

REQUEST FOR PROPOSAL (RFP)
CANADIAN COUNCIL OF SOCIAL WORKER REGULATORS

NAME OF PROJECT: SOCIAL WORKER COMPETENCY PROFILE

RETURN PROPOSAL BY EMAIL OR HARD COPY TO:

Glenda McDonald, Registrar
GMcDonald@ocswssw.org

College of Social Workers and Social Service Workers of Ontario (OCSWSSW)
250 Bloor Street East
Suite 1000
Toronto, Ontario, M4W 1E6

ALL PROPOSALS MUST BE RECEIVED BY **June 29, 2010 AT 5:00 P.M.
EST.**

**ALL PROPOSALS SHOULD BE CONCISE AND SHOULD OUTLINE THE
EVALUATION PROCESS FROM BEGINNING TO END DATES.**

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) “Council” means the Canadian Council of Social Work Regulators;
- b) “OCSWSSW” means the Ontario College of Social Workers and Social Service Workers;
- c) “Contract” means the written agreement resulting from this Request for Proposals executed by the Council and the Contractor;
- d) “Contractor” means the successful candidate to this Request for Proposals who enters into a written Contract with the Council;
- e) “Practice Competencies” means job tasks in which a prescribed level of proficiency is required in order to practice safely, effectively and ethically.
- f) “must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;
- g) “Request for Proposals” or “RFP” means the process described in this document; and
- h) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Council (on behalf of CCSWR). Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Additional Information Regarding the Request for Proposals

All subsequent information regarding this Request for Proposals, including changes made to this document shall be submitted in writing to OCSWSSW (Attention: Glenda McDonald, Registrar). It is the sole responsibility of the Contractor to check for amendments with Glenda McDonald, Registrar.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time.

Hard-copies of late proposals will not be accepted and will be returned to the Contractor. Electronic proposals that are received late will be marked late and will not be considered or evaluated.

In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

5. Eligibility

- a) Proposals will not be evaluated if the Contractor's current or past corporate or other interests may, in the Council's (on behalf of CCSWR) opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. If a Contractor is in doubt as to whether there might be a conflict of interest, the Contractor should consult with the Contact Person listed on page 1 prior to submitting a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Contractors.

6. Evaluation

Evaluation of proposals will be by a committee formed by the Council (on behalf of CCSWR) and may include employees and contractors of the Council. All personnel will be bound by the same standards of confidentiality.

7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Contractor, the Council (on behalf of CCSWR) may, at its sole discretion at any time thereafter, terminate negotiations with that Contractor and either negotiate a Contract with the next qualified Contractor or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Contractors.

8. Notification

At the conclusion of the Request for Proposals process, all Contractors will be notified.

9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. Changes to Proposals

By submission of a clear and detailed written notice, the Contractor may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Contractor will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Council (on behalf of CCSWR) for purposes of clarification.

11. Contractors' Expenses

Contractors are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the Council (on behalf of CCSWR), if any. If the Council (on behalf of CCSWR) elects to reject all Proposals, the Council (on behalf of CCSWR) will not be liable to any Contractor for any claims, whether for costs or damages incurred by the Contractor

in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, the Contractor, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Contractor in preparing its proposal and the Contractor, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Contractor.

13. Proposal Validity

Proposals will be open for acceptance for at least 30 days after the closing date.

14. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

15. Currency and Taxes

Prices quoted are to be:

- a) in Canadian dollars, including all applicable taxes
- b) including all applicable taxes

16. Completeness of Proposal

By submission of a proposal the Contractor warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

17. Sub-Contracting

- a) Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Contractors having no formal corporate links. However, in this case, one of these Contractors must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.
- b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Council's (on behalf of CCSWR) opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. If a Contractor is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Contractor should consult with the Contact Person listed on page 1 prior to submitting a proposal.
- c) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes

made, to this list in the Contract without the written consent of the Council (on behalf of CCSWR).

18. Acceptance of Proposals

- a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The Council (on behalf of CCSWR) is not bound to enter into a Contract with the Contractor who submits the lowest priced proposal or with any Contractor. Proposals will be assessed in light of the evaluation criteria. The Council (on behalf of CCSWR) will be under no obligation to receive further information, whether written or oral, from any Contractor.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

19. Definition of Contract

Notice in writing to a Contractor that it has been identified as the successful Contractor and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Contractor will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

20. Contract

By submission of a proposal, the Contractor agrees that should its proposal be successful the Contractor will enter into a Contract with the Council (on behalf of CCSWR).

