



The College of Naturopaths of Ontario

REQUEST FOR PROPOSALS

**Regulatory Education Program
Session Development & Delivery**

1. Introduction

This Request for Proposals (RFP) has been issued by the College of Naturopaths of Ontario (the College) which is seeking the services set out in this RFP.

2. Background

The College regulates naturopaths in Ontario in the public interest. Our mandate is to support patients' rights to receive safe, competent, and ethical naturopathic care.

The College performs four key functions related to the regulation of the profession.

1. Registering Safe, Competent, and Ethical Individuals - We establish requirements to enter the profession, set and maintain examinations to test individuals against these requirements, and register qualified individuals – individuals who have demonstrated that they can practise naturopathy safely, competently, and ethically.
2. Setting Standards - We set and maintain standards of practice that guide our Registrants to ensure they provide safe, competent and ethical patient care and inform the public about what to expect from their naturopath.
3. Ensuring Continuing Competence - We create and manage a variety of continuing education and professional development programs to ensure naturopaths maintain their competency as a means of assuring the public that they will receive safe, competent and ethical naturopathic care.
4. Providing Accountability through Complaints and Discipline - We hold naturopaths accountable for their conduct and practise by investigating complaints and concerns and determining appropriate solutions, including disciplining naturopaths who have not upheld the standards.

Through its recent strategic planning efforts, the Council of the College has identified a need to engage stakeholders and Registrants through education and collaboration as well as to improve the effectiveness of its regulatory programs through risk-based regulation and educational programming.

3. Objectives

The purpose of this RFP is to identify and retain individuals or consultants to develop and deliver virtual educational programming relating to the regulatory framework in general and on the regulations and standards governing naturopathic doctors in Ontario as a means of providing practical guidance on steps Registrants of the College can take to ensure compliance.

4. Scope

The scope of this RFP includes the development of educational content, in consultation with the College and the delivery of virtual educational programming between April 1, 2023 and March 31, 2024.

4.1 Educational Content

To deliver the Regulatory Education Program, the College requires individuals who can a) develop educational program content on identified topics, including key learning outcomes, speaking notes and slides and b) deliver the program virtually.

4.1.1 Identified Topics

The College has identified a number of topics that might be covered through this programming; however, additional topics will be considered based on proposals received and based on initiatives within the College's Risk-based Regulation approach.

Current topics identified include:

- Informed consent
- Record keeping
- Advertising and/or social media
- Tele-practice
- Applying EDIB principles in your practice
- Mandatory reporting and referrals
- Fees and billing
- Delegation
- Scope of practice
- Sexual abuse
- Investigations
- Identifying and managing risk in your practice
- Privacy
- Communication with patients
- Caring for the elderly
- Substitute decision-makers.

4.1.2 Development Process

Successful individuals will be invited to meet with College program areas about their selected topic and to develop:

- a) Learning objectives,
- b) Draft promotional materials about the content,
- c) Speaking notes, and
- d) PowerPoint slide presentations.

All materials require approval of the College prior to delivery of the event. Materials must be submitted a minimum of six weeks prior to the event date.

4.1.3 Delivery Process

The College will assume responsibility for promoting the event to Registrants and stakeholders, securing and processing registrations, setting up and hosting the virtual event, seeking participant feedback and summarizing feedback to the speaker.

4.1.4 Session Timing and Duration

Based on feedback from Registrants, sessions should run between 60 and 90 minutes in length. Sessions will be delivered on a variety of days and starting at a time between 11:00 a.m. and 12:30 p.m. Time and duration of individual sessions will vary to maximize access to Registrants and members of the public.

4.2 Remuneration

The College will be remunerating at a rate of \$600 per session developed and delivered, regardless of the number of presenters. Selected individuals will also receive a stipend of \$150 to attend virtual meetings with the College and a technology check in advance of delivery of the session.

Topics that by necessity need to be covered over more than one date will be remunerated based on the number of sessions required. As the program is hosted virtually, no expenses are anticipated to be incurred by individuals delivering the session; however, the College would cover reasonable expenses that might be necessary.

4.3 Qualifications

Any individual bidding in response to this RFP must meet the following qualifications in order to be considered for the awarding of a contract:

1. They must be on of the following:
 - a. a Registrant of the College of Naturopaths of Ontario, in any class of registration or a member in good standing with another naturopathic regulatory authority in Canada;
 - b. a member in good standing of another regulated health profession in Ontario; or
 - c. a consultant who has expertise in the area being proposed.
2. They must be in good standing¹ at the time of selection of successful bidders and remain in good standing through to the time their educational programming is delivered.
3. They must be able to demonstrate their knowledge and proficiency in the topic for which they are proposing to be the presenter.
4. They must make themselves available on the mutually agreed upon date for delivery of the event.

