



**CAPR**  
Canadian Alliance  
of Physiotherapy  
Regulators

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

# Request For Proposals – Development of a mandatory Canadian Healthcare Context Module

**The Canadian Alliance of Physiotherapy Regulators**

**March 16, 2026**

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## Table of Contents

1.	Request for Proposal (RFP) .....	3
2.	Background .....	3
3.	Current Context .....	3
4.	Scope of Work and Key Deliverables .....	4
4.1	Discovery Phase .....	5
4.2	Development Phase .....	5
4.3	Refinement Phase .....	5
4.4	Close-Out Phase .....	5
5.	Proposal Requirements .....	5
5.1	Signed Cover letter (1 page maximum) .....	6
5.2	Executive summary (1 page maximum) .....	6
5.3	Organizational Profile and Team Members (3 pages maximum) .....	6
5.4	Understanding of the Project and Proposed Planning Approach (7 pages maximum) .....	6
5.5	Budget and Pricing (2 pages maximum) .....	6
5.6	References (1 page) .....	6
6.	Proposal Evaluation and Selection Process .....	6
7.	RFP Process .....	7
7.1	Contact Person .....	7
7.2	Notification of Intent to Respond .....	7
7.3	Q&A .....	7
7.4	Response Delivery Instructions .....	7
7.5	Presentations .....	7
7.6	Key Dates .....	8
8.	Standard CAPR RFP Terms and Conditions .....	8
	APPENDIX A – Proposed Project Timelines .....	9
	APPENDIX B – Standard RFP Terms and Conditions .....	10



## 1. Request for Proposal (RFP)

CAPR is seeking a qualified consultant or firm (Proponent) to guide the organization through the development of a mandatory Canadian Healthcare Context Module. Your firm is invited to submit a proposal to complete this work. This RFP describes the context of the project, the scope of work, deliverables, evaluation criteria, and contractual terms.

Proposals are due by April 13, 2026, at 5:00 p.m. ET. The contract will be awarded by April 20, 2026, and the anticipated start date is April 21, 2026. The project is expected to conclude by March 31, 2027.

## 2. Background

CAPR is a not-for-profit organization that provides standardized entry-to-practice assessment (evaluation services) on behalf of the Canadian physiotherapy regulators (excluding Quebec).

Evaluation services include:

- **Credentiaing:** assessing the education and qualifications of internationally educated physiotherapists (IEPTs) to determine their eligibility to take the Canadian Physiotherapy Examination (the exam)
- **Examination:** developing and administering the exam for both Canadian-educated physiotherapists and internationally educated physiotherapists. Additional information about CAPR can be found on our website at [www.alliancept.org](http://www.alliancept.org)

Over the past three years, CAPR has made significant enhancements to evaluation services programs (both examination and credentiaing). These enhancements included creating evidence-based pathways for the assessment of internationally educated physiotherapists. In January 2025, CAPR launched a [pre-approved pathway for internationally educated physiotherapists](#) from jurisdictions where education and practice are comparable to those in Canada. These individuals go through a streamlined assessment process and can challenge the exam sooner.

Physiotherapists from jurisdictions that are not eligible for the pre-approved pathway will be required to complete the [Comparability Evaluation Pathway](#). Scheduled to launch later this year, this pathway is designed to provide a more streamlined and objective mechanism to evaluate physiotherapy knowledge and skills against the standard for approved physiotherapy education programs in Canada.

As part of both the current and future processes, all internationally educated physiotherapists are required to successfully complete a course on physiotherapy practice within the context of the Canadian Healthcare system. Currently, there are two pre-approved courses available: one offered through the University of Toronto and the other at the University of Alberta.

To further streamline the credentiaing process, CAPR will begin offering this module directly to all IEPTs. The course will incorporate essential educational content currently provided by the universities noted above and will be updated based on input from educators, regulators and CAPR staff.

