



**CAPR**  
Canadian Alliance  
of Physiotherapy  
Regulators

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

**Request for Proposal (RFP)**  
**Evaluation Services Re-envisioned Project**  
**“Practice Analysis and Blueprint Development”**

**March 22, 2024**

**Closing Time and Date**

Proposals must be received via email sent to Brandi Park, National Director - Evaluation Services at [brandi.park@alliancept.org](mailto:brandi.park@alliancept.org) by 5:00 PM EST April 12, 2024

Issue date: March 22, 2024



**CAPR**  
Canadian Alliance  
of Physiotherapy  
Regulators

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

# Contents

<b>PROJECT OVERVIEW .....</b>	<b>3</b>
BACKGROUND .....	3
<b>SCOPE OF SERVICES .....</b>	<b>4</b>
RESPONSIBILITIES .....	4
<b>PROPOSAL FORMAT AND CONTENT .....</b>	<b>5</b>
<b>PROPOSAL DELIVERY .....</b>	<b>6</b>
TIMELINES .....	6
QUESTIONS .....	7
SELECTION PROCESS AND CRITERIA .....	7
<b>APPENDIX A – GUIDING PRINCIPLES .....</b>	<b>8</b>
<b>APPENDIX B – STANDARD RFP TERMS AND CONDITIONS.....</b>	<b>9</b>

## Project Overview

The Canadian Alliance of Physiotherapy Regulators (CAPR) is a non-profit organization founded in 1992 to provide centralized evaluation services to provincial and territorial physiotherapy regulators in Canada. CAPR verifies the education and qualifications of physiotherapists educated outside of Canada (referred to as credentialling) and administers the Physiotherapy Competency Examination (PCE) Written Component to all candidates seeking independent physiotherapy licensure in Canada (with the exception of candidates planning to be licensed in Quebec).

The purpose of this RFP is to recruit a person or team to conduct a focused practice analysis and develop a blueprint for a new online entry-to-practice examination.

### **Background**

Until 2021, the PCE consisted of two components: the Written Component (a 200-item multiple-choice examination) and the Clinical Component (a 16-station objective structured clinical examination or OSCE). Passing the Written Component was a prerequisite for taking the Clinical Component, and passing both examinations was a requirement for licensure.

In December 2021, in response to the ongoing pandemic and the absence of an alternative format to the in-person Clinical Component, the CAPR Board of Directors discontinued the Clinical Component. As of January 2022, candidates who pass the Written Component of the PCE are directed to the regulator, in the province/territory they wish to practice, to complete the jurisdictionally determined pathway to full licensure. This change has had potential implications for pan-Canadian labour mobility, as physiotherapy candidates now have different pathways to obtaining licensure.

In January 2022, CAPR began to consider major innovations to its evaluation services (credentialling and examination). In February 2022, an Expert Advisory Panel (EAP) was convened to lead exploratory background work and preparatory research. The EAP consisted of eight individuals with national and international expertise in regulatory measurement and assessment.

The EAP presented a set of eight principles as a means for guiding CAPR's renewed approach to entry-to-practice assessment (Appendix A). Based on the EAP principles and guided by the Evaluation Services Committee (ESC), the Registrars Committee, key stakeholders, and the CAPR Board, CAPR developed a new entry-to-practice model.

In December 2023, the CAPR Board approved the proposed model, sub-projects, and timeline for the Evaluation Services Re-envisioned (ESR) project. The overall purpose of the ESR project is to develop and implement a new entry-to-practice model for competency assessment of physiotherapists in preparation for licensure in Canada. The project deliverables will be utilized by CAPR, on behalf of Canadian physiotherapy

regulators, in their entry-to-practice assessment of individuals seeking to enter the physiotherapy profession in Canada. CAPR, Canadian-educated physiotherapy graduates (CEPTs), internationally-educated physiotherapists (IEPTs), physiotherapy educators, and Canadian physiotherapy regulators will all be impacted by this work.

The work has been split into the following three discreet sub-projects:

- Sub-project 1: Online entry-to-practice examination (exam)
- Sub-project 2: New credentialing program
- Sub-project 3: Support for IEPTs

This RFP is a component of “**Sub-project 1: Online entry-to-practice examination (exam)**”. The scope of services, budget and proposal format are provided in the sections below.

## Scope of Services

CAPR is looking to engage a person or team (“Consultant”) to conduct a focused practice analysis and develop an exam blueprint for “**Sub-project 1: Online entry-to-practice examination (exam)**”. Data collected from the practice analysis will be used to develop the content outline and blueprint for the new entry-to-practice assessment. These deliverables will inform CAPR's development of a second RFP to retain a person or team to develop the online-entry-to-practice examination (content development, exam assembly, pilot testing, standard setting).

