



REQUEST FOR PROPOSALS

Consulting Services

Licence Appeal Adjudication Services

ISSUE DATE: October 27, 2025

Introduction

The College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL) is inviting proposals for Consulting Services relating to the adjudication of appeals pertaining to the appropriateness of licensing decisions, as described herein.

It is expected that the successful consultant will commence ongoing adjudication services as soon as possible and continue for a period of one year with the possibility of extension. CPSNL reserves the right not to extend. The required service will be on an as-needed, billable-hour basis.

Background

CPSNL regulates the practice of medicine in the public interest. It is governed by a 16-member Council. The objects include:

- the promotion of:
 - high standards of practice, and
 - continuing competence and quality improvement;
- the registration and licensing of medical practitioners, learners and physician assistants;
- the establishment, maintenance and development of standards for the practice of medicine and the practice of physician assisting;
- responding to and managing complaints and discipline related to the practice of medicine and the practice of physician assisting;
- establishing and maintaining a quality assurance program;
- the enforcement of standards of conduct; and
- ensuring that the public interest is protected in all matters relating to the practice of medicine and the practice of physician assisting.

Deliverables and Responsibilities

CPSNL has a legislated mandate to receive and consider appeals filed by individuals who have been refused registration. CPSNL is seeking adjudication services to review appeals pertaining to the appropriateness of licensing decisions and either confirm, vary, or reverse a decision.

As part of this engagement, the consultant adjudicator shall:

- Receive and review appeals filed by prospective applicants
- Review related decisions rendered by the CPSNL
- Consider relevant legislation, By-laws, and licensure policies
- Issue written decisions, with reasons, confirming, varying, or reversing CPSNL decisions under appeal



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)
- References from individuals who have knowledge of the consultant's work, and
- An estimate of cost for services:
 - rate per hour

Proposals must demonstrate the following eligibility requirements:

- Experience in interpreting legislation, by-laws, and policy
- Strong analytical and problem-solving abilities to assess information and make informed decisions
- Ability to write decisions with logic and clarity
- Ability to act with impartiality

Please note: if the proposed consultancy has successfully completed consulting engagements for CPSNL in the past, a list of the engagements and the associated CPSNL 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 email to: corporate.services@cpsnl.ca

Proposals must be clearly marked with CPSNL-2025-003 and "The College of Physicians and Surgeons of Newfoundland and Labrador - Consulting Services – Licence Appeal Adjudication Services" Proposals must be delivered no later than 4:00 PM Newfoundland Standard Time (NST) **November 17, 2025.**



Questions

Questions can be directed to Elyse Bruce at ebuce@cpsnl.ca. The deadline for questions is 4:00 PM NST on **November 10, 2025**.

Subsequent Phases of Work

Should CPSNL 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. CPSNL reserves the right to engage other consultants for the completion of any work at its discretion.

CPSNL 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.

CPSNL 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

Proposal acceptance is contingent on the consultant(s) signing CPSNL confidentiality agreements.