## 3. Current Context

With the upcoming launch of the new credentiaing program, CAPR has shifted its focus to developing supports and resources



for internationally educated physiotherapists to help them navigate the credentialing and licensure process in Canada. To support this initiative, CAPR will collaborate with consultants and system partners to develop and deliver tailored pre-arrival resources, targeted educational modules, a centralized learning hub, a plan for sustainable bridging opportunities, and alternative career pathways.

All resources, modules, and deliverables developed through this initiative must be designed to ensure long-term sustainability and enable CAPR to maintain and update them independently, with appropriate tools, documentation, and supports provided by the consultants. This initiative is intended to improve access to clear, reliable, and consolidated information about licensure requirements in Canada. Pre-arrival resources, self-assessment tools, online learning modules, and related supports will help internationally educated physiotherapists prepare earlier and more effectively, while strengthening their understanding of Canadian practice standards and regulatory expectations. Over time, these resources are expected to support smoother pathways to licensure, facilitate workforce integration, and enhance the readiness of physiotherapists educated outside Canada.

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

- Sub-project 1: Development of educational modules
- Sub-project 2: Development of a mandatory Canadian healthcare context module
- Sub-project 3: Development of a self-assessment tool
- Sub-project 4: Enhancement of pre-arrival resources
- Sub-project 5: Development of alternate career pathways
- Sub-project 6: Exploration of upgrading and sustainable bridging opportunities

The purpose of this RFP is to engage a consultant or firm to support *Sub-Project 2: Development of a mandatory Canadian healthcare context module*.

## 4. Scope of Work and Key Deliverables

CAPR is seeking a consultant or firm to design and develop a mandatory Canadian Healthcare Context module for IEPTs. The consultant will work collaboratively with CAPR staff and key stakeholders to research, design, develop, and pilot an online course that prepares IEPTs for physiotherapy practice within the Canadian healthcare system.

The primary deliverable is an online educational module that meets the following requirements:

- Provides content on the key elements of physiotherapy practice within the Canadian healthcare context, tailored to internationally educated physiotherapists
- Includes relevant jurisprudence-related content relevant to provincial physiotherapy regulators
- Includes an evaluative component to assess learner understanding
- Is pilot tested and refined prior to final implementation
- Undergoes a plain language review to ensure clarity and accessibility (note: these services will be conducted under separate contracts and costs will be covered by CAPR)
- Delivered fully online through CAPR's learning platform
- Is available in both official languages (English and French) (note: these services will be conducted under separate contracts and costs will be covered by CAPR)
- Designed to be sustainable by CAPR to support the ongoing use, updates, and long-term integration within CAPR's learning platform.



CAPR anticipates that the successful proponent will undertake the work using an iterative and collaborative development approach, consisting of the following phases:

#### **4.1 Discovery Phase**

- Conduct an environmental scan of existing courses, curricula, and related resources addressing healthcare context and jurisprudence for internationally educated health professionals.
- Consult with CAPR staff, educators, physiotherapy regulators, and other relevant stakeholders to identify key content areas and learning needs.
- Document findings and prepare a report summarizing research insights and recommended next steps to inform module development.

#### **4.2 Development Phase**

- Develop a module framework and instructional design plan informed by findings from the Discovery Phase.
- Present the draft framework to physiotherapy regulators and CAPR staff, and refine it based on their feedback.
- Draft content and learning materials, revising as needed based on stakeholder input and CAPR review. (Note: The module will primarily be used by individuals for whom English or French may not be their first language; therefore, the instructional design should support accessibility and comprehension for second-language learners, including the use of clear language and appropriate learning modalities (e.g., videos, visuals, and other multimedia approaches).

#### **4.3 Refinement Phase**

- Support the integration of translated and plain-language-reviewed materials.
- Work with CAPR to upload and integrate the course into the learning services hub.
- Pilot test the course with select regulators and CAPR staff to validate alignment with regulatory expectations, content accuracy, and jurisdictional considerations.
- Revise and refine materials based on feedback from the regulators and CAPR staff.
- Pilot test the module with IEPTs and collect feedback on usability, clarity, and learning outcomes.
- Revise and refine course materials based on pilot feedback.

