



## Request for Proposal

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### Purpose

At the College of Midwives of Ontario, we are revising our peer and practice assessment program and self-assessment, mandated under the *Regulated Health Professions Act, 1991*. We plan to develop evidence-informed assessment tools for our membership.

### Background information

The College of Midwives of Ontario 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 regulation of 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. Our membership is comprised of approximately 700 General registrants who provide prenatal, intrapartum, and postpartum care (maternal and newborn for 6 weeks) in a variety of settings including homes, clinics, birthing centres and hospitals.

### Scope of Work

The College seeks proposals from qualified individuals and organizations to contribute to the development of a new peer and practice assessment program. Working closely with College staff, the contract recipient will:

1. Develop validated tools to be used by assessors both for short assessments that can be delivered at a distance and longer in-person assessments
2. Develop training modules and deliver training for peer and practice assessors
3. Develop a self-assessment tool to be used by the membership as part of their Quality Assurance Program requirements.

### Term of Contract

This contract has an immediate start date and must be completed by June 2018.

### Main Proposal

Please provide the following information:

1. An expression of interest
2. Years of experience in and qualifications for this work
3. A time and task table containing estimates of individual tasks and proposed time frames for tool development, piloting, finalizing and development of assessor training
4. A brief outline of the work you will undertake to accomplish the tasks including research and evaluation
5. A pricing proposal that includes the hourly or unit rates for the different units or stages of work.

### **Requirements for proposal preparation**

Responses to this Request for Proposal (RFP) are due by 17:00 EST on November 27, 2017. Responses must be submitted by e-mail attachment to Carolyn Doornekamp, Director of Operations, at [c.doornekamp@cmo.on.ca](mailto:c.doornekamp@cmo.on.ca).

### **Selection Process**

The College will review the proposals and evaluate them based on experience developing assessment tools and programs, familiarity with the regulatory environment, cost and timeline. The selected candidate will undergo a reference check.

The contract will be awarded by December 11, 2017.

### **Points of contact for future correspondence**

Questions about the details of the RFP can be directed to Johanna Geraci, Manager of Quality Assurance, at [j.geraci@cmo.on.ca](mailto:j.geraci@cmo.on.ca) (416.640.2252 ext. 230) or Marina Solakhyan, Director of Policy and Quality Assurance, at [m.solakhyan@cmo.on.ca](mailto:m.solakhyan@cmo.on.ca) (416.640.2252 ext. 231).