College of Midwives of Ontario | Ordre des sages-femmes de l'Ontario

Request for Proposals

The College of Midwives of Ontario is seeking proposals from a qualified expert to develop a comprehensive Decision Matrix tool. This Decision Matrix will be used in aiding our committee's decision-making processes following competency-based assessments of registrants.

Issue Date: Wednesday, May 29, 2024

Proposal Submission Deadline: Thursday June 20, 2024

Decision Matrix Tool Project
Request for Proposals

Background

In 2023, the College of Midwives of Ontario, in collaboration with the other midwifery regulatory authority in Canada, developed an assessment tool to evaluate the knowledge, skills, and judgment of registered midwives who are not able to demonstrate ongoing clinical currency and for non-practising or former midwives returning to practice.

The objective of the tool is to assess candidates in each of the competencies outlined in the [Canadian Competencies for Midwives](#), as approved by members of the Canadian Midwifery Regulators Council in December 2020. The outcomes of this assessment highlight specific areas where individuals may need further development in skills and knowledge.

The assessment tool evaluates the Canadian Midwifery competencies and focuses on clinical reasoning. It consists of 8 pre-determined unfolding case scenarios. Each scenario describes a client health situation such as demographic information, presenting problem(s) and relevant history. The situations are representative of those encountered in midwifery practice. Each case includes 6-8 standardized questions and optional probes. The assessment tool results are reported for each competency category using a rating scale. A panel of assessors review the performance observed during the assessment and identify the rating that best describes the performance. The final consensus rating is achieved through a discussion with all assessors. There is no Pass / Fail. The rating scale for each competency will fall withing the following categories: Superior, Satisfactory and Unsatisfactory and may include comments from assessors. The results will then inform where the registrant has gaps in competencies.

Purpose

The College of Midwives of Ontario is seeking proposals from qualified experts to develop a comprehensive Decision Matrix Tool (the Decision Matrix) linking specific midwifery competencies to resource(s). The Decision Matrix will be primarily used as an objective decision-making tool for the Registration Committee Panel members when reviewing class change applications of registered midwives who are not able to demonstrate ongoing clinical currency and applications of non-practising or former midwives returning to practice. The Decision Matrix Tool will provide ways to address the identified competency gaps for the Applicant/Registrant to return to practice and provide safe and effective care. The Panel Members should be able to use the Decision Matrix to develop a remediation-based solution that directly addresses the competency gaps that were identified, thereby streamlining the implementation of remedial measures.

The Assessment will help identify risks and the Decision Matrix will provide solutions to mitigate these risks ensuring that midwives meet the highest standards of care to ensure public protection and safety.

Scope of Work

The chosen proponent(s) will conduct an environmental scan to identify resources that can address the competency gaps highlighted during the Competency-Based Assessment. Based on the findings from the environmental scan, the proponent will develop a comprehensive Decision Matrix Tool to be used as a key decision-making aid in creating remediation plans for Applicants/Registrants. Following the completion of these deliverables, the proponent will train College Staff and Committee Members on the practical application of the tool and participate as an observer during the pilot process.

Step 1: Environmental Scan based on Canadian Competencies

- Conduct an environmental scan to understand ways in which Canadian Competency gaps can be filled. The scan will be presented in the form of a research report and should including the following:
  - A review of the College's Orientation and Assessment Program and any other programs currently managed by the College to identify whether it can be a part of the Decision Matrix.
  - Resources which can include training, education and readings, that are relevant to the midwifery scope in Canada. The research should also include an analysis on a number of factors including but not limited to accessibility (e.g., online vs in person, any pre-qualifications needed, costs), availability, relevancy, currency and sustainability. Resources should be predominantly in Canada, but where appropriate, could go outside of Canada.
  - A rationale behind the selection of recommended resources and the ones that are not recommended.
  - Identify areas where resources or remedies are not available to address gaps in competencies.
  - Review the Canadian Competencies and identify which one(s) can only be remediated with a supervision plan.
  - Present the findings and seek approval of the research report from the College Staff and make any necessary changes.

Step 2: The Decision Matrix Tool

- Develop a Decision Matrix Tool tailored to the specific needs and criteria of the College, which includes:
  - A section that summarizes all the competencies that are assessed in the Competency-based assessment which should include a high-level breakdown of skills and knowledge areas that pertain to the competency
  - Based on the environmental scan outcomes develop corrective actions tailored to each competency and its different categories (superior/satisfactory/unsatisfactory)
  - Identify where activities/remedies are mandatory/optional.
  - Identify where an activity can remedy two or more gaps in competencies
  - Present the findings and seek approval of the Decision Matrix from the College Staff and the Registration Committee, and make any necessary changes
  - Provide at least two visual drafts to College staff before finalizing Decision

Step 3: Training

- Provide training to the committee members on how to effectively use the Decision Matrix.
- Participate as an observer and provide assistance as needed during the pilot process (expected to commence in late October) and make any changes to the Decision Matrix.

