



REQUEST FOR PROPOSALS

Consulting Services

Needs Assessment of Orientation for Internationally Trained Physicians

ISSUE DATE: April 2, 2025

Introduction

The College of Physicians and Surgeons of Newfoundland and Labrador (The College) is inviting proposals for Consulting Services relating to a short-term project as described herein.

Funding for this initiative has been provided by the Government of Newfoundland and Labrador through the Canada - Newfoundland and Labrador Labour Market Development Agreement. As a condition of project and funding obligations, all deliverables must be successfully completed by July 31, 2025. The College reserves the right not to extend.

Background

- The College of Physicians and Surgeons of Newfoundland and Labrador regulates the practice of medicine in the public interest. It is governed by a 15-member Council which includes the Registrar and Deputy Registrar. The College fulfills its mandate by:
 - Setting qualifications for registration and licensure
 - Conducting a rigorous licensing process
 - Investigating complaints
 - Conducting disciplinary hearings
 - Setting standards for ethical, professional behaviour
 - Setting standards for medical practice
 - Promoting continued competence
 - Registering professional medical corporations (PMCs), and
 - Maintaining physician registers
- It is generally understood that physicians trained outside of Canada face greater challenges integrating into Canadian context medical practice. The College has initiated this evaluation of opportunity and options for a coordinated comprehensive orientation approach aimed at the successful integration of physicians into the Newfoundland and Labrador health system.
- Ensuring that physicians new to the province are appropriately oriented to the system in which they are providing care is an important part of a proactive approach to safe care.

Deliverables and Responsibilities

Commencing on or before May 1, 2025, the consultant will work closely with the College and Stakeholder Partners to evaluate current landscape, opportunities, and options, for a long-term orientation program. This evaluation will involve direct stakeholder engagement, jurisdictional scans, consideration of Newfoundland and Labrador specific context, and other key factors. A final



report of findings and recommendations pertaining to program need, development, and implementation, culminates the project.

As part of this engagement, the consultant shall:

1. Identify existing orientation programs and other opportunities for Internationally Trained Physicians (ITPs) that may be adapted for use in Newfoundland and Labrador. This will be accomplished, at a minimum, by:
 - Completing a Literature Review
 - Completing a Jurisdictional Scan (Inter-provincial and national), and
 - Gathering Stakeholder Feedback
2. Demonstrate the need and opportunity for a coordinated multi-stakeholder approach to the orientation of ITPs new to Newfoundland and Labrador. This will be accomplished, at a minimum, by:
 - Holding a one-day stakeholder symposium
 - Sending and analyzing stakeholder surveys
 - Conducting Individual and/or focus group interviews, and
 - Identifying necessary partnerships and supports for success
3. Provide a Final Report of findings and recommendations (no later than July 31, 2025)

Adequate documentation shall be maintained and regular communication with the Associate Registrar and Director of Corporate Services is required for periodic project status reports. The consultant must ensure data is transmitted securely.

Response Format

Proposals should be concise (up to a maximum of 10 pages in length) and consist only of the following information:

- Name, qualifications, expertise, experience, and a brief profile of the proposed consultant (resume)
- Confirmation of availability of resources to deliver within strict deadlines (May 1, 2025-July 31, 2025)
- Two references from clients for whom the consultant has completed similar work, and
- An estimate of cost for services:
 - rate per hour
 - estimated travel costs, if applicable

Proposals must demonstrate the following eligibility requirements:

- Strong understanding of regulated health professions, including the regulatory public protection mandate and program offerings



- Strong understanding and leadership experience within large-scale health systems
- Experience with evaluation and implementation of health profession programs as a proactive approach to ensuring safe care, and
- Analytical and problem-solving skills

Please note, if the proposed resource has successfully completed consulting engagements for the College in the past, a list of the engagements and the associated College contact(s) may be provided in place of the resume and references.

Proposals not clearly demonstrating these requirements will be disqualified.

Evaluations

The following factors will be considered in these evaluations:

- Consultant capability (60%)
- Cost to perform the work (25%)
- References (10%), and
- Completeness and presentation of proposal (5%)

Proposal Deadline

To be eligible for consideration, consultants **must** provide a signed and dated proposal as follows:

- One (1) electronic copy of the proposal delivered via e-mail to: corporateservices@cpsnl.ca

Proposals **must** be clearly marked with **CPSNL-2025-001** and “The College of Physicians and Surgeons of Newfoundland and Labrador - Consulting Services - Needs Assessment of Orientation for Internationally Trained Physicians”. Proposals **must** be delivered no later than 4:00 PM Newfoundland Standard Time (NST) Thursday, **April 16, 2025**.

Questions

Questions can be directed to Mr. Jamie Osmond at (709) 726-8546. The deadline for questions is 2:00 PM NST on **April 10, 2025**.

Subsequent Phases of Work

Should The College require additional work to be performed (that fits the overall spirit and intent of the work performed under this contract), it reserves the right to retain the successful consultant awarded this contractual service to complete additional work under separate contract or purchase order (if performance matches expectations).



Additional Considerations

Prior to submitting a proposal all respondents must consider any potential conflicts of interest that may arise in relation to fulfilling the scope of this proposal.

The successful consultant will not have exclusive rights to complete work at the College. The College reserves the right to engage other consultants for the completion of any work at its discretion.

The College reserves the right to review and evaluate service delivery throughout the relationship period. Poor or inadequate performance will be noted, and repeated incidents of such performance may be grounds for dissolving the contractual relationship.

The College of Physicians and Surgeons of Newfoundland and Labrador is committed to building and maintaining a diverse workforce and an inclusive work environment. We are a proud equal opportunity employer, and all qualified consultants will receive consideration for contractual arrangements without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected characteristic that makes us unique.

Confidentiality Agreement

The Consultant(s) performing the work as described in this Request for Proposals document will be required to sign College confidentiality agreements.