It is estimated that this phase of the project will take six (6) months to complete – the Consultant will begin work in late April with a delivery date of October 2024.

## **Responsibilities**

The Consultant will be responsible for conducting an environmental scan (e.g., review of previous practice analyses, exam items/bank, etc.), administering a practice analysis to identify competencies to be assessed during the entry-to-practice exam, and developing an exam blueprint. The Consultant will report to the Exam Program Advisory Committee (EPAC) and will be administratively supported by the Project Manager and CAPR staff.

The EPAC will consist of individuals with:

- Knowledge of professional regulation
- Experience in assessment and high-stakes licensure exams
- Experience in the development and delivery of physiotherapy education
- Understanding of psychometric principles, item development and exam construction and scoring

This committee will likely include physiotherapy regulators, educators, and practicing physiotherapists.



## ***Deliverables***

The following interrelated deliverables are expected as part of this work:

1. Conduct background research aimed at informing the structure and content of the practice analysis.
  - At a minimum, this will include documentation from the EAP, [Competency Profile for Physiotherapists in Canada \(2017\)](#), practice analyses conducted by other groups, information related to the current exam bank, physiotherapy curriculum guidelines, accreditation standards and perspectives from the EPAC on what types of skills/competencies should be assessed.
2. Prepare a description of the proposed practice analysis and associated methodology [sampling strategy, survey content (job tasks/competencies to be rated, rating scales, demographic questions), plan for administration, and approach to data cleaning and analysis] for review and approval by the EPAC.
3. Develop and administer the practice analysis survey and provide the software/survey tool. CAPR will facilitate the translation of the survey to French and the distribution of the survey to potential survey respondents.
4. Provide an analysis of data/findings for review by the EPAC.
5. Identify the skills/competencies to be assessed and propose an appropriate and objective assessment method (for example, interview, short answer, MCQ).
6. Facilitate development of an exam blueprint with the EPAC.
7. Present the exam blueprint and methodological summary to the ESC and CAPR Board for review, revision, and approval.
8. Final project report outlining the practice analysis methodology and results.
9. Ongoing – facilitate monthly virtual meetings (and note-taking) of the EPAC to ensure proper project progression.

## **Proposal Format and Content**

The proposal must not be more than six (6) pages and address the following components (resumes may be included as attachments):

- Contact information: Provide the name, title, phone number, and email for the best contact for follow-up questions.
- Summary & qualifications: Introduce yourself, your company, and provide information on your relevant experience and qualifications.
- An introductory section that describes understanding of the scope of the work.
- A project plan/workplan that demonstrates an understanding of how to approach this type of work, including an outline of the proposed methodology and tools, delivery dates (milestones), and level of effort required (proportion of time).



- Management and staff: List all applicable personnel that will be involved with this project, along with their titles, roles, and qualifications.
- Risks to successful completion and mitigation strategies. A brief description of any value-added services that could be provided to augment the deliverables and outcomes of this project.
- Proposed budget (in CAD), outlining invoicing timelines and the process..
- Statement regarding conflict of interest and description of any potential conflict of interest (financial or other).
- References from three former clients for whom the consultant(s) has completed similar work, and for which CAPR may contact at its discretion.

## Proposal Delivery

Proposals must be in English and must be submitted using the following submission method:

- PDF of the proposal must be submitted via email to [brandi.park@alliancept.org](mailto:brandi.park@alliancept.org).
- Proposals and email subject line should clearly indicate: “RFP - Practice Analysis and Blueprint Development”.

The deadline for submission of proposals is **5:00 p.m. (EST) on April 12, 2024.**

## Timelines

A summary of project timelines is provided in the table below.

<b>Timing (2024 dates)*</b>	<b>Activity</b>
March 22	RFP issued
April 2	Deadline for RFP questions
April 12	Proposals due
April 19	Contract awarded
April 25	Project initiation
April-May	Background research and document review
June	Preparation of practice analysis and blueprinting methodology for review and approval
June-July	Administer practice analysis survey
July	Provide summary of practice analysis data
August-September	Draft and refine an exam blueprint with input provided by the EPAC
October	Presentation of the exam blueprint and methodological summary and report to the ESC and CAPR Board for approval

\* Regular meetings of the EPAC to review and approve activities/reports as needed.

## Questions

Questions regarding the project or this RFP can be sent to [brandi.park@alliancept.org](mailto:brandi.park@alliancept.org) on or before April 2, 2024. Answers will be provided by email no later than April 5, 2024.

