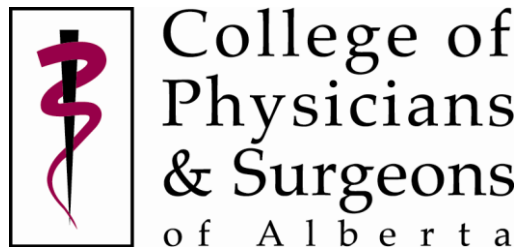


Request for Proposal

Independent Legal Counsel Services



14 January 2019

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Purpose

The College of Physicians & Surgeons of Alberta (“the College”) is seeking proposals for legal services with expertise in medical profession regulation and administrative law.

Deadline for proposals is **8 February 2019**. Please send your submissions to:

David Kay
Assistant Registrar, COO, & Hearings Director
College of Physicians & Surgeons of Alberta
2700 Telus House, 10020-100 St NW
Edmonton, AB T5J 0N3
David.Kay@cpsa.ab.ca
780-969-4905

College of Physicians & Surgeons of Alberta

Our Organization

The College is responsible for the regulation of the medical profession in Alberta. The main lines of business include:

- Register physicians
- Support continuing competence
- Investigate and resolve physician-related complaints
- Contribute to public policy affecting health care delivery
- Accredite health facilities
- Guide professional conduct and ethical behavior

The College’s web site is cpsa.ca

The College currently operates under the authority of the *Health Professions Act* and applicable regulations and bylaws.

The College’s governing Council includes physician members, public members and representatives from Alberta’s medical schools. Physician members are elected annually by Alberta doctors, while public members and medical school representatives are appointed. College staff, all located in Edmonton, number approximately 130. The Chief Executive Officer, who carries the title Registrar, is Dr. Scott McLeod.

Our Vision

The highest quality medical care for Albertans through regulatory excellence.

Our Mission

To protect the public and ensure trust by guiding the medical profession.

Project Definition

The selected firms are responsible for, but not limited to the following:

- Supporting the College's staff and Complaint Review Committee (CRC), Hearing Tribunal (HT) and Council Review (CR) Panels with:
 - Reaching and drafting Decisions
 - Procedure Manuals and Guidance Documents
 - Development of Orientations
 - Conduct 1-2 annual continuing education sessions for CRC/HT/CR Panel members
- Providing advice on general discipline and regulatory matters to the College related to CRC/HT/CR Panels.
- Assisting the College with evolving current discipline and regulatory processes related to CRC/HT/CR Panel activities.

Project Sponsor

David Kay, Assistant Registrar, Chief Operating Officer and Hearings Director, of the College of Physicians & Surgeons of Alberta.

Proposals

To be considered, the proposal must contain:

- Areas of specific expertise, qualification and experience.
- How long have you provided services in the professional regulatory area.
- A list of clients you acted for and in what capacity. (General counsel, independent counsel, or counsel for professionals facing allegations of unprofessional conduct)
- Contact information for three specific references. (Reference of clients that are similar to the College are recommended)
- An estimated number of professional discipline hearings where you have been retained to act as independent counsel.
- Your perspective on the role of independent legal counsel.
- An estimated number of professional discipline hearings where you have acted in a prosecutorial role.
- Your perspective on the role of the prosecutor in professional discipline hearings.
- Have you acted as legal counsel in any other administrative law proceedings.
- How do you remain current on the law in the area of professional regulation.
- Estimate of hours that you can provide on the following:
 - Assisting the college with Complaint Review Committee, Hearing Tribunal and Council Appeal Panels.
 - Providing advice on discipline and regulatory matters to the College.
 - Assisting the College with evolving current discipline and regulatory matters.

Required Bidder Information

The following information should be included in your (your firm's) proposal to the College:

Firm Expertise

Describe the firm's expertise, qualifications and experience with respect to each aspect of the activities described in the project definition. Alternatively, describe the process by which you propose to select suitable individuals/firms to which you would subcontract such activities.

Firm Resources

Describe the expertise, qualifications and experience of each person who would be providing services to the College, including the proposed role of each individual.

Please include the biographies of all individuals who would be assigned to work on the project.

Describe any project management or administrative support that would be part of the firm's services to the College. If any portion of the project is to be done by subcontractors, please include in the pricing information.

General Firm Information

Please provide:

firm name and contact information;
description of the firm's size and structure and the general services it provides; and
names and contact information for the key personnel who would serve as the primary
contacts for the College.

Pricing Information

The proposals must include a detailed description of the basis for the charging of fees and
expenses associated with the project.

Conflicts of Interest

The proposals must identify any potential conflicts of interest known to the firm that may
affect the provision of services to the College.

References

Please include three references. References for similar projects and/or organizations similar to
the College are preferred.

Proposal Process

Schedule

14 January 2019	RFP will be made available to invited firms.
8 February 2019	All proposals must be submitted to the College by 4 pm of this day.
15 February 2019	Selection of the successful firm will be made and negotiation of terms of engagement undertaken. Other short listed firms will be notified.
1 March 2019	The successful firm will start the project.

Proposal Requirements

Proposals must not exceed 15 pages in length, including all attachments and appendices.

Proposals are to be submitted in PDF format directly to the College via email, addressed to David Kay at
david.kay@cpsa.ab.ca

Selection Criteria

Proposals will be evaluated against the following criteria:

- Demonstrated expertise, qualifications and experience to meet the requirements set out in the
project definition.
- Demonstrated understanding of the issues facing the College and the environment in which it
operates.
- Demonstrated ability of the consultant to work cooperatively with diverse groups and
individuals.

Those firms whose proposals are selected for further consideration may be asked to make a personal presentation to us and/or answer questions in advance of our final selection.

The College will not necessarily select the lowest cost proposal.

Proposal Conditions

Contingencies

This Request for Proposals (RFP) does not commit the College to award a contract. The College reserves the right to accept or reject any or all proposals or waive irregularities if the College determines it is in the best interest of the College to do so.

Acceptance or Rejection of Proposals

Proposals shall remain open, valid and subject to acceptance anytime up to three months after the proposal opening date and time. The College realizes that conditions other than lowest cost are important and will award contract(s) based on the proposal(s) that best meet the needs of the College.

Modifications

The College reserves the right to issue addenda or amendments to this RFP.

Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this proposal. It is the Proposer's responsibility to ensure that its proposal arrives on or before the specified time.

Incurred costs

This RFP does not commit the College to pay any costs incurred in the preparation of a proposal in response to this request and Proposer agrees that all costs incurred in developing its proposal are the Proposer's responsibility.

Negotiations

The College may require the firms selected to participate in negotiations, and to submit cost, technical, or other revisions of their proposals as may result from negotiations.

Final Authority

The final authority to award contracts as a result of this RFP rests solely with the College.

Contact Information

All inquiries should be directed to the following individuals:

David Kay, Assistant Registrar, COO, & Hearings Director
David Kay@cpsa.ab.ca or 780-969-4951