#### **4.4 Close-Out Phase**

- Finalize all materials and ensure readiness for implementation.
- Prepare and submit a summary report outlining the methodology, development process, and recommendations for long-term sustainability.

Estimated timelines for the project are provided in Appendix A. Proponents are invited to outline any adjustments to the proposed methodology and timelines as part of their submission.

## **5. Proposal Requirements**

Proposals shall include (at a minimum) the following information, clearly referencing each section below in your response and not exceeding 15 pages in length.



### 5.1 Signed Cover letter (1 page maximum)

- Confirmation of availability and team lead with authority to commit the proponent

### 5.2 Executive summary (1 page maximum)

- Overview of the proponent’s approach and value proposition

### 5.3 Organizational Profile and Team Members (3 pages maximum)

- A summary of the proponent, including the registered name and address, as well as a brief history (background) and description of services provided by the firm
- List of team members and qualifications (eg. CVs)

### 5.4 Understanding of the Project and Proposed Planning Approach (7 pages maximum)

- Your understanding of the request and how you will meet CAPR’s needs, including your recommended methodology, approach to stakeholder engagement, data collection/analysis, approach to discussion and presentation of results, and identification of significant potential risks related to the project, along with a clear and feasible mitigation strategy.

### 5.5 Budget and Pricing (2 pages maximum)

- A clear cost breakdown and payment schedule
- Any key assumptions regarding costs to be borne by the proponent and those to be assumed by CAPR

### 5.6 References (1 page)

- Three (3) relevant client references with contact information, along with a description of the scope of services provided. CAPR will provide advance notification before contacting any references.

## 6. Proposal Evaluation and Selection Process

Lowest cost will not be the sole criteria against which proposals will be evaluated. In consideration of all key objectives described in this document, the evaluation of proposals will be based on the following criteria:

<b>Workplan, Timelines, Methodologies and Tools</b> Assessment of the proponent’s approach to delivering a project of similar scope within a non-profit context, including the ability to meet defined timelines, produce required deliverables, and apply appropriate methodologies and tools to support successful project execution.	35%
<b>Quality and Qualification of Personnel</b> Evaluation of the clarity of team roles and responsibilities, as well as the experience, skills, availability, and relevant certifications of the proposed personnel. Demonstrates that the proponent possesses the expertise required to complete the work effectively.	35%
<b>Cost of Services and Payment Terms</b>	10%



Review of the detailed cost breakdown, including labour, materials, travel, and other associated expenses, along with confirmation that the proponent can adhere to CAPR’s established payment terms.	
<b>Risk Mitigation</b> Identification of significant potential risks related to the project, along with a clear and feasible mitigation strategy for each risk, demonstrating the proponent’s ability to proactively manage challenges.	10%
<b>Value-added services</b> Assessment of any additional services, insights, or innovative approaches the proponent can offer that enhance the project and contribute value beyond the core requirements.	10%

## 7. RFP Process

The below outlines information related to the RFP Process.

### 7.1 Contact Person

- Please direct all inquiries to [Giedre.Johnson@alliancept.org](mailto:Giedre.Johnson@alliancept.org).

### 7.2 Notification of Intent to Respond

- Please indicate your intention to respond, by email at [Giedre.Johnson@alliancept.org](mailto:Giedre.Johnson@alliancept.org) by the date outlined in the table below. Please include contact details of the individual responsible for coordinating your RFP response.

### 7.3 Q&A

- Questions regarding this RFP will be accepted up to the date indicated in the table below. Answers to all questions will be distributed to all respondents. Questions can be submitted ONLY by e-mail at [Giedre.Johnson@alliancept.org](mailto:Giedre.Johnson@alliancept.org).
- CAPR reserves the right to discuss any and all proposals, to request additional information from respondents, to decline any and all proposals submitted, and to accept or reject any part of all proposals.