21. Liability for Errors

While the Council (on behalf of CCSWR) has made considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Contractors. The information is not guaranteed or warranted to be accurate by the Council (on behalf of CCSWR), nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Contractors from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

22. Modification of Terms

The Council (on behalf of CCSWR) reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Contractor.

23. Ownership of Proposals

All proposals submitted to the Council (on behalf of CCSWR) become the property of the Council (on behalf of CCSWR). They will be received and held in confidence by the Council (on behalf of CCSWR), subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

24. Use of Request for Proposals

Any portion of this document, or any information supplied by the Council (on behalf of CCSWR) in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Contractor agrees to hold in confidence all information supplied by the Council in relation to this Request for Proposals.

25. No Lobbying

Contractors must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Council or CCSWR, including the evaluation committee and any elected officials of the Council or CCSWR, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Council (on behalf of CCSWR).

26. Collection and Use of Personal Information

Contractors are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Contractors to provide the Council (on behalf of CCSWR) with personal information of employees who have been included as resources in response to this RFP, Contractors will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Council (on behalf of CCSWR). Such written consents are to specify that the personal information may be forwarded to the Council for the purposes of responding to this RFP and use by the Council (on behalf of CCSWR) for the purposes set out in the RFP. The Council (on behalf of CCSWR) may, at any time, request the original consents or copies of the original consents from Contractors, and upon such request being made, Contractors will immediately supply such originals or copies to the Council (on behalf of CCSWR).

B. Requirements and Response

1. Summary of the Requirement

The Canadian Council of Social Work Regulators (CCSWR), with the Project Administrators, are the sponsors of a 'Social Worker Competency Profile Project', funded by Human Resources and Skills Development Canada (HRSDC). The project's purpose and intent is built on the vision to achieve full labour mobility through an agreement on competencies for entry to practice across Canada.

The purpose of the Request for proposal (RFP) is to seek proposals from qualified contractors to facilitate the implementation of the Competency Profile. The goal of the proposal is to establish entry level competencies for the social work profession throughout Canada. This project entails the development of tools to assess competencies of social workers across the country, the survey of members of the profession, the assessment and validation of the responses and the presentation of a schema of entry level competencies to the profession.

The successful Contractor will be expected to work with all Social Work Regulators, resources, contractors and stakeholders as deemed relevant to the project.

Given the national scope of the project it is expected that face to face meetings between the contractor and members of the CCSWR could occur anywhere in Canada.

The services will be performed on an as, if and when requested basis. The Council (on behalf of CCSWR) anticipates that the services will be on a part time basis; however, the Council (on behalf of CCSWR) makes no guarantee as to the minimum or maximum number of billable hours under any resulting Contract. Hours of work may change from time to time over the Contract term based upon the project requirements.

The Contract term is expected to commence on or after June 25, 2010 and extend to September, 2011.

C. Background:

In March 2009, the British Columbia College of Social Workers, supported by all other provincial social work regulators in Canada, applied to HRSDC for funding to hold a two day meeting to address the issue of developing a competency profile for the profession of social work in Canada. The funding provided by HRSDC permitted the holding of the meeting in Calgary on June 10 and 11, 2009. All provincial social work regulators were represented at this meeting.

The development of a competency profile would assist regulators across Canada to achieve compliance with the labour mobility provisions of Chapter 7 of the Agreement on Internal Trade (AIT). The successful outcome of the project would also facilitate the development of a framework for the recognition of international social work credentials. While provincial social work regulatory bodies developed a Mutual Recognition Agreement (MRA) in 2007 to facilitate the labour mobility of social workers across the country, the profession of social work was identified as non-compliant as it related to the application of Chapter 7.

The Canadian Council of Social Work Regulators (CCSWR: Council) was incorporated and received its letters patent in May 2009 under the *Canada Corporations Act*. The ten provincial social work regulatory authorities in Canada comprise the members of the Council. They are:

- o British Columbia College of Social Workers;
- o Alberta College of Social Workers;
- o Manitoba Institute of Registered Social Workers;
- o Newfoundland and Labrador Association of Social Workers;
- o New Brunswick Association of Social Workers;
- o Nova Scotia Association of Social Workers;
- o Ontario College of Social Workers and Social Service Workers;
- o Ordre professionnel des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec;
- o Prince Edward Island Social Work Registration Board;
- o Saskatchewan Association of Social Workers.

D. Organizational Mandate

The Council is a national organization of provincial and territorial social work regulatory authorities. Its purpose is to provide a national structure for the provincial and territorial social work regulatory authorities to present and pursue issues of common concerns and interest, and to share, consider and develop positions on such matters.

