

REQUEST FOR PROPOSAL (RFP) January 18, 2018	
TITLE	Business Plan – Centralization and Capacity-Building Project for Audiologists and Speech-Language Pathologists
SOLICITATION NUMBER	CAASPR – 004
SOLICITATION CLOSING DATE	February 10, 2018 12:00pm EST
SEND PROPOSAL TO	Keith Johnson (Project Manager) E-Mail: keithjohnson.pm@gmail.com *Please reference the Solicitation Number in the subject line of your email.

VENDOR/FIRM NAME:	
ADDRESS:	
TELEPHONE NO.:	
E-MAIL:	
FAX NO.:	
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF VENDOR/FIRM (PLEASE PRINT)	
SIGNATURE	DATE
<hr/> THE SIGNATURE INDICATES ACCEPTANCE OF THE TERMS AND CONDITIONS SET OUT HEREIN	<hr/>

COMPLETE, SIGN AND INCLUDE WITH YOUR TECHNICAL PROPOSAL

SECTION A

BIDDER INSTRUCTIONS, INFORMATION AND CONDITIONS

This request for proposal (RFP) is issued by the Canadian Alliance of Audiology and Speech-Language Pathology Regulators (CAASPR).

1. ACCEPTANCE OF TERMS AND CONDITIONS

The first page must be signed by the Bidder or by an authorized representative of the Bidder. The signature indicates that the Bidder agrees to be bound by the instructions, information and conditions in their entirety as they appear in this RFP. No other terms and conditions included in the Bidder's proposal will be applicable to the resulting contract notwithstanding the fact that the Bidder's proposal may become part of the resulting contract.

In the event of a proposal submitted by a joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture.

2. ENQUIRIES REGARDING THE BID SOLICITATION

1. To ensure the integrity of the competitive bid process, enquiries and other communication regarding this procurement are to be directed **only** to the Contracting Authority in writing. Enquiries and other communication are not to be directed to any other official(s). Failure to comply with this condition during the solicitation period may (for that reason alone) result in the disqualification of the proposal.
2. Enquiries **MUST** be received **no later than seven (7) calendar days** prior to bid closing date to allow sufficient time to provide a response. Enquiries received after that time may not be answered prior to the bid closing date.
3. To ensure consistency and quality of information provided to Bidders, provision will be made to provide, simultaneously to all Bidders to which this RFP has been sent, any information with respect to significant inquiries received and the replies to such inquiries without revealing the sources of the enquiries.

3. **PROPOSAL COSTS**

No payment shall be made for costs incurred in the preparation and submission of a proposal in response to this RFP.

No costs incurred before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resultant contract.

4. **REVISIONS**

After the RFP closing date, no revisions to the proposal or additional documentation will be accepted, unless requested by the Contracting Authority. During the evaluation, the Contracting Authority may, at their discretion, submit questions to Bidders to obtain clarifications.

5. **RIGHTS OF CAASPR**

CAASPR reserves the right to:

- a. reject any or all proposals received in response to this RFP;
- b. enter into negotiations with Bidders on any or all aspects of their proposal;
- c. accept any proposal in whole or in part without negotiations;
- d. cancel and/or reissue this RFP at any time;
- e. seek clarification and verify any or all information provided with respect to this RFP; and
- f. negotiate with the sole compliant Bidder to ensure best value to CAASPR.

6. **APPLICABLE LAWS**

Any resulting contract shall be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province of Ontario, Canada.

7. **PRIVACY**

- a. The Contractor shall maintain all information relevant to the project.
- b. All information shall be destroyed in accordance with any instructions issued by CAASPR.

- c. The Contractor shall notify CAASPR immediately after they become aware that a breach of any provision of this contract governing the protection of personal information has occurred.
- d. Any intentional breach by the Contractor of any provision of this contract governing the protection of personal information constitutes a fundamental breach of contract such that the contract may be terminated by CAASPR.

SECTION B

SUBMISSION AND PREPARATION OF PROPOSALS

1. SUBMISSION OF PROPOSAL

When responding, the proposal **MUST** be delivered to the following email address, by the time and date indicated on the covering page of this RFP document:

E-MAIL : keithjohnson.pm@gmail.com

Due to the nature of this solicitation, electronic transmission of a proposal by such means as facsimile or commercial telex is not considered to be practical and, therefore, will not be accepted.

