<table>
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<th>REQUEST FOR PROPOSAL (RFP) March 14, 2017</th>
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<tbody>
<tr>
<td><strong>TITLE</strong></td>
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<tr>
<td><strong>SOLICITATION NUMBER</strong></td>
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<tr>
<td><strong>SOLICITATION CLOSING DATE</strong></td>
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| **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.* |

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<tr>
<th>VENDOR/FIRM NAME:</th>
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<tr>
<td>ADDRESS:</td>
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<tr>
<th>NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF VENDOR/FIRM (PLEASE PRINT)</th>
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<tbody>
<tr>
<td>SIGNATURE</td>
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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.
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 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.

Bidders may bid on one or both Environmental Scans and should indicate their intent in the Technical Proposal.

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**

<table>
<thead>
<tr>
<th>TOTAL TENDERED PRICE CANADIAN FUNDS</th>
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<tbody>
<tr>
<td>Total Tendered Price</td>
</tr>
<tr>
<td>GST / HST / QST</td>
</tr>
<tr>
<td>Total Tendered Price (GST / HST / QST included)</td>
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</table>

4. **The maximum available budget is $16,000 CAD (including all applicable taxes) per Environmental Scan (i.e. a maximum of $32,000 including applicable taxes for both Scans).**

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 CAAPR. 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 audiologists 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 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

Two environmental scans are being commissioned at the outset of the project to help ensure that these deliverables are developed with the most current and best possible information. The specific details of each are summarized below.

3. TASKS/DELIVERABLES

A total of two (2) Environmental Scans are being sought. Bidders must submit separate Technical and Financial proposals for each of the Scans they wish to be considered for.

**Environmental Scan #1 (Review of Interactive Website Portals)** - A key component of the CAASPR “Centralization” project involves the development of a website portal whereby internationally educated applicants are able to submit their educational documents for assessment. This functionality would provide for current and accurate information on the process required to become a licensed SLP or AUD in Canada to be maintained on the site with a complementary interactivity allowing for the receipt of applications electronically. It is understood that a number of regulated professions/organizations in Canada have already implemented such a system. The purpose of this environmental scan would be to gather information from those organizations (4-6 professions total – with at least 3 in health care) would help inform the development of a similar but fit-for-purpose website portal for CAASPR. Specific areas of interest in this regard include:

- What were the resources and timing associated with the development of the portal?
- What governance structures exist to manage the portal?
- What specific functionality is offered? To back and front-end users?
• What information is provided to users and how is it kept updated?
• What lessons were learned which would be of value to CAASPR?
• What ongoing staff time, costs and maintenance is required?

Environmental Scan #2 (Review of Assessment Models for Internationally Educated Applicants) – The “Centralization” project also seeks to harmonize (across all regulated jurisdictions) the standards and processes used to assess the comparability of internationally educated applicants seeking licensure in Canada. Completion of a national Academic Equivalency Framework (AEF), which sets out the basic parameters for determining the “substantial equivalency” for educational credentials for licensure has already been established. The structure of the AEF will be fleshed out by an experienced assessment consultant for use in the final phase of the project. An environmental scan is being sought to help ensure that the mechanisms ultimately implemented to evaluate international credentials are in line with industry best practices. The consultant is expected to conduct research into the processes and policies similar national consortia of regulators use to determine international applicants’ readiness to sit a national certification and exam and/or become licensed/registered. Four or five (4-5) organizations/professions in the health care field are to be targeted for research. Specific areas of interest include:

• What standards are used to assess international applicants?
• What are the discrete steps an international applicant must take from the point of application to licensure?
• What processes, tests, assessments are used to determine “substantial equivalency or difference”?
• Who is responsible for making the final decision regarding an applicant’s evaluation?
• What governance structures exist to manage this process?
• How are appeals handled?
• What remediation options are available to applicants? How are they communicated?
• How are assessors trained?
• How are these processes perceived by provincial “Fairness” Commissioners?

Bidders are expected to propose a brief but specific research methodology for each of the Environmental Scans they wished to be considered for. In addition to secondary research (i.e. a document and website review of relevant examples) the proposed methodology may also include a literature review, review of international trends/examples, as well as interviews with key informants from select organizations who are able to provide valuable to information to CAASPR and its project consultants.
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.

<table>
<thead>
<tr>
<th>Timing</th>
<th>Activity</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>March 14, 2017</td>
<td>RFP Issued</td>
<td>CAASPR</td>
</tr>
<tr>
<td>March 31, 2017</td>
<td>RFP closing date – bids submitted</td>
<td>Bidders</td>
</tr>
<tr>
<td>April 10, 2017</td>
<td>Vendor chosen</td>
<td>CAASPR</td>
</tr>
<tr>
<td>April 17, 2017</td>
<td>Terms of reference finalized</td>
<td>CAASPR, consultant</td>
</tr>
<tr>
<td>May-June, 2017</td>
<td>Research completed</td>
<td>Consultant</td>
</tr>
<tr>
<td>July 10, 2017</td>
<td>Draft report submitted</td>
<td>Consultant</td>
</tr>
<tr>
<td>July-August, 2017</td>
<td>Review of draft report via teleconference</td>
<td>CAASPR, consultant</td>
</tr>
<tr>
<td>September, 2017</td>
<td>Report adjusted/finalized based on feedback from teleconference</td>
<td>Consultant</td>
</tr>
<tr>
<td>October, 2017</td>
<td>Findings presented to CAASPR Board – location TBD</td>
<td>CAASPR, consultant</td>
</tr>
</tbody>
</table>

5. TECHNICAL PROPOSAL FORMAT

The proposal is not to exceed seven (7) 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 (comment/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 experience with internationally educated/trained professionals;
- Strong experience with secondary and primary research
- Overall qualifications and related experience – of both the organization (if applicable) and the individual(s) assigned to the project
- Suitability of the proposed methods/approach 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.
Each of the two Environmental Scan proposals will be assessed separately. It is possible that both may be awarded to the same bidder or separately to different bidders.