



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
“Development of New Credentialing Program”

April 25, 2024

Closing Time and Date

Proposals must be received via email sent to Brandi Park, National Director - Evaluation Services at brandi.park@alliancept.org by 5:00 PM EDT May 17, 2024

Issue date: April 25, 2024



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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 (except candidates planning to be licensed in Quebec).

The purpose of this RFP is to recruit a person or team to develop a new credentialling program that evaluates an internationally educated physiotherapist's (IEPT's) education, knowledge, and skills to determine whether they are substantially different from that of a Canadian-educated physiotherapist (CEPT).

Background

Currently, CAPR's credentialling process for IEPTs involves the following components:

- Verification of qualifications and credentials through authentic and valid documentation.
- Completion of a university-level, entry-to-practice degree in physiotherapy awarded by a recognized institution authorized to issue credentials equivalent to a degree in Canada.
- Successful completion of a minimum of 1,025 hours of supervised clinical education.
- Fluency in English or French.
- Knowledge of the practice of physiotherapy within the Canadian healthcare system. To acquire this knowledge, all applicants must complete a course in the 'Context of Physiotherapy Practice in Canada' as part of the credentialling process.

The limitation of CAPR's current credentialling process is that there is no mechanism to identify specific gaps in the education, training, and current knowledge and skills of IEPTs. This results in many IEPTs not being aware of gaps, nor taking action to address gaps, before attempting the Physiotherapy Competency Examination (PCE). CAPR recognizes that providing more information to IEPTs regarding their deficiencies and how to remediate them may improve their chances of passing the PCE. To do this, the credentialling process needs to move toward assessing knowledge and skills, rather than relying exclusively on a review of education credentials to determine whether an IEPT's education, knowledge, and skills are substantially different from that of a CEPT.

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 individuals with national and international expertise in 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 guidance 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, CEPTs, IEPTs, physiotherapy educators, and Canadian physiotherapy regulators will all be impacted by this work.

The ESR project has been split into the following three discreet sub-projects, which will be developed in tandem:

- Sub-project 1: Online entry-to-practice examination
- Sub-project 2: New credentialling program
- Sub-project 3: Support for IEPTs

This RFP is for “**Sub-project 2: New credentialling program**”.

Goal: To establish a credentialling program that evaluates an IEPT's education, knowledge, and skills to determine whether they are substantially different from that of a CEPT.

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 develop a new credentialling program to assess IEPTs education, knowledge, and skills to determine whether they are substantially different from that of a CEPT. The program must include:

- applicant eligibility criteria based on a review of CAPR's current credentialling program and provincial and territorial legislation,
- an online equivalency evaluation tool (knowledge and skills assessment),
- a framework for providing assessment outcomes (competency gaps) to IEPTs,
- identification through system partners (bridging programs, regulators, associations, etc.) of an initial repository of gap-filling resources to remediate the identified competency gaps.

Additional deliverables associated with this work are provided below.

It is estimated that this sub-project will take 18 months to complete – the Consultant will begin work in June 2024 with a projected end date of January 2026.

Responsibilities

The Consultant will be required to develop and deliver several major pieces of work, with the guidance and support of the CAPR staff (including CAPR’s in-house psychometrician and physiotherapy advisors) and in consultation with the Credentialling Program Advisory Committee (CPAC), and key stakeholders and system partners.

The CPAC consists of individuals with:

- Knowledge of prior learning assessment and recognition (PLAR)
- Experience in international credential and competency assessment
- Experience in high-stakes test design and administration
- Appreciation of provincial and territorial “Fairness” legislation
- Experience in the development and delivery of physiotherapy education – especially “bridging programs”
- Understanding of the challenges faced by internationally educated applicants

This committee includes physiotherapy regulators, educators, and IEPTs.

The Consultant will report to the CPAC and will be supported by the Project Manager and CAPR staff.

Deliverables

The main deliverables associated with this work are the development and piloting of a new credentialling program. Key deliverables and associated activities are included in the chart below:

Key Deliverable	Associated Activities/Interrelated Deliverables
New “credential” recognition program for IEPTs in Canada, including a new program name.	<ul style="list-style-type: none"> • Establishment of policies and procedures for test development, administration (number of attempts, appeals), and item bank maintenance; all policies and procedures need to be considered within the context of the broader credentialling program. • Establishment of eligibility criteria and documents that must accompany an application (e.g. degree verification, clinical practice hours, language proficiency results).
Development of an equivalency evaluation tool (i.e., an online test of fundamental physiotherapy knowledge).	<ul style="list-style-type: none"> • Conduct background research aimed at informing the structure and content of the equivalency evaluation tool (review archival data from CAPR’s prior PLAR process on areas