The Bidder's name and return address, the solicitation number and the solicitation closing date and time should be clearly visible on documents containing the proposal. Proposals submitted in response to this RFP will not be returned. It is the Bidder's responsibility to ensure their proposal and all associated documents are received in full and on time. It is advised that Bidders send the proposal in advance of the closing time to ensure confirmation of receipt.

2. PREPARATION OF PROPOSALS

Bidders shall prepare a proposal on 8 ½ x 11 paper, addressing all the requirements of this RFP.

It is requested that the Bidders submit their proposal in three parts (A, B, and C).

Part A – Technical Proposal (**with no reference to price**): one soft copy - as referenced in Section F of this RFP

Part B – Financial Proposal: one soft copy – as referenced in section D of this RFP

Part C – Certification and Other Information: one soft copy – as referenced in section E of this RFP.

A – TECHNICAL PROPOSAL

The technical proposal should follow specific instructions as they are presented in Section F.

B – FINANCIAL PROPOSAL

ALL INFORMATION RELATED IN ANY WAY TO PRICE IS TO APPEAR ONLY IN THE FINANCIAL PROPOSAL.

Bidders are to submit their financial proposal in accordance with the following:

- a. For Canadian-based bidders, prices must be in Canadian funds with excise taxes as applicable included,
- b. For foreign-based bidders, prices and applicable taxes must be in Canadian funds
- c. The total estimated amount of GST or HST is to be shown separately, as applicable.

C - CERTIFICATIONS

Bidders are requested to sign and submit the attached certifications.

SECTION C

CONDITIONS PRECEDENT TO CONTRACT AWARD

In order to be considered for contract award, a bidder whose proposal is technically and financially responsive, must comply with the following conditions and must provide the necessary documentation to support compliance.

CONTRACT CAPACITY

The Bidder shall have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder shall provide a statement indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. In the case of a joint venture, the names and addresses of each member of the joint venture must be provided and the bid must clearly state that it is submitted as a joint venture.

SECTION D

FINANCIAL PROPOSAL

1. PROJECT TITLE:

Centralization and Capacity-Building Project for Audiologists and Speech-Language Pathologists.

2. FINANCIAL CONTENT:

The Undersigned hereby agrees to provide to CAASPR all expertise, materials and other things necessary to the satisfaction of CAASPR, for the work as described in the RFP.

3. FINANCIAL PROPOSAL

The financial proposal **MUST** be submitted **IN CANADIAN FUNDS**.

TOTAL PROJECT COST

TOTAL TENDERED PRICE CANADIAN FUNDS	
Total Tendered Price	\$
GST / HST / QST	\$
Total Tendered Price (GST / HST / QST included)	\$

4. The maximum available budget is \$35,000 CAD (including all applicable taxes).

Please provide any other financial information or detail relevant to the budget for the project.

5. METHOD OF PAYMENT

Payment shall be made within thirty (30) days following the date on which an invoice and substantiating documentation are received according to the terms of the contract. A payment schedule will be negotiated with the successful bidder as part of the contracting process.

6. INVOICING INSTRUCTIONS

Invoices shall be submitted monthly to the Chair of CAASPR.

7. TRAVEL COSTS

Any travel required to complete the described work or present findings to key stakeholders will be authorized by CAASPR. Travel expenses will be reimbursed at cost in line with Treasury Board and CAASPR policies.

SECTION E

CERTIFICATIONS

Bidders are instructed to append all four certifications to proposals.

1- BIDDER CERTIFICATION

We hereby certify that all information provided herein is accurate. Furthermore we have satisfied ourselves that the personnel proposed by us for this requirement is capable of satisfactorily performing the requirement described herein. In addition, we certify that individuals proposed will be available until completion of the project. Also that the work specified herein can be met in a timely manner, and will be achieved within the time frame and budget allocated.

Signature of Authorized Representative

Date

2- VALIDITY PERIOD

The Undersigned agree(s) that this Proposal will remain firm for a period of 90 calendar days after the proposal closing date.

Signature of Authorized Representative

Date

3- EDUCATION AND EXPERIENCE

The Bidder hereby certifies that all the information provided in the résumés and supporting material submitted with its proposal, particularly as this information pertains to education achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that the individuals proposed by the Bidder for the requirement are capable of satisfactorily performing the Work described herein.

