



College of
Midwives
of Ontario

Ordre des
sages-femmes
de l'Ontario

Request for Proposals

For the development of a new competency-based assessment program to evaluate the knowledge, skills and judgment of registered midwives who are not able to demonstrate ongoing clinical currency and for non-practising or former midwives returning to practise.

Issue Date: October 28, 2022

Proposal Submission Deadline: December 9, 2022 (17:00 - EST)

Request for Proposal

Purpose

To develop a new competency-based assessment program to evaluate the knowledge, skills, and judgment of registered midwives who are not able to demonstrate ongoing clinical currency and for non-practising or former midwives returning to practise.

Background Information

Midwifery is a regulated health profession throughout Canada. Provincial and territorial midwifery regulators ensure that their registrants are qualified, skilled, and competent to practise midwifery in their respective jurisdictions. There are approximately 2000 registered midwives in Canada who provide prenatal, intrapartum, and postpartum care (maternal and newborn) in a variety of settings, including homes, clinics, birthing centres, and hospitals.

All provincial and territorial regulatory bodies require midwives to demonstrate clinical currency to maintain annual registration or when they return to practise after a leave. When midwives are not able to demonstrate ongoing clinical currency, or when non-practising midwives return to practise after an extended leave, an assessment may be required to ensure competence.

The [Canadian Competencies for Midwives](#) establish the knowledge, skills, and abilities expected of entry-level midwives in Canada. The framework of midwifery competencies is organized around seven midwife roles: Primary Care Provider, Advocate, Communicator, Collaborator, Professional, Life-long Learner, and Leader. The integration of the seven roles enables the entry-level midwife to provide safe, competent, ethical, compassionate, and evidence-informed midwifery care to diverse populations in any practice setting. The seven roles are clarified and defined by 80 key competencies. There is a companion document which provides more detail regarding the Primary Care Provider competencies.

Scope of Work

Reporting to the College of Midwives of Ontario (the “College”) and the associated working group of participating midwifery regulators, the project consultant will develop a new competency-based assessment program using the Canadian Competencies for Midwives framework. The program will be developed so that it can be implemented by individual midwifery regulators.

Working closely with College staff, the contract recipient will:

1. Develop validated tools to be used by assessors to assess the knowledge, skills, and judgment of:

- a. Practising midwives who are not able to meet clinical currency (active practice) requirements
 - b. Non-practising midwives who want to return to active practice but are not able to meet clinical currency (active practice) requirements
 - c. Former midwives seeking re-registration
2. Develop training modules and deliver training for assessors
 3. Develop a self-assessment tool to be used by midwives to assess their knowledge, skills, and judgment.

Term of Contract

The contract will start February 6, 2023 and must be completed by December 15, 2023.

Main Proposal

Please provide the following information:

1. An expression of interest demonstrating your understanding of the project requirements
2. Proponent information including name, mailing address, email address, telephone
3. Proponent name, which must be the legal name and any other name under which you carry on business
4. Years of experience in and qualifications for this work for each member of your team involved in the project deliverables
5. A time and task table containing estimates of individual tasks and proposed time frames for tool development, piloting, finalizing, and development of assessor training
6. An outline of the work you will undertake to accomplish the tasks including research and evaluation
7. A pricing proposal that includes the hourly or unit rates for the different units or stages of work. Anticipated expenses should be set out separately and the proposal should include the total cost of the project/services to be provided.
8. Conflict of interest acknowledgement/confirmation

Note: proposals will be evaluated through a selection/scoring process, please refer to the Selection Process section of this RFP to ensure your proposal covers all aspects.

Requirements for Proposal Preparation

Responses to this Request for Proposal (RFP) are due by 17:00 EST on December 9, 2022. Responses must be submitted by e-mail attachment to Stefano Biscotti, Director of Operations, at operations@cmo.on.ca

Selection Process

Evaluation Criteria

All proposals will be evaluated in accordance with the following evaluation criteria.

1. Work plan (40%)
 - 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 regulatory environment
 - Suitability of the proposed methods/approach and appropriateness of associated timelines
 - Understanding of challenges and feasibility of proposed solutions
 - How and within what timeframe potential concerns would be addressed if brought forward by the College
 - Strength of organization/consultant responding (what is your value-add)
 - Work plan must include a detailed project plan clearly identifying the task, resource required, and timeline of each element
 - Work plan must clearly identify which items the proponent/consultant expects the College and the associated working group to complete
2. Qualifications of respondent (25%)
 - Overall qualifications and related experience of both the organization and individuals assigned to the project
 - Experience working with diverse stakeholders
 - Demonstrated ability to work well with College staff
 - At least three references from prior clients for similar type projects
3. Costs (35%)
 - Costs to be shown only in Canadian funds with the total estimated amount of HST to be shown separately, as applicable
 - Costs to be realistic for each component of the work plan
 - Costs will clearly demonstrate a fixed amount per work plan items
 - Proposal should make clear the cost per resources (hourly \$, per diem \$, etc.) being utilized by the proponent to deliver the project

Evaluation Process

The evaluation process is aimed at identifying the proposal(s) that most effectively meet the requirements of the RFP, based on the evaluation criteria set out.

Step 1: The College shall evaluate proposals based on the criteria described in this RFP.

Step 2: The selected proponents will be invited to participate in an interview/presentation with the evaluation team at the College.

Step 3: References will be checked for the selected proponent and proof of security clearance will be required.

Conflict of Interest

Proponents must confirm in their proposal that they do not and will not have any conflict of interest (actual or perceived) in submitting the proposal or, if selected, with the contractual obligations as contractor under the agreement. Where applicable, a proponent must declare in its proposal any situation that may be a conflict of interest in submitting its proposal.

All confidential information is and will remain the property of the College, unless otherwise indicated.

Any proposal received may be disqualified, or if the proposal is selected, can be cancelled, where the proponent fails to provide confirmation of the foregoing or makes misrepresentations regarding any of the above.

Contract Award

Any qualified proponent will be required to enter a written contract with the College before final selection. The College may, in its sole discretion, cancel the RFP before awarding it and reserves the right to enter preliminary discussions with the proponent with the aim of expediting the final contract and negotiations.

The contract will be awarded by January 30, 2023.

Points of Contact for Future Correspondence

Questions about the details of the RFP can be directed to Stefano Biscotti, Director of Operations, at operations@cmo.on.ca

All questions must be received one week before the submission deadline or by Friday December 2, 2022.