The objects of the Council are the following:

- o Demonstrate leadership by working to create and maintain an effective forum for the exchange of information.
- o Identify, consider and make statements on issues related to regulation of social work practice.
- o Develop and promote national perspectives on social work regulation.
- o Support the development of, and promote national standards for, the assessment of competence in social work practice.
- o Respond to matters which relate to licensure and/or regulation, and which are of national and international importance.
- o Undertake projects of national interest.
- o Collaborate with other national agencies and organizations.

E. Project Description

The social work profession is regulated in all ten provinces. Québec is alone in having developed practice competencies.¹

Every province has established an educational credential requirement for entry-level registration. In most instances a bachelor's degree in social work (BSW) is the minimum required credential (usually, but not exclusively, from an educational program that is accredited by the Canadian Association for Social Work Education). The vast majority of social workers in Canada are licensed on the basis of a university degree in social work.

In Alberta, graduates from two-year social work diploma programs offered through colleges and two universities are eligible for registration. In Saskatchewan, a social work certificate from a university program is also recognized as a credential for registration.

¹ *Core Competencies of Social Workers*, Ordre professionnel des travailleurs sociaux du Québec, June 2006

Some regulators require a period of supervised work experience for registration (over and above any field work that may be completed within the educational program). Where this is a requirement, the expectation is completion of a specified number of hours, not achievement of any specific learning outcomes or demonstration of practice competencies.

None of the regulators utilizes an examination for initial registration at this time.

The Scopes of Practice for social work defined by each province, while meaningful internally, are relatively broad and inconsistently-structured statements that provide little definitive information about practice competencies. However, some legislative and regulatory frameworks are specific about professional activities that may or must be conducted by social workers.

In this environment, conclusions about differences in practice competencies between registrants in various provinces, and with various credentials, tend to be based upon assumptions rather than clear evidence. Changes to the AIT that became effective in April 2009 require regulators to provide Full Labour Mobility to registered social workers, unless a provincially-approved exception is in place.²

Discussions between regulators about their ability to comply with these requirements, in a manner consistent with their public protection mandates, have led to recognition that there is currently very little information available about the practice competencies of registered social workers in Canada.

² Full Labour Mobility means that a registrant in good standing in any one province will, upon application, be registered in any other province irrespective of any differences between the provinces in education and / or work experience requirements for registration, without any further assessment, and without any re-training / upgrading requirements or other conditions being imposed upon their registration. Exceptions to Full Labour Mobility require the approval of the provincial government based upon a provincial “legitimate objective”. Such approvals are dependent upon demonstration of a significant competency gap between registrants in the provinces affected, that will potentially impact the ability of transferring workers to practice safely. The government of Ontario has registered an exception in relation to social workers from Alberta and Saskatchewan. At the present time, no other provincial government has registered an exception under the labour mobility provisions of the Agreement on Internal Trade.

F. Objectives

1. Develop entry-level practice competencies for registered social workers in Canada

The regulators recognize that public protection is maximized when regulatory requirements are based upon the identification and management of practice competencies that may reasonably be expected of registrants. Regulatory requirements based upon practice competencies promote real-time accountability for registrants. Traditionally, social work regulators have operated on the basis that university degrees in social work have enabled students to acquire the competences necessary for entry to professional practice.

If social work practice competencies can be developed and validated inter-provincially, objective, evidence-based decisions will be enabled that go beyond the requirements of AIT. For example, consistency in assessing internationally-educated registration candidates will be facilitated, the possibility of establishing an inter-provincial registration examination will become realistic, and more meaningful liaisons between regulators and educators will be achievable.

2. Ensure the participation of all social work regulatory bodies in the process

While there will be a core sub group of the Council that the successful bidder will ultimately work with all members of the Canadian social work regulatory bodies will be full participants in the development of a competency profile.

3. Expected Results: The impact of the project on regulatory activity

The practice competencies that result from the project will be broadly validated by stakeholders on the basis of importance, frequency-of-use and appropriateness as entry-level expectations. Differences (if any) in response data by province, or by registrant credential, will be noted.

The practice competencies will provide an evidence-based framework that will enable regulators to:

- Identify practice similarities and differences by province;
- Identify practice similarities and differences by registrant credential;
- Identify practice similarities and differences by category of employer;
- Engage in meaningful discussions with educators about how graduate learning outcomes relate to practice competencies;
- Establish learning outcomes for any registration requirements for periods of supervised work experience;

- Identify the need, if any, for Legitimate Objective exception proposals affecting labour mobility;
- Establish consistent, objective methods to assess internationally educated registration candidates;
- Consider the implementation of registration examinations.