Should a verification by CAASPR disclose untrue statements, CAASPR shall have the right to declare the proposal non responsive and, pursuant to the default provisions of any resulting contract, terminate any such contract for default.

Signature of Authorized Representative

Date

4- STATUS AND AVAILABILITY OF RESOURCES

The Bidder certifies that, should it be requested to provide services under any contract resulting from this solicitation, the persons proposed in its proposal will be available to commence performance of the work as required by CAASPR and at the time specified within or agreed to with CAASPR.

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has the written permission from such person to propose his/her services in relation to the Work to be performed in fulfillment of this requirement and to submit such person's résumé to CAASPR.

Signature of Authorized Representative

Date

SECTION F

STATEMENT OF WORK/TERMS OF REFERENCE

1. ISSUER

This Request for Proposals is issued by the Canadian Alliance of Audiology and Speech-Language Pathology Regulators (CAASPR).

CAASPR is comprised of regulatory bodies that have been established and mandated by their provincial governments to regulate the practice of audiology and speech-language pathology and govern their members in their respective provinces. CAASPR's mandate is to address common regulatory issues on a national level to advance the practice and regulation of audiology and speech-language pathology in Canada. CAASPR facilitates the sharing of information and building of consensus on regulatory issues to assist member regulators in fulfilling their mandate of protecting the public interest. Member regulators include:

- Alberta College of Speech-Language Pathologists and Audiologists
- College of Audiologists and Speech-Language Pathologists of Ontario
- College of Speech and Hearing Health Professionals of British Columbia
- College of Audiologists and Speech-Language Pathologists of Manitoba
- New Brunswick Association of Speech-Language Pathologists and Audiologists
- Ordre des orthophonistes et audiologistes du Quebec
- Saskatchewan Association of Speech-Language Pathologists and Audiologists.
- The College of Audiologists and Speech-Language Pathologists Newfoundland and Labrador

2. OBJECTIVES

In October 2016, CAASPR was awarded funding from Employment and Social Development Canada (ESDC) to undertake a series of initiatives under the umbrella of the "Centralization and Capacity-Building Project for Audiologists and Speech-Language Pathologists".

The overriding purpose of this omnibus project is to centralize functions related to the assessment of International Applicants (IA) under a single body (CAASPR) in an effort to better standardize outcomes. This also involves developing and refining certain tools to support the assessment process as well as establishing a high-stakes entry – to -

practice assessment. A number of activities need to occur to effectively accept and process IA applications in a centralized fashion. Note that all aspects of the centralization process described herein refer to both professions: audiology (AUD) and speech-language pathology (SLP). The outcome sought is a consistent approach to the licensing of internationally-trained applicants so as to enhance public protection.

Key deliverables associated with the “Centralization” project” include:

- Updated professional competency profiles and performance indicators
- Development of a competency-based national entry-to-practice examination
- Creation of a national, online portal for internationally educated applicants
- Development of a pre-arrival resource for internationally educated applicants
- Establishment of regulator-accepted language tests and benchmarks
- Development of a mentorship model
- Development of a business plan

A key component of this work (last bullet above) involves the development of a long-term business plan aimed at sustaining CAASPR once ESDC funding ends in late 2019. It is in this capacity that we are seeking the expertise of an experienced business consultant.

3. TASKS/DELIVERABLES

The main deliverables associated with this contract are two reports (draft and final) that set out operational and financial plans for CAASPR. Pro forma financial statements (i.e. cash flow) as well as a detailed operational plan are to be included as appendices. Reports and associated projections are expected to cover a five-year time horizon beginning in mid-2019. Special consideration should be given to the following aspects:

Staffing

How many FTEs will CAASPR require under the new “centralized” model? What positions are appropriate (Executive Director, Assistant, Assessors)? What are reasonable salary/wage expectations?

Overhead

What are the main overhead cost categories CAASPR can expect (travel, meeting room rental, teleconferencing, banking, postage, etc.)? Does CAASPR require a brick-and-mortar presence? What are current market costs in this regard?

Revenue

What are CAASPRs main revenue channels? What can CAASPR expect to receive through applicant fees and other sources in Year 1, Year 2... Year 5?

