

Attachment 3 Deliverables: Scope

RFQ No. FCS 2599 for Older Adult Resources

1 Overview and Purpose:

The purpose of this project is to update, redevelop and deliver resources targeting older adults 55+ planning for or undergoing life transitions in Strathcona County.

A comprehensive life transitions planning guide has been developed and requires updates and repurposing. With a research and knowledge mobilization background, an understanding of accessibility and knowledge of the older adults landscape in the Edmonton region, the contractor will repurpose and update the existing planning and retirement guide into a series of resources designed to meet a broad range of needs for older adults (55+) undergoing life transitions in Strathcona County.

1.1 Highlight the problem or need that the Consultant/Contractor will address.

The purpose of this service is to redevelop and repurpose an existing set of resources to meet the needs of older adults (55+) planning for or experiencing life transitions in Strathcona County. The deliverables will be accessible in both print and online formats, tested for usability through targeted engagement, and align with Strathcona County Family and Community Services standards and practices.

2 Description:

2.1 Provide a detailed description of the project. What is the context? What are the key challenges?

A "Planning for Older Age and Retirement Guide" that was never published or released into circulation has been shared with Strathcona County Family and Community Services but requires significant updating and refinement to reflect the local context and needs. Specifically:

- 3-6 resources will be developed by the contractor, using the current guide as a foundation. Housing, Financial Planning, Healthy Aging, Work and Volunteering, Transitions and Social Connections, and Lifestyle Planning for older adults will be redeveloped and represented in the final deliverable. Housing and Financial planning will be developed as individual resources. The contractor will provide recommendations on how the remaining resources are to be packaged.
- The target audience of the resources will be older adults (ages 55+). The secondary audience is service professionals/organizations assisting older adults in their transition.

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- The developed resources will align with the Healthy Aging Strathcona County Framework (attached).
- The developed resources will have a prevention and early intervention focus and an accessibility lens and affordability lens will be applied to the resources.
- The developed resources will include links to relevant local organizations and services, including Family and Community Services' Solutions Navigation.
- The written guide will use language that is strengths based, trauma-informed and person-centered while also aligning with the values of Strathcona County.
- The developed resources will be designed both in a printer-friendly and electronic format, which people can access online, typically as a PDF. Both formats will include things such as clickable links, phone numbers and table of contents and interactive checklists, etc. in addition to graphic design.
- The designed deliverables will align with Strathcona County's visual identity guidelines.
- Strathcona County will receive access to all original files used to create these resources, including tables, images, visualized data, text content, etc., so that Strathcona County may alter them and use them as needed in future resources or workshops and events.
- Strathcona County's visual style guidelines and best practices including the accessibility visual standards will be observed.
- The resources will be tested in the draft phase with the contractor leading 2 focus groups.

2.2 Specify the project's boundaries and limitations.

The project will repurpose and update existing resources to the local context and based on the description and context provided above.

Strathcona County will retain intellectual property rights over the materials developed. The contract will be considered fulfilled when deliverables are provided to Strathcona County and approved by the project team.

3 Contract Term

- 3.1 The effective end date of Service will be no later than December 31, 2025.

4 Supplier Responsibilities and Tasks:

- 4.1 Deliver a project plan outlining objectives, scope, methods, resources, deliverables, timelines and responsibilities for completing the project.

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- 4.2 Bi-weekly project team meetings, or as needed with the Working Group and/or Project Manager to review progress and share and receive feedback to ensure ongoing alignment with project scope, content and graphic design.
- 4.3 Engage in 2 focus groups testing resource usability during the draft phase.
- 4.4 Present the deliverables in a final presentation with the Project Manager and Working Group.

4.5 Licenses and Approvals

- 4.5.1 The Supplier shall inform itself, and cause its employees to inform themselves, as to their respective legal responsibilities under the latest edition of:
 - a) Local Legislation
 - Local Bylaws
 - Municipal Policies and Practices

5 Contacts:

- 5.1 FCS Contact: Meghan Smook, Family and Community Services