supervision meetings, including key themes, decisions, and follow-up actions.
 - Documentation of clinical guidance provided, and outcomes tracked.
- Quality Assurance & Compliance Reports
 - Reviews of clinical documentation for accuracy and compliance with CDI standards and PHIPA.
 - Recommendations for improvements in documentation practices.
- Risk Management Logs
 - Documentation of escalated cases, risk assessments, and actions taken.
 - Recommendations for systemic risk mitigation strategies.
- Policy & Procedure Recommendations
 - Updates or new drafts of clinical policies and procedures based on best practices and emerging needs.
- Training & Development Plans
 - Identification of training needs for Clinical Managers and their teams.
 - Delivery or coordination of targeted training sessions.
- Service Delivery Analysis
 - Reports analyzing caseloads, service volumes, and supervision effectiveness.
 - Recommendations for optimizing clinical workflows and resource allocation.
- Program Evaluation Support
 - Contribution to evaluation frameworks and outcome measurement tools.
 - Feedback on program effectiveness and areas for improvement.

6 Qualifications & Experience Requirements

The consultant should possess the following qualifications:

- A Master of Social Work (MSW) or equivalent.
- A minimum of 5 years in a clinical supervisory role.
- Registration in good standing with a relevant regulatory college (e.g., OCSWSSW, CRPO).
- Experience working with children, youth, and families with complex mental health needs.



- Strong understanding of PHIPA and clinical documentation standards.

7 Skillset Requirements

The consultant should possess the following skills:

7.1.1 Technical Skills

- **Clinical Supervision:** apply best practices in supervising Clinical Managers and their staff to ensure quality service delivery.
- **Treatment Planning:** utilize expertise in clinical theory to support the clinical staff in developing case-specific treatment plans. Familiarity with MBC.
- **Crisis Intervention & Case Management:** provide guidance in high-stakes client situations. Inform action to minimize harm.
- **Family-Centered Therapy:** apply evidence based therapeutic techniques within the family context.

7.1.2 Functional Skills

- **Workflow Management:** supervise protocol and documentation of SOPs/workflows across clinical services.
- **Regulatory Knowledge:** ensure adherence to privacy, ethics and accreditation standards.
- **Strategic Planning and Execution:** design and monitor supervision models aligned with CDI's goals.
- **Risk Management:** support Clinical Managers with complex cases and escalate to Clinical Director as required.
- **Time Management:** balance supervision sessions and crisis support across Clinical Service departments.
- **Policy Development:** maintain an understanding of clinical theory. Update policies based on best practices.

7.1.3 Behavioral Skills

- **Leadership:** inspire and guide Clinical Service teams toward excellence.
- **Conflict Resolution:** navigate and resolve interpersonal challenges constructively.
- **Problem-Solving:** recognize and address issues faced by Clinical Service teams.
- **Decision Making:** make timely, evidence-informed decisions in complex situations.
- **Emotional Intelligence:** demonstrate empathy, self-awareness, discretion and interpersonal sensitivity.
- **Cultural Competence:** demonstrate understanding of cultural differences and bias within the agency and the communities in which CDI serves.
- **Communication:** exhibit verbal/written communication skills for diverse audiences.
- **Team Building:** foster a collaborative and inclusive team culture.
- **Change Enablement:** guiding clinical teams through changing mindsets, skillsets and behaviors.



- **Clinical Documentation:** accurate, compliant, and confidential client record-keeping.
- **Data Analysis:** use data to monitor outcomes and inform decision-making.
- **Program Evaluation:** support evaluation efforts to assess and improve clinical service delivery.

8 Proposal Requirements

Interested consultants should submit:

- Cover letter outlining the consultant's qualifications and experience.
- Detailed resume or organizational profile.
- A proposed fee structure and availability.
- Three professional references from previous clients.
- Submissions that do not meet the evaluation criteria will be disqualified (vendor will be informed what was lacking)
- In order to be fair to all applications, late submissions and phone calls or emails to discuss application status after submission will not be accepted
- Only short-listed applicants will be contacted for an interview.

9 Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Demonstrated understanding of clinical supervision in mental health settings
- Approach to clinical supervision.
- Clarity and completeness of the proposed work plan and budget.
- Professional References and Performance.
- Cost-effectiveness of proposal.

10 Terms and Conditions

10.1 Delivery of Response to Request for Proposals

Please send an electronic copy via email to careers@childdevelop.ca by **September 22, 2025**

10.2 Proposal Time Limit

Each bidding organization shall commit that the proposal is valid and accurate for 120 days from the closing date of **September 22, 2025**.

10.3 Selection Process

CDI will review all applications but reserves the right to accept or reject any proposals. The award of an organization will be based on a review of proposals against all evaluation criteria and will not necessarily be awarded based on the lowest price offered but rather the overall assessment of value for money.



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Each applicant will be provided with fair access to information, as requested by email or in writing (see Key Dates). Additional written materials, to ascertain the qualification or suitability of an applicant may be requested.

10.4 Inquiries

Applicants should contact Talent Management at careers@childdevelop.ca, if there are any questions or concerns.

10.5 Conflict of Interest

Applicants responding to the RFP must not have any personal or business interests that would present an actual, potential, or apparent conflict of interest with the performance of the contract to be awarded. Should the potential perception of a conflict of interest exist, this must be explicitly declared in writing as soon as knowledge of such a conflict may arise.

10.6 Distribution of the Invitation for Proposals

This invitation has been released by:

- Publication on CDI's website and social media sites
- By invitation to consultants who may be qualified or suitable based on CDI's knowledge and experience

10.7 External Factors

CDI reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the contract without penalty.

10.8 RFP Challenge and Recourse Mechanisms

- The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

10.9 RFP Debriefings

- Applicants may request a debriefing of the results during the bid solicitation process. Applicants should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



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- o Unsuccessful applicants may request a debriefing within 60 calendar days following the date of the contract award notification. The request should be submitted to the defined Contract Authority. The Contract Authority will respond to the vendor and arrange an applicant debriefing within 10 business days of receiving the request.

10.10 Information Disclosure

Any confidential information supplied to CDI may be disclosed by the in-scope agencies where it is obliged to do so under the Freedom of Information and Protection of Privacy Act (FIPPA), by an order of a court or tribunal or otherwise required at law.

11 Key Dates and Contact Information

Re-release RFP Date	Friday, August 29, 2025
Submission deadline has been extended to	September 22, 2025, by 5:00PM EST
Evaluation	September 21 – September 26 2025
Interview shortlisted candidates	September 29 - October 3, 2025
Selection of Consultant	October 6, 2025
Contracting and Commencement of work	October 14, 2025
Contact	Talent Management careers@childdevelop.ca