Quality Assurance

What ongoing QA activities should be undertaken to ensure that processes are current with best-practices? What are the costs associated with these?

Legal

What types of insurance should CAASPR obtain per the centralized” model? Does GST have to be charged for the services offered? Are there new/different legal obligations CAASPR assumes as a service provider?

Vendors

What are the major categories of vendors/suppliers CAASPR will require on an ongoing basis (legal, exam administration, website maintenance, competency profile development, etc.)? What are the costs associated with these?

Other

Note as well that CAASPR is currently an incorporated organization that carries out projects of shared national interest on behalf of its members (i.e. provincial regulatory bodies). A modest annual fee is paid by members for this purpose. The business plan ultimately delivered needs to account for this fact and reflect these two distinct lines of businesses: i) CAASPR as a service provider to its members and ii) CAASPR as a service provider to AUD & SLP applicants seeking licensure in Canada.

A recent environmental scan of similar structured organizations in Canada will be made available to the successful consultant to help inform the work described.

The successful Consultant is expected to engage in primary and secondary in support of the work described above. Interviews with CAASPR member regulators and key informants at similar organizations in Canada (Canadian Society for Medical Laboratory Science, Pharmacists’ Gateway Canada, Canadian Alliance of Physiotherapy Regulators, etc.) are suggested. A review of online material (annual reports, current pricing information, supplier/vendor websites) are also advisable. A specific research plan with should be detailed in the proposal.

4. TENTATIVE TIMING

The timing associated with the work described is summarized in the table below. Bidders may suggest adjustments/alterations to this schedule in their proposals.

Timing	Activity	Responsibilities
January 18, 2018	RFP Issued	CAASPR
February 10, 2018	RFP closing date – bids submitted	Bidders
February 20, 2018	Vendor chosen	CAASPR
February 28, 2018	Terms of reference finalized	CAASPR, consultant
March, 2018	Initial call with Executive Committee	CAASPR, consultant
March-June, 2018	Research phase	Consultant
June 28, 2018	Draft report submitted	Consultant
July, 2018	Review of draft report via teleconference	CAASPR, consultant
August-September, 2018	Report adjusted/finalized based on feedback from teleconference	Consultant
October-November, 2018	Findings presented to CAASPR Board – location TBD	CAASPR, consultant

5. TECHNICAL PROPOSAL FORMAT

The proposal is not to exceed eight (8) pages in length, per proposal (exclusive of curriculum vitae) and must include the following five (5) components:

- a) An introductory section that describes the intended methodology and shows that the bidder clearly understands the scope and intent of the project and how to approach this type of work;
- b) A work plan detailing specific timelines (comments/alternatives), communications, personnel and associated costs;
- c) A brief account of any similar projects the applicant has completed in the past with specific attention to those dealing with similar research;
- d) Curriculum vitae/bio of all personnel involved; and
- e) 2-3 references of clients from similar projects CAASPR may contact at its discretion.

EVALUATION PROCESS

MANDATORY REQUIREMENTS

The mandatory requirements listed will be evaluated on a pass / fail (i.e.: compliant / noncompliant) basis. Proposals that fail to meet the mandatory requirements will be discarded at this stage without further consideration.

Proposals must demonstrate compliance with all of the following specifications and requirements and must provide the necessary documentation to support compliance in order to be considered.

BASIS OF SELECTION:

The project team will use the following criteria to evaluate the Technical Proposal:

- Understanding of requirements – the proposal demonstrates that the respondent has a clear understanding of the scope and nature of the work required
- Knowledge and awareness of the Canadian regulatory environment and not-for-profit organizations
- Strong numeracy and literary skills
- Past experience in the development of business and/or sustainability plans
- Overall qualifications and related experience – of both the organization (if applicable) and the individual(s) assigned to the project
- Suitability of the proposed methods/approaches and appropriateness of associated timelines
- Research plan meets the stated objectives
- References from clients for whom the consultant has completed similar work
- Reasonableness of costs for proposed methods/approach

The basis of selection will be the highest **combined rating of technical merit and price**:

- The compliant bidder with the highest combined rating of technical merit (combination of technical section and Bidder experience section) (**weighted at 80%**) and price (**weighted at 20%**) shall be selected as the preferred Supplier.