

REQUEST FOR PROPOSAL (RFP) January 23, 2017	
TITLE	Project Manager – Centralization and Capacity-Building Project for Audiologists and Speech-Language Pathologists
SOLICITATION NUMBER	CAASPR – 001
SOLICITATION CLOSING DATE	February 10, 2017, 12:00pm EST
SEND PROPOSAL TO	Chair of CAASPR, Brian O’Riordan (Contracting Authority) E-Mail: boriordan@caslpo.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
_____	_____
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 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.

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 : bordiordan@caslpo.com

Note to Bidders: ensure e-mails do not exceed 13MB to avoid problems with transmission.

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 four 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.

In order to facilitate the evaluation of the proposal, the Bidder is requested to address the mandatory and the point rated requirements in the order they are presented in the Statement of Work.

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 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 \$264,420 (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.

6. **INVOICING INSTRUCTIONS**

Invoices shall be submitted monthly to the Chair of CAASPR.

SECTION E

CERTIFICATIONS

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

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

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

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 CAASPR.

2. OBJECTIVES

The objective of this RFP is to engage a **Project Manager** for a “Centralization and Capacity-Building Project” (the “Project”) for CAASPR. This organization is the national federation of audiology and speech-language pathology regulators in Canada. 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.

This project is funded through a grant to CAASPR from the Government of Canada. The grant was confirmed on October 24, 2016.

Centralization

The overriding purpose of this 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.

The Project Manager will be expected to oversee all aspects of the entire project, extending through to October 2019. One major project, the Review of Essential National Competencies, using the auspices of the BC-based consulting firm “Directions,” has already begun. The Project Manager will work under the direction of the Chair of CAASPR. The responsible oversight bodies are the Registrars Committee and the Board of Directors of CAASPR. A Project Assistant has been engaged to assist the Project Manager. As well, consultants have been identified to work on the “pre-arrival portfolio tool” and the “development of performance indicators” based on the revised competency profiles. The pre-engaged consultants will be coordinated and managed by the Project Manager, in consultation with the Chair of CAASPR. All other consultants engaged will be selected, coordinated, and managed by the Project Manager, in consultation with the Chair of CAASPR.

3. TASKS/DELIVERABLES

An “Activities” list for the overall project is attached (see Appendix A). Therefore, specifically, in addition to tasks outlined above, the Project Manager will be expected to:

- a. Engage/Recruit consultants/vendors for the following items:
 - Recommendations regarding accepted language proficiency tests, cut scores and outcomes
 - Conduct of Environmental Scans, e.g. website development
 - Development of ‘entry-to-practice’ national examination for both professions
 - Development of a long-term sustainability/business plan for CAASPR
 - Development of new CAASPR website
 - Research regarding mentorship programs (currently only Ontario and Manitoba have mentorship registration requirements)
 - Implementation of a National Academic Equivalency Framework (AEF), including recruitment of AEF Assessors.

- b. Be responsible for designing the RFP documents and processes relating to the engagement of consultants. The Project Manager will select the consultants, in consultation with the Chair of CAASPR.
- c. Be responsible for working in conjunction with CAASPR's Bookkeeper to ensure that all project costs and expenditures are tracked and reported on appropriately, as this overall Project is being funded through a grant from the Government of Canada.
- d. Report regularly to, and meet with, the Chair of CAASPR, the Registrars Committee, and the Board of Directors of CAASPR as required.
- e. Work with federal Government officials to ensure the integrity of Project processes and to comply with any and all Government reporting requirements as needed.
- f. Direct and supervise the work of the Project Assistant and CAASPR Bookkeeper as required.
- g. Work cooperatively with CAASPR's external auditors, and provide to them any required information and documents.

4. 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.

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:

To be considered responsive, a bid must:

- meet all the mandatory requirements of this solicitation; and,
- obtain the required minimum points in the rated requirements.

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 to implement the project.

APPENDIX “A”

Activities

Months 1-6:

- hold initial meetings with CAASPR's Board of Directors and Registrars Committee to establish policies, provide input, and negotiate strategic and operational decisions related to the project direction, components, and deliverables;
- retain a language expert to provide recommendations on accepted test and cut scores for SLP & AUD;
- retain consultants to carry out environmental scans (website, language IE assessment);
- begin work on the pre-arrival portfolio tool;
- retain a firm to begin work on revising the SLP and AUD competency profiles;
- recruit subject matter experts for the entry-to-practice exam and supervised practice requirement content;
- hire a project manager and project assistant; and
- identify potential vendors for the development and administration of an entry-to-practice examinations (AUD & SLP) for both international applicants and domestically-educated candidates.

Months 6-12:

- hold ongoing meetings with the Registrars Committee and CAASPR Board to provide operational oversight;
- retain and work with the exam advisor to determine the vendor for the development and administration of an entry-to-practice examinations (AUD & SLP);
- retain a firm/individual to develop performance indicators based on the revised competency profiles;

- receive environmental scan reports;
- retain a business consultant to conduct a long-term business/sustainability plan; and
- retain IT website architect.

Months 12-18:

- hold ongoing meetings with the Registrars Committee and CAASPR Board to provide operational oversight;
- receive report and recommendations from language expert regarding an acceptable test/passing mark based on the language benchmarking work, and draft a common language proficiency standard;
- complete and validate revised competency profiles (SLP & AUD);
- retain a firm to develop the CAASPR website/portal based on the needs identified by the IT architect;
- confirm/contract with exam developer and begin work on entry-to-practice examination (AUD & SLP); and
- hire an assessment consultant to refine the current Academic Equivalency Framework (ACF) and develop a manual and other support tools for the assessors.

Months 18-24:

- hold ongoing meetings with the Registrars Committee and CAASPR Board to provide operational oversight;
- finalize performance indicators for use in entry-to-practice examinations (AUD & SLP) and provincial mentorship programs;
- receive the final report from the business consultant;
- finalize the application form and confirm online functionality;
- recruit members for the National Assessment Panel;
- retain a consultant to conduct research and provide recommendations regarding mentorship programs;
- complete and test website upgrades;
- complete the pre-arrival portfolio tool and integrate into updated website; and
- finalize the sustainability plan.

Months 24-36:

- hold final meetings with the Registrars Committee and CAASPR Board;
- receive report from mentorship consultant;
- hold meeting of National Assessment Panel;
- as part of a pilot phase, CAASPR to begin receiving applications directly from international applicants on behalf of participating jurisdictions;
- complete the work on entry-to-practice examinations (AUD & SLP) and develop an implementation plan; and
- recruit and train CAASPR AEF assessors; and- ensure that all relevant materials and resources are available in both official languages.