



REQUEST FOR PROPOSALS

CPSA Healthier Albertan Grant

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Submission deadline: 4 p.m. MST, Feb. 28, 2023

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Invitation to Applicants

The College of Physicians & Surgeons of Alberta (CPSA) is seeking proposals from Alberta-based organizations and/or individuals whose projects, initiatives and/or research align with at least one of [CPSA's strategic directions](#) and will directly benefit the health of Albertans or improve their care.

About CPSA

CPSA is Alberta's medical regulator and responsible for overseeing the practice of medicine in Alberta. [Alberta's Health Professions Act \(HPA\)](#) grants physicians and physician assistants the privilege of profession-led regulation, which is carried out by CPSA.

Our work to guide the medical profession ultimately protects Albertans. This work includes:

- Registering physicians, surgeons, osteopaths, and physician assistants
- Supporting continuing competence and performance in practice
- Investigating and resolving complaints related to physicians and physician assistants
- Contributing to public policy affecting health care delivery
- Accrediting health facilities
- Engaging in evidence-based medical regulation, research and program evaluation
- Guiding professional conduct and ethical behaviour

CPSA is governed by a Council that includes physicians, public members and representatives from Alberta's medical schools. Public members are appointed by Alberta's Lieutenant Governor, while regulated members are elected by their professional peers. Also on Council are Alberta's two medical deans, medical learners and the past president who sit as observers. Dr. Scott McLeod, the Chief Executive Officer and Registrar, is responsible for the day to day operations of CPSA and leads a team of about 155 members in Edmonton.

To learn more about CPSA, please visit cpsa.ca.



Our Vision

Professional, ethical, and competent regulated members providing the highest quality care for all Albertans.

Our Mission

To serve and protect all Albertans, contributing to their health and wellness, by supporting and guiding regulated members to proudly provide high quality care together with healthcare partners and patients.

Our Strategic Directions

- **Highest Quality, Compassionate and Ethical Care** – Towards increasing the provision of excellent, regulated member care for all Albertans
- **Enhanced Partnerships** – Towards informed, engaged partners who help us provide quality care with Albertans
- **Proactive and Innovative Approach** – Towards being recognized as a leader and innovator in self-regulated professions who always strive for excellence
- **Anti-Racism and Anti-Discriminatory** – Towards becoming an anti-racism and anti-discrimination organization
- **Authentic Indigenous Connections** – Towards substantive and authentic connections and relationships that help us provide quality care in partnership with Indigenous Organizations

Project Definition

Introduction

In May 2021 CPSA Council passed a motion to allocate \$5 million from [CPSA's Building Fund Reserve](#) to support projects, initiatives, and/or research to benefit Albertans. These funds are intended to be used by Alberta-based organizations and/or individuals in a manner that provides direct and demonstrable benefit to Albertans' health or improve their care.

Principles

Nine principles have been established to guide all funds allocations. Submissions must meet all nine principles to be considered.

1. Funds will only be provided to Alberta-based organizations/individuals and need to be utilized on projects/initiatives that will directly benefit the health or care of Albertans
2. The primary recipient of funds must be a NPO, non-government agency, academic organization/individual, charitable organization, or community group
3. Funded projects/initiatives must provide evidence of being sustainable once the CPSA funds have been utilized
4. Only one funding application call will take place, the granting period for the funds will be no longer than 3 years, and funds must begin to be applied within one year of receipt
5. Funded projects/initiatives must be aligned with at least one of [CPSA's five strategic directions](#) (highest quality, compassionate care; enhanced partnerships; proactive and innovative approach; anti-racism and anti-discrimination; or authentic Indigenous connections)
6. Projects/Initiatives that include broad collaborations across sectors and organizations are preferred
7. Projects/Initiatives must have established criteria for evaluation
8. Applicants will have to select to submit in one of three categories
 - a. Small Grant - \$50,000 - \$100,000
 - b. Medium Grant - \$100,001 - \$1,000,000
 - c. Large Grant - \$1,000,001 - \$2,500,000
9. Funds **cannot** be used for expenditures that are capital in nature (e.g., building construction, renovations, improvements, capital equipment, hardware, software, vehicles, etc.); those related to overhead (e.g., rent, electricity); or those related to the general operations and administration of the host organization including travel outside of Alberta

Progress Reporting Requirements

Successful applicants will be responsible for reporting to CPSA by December 31 of each year they are in receipt of funding. Applicants must take this into consideration when developing their budgets. Details of reporting requirements will be determined during contract negotiation, but is anticipated to include at a minimum:

- Progress against stated objectives with any variance explanations
- Detailed budget allocations for reporting year against plan, with variance explanation
- Plan for budget allocations for subsequent reporting period

Further, a final report of the project, initiative or research outcome will be required **no later than two months** following the end date of CPSA Healthier Albertan Grant funding. This final report is expected to include:

- Impact/outcome
 - What were the intended results in your approved proposal? Did you achieve them? If yes, what are some specific results? If no, for what reason(s)?
 - Did you answer the research question(s) and/or meet the proposed aim(s) of the project?
 - Were there any unexpected results—positive or negative?
- Collaboration/partnerships (as applicable)
 - How were others (citizens, other organizations/partners) engaged in this project and involved in benefitting Albertans' health or improving their care?
 - Did you create any new partnerships as a result of this project?
- Sustainability
 - How will the impact of your project be sustained?
 - Will the project remain ongoing after the CPSA Healthier Albertan Grant funds have been exhausted?
- Knowledge Translation (KT)
 - What is your research/project plan?
 - How will the outcome(s) and results of the project be communicated, and to whom?
 - How will you share and ethically apply the knowledge obtained by your project?

