



CAPR
Canadian Alliance
of Physiotherapy
Regulators

ACORP
Alliance canadienne des
organismes de réglementation
de la physiothérapie

Request For Proposals – Development of Pre-Arrival Resources for Internationally- Educated Physiotherapists

The Canadian Alliance of Physiotherapy Regulators

April 27, 2026

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1. Request for Proposal (RFP)

The Canadian Alliance of Physiotherapy Regulators (CAPR) is seeking a qualified consultant or firm (Proponent) to develop a series of “pre-arrival” resources for internationally educated physiotherapists. 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 May 22, 2026, at 5:00 p.m. ET. The contract will be awarded by June 1, 2026, and the anticipated start date is June 3, 2026. The project will conclude by March 31, 2027.

Note that two additional RFPs from the Canadian Alliance of Physiotherapy Regulators (CAPR) are currently in circulation with the same submission deadline. One seeks to engage a firm to develop a self-assessment tool for prospective applicants, while the other focuses on creating an inventory of alternative career pathways for individuals unlikely to become licensed as physiotherapists in Canada. Bidders are encouraged to review all available RFPs. Multiple projects may be awarded to a single bidder.

2. Background

The Canadian Alliance of Physiotherapy Regulators (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:

- **Credentia**lling: assessing the education and qualifications of internationally educated physiotherapists 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

Over the past three years, CAPR has made significant enhancements to evaluation services programs (both examination and credentialling). 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.

To provide potential applicants with timely and relevant information, CAPR is seeking to develop a series of resources that can be accessed prior to applying for the credentialling process (i.e., pre-arrival). These resources are intended to offer actionable guidance and help applicants make informed decisions about



pursuing a licence to practice physiotherapy in Canada, while also introducing the Canadian practice environment.

3. Current Context

With the upcoming launch of the new credentialing 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 4: Enhancement of pre-arrival resources*.

4. Scope of Work and Key Deliverables

Currently, CAPR offers a limited suite of resources for internationally educated physiotherapists (IEPTs) who are still in their home country (<https://alliancept.org/physiotherapy-in-canada/starting-your-physiotherapy-career-in-canada/>). To enhance these offerings, CAPR is seeking for a firm to review existing content, assess industry best practices in pre-arrival resource provision, propose enhancements and additions, and develop and implement updated resources on CAPR website.

Specific deliverables include:

- An environmental scan focussed on identifying best practices in pre-arrival resource provision
- An inventory of recognized providers of pre-arrival services for potential CAPR partnership
- An interim report outlining recommended materials and enhancements
- The development and piloting of pre-arrival resources hosted on a new CAPR micro-site, providing key information on licensure requirements, immigration processes, and integration into the



Canadian healthcare system, ensuring that IEPTs are well-prepared before they apply for the licensure process.

- A final methodological report

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

4.1 Discovery Phase

- Conduct an environmental scan of existing physiotherapy information and resources directed at a pre-arrival audience, including those offered by CAPR and system partners
- Facilitate focus group(s) with IEPTs to identify information needs
- Conduct 2-3 key informant interviews with stakeholders and CAPR staff to further identify information needs and gaps
- Conduct an environmental scan of 4-5 other regulated health professions to identify promising practices and resources related to pre-arrival information provision
- Prepare an interim report summarizing findings and outlining proposed enhancements

4.2 Development Phase

- Update existing pre-arrival resources available on CAPR website
- Develop new materials based on findings from the interim report and associated feedback. Note: Resources may include a range of formats, such as written content, tool to determine the appropriate credentialing pathway, 2-3 videos about Canadian healthcare practice, testimonials, infographics, and others
- Develop an inventory of provincially and federally supported organizations that provide pre-arrival services (e.g. Planning for Canada)

4.3 Refinement Phase

- Support the integration of translated and plain-language reviewed materials (note: translation and plain language editing will be managed through a separate contract).
- Collaborate with CAPR and external IT service providers to upload and integrate associated materials into a new micro-site
- Test and refine resources based on feedback from associated stakeholders and IEPTs

4.4 Close-Out Phase

- Finalize all course materials and ensure readiness for implementation.
- Prepare and submit a final 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 12 pages in length.

5.1 Signed Cover letter

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

5.2 Executive summary

- Overview of the proponent’s approach and value proposition

5.3 Organizational Profile and Team Members

- 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 (e.g. CVs)

5.4 Understanding of the Project and Proposed Planning Approach

- Your understanding of the request and how you will meet CAPR’s needs, including your recommended methodology, approach to stakeholder engagement, data collection/analysis, and approach to discussion and presentation of results.

5.5 Budget and Pricing

- 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

- 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:

<p>Workplan, Timelines, Methodologies and Tools 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.</p>	30%
<p>Quality and Qualification of Personnel Evaluation of the clarity of team roles and responsibilities, as well as the experience, skills, availability, and relevant certifications of the proposed</p>	30%



personnel. Demonstrates that the proponent possesses the expertise required to complete the work effectively.	
Cost of Services and Payment Terms 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.	20%
Risk Mitigation 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%
Value-added services 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.

7.2 Notification of Intent to Respond

- Please indicate your intention to respond, by email at 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.
- 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. The subject line must read: “Pre-Arrival Resources”.

The final deadline for submission of proposals is May 22, 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 May 26-27, 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
April 27, 2026	CAPR issues RFP
May 5, 2026	Deadline for questions from proponents
May 8, 2026	CAPR responses to questions from proponents
May 11, 2026	Deadline for declaration of intent to submit proposal
May 22 at 5 p.m., 2026	Final deadline for written proposals.
May 25, 2026	CAPR review of proposals
May 26-27, 2026	Presentations from proponents (if required)
June 1, 2026	Awarding of Contract

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

Based on the agreement with Health Canada, this work must be completed by March 31, 2027. High-level activities and estimated timelines are set out in the table below:

Activity	Timing
Finalize contract	June 2026
Initiate discovery phase (i.e. environmental scan, focus groups, research and key informant interviews)	June– August 2026
Preparation of interim report and confirmation of next steps	August 2026
Development and enhancement of pre-arrival materials	August – November, 2026
Review of draft materials by regulators and CAPR staff	October – November, 2026
Translation and plain-language review	November – December, 2026
Materials uploaded to micro-site	January 2027
Pilot test and refinement	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.