5. Correspondence and Questions

As part of this RFP process, the College is inviting potential individuals to submit any questions that they may have about the RFP. All questions will be collected, and responses sent to all individuals that indicate an intent to submit a proposal.

These questions, and any future correspondence should be addressed to:

Andrew Parr, CAE
Chief Executive Officer
CEO@collegeofnaturopaths.on.ca

¹ Good standing means that the individual has no outstanding fees or information due to their regulatory authority and are not currently the subject of an investigation for incapacity, incompetence or professional misconduct and have had no such matters referred to either the Discipline or Fitness to Practice Committees.

6. Intent to Bid

As this RFP is being sent, unsolicited, to several Registrants and health regulatory colleges, those interested in submitting a proposal are asked to indicate so by e-mail no later than February 3, 2023 at 5:00 p.m. (ET). Any recipients of this RFP that do not indicate their intent to submit will be presumed to not be interested or suited for this project and will receive no further communication from the College on this matter. We thank all of you for your consideration.

7. Proposal Format and Contents

Individuals who are bidding on this RFP must include the following information in their proposals.

- a) Topic – The topic on which you propose to develop and deliver an educational session on, either from the list of topics in 4.1.1 or another topic of your choice.
- b) Learning Objectives – A high level outline of the learning objectives of the presentation you would be developing.
- c) Qualifications – An overview of your qualifications to be making this presentation on behalf of the College.
- d) Fees – An indication that the remuneration set out in this RFP will be sufficient if the person and topic are selected.

8. RFP Schedule and Proposal Deadline

The following deadlines and schedule apply to this RFP:

- Release of the RFP: January 26, 2023.
- Receipt of Intent to Bid: February 10, 2023 @ 5:00 p.m.
- Receipt of any questions: February 17, 2023 @ 5:00 p.m.
- Response to questions: February 21, 2023.
- Submission of Proposals: March 13, 2023 @ 5:00 p.m.
- Interviews of shortlisted individuals: March 15 to March 22, 2023.
- Selection of presenters and dates: March 24, 2023.
- Completion of Contracts: March 31, 2023.

For clarity, all proposals must be received by 5:00 p.m. on March 13, 2023. Submission may be sent by email (general@collegeofnaturopaths.on.ca), [submitted on-line](#) or sent by mail to:

College of Naturopaths of Ontario
10 King Street East, Suite 1001
Toronto, ON M5C 1C3.

9. Conflict of Interest

As this project involves direct work with the regulatory authority governing naturopathic doctors, individuals must indicate any potential for a conflict of interest. A conflict of interest may exist where the individual is providing similar services to a professional association, either in naturopathy or another profession, or with another organization that may have a relationship with the College. A conflict of interest may also exist where the individual currently holds a position on the College Council or Committee.

Providing similar services to other health regulatory Colleges in Ontario or other jurisdictions would not be considered a conflict of interest.

10. Proposal Evaluation Process and Criteria

10.1 Evaluation Process and Contract Award

Proposals will be reviewed by a small team of individuals responsible for the delivery of the program by the College who will evaluate the proposals based on the criteria set out below. Should the College award the contract, the winning individual will be expected to sign an agreement provided by the College.

10.2 Evaluation Criteria

The College will evaluate all proposals based on criteria and scoring:

1. Overall ability to meet or exceed the needs of the College (15 points).
2. Relevance of topic and stated learning objectives (15 points).
3. Whether the individual meets the qualifications set out above (10 points).
4. The overall experience and expertise of the individual (10 points).

11. Terms and Conditions

By submitting a proposal, all individuals are agreeing to the following terms and conditions of this request for proposals process:

- The individual agrees that they will act as an independent contractor and will have no direct employer/employee/agent relationship with the College.
- The individual has no existing other organizational relationship that would place it in a conflict of interest with the College or a perceived conflict of interest.
- Short-listed individuals may be asked to participate in an exploratory interview.
- Any costs associated with the development of a proposal and the development and delivery of a presentation or any meetings as part of the selection process will be at the expense of the individual and not the College, except as set out here in section 4.2.
- The College reserves the right to reject any or all proposals at its sole discretion for any reason, whatsoever.
- All information obtained by the individual in connection with this RFP is the property of the College, it shall be treated as confidential and shall not be used for any purpose other than for the purpose of replying to this RFP.
- Upon completion of the evaluation process, negotiations may be undertaken by the College to refine the details of the contract for all or portions of the proposed Scope of the Project.
- All content to be delivered as part of this series is subject to final approval of the College.