4. Project Activities

The key steps in developing practice competencies are as follows:

1. Develop and implement a communication strategy so that stakeholders in social work practice, regulation and education across the country are informed about the regulators' need for practice competencies, the process to develop them, and the opportunities for input.
2. Prepare a listing of proposed practice competencies, drawing heavily upon relevant existing documentation (primarily the Québec practice competencies and the *Master List of Tasks* published by the Association of Social Work Boards³).
3. Refine the listing of proposed practice competencies by consulting with key stakeholders to ensure validity.

G. Methodology

The Council has formed a Competency Working Committee to review source documents and oversee the development of the proposed competencies. Additionally, the Committee will develop a consultation process involving key stakeholders with the successful contractor.⁴

The Council expects that the contractor will be well-versed in the development of professional competencies to develop the tools necessary to conduct the project. The primary consultation tool will be an on-line survey, prepared in English and in French, of all social workers licensed / registered by members of the Canadian Council of Social Work Regulators, although presentations / focus groups at pre-existing meetings and conferences will be considered where cost-effective. Consultation questions will be designed to establish the extent to which the proposed practice competencies are important and frequently-used in the field, and whether they are reasonable expectations of entry-level registrants. Consultations will collect demographic

³ *Master List of Tasks, International Program*, Association of Social Work Boards, Culpeper, Virginia USA, 2009

⁴ Stakeholders currently identified, but not limited, for consultation are: registered social workers, supervisory personnel, employers and employer associations, educators (academic and field), Canadian Association for Social Work Education, provincial and national associations for social workers, provincial governments, and unions.

information from respondents, to enable a comprehensive analysis of results identifying provincial differences, or differences based upon registrant credential.

The listing of proposed competencies, and the consultation process, will be subject to review and approval by the Council.

Consultation activities will primarily be carried out by the contractor, although members of the Committee, or members of Council, may participate in face-to-face sessions.

The methodology will involve several key steps:

1. The Working Committee will initiate a review of the existing competency frameworks (Québec practice competencies and ASWB master task list) and compile a list of detailed competencies, covering the full range of social work practice, that are necessary for entry-level practice.
2. The contractor will design a validation process, in conformity with standard research protocols based on the use of an electronic survey of social workers across the country (approximately 35,000). The Council will hold a two-day meeting to review, revise, and confirm the final competency framework as well as approve the proposed survey.
3. The Council, in conjunction with the contractor, will consult stakeholders, primarily educators and employers, regarding the identified competencies.
4. On completion of the survey, the contractor will prepare an analysis of consultation data, which will be reviewed by the Council. The results of the consultation and any changes to the proposed practice competencies will be communicated to stakeholders. If deemed necessary by the Council, further, focused consultations may be initiated.
5. The Council will hold a meeting to review the results of the validation survey and the consultation process to approve the practice competencies and recommend them for approval by each regulatory body.
6. A communication plan will be developed by an ad-hoc group of regulatory representatives with the assistance of the contractor. The plan will be reviewed and approved by the Council to ensure coordination. Implementation will be primarily at the provincial level.

The most germane issue in terms of the Full Labour Mobility requirement of AIT is between the practice competencies of diploma, certificate and BSW registrants.

H. Approximate Timelines

Month 1

The Working Committee will meet with the contractor to initiate the development of the tools designed to identify and validate professional competencies and to review how best to conduct the survey of licensed/registered social workers in Canada.

The contractor, in collaboration with the Working Committee, will develop a draft survey instrument, utilizing in particular the professional competencies identified by the *Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec* and the knowledge, skills and abilities identified by the Association of Social Work Boards through its most recent practice analysis.

The Council will also initiate consultations with stakeholders at this stage of the process to inform them of the project and ensure a series of ongoing exchanges.

Months 2- 5

The Committee will refine and finalize the draft survey tool, to be submitted to the board of the directors of the Council. This work will be accomplished through e-mail and/or teleconferencing.

Month 6

The Council will meet to review and approve the proposed survey tool. The survey tool will be translated into French for use in Quebec and to ensure the participation of francophone social workers in the rest of the country.

The Council will also approve its consultation process and identify the possibility of holding focus groups with stakeholders and social work professionals.

Months 7 - 11

The Council will send a letter to every licensed/accredited social worker in Canada to inform them of the survey on practice competencies and the consultation process.

The Council will subsequently send the competencies survey tool, by e-mail, to all licensed/registered social workers in the country. The participants will complete the tool on-line and return it by e-mail to the contractor, who will initiate a process to compile and tabulate the responses.

The Working Committee, with the contractor, will also develop a mechanism to respond to questions raised by participating social workers and to send follow-up e-mails to those who have not completed the document within the established time-frame.

