



REQUEST FOR PROPOSAL (RFP)	
TITLE	Project Manager – Centralization and Capacity-Building Project for Audiologists and Speech-Language Pathologists
SOLICITATION NUMBER	CAASPR – 010
SOLICITATION CLOSING DATE	12 noon, Central Daylight Time, Tuesday, October 15, 2019
SEND PROPOSAL TO	Taras Luchak (Contracting Authority) E-Mail: tluchak@mymts.net *Please reference the Solicitation Number in the subject line of your email.

VENDOR/FIRM NAME: ADDRESS: TELEPHONE NO.: E-MAIL:	
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF VENDOR/FIRM (PLEASE PRINT)	
SIGNATURE <hr style="width: 80%; margin: 0 auto;"/> THE SIGNATURE INDICATES ACCEPTANCE OF THE TERMS AND CONDITIONS SET OUT HEREIN	DATE <hr style="width: 80%; margin: 0 auto;"/>

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: tluchak@mymts.net

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 in 8 ½ x 11 letter size format, addressing all the requirements of this RFP.

Bidders should submit the following:

1. RFP cover page (as provided above)
2. Technical Proposal – addressing the items outlined in the mandatory and “asset” requirements outlined in Section E below
3. Certification (see Section D below)

SECTION C

CONDITIONS PRECEDENT TO CONTRACT AWARD

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

1. 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

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 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 E

STATEMENT OF WORK/TERMS OF REFERENCE

1. ISSUER

This Request for Proposals is issued by CAASPR.

2. OBJECTIVES

Objectives:

The objective of this RFP is to engage an individual (or firm) for five month term contract. The contractor will be engaged as follows.

- 1) As a **Project Manager**, commencing on November 1, 2019, for the remaining 5 months (concluding on March 31, 2020) of 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 Quebec; Saskatchewan Association of Speech-Language Pathologists and Audiologists; and College of Audiologists and Speech-Language Pathologists of Newfoundland.

Centralization – the overriding purpose of this project is to establish the process of centralizing functions related to the assessment of International Applicants (IA) under a single body (CAASPR) in an effort to better standardize outcomes. Note that all aspects of the centralization process described herein refer to both professions: audiology (AUD) and speech-language pathology (SLP). The project involves development and refinement of certain tools to support the assessment process as well as the establishment of a final high-stakes assessment. A number of activities of the project have already been completed, including: Competency Profiles, Language Proficiency Standard and Blueprints for the Canadian Entry-to-Practice Exam. The Project Manager will be expected to oversee all current and remaining aspects of the entire project, extending through to March 31, 2020.

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.

This project is funded through a grant to CAASPR from the Government of Canada.

3. TASKS/DELIVERABLES

PROJECT MANAGER

The Project Manager will be expected to:

- a. Engage/Recruit/Oversee consultants/vendors for the following items:
 - Development of new CAASPR website and web portal
 - Research regarding mentorship programs
 - Implementation of a National Academic Equivalency Framework (AEF), including recruitment and training of AEF Assessors
 - Development of a long-term sustainability/business plan for CAASPR
 - Development of a Self-assessment Checklist
 - Facilitate the implementation of the national Canadian Entrance-To-Practice exam, including implementation of a communication strategy related to the exam; and working with the exam vendor to ensure that CAASPR's interests are served
- b. The Project Manager will 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 Executive Committee of CAASPR.
- c. As this overall Project is being funded through a grant from Employment and Social Development Canada (ESDC), the Project Manager will be responsible for working in conjunction with CAASPR's Bookkeeper to ensure that all project costs and expenditures are tracked and reported on appropriately, to ESDC.
- d. As required, the Project Manager will report regularly to the Chair of CAASPR, the Executive Committee, the Registrars Committee, and the Board of Directors of CAASPR.
- e. As needed, the Project Manager will work with ESDC officials to ensure the integrity of Project processes and to comply with any and all federal government reporting requirements.
- f. The Project Manager will 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.

Qualifications:

- Possesses post-secondary degree
- Has at least five years' experience in organizational administration and working with a volunteer board of directors

- Knowledge of framework of health care regulation would be an asset
- Proficiency in French and English would be an asset

The Project Manager will work independently from a virtual office. No office facilities/equipment are provided by CAASPR. Reasonable clerical expenses related to the contract will be paid by CAASPR. Some travel will be required.

CONTRACT TERM

The successful contractor will commence their duties on November 1, 2019 for a period of five months, ending on March 31, 2020. The contract is predicated on the contractor providing an average of 20 hours per week in services to CAASPR.

The contractor will be paid as an independent contractor in the monthly amount of \$4500 (plus applicable HST) per month as invoiced by the contractor.

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 if 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.

5. PROFESSIONALISM AND DECORUM

All those persons contracted to provide services to CAASPR are expected to:

- a. Act in a competent, ethical, and mature manner
- b. Act in an open and cooperative manner
- c. Act in an inclusive manner, embracing a team spirit.

Additionally, CAASPR has a zero tolerance approach for any instances of bullying, sexual harassment or abuse, or any other abusive or disruptive conduct, or any racist, homophobic, or any other such unprofessional conduct or behavior.

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 the following specifications and requirements and must provide the necessary documentation to support compliance in order to be considered.

BASIS OF SELECTION:

The basis of selection will be the highest rating or technical merit, as demonstrated by the bidder in relationship to the following categories:

Mandatory Requirements

- **Must have attained a post-secondary degree or certification**
- **A minimum of five years' experience in organizational administration and working with a volunteer board of directors**
- **The ability to travel to in-person meetings as required.**

Assets

- **Knowledge of framework of health care regulation would be a significant asset**
- Proficiency in French and English
- Previous experience in project management
- Familiarity in the creation of websites and/or database management
- Management of staff and/or contract consultants
- Familiarity with standard book-keeping systems
- Experience working with boards of directors and committees (either as a participant or advisor)
- Previous experience working with government funded initiatives and/or experience as a government employee/adviser
- Experience with financial statements and audited statements
- Training in mediation and/or human resource management

- Previous experience as an executive director/manager of a not-for-profit organization, particularly one associated with regulatory functions and/or health care
- Experience in the preparation of budgets and operational plans
- Serving as an advocate or communications manager
- Report writing skills
- Facilitating board meetings, experience in booking facilities and handling technical requirements for both in-person and video conference meetings
- Recording accurate minutes
- Experience in the creation of policies and procedures