

REQUEST FOR PROPOSAL (RFP) October 17, 2018

TITLE	Mentorship Programs – Centralization and Capacity-Building Project for Audiologists and Speech-Language Pathologists
SOLICITATION NUMBER	CAASPR – 008
SOLICITATION CLOSING DATE	<i>November 13, 2018 12:00pm CDT</i>
SEND PROPOSAL TO	Taras Luchak (Project Manager) <u>E-Mail: tluchak@mymts.net</u> *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

**THE SIGNATURE INDICATES ACCEPTANCE OF THE TERMS AND
 CONDITIONS SET OUT HEREIN**

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

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.

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. 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 : tluchak@mymts.net

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:

Mentorship Programs – 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 and expenses).

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 or as otherwise directed by the Project Manager.

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 as per CAASPR policies; which currently utilize the “National Joint Council” directive: <https://www.njc-cnm.gc.ca/directive/d10/en>

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 Québec
- 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 competency-based national entry-to-practice examinations for audiology and for speech-language pathology
- 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 project is the development of a “mentorship model” for Canadian regulators of audiology and speech-language pathology.

Currently, a number of jurisdictions utilize a mentorship process. Other jurisdictions may wish to voluntarily consider the adoption of a mentorship model. The scope of the project involves the consultant conducting research on the topic of mentorship in the regulatory environment, and providing recommendations to CAASPR, to include the preparation of a standard “mentorship model”.

The project will include a review of the registration processes of each Canadian jurisdiction related to temporary/provisional licensing and how that relates to a proposed mentorship model.

Translation of the ultimate model is to be coordinated by the successful vendor and paid for separately by CAASPR.

3. TASKS/DELIVERABLES

The primary deliverables associated with this contract are as follows:

- 1) The review of existing mentorship programs in Canadian member jurisdictions;
Research related to mentorship in the Canadian regulatory environment (particularly with a focus on health care regulators); the successful contractor will be expected to apply information available from earlier environmental scans within the current project and build on this information as it relates to mentorship programs. In particular, any mentorship model for consideration should be tied to the “National Essential Competencies and Sub-Competencies”;
- 2) Research related to mentorship in jurisdictions which use the “Right Touch Regulation” model;
- 3) Preparation of a model mentorship program for consideration by member jurisdictions which includes, but is not limited to:
 - Timing for mentorship (before taking the Canadian Entry to Practice Exam (CETP)? After sitting the CETP, awaiting results? After succeeding CETP?;
 - Length of mentorship;
 - Level of “supervision” required from mentor during mentorship;

- Assessment process, reporting requirements and by whom (mentored registrant? Mentor/supervisor?);
 - Suggested standardized training requirements for mentors/supervisor.
- 4) A review of the concept of having single or multiple mentors/supervisors;
 - 5) A review of the possible criteria for eligibility to serve as a mentor (e.g. the optimal number of years of practice, or being in good standing with the provincial regulator);
 - 6) A consideration of how an unsuccessful mentorship outcome should be addressed, and/or a standards definition of what might constitute a successful completion of mentorship;
 - 7) Translation of the final mentorship program model.

The Contractor will be expected to interview a designated representative from each Canadian regulated jurisdiction to become familiar with current registration policies and protocols, particularly as they relate to mentorship initiatives.

The successful contractor will report to the Project Manager, or an individual designated by the Project Manager.

CAASPR welcomes recommendations regarding modifications to the process outlined above, provided that the integrity of the final deliverables is maintained and the contract cost is not exceeded.

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
October 17, 2018	RFP Issued	CAASPR
November 13, 2018	RFP closing date – bids submitted	Bidders
November 20, 2018	Vendor chosen	CAASPR
Early December, 2018	Initial call or meeting with the CAASPR representatives	CAASPR, Consultant
January 19, 2019	Interim report of Contractor	Consultant
February 19, 2019	Delivery of draft final report	Consultant
March 19, 2019	Delivery of Final report	Consultant

5. TECHNICAL PROPOSAL FORMAT

The proposal is not to exceed eight (8) pages in length, (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) 2-3 references of clients from similar projects CAASPR may contact at its discretion; and
- e) Curriculum vitae/bio of all personnel involved (this may be appended).

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
- 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
- Methodology 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.