Step 4: Finalize Decision Matrix

- Provide expertise in improving the competency-based assessments
- Finalize Decision Matrix based on feedback received from College staff, the Registration Committee, the Pilot participants and any relevant stakeholders

Deliverables

The proponent will be expected to deliver:
- Draft versions and a final report of the environmental scan which should include an analysis and recommendations of the resources to be used in the Decision Matrix
- Draft versions and final Decision Matrix, designed and ready to use in accordance with the College style guide
- Regular check-ins as agreed upon with the selected proponent and College Staff and preparation of any materials required to facilitate discussions
- Meeting materials for the Registration Committee including briefing note and any relevant documents, as determined by College Staff
- A comprehensive user manual and training materials for the Decision Matrix
- At least two training sessions with pilot participants and committee members, and potential presentation to the committee members.

Term of Contract and Deadlines

The project is expected to commence at the latest July 15, 2024, with most of the work to be completed by the end of September. Please see below for proposed deadlines for each deliverable.

Deliverable	Proposed Deadline
Step 1: Research Report and Present Findings to College Staff	August 30, 2024
Step 2: Draft Decision Matrix Tool and Present Findings to College Staff	September 16, 2024
Step 2: Present Draft Decision Matrix Tool to the Registration Committee	September 24, 2024
Step 3: Training of the tool to the Registration Committee Members	Early October, 2024
Step 4: Finalize the Decision Matrix following the conclusion of the pilot	December 2024

Proposal Submission

- Proposals must be submitted by June 20, 2024.
- Proposals should be comprehensive and include:
  - An expression of interest demonstrating your understanding of the project requirements
  - Proponent information including name, mailing address, email address,
  - telephone
  - Proponent name, which must be the legal name and any other name under which you carry on business
  - A résumé or curriculum vitae which includes background, qualifications and years of experience of the expert or for each member of the expert team
  - A detailed project plan which must include research methodology, work plan/Gantt chart, resources that are required and will be used
  - A detailed projected timeline including when milestones and deliverables will be completed. Must take into account College Staff and Registration committee review as well.
  - List of all relevant stakeholders including the College and indicate their level of involvement
  - A detailed deliverable-based budget breakdown, specifying the expenses associated with each deliverable. The budget shall not exceed past $15,000 (inclusive of HST).
- Proposals should be sent to Abinaya Kalanandan, Quality Assurance Coordinator at qac@cmo.on.ca.

Selection Criteria

Evaluation Criteria

All proposals will be evaluated in accordance with the following evaluation criteria.

1. Work plan (40%)
   - Understanding of requirements – the proposal demonstrates that the respondent has a clear understanding of the scope and nature of the work required
   - Strength of organization/consultant responding (what is your value-add)
   - Identifying and developing proactive strategies for possible delays, risks and challenges in project execution (can be in the form of a risk log or separate section in the project plan)
   - Dedicated component of the workplan must include when deliverables will be provided to the College including working drafts and the corresponding payment of the deliverable.
   - Work plan must clearly identify which items the proponent will complete, and which items the College and other stakeholders will complete

2. Qualifications of respondent (25%)
   - Knowledge of research methodologies and design
   - Experience conducting research and research analysis
   - Former or current registrant with the College of Midwives of Ontario with at least 5 years of full scope practice experience OR have adequate knowledge of practicing

the midwifery profession in Ontario including regulation and at least 5 years of full scope practice experience
- Knowledge and awareness of the regulatory environment
- Knowledge of the [Canadian Competencies for Midwives](#)
- At least two references from prior clients for similar type projects

3. Costs (35%)
   - The maximum budget of the project is $15,000. Applicants must provide a detailed cost breakdown.
   - Costs to be realistic for each component of the work plan
   - Costs will clearly demonstrate a fixed amount per work plan items and number of hours needed to complete each work plan items

Evaluation Process

The evaluation process is aimed at identifying the proposal(s) that most effectively meet the requirements of the RFP, based on the evaluation criteria set out.

Step 1: The College shall evaluate proposals based on the criteria described in this RFP.

Step 2: The selected proponents may be invited to participate in an interview/presentation with the evaluation team at the College.

Step 3: References may be checked for the selected proponent.

Conflict of Interest

Proponents must confirm in their proposal that they do not and will not have any conflict of interest (actual or perceived) in submitting the proposal or, if selected, with the contractual obligations as contractor under the agreement. Where applicable, a proponent must declare in its proposal any situation that may be a conflict of interest in submitting its proposal. All confidential information is and will remain the property of the College, unless otherwise indicated.

Any proposal received may be disqualified, or if the proposal is selected, can be cancelled, where the proponent fails to provide confirmation of the foregoing or makes misrepresentations regarding any of the above.

Contract Award

Any qualified proponent will be required to enter a written contract with the College before final selection. The College may, in its sole discretion, cancel the RFP before awarding it and reserves the right to enter preliminary discussions with the proponent with the aim of expediting the final contract and negotiations.

The contract will be awarded by July 10, 2024.

Points of Contact for Future Correspondence

Questions about the details of the RFP can be directed to Abinaya Kalanandan, Quality Assurance Coordinator at qac@cmo.on.ca.

All questions must be received one week before the submission deadline or by Thursday, June 13, 2024.

The College recognizes the value of lived, educational, and professional experience in skill building. If you are enthusiastic about this opportunity and believe you have the capabilities and commitment to the objectives and responsibilities of the contract, but your qualifications do not align perfectly, we encourage you to apply. In accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code, 1990,* we will accommodate applicants' needs throughout all stages of the award process.