



## Request for Proposals

### Consultant – Credentialing Program Review V (CPR-V)

June 1, 2010

**Canadian Alliance of  
Physiotherapy Regulators**

**Alliance canadienne des  
organismes de  
réglementation de la  
physiothérapie**

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## Overview - The Canadian Alliance of Physiotherapy Regulators

Incorporated in 1992, The Canadian Alliance of Physiotherapy Regulators (The Alliance) is the national federation of physiotherapy regulators in Canada. Eleven regulators are members of The Alliance. Each regulator represents a different province/territory and has the authority to regulate the practice of physiotherapy in that jurisdiction. The mission of The Alliance is to provide leadership and support to assist its members in fulfilling their public interest mandate.

The Alliance works with member regulators, key partners and customer groups to ensure the safety of the public in its interaction with physiotherapists. The Alliance, on behalf of most physiotherapy regulators:

- Establishes whether the education and qualifications of an internationally educated applicant are substantially equivalent to those of Canadian educated physiotherapists.
- Administers the Physiotherapy Competency Examination to determine a candidate's readiness for safe, effective, and independent physiotherapy practice.

In addition, The Alliance:

- Participates in the establishment and completion of projects of mutual interest and high priority to member regulators.
- Undertakes related research, development, implementation, evaluation and improvement in relation to physiotherapy credentials and competency assessment.
- Facilitates consistency in competency standards and practice requirements.
- Collects data and serves as an information source for regulator members.
- Provides leadership and advocacy on issues related to physiotherapy regulation nationally and internationally.

## Project Background

Every year approximately 400 internationally educated physiotherapists (IEPTs) apply to The Alliance to initiate the process of becoming registered / licensed to practice by regulator members. As part of this process, applicants must have their academic credentials and qualifications assessed to determine whether they are "substantially equivalent" to the education offered at one of Canada's 14 physiotherapy programs. If necessary, applicants are given an opportunity to address identified gaps in their academic program via The Alliance's Prior Learning Assessment and Recognition program.

In an effort to maintain processes and standards which are fair, objective, consistent and transparent, The Alliance undergoes a systematic review of its operations every 3-4 years. Recommendations from these credentialing program reviews help to keep the assessment process in line with industry standards used by evaluators in related professions. It is in this capacity that we are seeking an experienced consultant to conduct research and analysis as part of the latest of these studies - Credentialing Program Review V.

The Alliance's Management Group will be responsible for the day-to-day administration of the work proposed herein. An Advisory Committee comprised of: regulators, educators and members of the accreditation council will provide ongoing guidance and directions throughout the course of the project. The selected consultant will report to the Advisory Committee.

## Objectives

The overall objective of the work solicited herein is to evaluate The Alliance's credentialing program including such features as the program goals, objectives, standards, procedures and service delivery; identify potential concerns; and make recommendations for improvements in standards to address the identified concerns. To meet this objective a number of research and analytical subcomponents have been developed.

1. A comprehensive survey of the fourteen (14) physiotherapy programs operating in Canada with emphasis on course content, course credits, prerequisites, clinical practice hours, areas of practice etc. Compare this data with the current credentialing requirements for internationally educated applicants.
2. Analysis of how college-level transfer credits are processed and recognized by both Canadian and international universities.
3. Research and document the preferred practices in credential assessment (including the training and qualifications of credential assessors) used by related professions – both in Canada and international.
4. Research and document the preferred practices in profession-specific language assessment by related professions – both in Canada and international.
5. Review the assessment methods and use of third-party assessment services in the credentialing process.
6. Review current application / documentation requirements for internationally educated applicants.
7. A review of government agency requirements with regard to assessment practices to ensure congruence with The Alliance assessment practices.
8. A review of the “eligibility to practice as a physiotherapist in the country of education” requirement.
9. A review of The Alliance's current quality assurance practices including its “Monitoring and Evaluation” framework.
10. A review of the Context of Physiotherapy Practice in Canada requirement and how it is currently met.
11. A comprehensive review of The Alliance policy on fraudulent documents including research on Diploma Mill documents and practices used by related professions in Canada.
12. Prepare a set of recommendations/alterations/future projects related to The Alliance's current credentialing processes and standards.

## **Deliverables**

Project deliverables include:

- Written monthly status reports with a summary of deliverables and timelines.
- An interim and final report documenting the items set out in the “Objectives” section above including a section recommending modifications to The Alliance’s current credentialing processes and standards.
- A summary report for posting on The Alliance website.
- A survey of the fourteen (14) Canadian university physiotherapy programs.
- Facilitation of face-to-face and telephone meetings of the project Management Group and Advisory Committee.
- Provide project updates to The Alliance Management Group and project Advisory Committee as required.

## **Assumptions**

- The Alliance reserves the right to refuse all bids received.
- The bid submitted is to be exclusive of costs related to travel. These costs will be reimbursed in line with Treasury Board and The Alliance guidelines.
- The consultant - researcher/team will provide written status reports to The Alliance as required.
- Any potential conflict of interest related to this project must be expressed in the proposal.
- The Alliance will have exclusive rights to all project information and outputs.