During this time, the Communications Committee will continue consultations with stakeholders to inform them of the process under way. It is also possible that focus groups may be held.

Month 12 - 13

The contractor will develop a draft analysis of the data from the survey consultation and the draft report of the consultation process to date.

Month 14

The Council will hold a two day meeting to review the results of the competencies survey and to identify and validate the final listing of practice competencies.

Months 15 - 17

The Council will continue to communicate developments to stakeholders and hold further consultations, if necessary.

Month 18

The Council will meet by teleconference to finalize the practice competencies for recommendation to provincial regulatory bodies.

Tasks

The contractor will be required to perform all tasks, research and functions as clearly described in the Methods of this RFP.

The following requirements by the contractor must be outlined:

1. Development of a work plan, which will include a clearly defined approach as outlined above (start date, detailed budget outline, deliverable activities).
2. Development of a DRAFT Report for submission to Council (**June, 2011**).
3. Development of a FINAL Report for submission to Council (**July, 2011**).

I. Evaluation of Proposal

Point Rated Requirements: The Contractor shall include a table outlining how they meet each of the Point Rated Requirements outlined below. The Rated Requirements will be evaluated using the criteria described below.

Three sections for the rated requirements should be clearly demarcated and titled as follows:

i. **Rated Requirement #1 – Approach (10 points) 1.5 page maximum**

The contractor will provide a description of how they would conceptualize and undertake this project as outlined above.

ii. **Rated Requirement #2 – Identification of Issues (16 points) – 1 page maximum**

Identify any relevant issues to be addressed within the research report on social work competencies. You may use other professional organizations as a reference point.

iii. **Rated Requirement #3 –Experience with similar projects (16 points; up to 4 points for each project) – 4 page maximum**

Contractor must clearly demonstrate that they have successfully completed at least one (1) and up to three (3) research projects in the last five (5) years in at least one (1) of the following areas:

- projects on competencies in any professional organizations;
- projects on national competencies.

J. EVALUATION AND SELECTION METHODOLOGY

Proposals will be assessed as follows:

- (1) Each proposal will be reviewed for compliance with the mandatory requirements
 - (2) An evaluation committee will assess each proposal according to the rated criteria above. To be considered for an interview the proposal must receive at least 30 points.
1. Contractors proposal will be evaluated on the Point Rated Evaluation Criteria detailed above. A proposal can be evaluated up to a maximum of 42 points. Any successful proposal will achieve at least **30** points.

Description of Point System:	Points:
Section 1: Approach Contractor provides clear and sound description of how the project would be approached and what methods would be used. 10 points for description of how you would undertake the project - o 0 points: no project description - o 2 point: poor project description - unclear and not at all consistent with objective outlined. - o 4 points: fair project description – not very clear and not very consistent with objective outlined. - o 6 points: good project description – somewhat clear and somewhat consistent with objective outlined. - o 8 points: very good project description - clear and consistent with objective outlined. - o 10 points: excellent project description – very clear and very consistent with objective outlined.	/10
Section 2: Identification of Issues Contractor must demonstrate understanding of relevant issues associated with competency profiles across professions.	/16

20 points maximum to be awarded as follows: For each relevant issue raised: - o 1 point: issue named, but discussion and/or treatment are absent/weak - o 2 points: issue raised, fair discussion and treatment - o 3 points: issue raised, good discussion and treatment - o 4 points: issue raised, very good discussion and treatment For example, a proposal identifying 4 different issues, with a very good treatment of each, would max out at 16 points (4 issues x 4 points=16)	
Section 3: Experience with similar projects Contractor must demonstrate that they have successfully completed at least one (1) and up to three (3) <u>research</u> projects in the last five (5) years in at least one (1) of the following areas and provide references: • projects on competencies in any professional organizations; • projects on national competencies 4 points maximum (per project) to be awarded as follows: - o 1 point: project described but similarity/relevance is weak - o 2 points: project described, fair similarity/relevance - o 3 points: project described, strong similarity/relevance - o 4 points: project described, very strong similarity/relevance	/16
Total	Total = /42

H. **Payment Schedule A**⁵

1. Development of a work plan, which will include a clearly defined approach as outlined above (start date, detailed budget outline, deliverable activities with timelines). **\$40,500**
2. Further work on deliverables with timelines. **\$40,500**
3. Development of a DRAFT Report for submission to Council (June, 2011). **\$25,000**
4. Development of a FINAL Report for submission to Council (July, 2011). **\$23,000**

Finally, the contractor will make any additional edits to the final report and meet with the working group as necessary.

⁵ Payment of applicable taxes and reimbursement of travelling expenses, in accordance with policies set by the Government of Canada are not included in these payments.