



# Request for Proposal

## Purpose

The Executive Committee wishes to revise its Registrar-CEO Assessment Tool and is seeking an expert to develop and implement tools that align with best practices, ensure appropriate oversight, and reduce liability.

## Background Information

The College of Midwives of Ontario (College) was established with the proclamation of the *Regulated Health Professions Act, 1991* (RHPA), and the *Midwifery Act, 1991* on December 31, 1993. Our mandate is to regulate the midwifery profession in accordance with the RHPA. The College's primary responsibility is to serve in the public's interest by ensuring that members of the profession are qualified, skilled, and competent to practise midwifery. The Registrar-CEO oversees the College, and acts as the conduit between the staff and the Council. The Registrar-CEO is the head of the organization and the proper oversight and management of this individual by the Executive Committee ensures smooth operations, promotes innovation, and protects against liability.

The Executive Committee is seeking to redevelop its Registrar-CEO Assessment Tool to ensure that the tool is based on best practices that acknowledge and promote excellence, and encourage continuous improvement.

## Scope of Work

The Committee seeks proposals from qualified individuals and organizations to develop a Registrar-CEO Assessment Tool and a related implementation plan. The Committee will entertain proposals that suggest the tool is managed on an ongoing basis by the Executive Committee or proposals that suggest ongoing annual involvement of the bidder.

Proposals should include at minimum:

- The development of validated tools that match best practice
- An implementation and testing plan for the tools
- A recommended tool review schedule (to ensure the tool continues to represent evolving ideas of best practice)
- A plan for the ongoing involvement of the bidder in the delivery of the review (optional)

## Contract

Bidders are required to submit a contract if they are selected, and terms will then be negotiated. The contract start date can be at contract approval.



## Requirements for Proposal

Please provide the following information:

- An expression of interest
- Years of experience in and qualifications for this work
- A brief outline of the work to be undertaken and any related research
- A timeline and task table containing details of individual tasks and proposed time frames
- A pricing proposal that includes the hourly or unit rates for the different units or stages of work

Responses to this Request for Proposal (RFP) are due by July 31, 2020. Responses must be submitted by e-mail attachment to Claire Ramlogan-Salanga, President, at [president@cmo.on.ca](mailto:president@cmo.on.ca). References should be included.

## Selection Process

The Executive Committee will review the proposals and evaluate them based on experience developing tools and programs, familiarity with the regulatory environment, cost and timeline. The selected candidate or a shortlist of candidates will undergo a reference check.

The contract will be awarded by the Executive Committee on behalf of the College's Council.

## Point of Contact for Future Correspondence

Questions about the details of the RFP can be directed to Claire Ramlogan-Salanga, President, at [president@cmo.on.ca](mailto:president@cmo.on.ca).