	<p>where IEPTs have gaps; review similar types of evaluative tools used for Internationally Educated Health Professionals in other professions; consult with Canadian Council of University Physiotherapy Programs on the Canadian Curricular Guidelines).</p> <ul style="list-style-type: none">• Work with the CPAC to develop a clear statement of the purpose and intended use of results for the evaluative tool.• Identify the knowledge/skills to be assessed based on background research and consultations, and determine scope, level of difficulty, and format of the assessment tool.• Facilitate the development of a test blueprint with the CPAC.• Advise on and create a plan for item development that supports linear-on-the-fly testing (LOFT). Note: CAPR has an existing bank of approximately 400 multiple-choice questions that may be suitable for the equivalency evaluation tool. CAPR staff will work with the Consultant to facilitate the review and mapping of this content to the test blueprint for the evaluating tool.• Work with Subject Matter Experts (SMEs) to develop and review new multiple-choice questions for the equivalency evaluation tool. CAPR will be responsible for recruiting and selecting all SMEs and for professional editing and translation of test content.• Advise on pilot testing of the equivalency evaluation tool (e.g. sampling strategy, recruitment plan, content of the pilot test, feedback collected from/ provided to pilot test participants, approach to statistical analysis.• Conduct a statistical analysis of the pilot test results to evaluate the psychometric properties of the equivalency evaluation tool, and provide recommendations for approving, rejecting, or modifying exam questions.
Establish performance thresholds and associated outcomes based on equivalency evaluation performance.	<ul style="list-style-type: none">• Develop a gap analysis report that effectively communicates equivalency evaluation information to specific audiences (i.e., IEPTs, bridging programs, etc.).• Develop a framework for a equivalency evaluation results including outcomes (i.e., gap



	filling, alternative careers, etc.), deadlines, and templates.
Establishment of a repository framework of remediation options, with support from CAPR staff.	<ul style="list-style-type: none">• With support from CAPR, identify which gap-filling resources may be needed based on the equivalency evaluation tool blueprint.• In collaboration with CAPR and system partners, identify existing/missing gap-filling resources.• With support from CAPR, develop a sustainability plan/framework to support the availability of existing and new gap-filling resources for IEPTs.
Final methodological report.	<ul style="list-style-type: none">• Prepare a comprehensive report describing the purpose of the evaluative tool, methodology used to develop it, and evidence of the tool's reliability and validity.• Include recommendations for data collection and analysis for continuous monitoring/measuring.
Ongoing – monthly virtual meetings with the CPAC and presentations to ESC or CAPR Board (as needed).	<ul style="list-style-type: none">• Facilitate monthly virtual meetings (and note-taking) of the CPAC to ensure proper project progression.• Present/report to ESC or CAPR Board as needed.



Timelines

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

Timing*	Activity
April 24, 2024	RFP issued
May 3, 2024	Deadline for RFP questions
May 17, 2024	Proposals due
May 27, 2024	Contract awarded
June, 2024	Project initiation
June, 2024	Background research and consultation
July-September, 2024	Identify existing/missing gap-filling resources and engage systems partners for development/delivery
July-August, 2024	Prepare a blueprinting methodology for review and feedback
August, 2024	Draft and refine the evaluation tool blueprint with input provided by the CPAC
September 2024 – February 2025	Develop a bank of assessment questions in collaboration with SMEs
March, 2025	Work with SMEs to review and revise content (including plain language, cultural bias/sensitivity review)
April-May, 2025	Create a repository of gap-filling resources
April-May 2025	Develop program policies, procedures, standards
April-May, 2025	Prepare pilot materials (instructions, orientation materials, feedback forms, etc.)
June, 2025	Pilot test the equivalency evaluation tool
June-July, 2025	Conduct statistical analysis including psychometric properties of the pilot test
August-October, 2025	Establish defensible performance thresholds to direct IEPTs to appropriate pathways (e.g. directly to licensure exam, gap-filling, alternative career, etc)
July-December, 2025	Develop a sustainability plan/framework to support the availability of existing and new resources for IEPTs
December, 2025	Draft final report including methodological report
January, 2026	Present final report

* Regular meetings of the CPAC to review and approve activities/reports; Presentation to the ESC and/or Board as needed

Budget

The maximum amount for this contract is \$250,000 (CAD) inclusive of taxes.



Proposal Format and Content

The proposal must not be more than eight (8) 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.
- Proposals and email subject line should clearly indicate: "RFP – Development of New Credentialling Program".

The deadline for submission of proposals is **5:00 p.m. (EDT) on May 17, 2024**.

Questions

Questions regarding the project or this RFP can be sent to brandi.park@alliancept.org on or before May 3, 2024. Answers will be provided by email no later than May 8, 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 person 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.