### 7.4 Response Delivery Instructions

- Proposals must be in English, in PDF format, and sent electronically via email to [Giedre.Johnson@alliancept.org](mailto:Giedre.Johnson@alliancept.org). The subject line must read: “Canadian Healthcare Context Module”.

**The final deadline for submission of proposals is April 13, 2026, at 5:00 p.m. ET.**

### 7.5 Presentations

CAPR reserves the right to invite a shortlist of firms to provide a brief presentation on April 15-17, 2026, if applicable. If required, presentations will be virtual/online and no more than 45 minutes in length.



## 7.6 Key Dates

The schedule for awarding the contract is as follows:

Date	Milestone
March 16, 2026	CAPR issues RFP
March 27, 2026	Deadline for questions from proponents
April 2, 2026	CAPR responses to questions from proponents
April 7, 2026	Deadline for declaration of intent to submit proposal
April 13, 2026, at 5:00 p.m. ET	Final deadline for written proposals
April 14, 2026	CAPR review of proposals
April 15-17, 2026	Presentations from proponents (if required)
April 20, 2026	Notification of successful proponent

*Note that CAPR reserves the right to cancel or alter the RFP process and timelines as described in this document at any time*

## 8. Standard CAPR RFP Terms and Conditions

This RFP process will be subject to the terms and conditions presented in Appendix B.



## APPENDIX A – Proposed Project Timelines

The project is expected to be completed by March 31, 2027. High-level activities and estimated timelines are set out in the table below:

<b>Activity</b>	<b>Timing</b>
Finalize contract	April 2026
Initiate discovery phase (i.e. environmental scan, research and key informant interviews)	April – May 30, 2026
Preparation of interim report and confirmation of next steps	June 2026
Development and approval of course framework	June 2026
Development of course content including an evaluative component	July – September 30, 2026
Review of draft materials by regulators and CAPR staff	October – November, 2026
Translation and plain-language review	November – December, 2026
Course uploaded to learning services hub	January 2027
Pilot test and refinement of course	February 2027
Final report	March 2027



## 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. 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.
2. All proposals will become the property of CAPR.
3. Once all proposals are received, they will be considered by CAPR and it is anticipated that an external vendor will be selected. The selection will be at the sole discretion of CAPR. CAPR reserves the right to retain more than one vendor for the various products / services contemplated by this Request for Proposal and to retain vendors other than those to whom the Request has been sent.
4. Any submissions that do not meet mandatory criteria will be disqualified.
5. All answers and information contained within the RFP responses shall become part of the final agreement between the successful proponent and CAPR.
6. Conflict of Interest: This could involve an actual, potential, or perceived interest that may impair (or appear to impair) a bidder's ability to act impartially, provide objective advice, or result in an unfair advantage over other bidders (e.g. privileged information or familial relationships). By submitting a proposal, the proponent certifies that no known conflict of interest exists between themselves and CAPR. Bidders are required to disclose any potential Conflicts of Interest to CAPR, as soon as they become apparent. Successful proponents are required to maintain this disclosure during the entire period of the signed service agreement.
7. Agreement of Non-Disclosure: This document is considered to be proprietary and shall not be disclosed to any other party.
8. All members of the team providing services will sign a Non-Disclosure and Confidentiality Agreement and commit to abide by it during and after project completion.
9. Bid Rigging: The respondent certifies that any submitted proposal has been arrived at independently from that of any other respondent. Furthermore, the prices in the proposal have not been knowingly disclosed publicly and will not knowingly be disclosed by the respondent prior to or after the awarding of any contract by CAPR, directly or indirectly to any other respondent or competitor.
10. At no time shall anyone be contacted at any CAPR location in regard to this RFP other than the above listed contact person.