## Tentative Timing and Activities

<b>Time</b>	<b>Activity</b>	<b>Responsibility</b>
June 1, 2010	Distribute "Consultant / Researcher" RFP	Director of Credentialing (DC)
June 18, 2010	Receive proposals	DC
June 28, 2010	Select consultant	Advisory Committee (AC) Subgroup
	Finalize contract	Management Group (MG)
July, 2010	Convene first meeting of the project's Advisory Committee and Consultant / Researcher to: i) discuss/finalize project plan; ii) establish project governance and communication protocols	MG and Consultant
August-December, 2010	Conduct research as per project plan	Consultant
December, 2010	Receive draft report from Consultant / Researcher and circulate to the Advisory Committee	MG
	Review Draft Report	AC
January, 2010	Convene final meeting of the project's Advisory Committee and Researcher to: i) review research findings and recommendations; ii) suggest modifications to the final report iii) discuss next step/implementation of recommended actions.	MG and Consultant
February, 2011	Submit final report as well as a summary report to The Alliance	Consultant
	Review Final Report	AC
March, 2011	Submit final report for translation	DC
March-April, 2011	Circulate final report to Evaluation Services Committee, Board of Directors, stakeholders	DC
March, 2011	Conduct final audit of the project	Auditor

## Preparation of Proposal

The proposal must include the following components:

1. An introductory section that describes the intended methodology and shows that the applicant clearly understands the scope and intent of the project and how to approach this type of research;
2. Description of deliverables;
3. A work plan detailing timelines for the completion of the project and all of the deliverables, communications and personnel;
4. Agreement on confidentiality of work and final report;
5. Agreement on publication of final report;
6. Statement regarding conflict of interest, and description of any potential conflict of interest (financial or other);
7. Qualifications and related experience of the organization and of the personnel involved in all phases of the project, and a brief account of similar projects the applicant has completed in the past with specific attention to those related to the practice of credential assessment;
8. References from clients from similar projects The Alliance may contact at its discretion.
9. Detailed description of all costs and fees for completion of the project (version with pricing only).

## Criteria for Review of Proposals

The Regulators, the Chief Executive Officer, the Director of Credentialing and one representative from the Canadian university physiotherapy programs will use the minimum requirements to review proposals.

The following criteria will be used to review proposals:

- Understanding of requirements – the proposal demonstrates that the respondent has a clear understanding of the scope and nature of the work required;
- Suitability of the proposed methods/approach;
- Plan meets the stated objectives;
- Appropriateness of the timeline for completion;
- Qualifications and related experience – of both the organization and the personnel assigned to the project;
- References from customers for whom the organization has completed similar work;
- Reasonableness of costs for proposed methods/approach.

## Proposal Delivery

Proposals must be delivered by email, mail or courier. Proposals by fax cannot be accepted.

Electronic versions with and without pricing must be submitted. **Both versions must be clearly identified.**

For hard copy submissions, please include the following in your proposal package:

- 6 copies of the proposal without pricing.
- 6 copies of the proposal with pricing in a separate, sealed envelope.
- a CD or memory stick/flash drive with both versions of the proposal in Microsoft Word format. You must clearly identify the version of the proposal with and without pricing in the document title. We will not open any files that are not clearly identified

The deadline for submission of proposals is **4:30 p.m. (Eastern Time) Friday June 18, 2010.**

Proposals should be delivered to:

Tabasom Eftekari, Director of Credentialing  
Canadian Alliance of Physiotherapy Regulators  
1243 Islington Ave., Suite 501  
Toronto, ON M8X 1Y9  
[teftekari@alliancept.org](mailto:teftekari@alliancept.org)

**PROPOSALS THAT DO NOT CONFORM TO THE SUBMISSION REQUIREMENTS RELATED TO PRICING/SEALED (IDENTIFIED) COPIES WILL NOT BE CONSIDERED.**

## Appendix I – Proposal Scoring

A. Criterion			
Delivery on or before deadline	Yes= continue	No=stop	
Delivered by appropriate method	Yes= continue	No=stop	
Priced copies in sealed envelope and clearly identified on electronic copy or CD or memory stick/flash drive	Yes= continue	No=stop	
Methods outlined	Yes= 2	Partial = 1	No=0
Timelines described	Yes= 2	Partial = 1	No=0
Deliverables described	Yes= 2	Partial = 1	No=0
Previous experience included	Yes= 2	Partial = 1	No=0
Appropriate agreement on confidentiality	Yes= 2	Partial = 1	No=0
Qualifications of personnel described	Yes= 2	Partial = 1	No=0
Appropriate agreement on publication	Yes= 2	Partial = 1	No=0
Appropriate statement on conflict of interest	Yes= 2	Partial = 1	No=0
References included	Yes= 2	Partial = 1	No=0
<b>OVERALL SCORE (Max = 18)</b>			

B. Criterion	Rating out of 10
Understanding of scope of work & requirements	
Suitability of methods/approach	
Plan meets stated objectives	
Appropriateness of timelines	
Qualifications of personnel	
Related experience of personnel	
<b>OVERALL SCORE (Max = 60)</b>	

Overall Score (Criterion A + B, max = 78)	
Is threshold of 70% met for review of pricing (is overall score at least 55?)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Comments:**

C. Criterion	
Pricing	<input type="checkbox"/> Within budget <input type="checkbox"/> Above budget

**Overall impression:**

Reference check

**Rater:** \_\_\_\_\_

**Date:** \_\_\_\_\_