

## Request for Proposal – Consulting Services

### INTRODUCTION

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Saskatchewan Public Regulatory Advisory Network (SPRAN) has initiated a Request for Proposal to identify a qualified consultant to act as a Project Facilitator and take the lead in getting the pilot project set up.

### BACKGROUND

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The Saskatchewan Public Regulatory Advisory Network (SPRAN) is a pilot project governed by the following College Partners:

- Saskatchewan College of Pharmacy Professionals (SCPP)
- Saskatchewan Association of Social Workers (SASW)
- Saskatchewan College of Paramedics (SCoP)
- College of Registered Nurses of Saskatchewan (CRNS)
- Saskatchewan College of Occupational Therapists (SCOT)
- College of Dental Hygienists of Saskatchewan (CDHSK)
- Saskatchewan College of Physical Therapists (SCPT)
- Saskatchewan Dental Therapists' Association (SDTA)
- College of Physicians and Surgeons of Saskatchewan (CPSS)
- Saskatchewan College of Dietitians.

SPRAN will be utilized by the College Partners to encourage more comprehensive and meaningful public engagement on important issues related to health care regulation in Saskatchewan. SPRAN will be comprised of public advisors with diverse demographics, perspectives, lived experiences and background. SPRAN has no decision-making powers but will act as an informed advisory group that shares their views with the College Partners. There are terms of reference for the public advisors which will be reviewed and signed by each advisor.

### SCOPE OF SERVICES

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The selected consultant will be responsible for leading the set up and implementation of a Public Advisory Network in Saskatchewan, as a pilot project to bring a public voice to health professional regulatory policy development and planning. The consultant will be expected to deliver the following services:

- Work collaboratively with the SPRAN working group and/or College Partners to plan and execute the pilot project.
- Develop and implement plans to achieve key project milestones, while assessing impact and ensuring effective communication with all stakeholders and advisors, at the appropriate stages.
- Foster collaborative relationships with college stakeholders and the pilot Advisory Network to advance the objectives of each respective group.
- Recruit, interview, select and onboard the pilot Advisory Network members.
- Create open dialogue and facilitate discussions at the 1-2 pilot SPRAN meetings.
- Develop evaluation tools, review results of the evaluation and adjust the pilot SPRAN and structure as required, to respond to the results.
- Prepare and distribute agendas, pre-meeting materials and resources in advance of meetings.
- Arrange teleconference/video calls and meetings of the College Partners and the pilot Advisory Network members.
- Ensure meeting outputs of the 1-2 pilot SPRAN meetings are captured and prepare meeting summaries to share with Advisors and College Partners.
- Prepare project documentation, policies and procedures to support the operationalization of the Network.

## **TIMELINES FOR SERVICES**

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It is anticipated that the project will start **October 2024** and conclude on **June 30, 2025**. SPRAN may make a decision to extend the end date of the contract for services with the chosen proponent

## **PROPOSAL SUBMISSION**

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Proposals should include the following information:

- Name of the consultant/firm
- Relevant experience and qualifications (if there is a project team, the names of all individuals who will be involved in this project and their relevant experience and qualifications)
- A description of the approach that will be used to complete the contracted services
- A brief description of the project deliverables
- Proposed timeline and milestones
- A detailed budget/fee information for the project, including estimated expenses and billing and payment structure
- References for similar projects.

**Proposal deadline is September 6, 2024** at noon. Proposals can be emailed to [info@cps.sk.ca](mailto:info@cps.sk.ca) with the subject line "SPRAN Consultant Proposal."

## CONTACT INFORMATION AND PROPOSAL QUESTIONS

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Any questions about this RFP can be emailed to [info@cps.sk.ca](mailto:info@cps.sk.ca) with the subject line '*SPRAN Consultant Proposal Question*'

## EVALUATION CRITERIA

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In consideration of all key objectives described in this document, the evaluation of proposals will be based on a set of criteria that include, in no particular priority:

Criteria	Points
Consultant/firm experience and results on similar projects	20
Assigned consultant(s) experience and education including project management experience and demonstrated understanding of the issues and challenges of this project	20
Methodology/Approach	15
Capacity and timelines	15
Cost-effectiveness of the proposal	15
Clarity and completeness of the proposal	10
References	5
Total	100

## INCURRED EXPENSES

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SPRAN is not obligated in any way to the respondent's response to this document. Respondents' costs related to the preparation of a response to the document are entirely the responsibility of the respondent. Expenses of any nature incurred by the respondent prior to the signing of an agreement or contract are the sole responsibility of the respondent and may not be charged to or claimed from SPRAN.

## CONTRACT AWARD

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The award of the contract from this RFP is conditional upon the successful respondent entering into an agreement to perform the services and other obligations as required by the RFP. SPRAN is under no obligation to award a full contract. SPRAN is not obligated to accept the lowest or any of the bids and may seek further responses. SPRAN also reserves the right to use multiple vendors to complete this work.