



TRANSITIONAL COUNCIL FOR THE
— COLLEGE OF —
MASSAGE THERAPISTS
— OF ALBERTA —

REQUEST FOR PROPOSALS

FOR

POLICY ANALYST

Deadline for submission of proposals: February 28, 2018

TC-CMTA Request for Proposal

1. INTRODUCTION

The Transitional Council for the College of Massage Therapists of Alberta (herein referred to as TC-CMTA), is a non-profit Society in Alberta that has been established as the pre-cursor to the future governing body for Massage Therapy in Alberta. The responsibility of the TC-CMTA is to ensure the operational components of preparing for regulation are undertaken in a manner that ensures protection of the public.

The TC-CMTA is currently comprised of representatives from each of the Natural Health Practitioners of Canada (NHPC), the Massage Therapist Association of Alberta (MTAA) and the Remedial Massage Therapist Association (RMTA).

The priorities for the TC-CMTA over the next 6-12 months include:

- Create the draft Schedule for inclusion in the Health Professions Act
- Create the Code of Ethics for the Profession
- Create the Standards of Practice for the Profession
- Create the Restricted Activities documentation for the Profession

Currently, the TC-CMTA is volunteer driven by the members of Council in addition to one (1) paid Virtual Assistant. Currently operational constraints dictate that we seek a Policy Analyst to assist in creation of the above noted components to move Massage Therapy forward as a regulated Health Profession.

2. SCOPE OF WORK

The following is a summary of the scope of work anticipated for this contract. All proposals must detail whether all aspects of this description of scope are proposed and if the proposal does not include items or includes additional items, the specifics of what those items are.

- Undertakes policy development, research assignments and projects, including development project plans and budgets, undertaking or leading all research and consultation and reporting to Transitional Council as required.
- Provides research and analytical policy advice or support to other Transitional Council staff working on policy.
- Researches and undertakes analysis of issues and current environmental, practice and legislative trends and reports accordingly.
- Presents to staff, committees, working groups, Transitional Council and stakeholders as required.
- Completes data entry and ensures the electronic and paper system files for assigned activities are accurate and current.

TC-CMTA Request for Proposal

3. SUPPORT FROM THE TRANSITIONAL COUNCIL

The Transitional Council consists of six (6) Massage Therapists and two (2) Senior Staff Representatives of the member Associations. The Transitional Council is a working Council that will take a hands-on approach to assist the Policy Analyst.

4. RFP PROCEDURES

Proposals should be submitted in electronic format by the deadline noted in this RFP to admin@crmtab.ca.

Proposals will be reviewed by a project team consisting of the President, Vice-President, Secretary, Treasurer and one (1) general Council Member. Up to three (3) finalists will be required to meet in person with the Project Team to provide a presentation of up to 45 minutes followed by a 15 minute question and answer section.

5. PROPOSAL INFORMATION

At minimum, proposals should include:

- A brief history of you or your company, including the number of years you have been in business and the number of years of experience as a health policy analyst.
- A description of you/your company's mission.
- A detailed description of the work plan or approach.
- A description of the individual or team to be assigned to this contract and each individual's qualifications or experience.
- A description of three (3) comparable contracts or organizations for which you or your firm currently or have previously provided similar services, including an outline of the scope of the work provided.
- An outline of any similar services provided to other companies or organizations that could be conceived as a competitor.
- An overview of the costs for the project, including but not necessarily limited to professional fees, administrative fees and related expenses.
- An overview of the timeline for completion of each of the following components:
 - Creation of the Code of Ethics
 - Creation of the Standards of Practice
 - Creation of the Restricted Activities

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- An overview of the process to be undertaken for the research of the best practices in relation to the above noted components.
- A proposed payment schedule based on specific deliverables and/or milestones.
- Three (3) references from organizations to whom you or your firm has provided similar services.
- Any other information that you believe is pertinent to this Request for Proposal.

6. EVALUATION PARAMETERS AND PROCESS

The following criteria will be used to select the appropriate provider:

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| 1. Ability to meet current needs as specified. | 30% |
| 2. Efficiency of approach. | 20% |
| 3. Proven client support and project management experience. | 10% |
| 4. Demonstration of meeting timelines. | 5% |
| 5. Proven applicable experience. | 15% |
| 6. References. | 5% |
| 7. Ability to meet TC-CMTA budget requirements. | 10% |
| 8. Projected additional costs. | 5% |

7. TIMELINES

Deadline for submission of proposals:	February 28, 2018
Deadline for submission of questions:	February 16, 2018
Reponses to questions:	February 21, 2018
Short list of Vendors for Presentations:	March 7, 2018
Presentations:	March 19-21, 2018
Contract:	The contract will be secured by March 31, 2018
Start Date:	April 1, 2018

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8. GENERAL TERMS AND CONDITIONS

The Transitional Council project team reserves the right to accept or reject the lowest cost or any and all submissions received. The Transitional Council project team further reserves the right to accept all or part of a submission unless the submission clearly states that the submission may only be accepted in whole.

Adjustments to proposals by telephone, letter, fax or email by the bidder will not be considered. Should an organization wish to alter their proposal after submission, a new proposal must be submitted before the closing date with a covering letter asking for withdrawal of the first proposal.

All terms and conditions of this proposal are assumed to be accepted by the successful bidder and incorporated in its proposal, except those conditions and provisions, which are expressly excluded by the proposal. The successful bidder will be required to enter into a formal agreement with the TC-CMTA.

The proposal selected may be subject to further negotiations.

The successful bidder will be required to enter into a formal non-disclosure agreement with the TC-CMTA.

All proposals received in response to this RFP shall become the joint property of the TC-CMTA. None of the individuals on the Transitional Council, the Associations they represent, or the members of the Council shall be held liable for any error or omissions in any part of this RFP.

All costs incurred in responding to this RFP shall be borne by the bidder. The rejection of any or all offers shall not render the TC-CMTA or any of the organizations forming the TC-CMTA liable for any costs or damages.

A short list of bidders will be developed. Short listed bidders may be asked to provide additional information and will be asked to make a presentation to the project team of the TC-CMTA at a location to be determined, at their own cost.

The inability for the bidder to attend in person the presentation date as scheduled shall be excluded from consideration.

This RFP, or any portion thereof, is copyrighted and is not to be used for any purpose other than the submission of proposals. Information obtained by the bidder as a result of this RFP is confidential and is not to be disclosed without the prior written authorization of the TC-CMTA.