## Selection Process and Criteria

Proposals will be reviewed and scored by a selection team based upon the criteria outlined below. A contract may be offered solely on the basis of a proposal, without a meeting with the proponent. CAPR reserves the right to invite one or more proponents to attend a meeting with the selection team and/or to provide written clarification of their response.

The RFP should not be construed as an agreement to purchase goods or services. The lowest-price proposal will not necessarily be accepted. CAPR reserves the right to not select any consultant. The RFP does not commit CAPR in any way to award a contract. The standard RFP Terms and Conditions are noted in Appendix B.

Proposals will be evaluated using the following criteria:

- *Merit and feasibility of approach*
  - Does the proposal demonstrate a clear understanding of the requirements of the work?
  - Are the proposed data collection/research methods feasible and likely to be effective?
- *Workplan and timelines*
  - Are the work plan and schedule, including breakdown of major tasks, delivery dates (milestones), and level of effort in sufficient detail to allow a complete understanding of how the work is to be carried out, and to demonstrate sufficient availability throughout the course of the work to ensure its successful completion within time and budget?
- *Quality and qualifications of personnel*
  - Does the team include individuals with the appropriate capabilities, experience, and knowledge to complete the deliverables?
- *Financial plan and payment terms*
  - Are the proposed financial plan and payment terms reasonable?
- *Risk mitigation*
  - Has the proponent provided a reasonable analysis of significant risks to the project development and implementation and the mitigation strategies to address them?
- *Value-added services*
  - Does the proposal include a brief description of any value-added services that will be provided or other factors key to the success of the project/CAPR?

## APPENDIX A – Guiding Principles

---

### PRINCIPLES AT-A-GLANCE

- Principle 1 *Entry-to-practice assessment is best embedded in a multi-point, multi-method assessment approach.*
- Principle 2 *Assessment design should address competencies and target patient safety and higher-order cognitive skills such as decision-making and clinical reasoning.*
- Principle 3 *Multiple stakeholders and experts should be involved during the development of CAPR's updated evaluation services model to ensure the assessments are current and relevant.*
- Principle 4 *Among these stakeholders, fairness commissions/offices should be consulted for information regarding the modernization of registration processes, including compliance with their frameworks, policies, and positions.*
- Principle 5 *Credentiailling and assessment processes are best designed and administered with an evidence-based equity, diversity, and inclusion lens.*
- Principle 6 *The assessment process for applicants who have graduated from an accredited Canadian program should be modified.*
- Principle 7 *The assessment of internationally-educated professionals should include flexible pathways based on their levels of preparation, rather than candidate characteristics.*
- Principle 8 *Enhanced supports will benefit internationally-educated professionals in their path toward registration.*



## APPENDIX B – Standard RFP Terms and Conditions

---

This RFP process is subject to the following terms and conditions:

1. The submission of a proposal shall not in any manner oblige CAPR to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.
2. All proposals will become the property of CAPR.
3. Neither CAPR nor its representatives bear any liability whatsoever regarding any costs or other burdens your firm may incur during the preparation, submission, and review of this RFP response.
4. Once all proposals are received, they will be considered by CAPR and it is anticipated that a proponent will be selected. The selection will be at the sole discretion of CAPR. CAPR reserves the right to retain more than one persons or team for the various products/services contemplated by this RFP and to retain a person or team other than those to whom the RFP has been sent.
5. Evaluation of submissions will include a weighted scoring of qualitative criteria as outlined in the RFP document, as well as an evaluation of the financial aspects of the submissions. In the event of a tie score the CAPR evaluation team will consider all available information, both tangible and intangible, and including but not limited to the information contained in the submissions, to arrive at a decision.
6. Any submissions that do not meet mandatory criteria will be disqualified.
7. For the successful proponent, any or all answers and information contained within your proposal shall become part of the final agreement between you and CAPR.
8. Conflict of Interest: By submitting a proposal, the proponent certifies that no known conflict of interest exists between themselves, CAPR, or any related party with respect to the work described herein.
9. Agreement of Non-Disclosure: This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential partners of CAPR solely for the benefit of CAPR, along with our strategic partners.
10. Bid Rigging: The proponent certifies that any submitted proposal has been arrived at independently from that of any other proponent. Furthermore, the prices in the proposal have not been knowingly disclosed, and will not knowingly

be disclosed by the proponent prior to or after the awarding of any preferred relationship, directly or indirectly to any other respondent or competitor.

11. CAPR reserves the right to engage or maintain another proponent, outside of this RFP.
12. At no time shall anyone be contacted at CAPR in regards to this RFP other than by the above-listed contact person.