- Financial Accounting
 - Include an accounting of the revenue and expenses for the whole project, paying particular attention to details on how you spent the CPSA Healthier Albertan Grant

Submission Requirements

Mandatory Expression of Intent Submission

All expressions of intent must be submitted no later than **4p.m. MST on Dec. 15, 2022.**

To be eligible for the Healthier Albertan Grant funding, the submission of an expression of intent is mandatory. If an organization and/or individual does not submit an expression of intent by this deadline, any proposals from that organization and/or individual will be rejected and not be evaluated.

The expression of intent must include:

- applicant's legal name
- organization
- proposal topic

By submitting your expression of intent, you agree to receive further communication about the CPSA Healthier Albertan Grant.

Please refer to Appendix A for the Expression of Intent Submission Form.

Question Submission

Once an expression of intent has been submitted, applicants have the opportunity to submit any questions regarding their proposal and/or the grant before **4p.m. MST on Jan. 4, 2023.**

Proposal Submission

All proposals must be submitted no later than **4p.m. MST on Feb. 28, 2023.**

To ensure all submissions are evaluated objectively, CPSA will employ an anonymous submission process. All organizations and/or individuals applying must submit two versions of their proposal: one with identifying information, and one without identifying information.

- A version of your proposal **with** identifying information must be submitted in PDF format and must not exceed **22 pages in length**, including all attachments and appendices, but excluding cover page and table of contents. Font size must be no smaller than 10 point. Page margins to be 2.5 cm.
- A version of your proposal **without** identifying information must be submitted in PDF format and must not exceed **15 pages in length**, including all attachments and appendices, but excluding cover page and table of contents. Font size must be no smaller than 10 point. This anonymous version of the proposal will exclude all personal and organizational identifiable details. Page margins to be 2.5 cm.

All proposals are to be in English only.

Please refer to Appendix B for Proposal Submission Form.

The expressions of intent, questions and proposals must be emailed to Grants@cpsa.ab.ca with the following subject lines:

- **"Expression of Intent: CPSA Healthier Albertan Grant"** for submitting expression of intent
- **"Questions: CPSA Healthier Albertan Grant"** for submitting questions
- **"Proposal: CPSA Healthier Albertan Grant"** for submitting proposal

Request for Proposal (RFP) Contact

If you have questions regarding the CPSA Healthier Albertan Grant, please reach out to the RFP contact:

Name: Tracy Simons, Chief Financial Officer
Email: Grants@cpsa.ab.ca
Phone: 780.969.4983 | 1.800.561.3899 ext. 4983

Address: College of Physicians & Surgeons of Alberta
2700, 10120 – 100 St NW
Edmonton, AB
T5J 0N3

Commented [TS1]: Page length increased to 22 pages to reflect additional requirement under Submission Form (Appendix B) on page 21.

Page margin requirement added.

Commented [TS2]: Revised to 15 pages to correct an error in the original proposal.

Page margin requirement added.

Applicants and their representatives are **not** permitted to contact any employees, officers, or agents, elected or appointed officials or other representatives of CPSA, other than the RFP contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in disqualification of the applicant and the rejection of the applicant's proposal.

Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement, an applicant may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent to the RFP contact and must be signed by an authorized representative of the applicant. CPSA is under no obligation to return withdrawn proposals.

Proposal Response Format

Submission with identifying information (22 page maximum)

The following information must be included in your proposal (with identifying information) to CPSA. Please prepare your submission according to the order described below.

Commented [TS3]: Page length increased to 22 pages to reflect additional requirement under Submission Form (Appendix B) on page 21.

1. Submission Form (Appendix B 2 page maximum))

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the applicant. A handwritten signature that is in ink or a reproduction of that handwritten signature by way of electronic submission is required.

Commented [TS4]: Increased to 2 page maximum to include proof of organization status.

Proof of NPO, non-government agency, charitable organization, or community group is to be attached where applicable.

Commented [TS5]: New requirement added.

2. Project/Initiative/Research Description (1 page maximum)

Provide a brief summary description of your project/initiative/research identifying the project's objectives, expected activities and outcomes, and why you believe you should receive CPSA funding consideration.

If ethics approval is required, the appropriate ethics approval letter (see Appendix C) must be included with your proposal or documentation that ethics consent will be sought and from which ethics board.

If an ethics review is required at any point, even after the initial determination that one was not required, it is the responsibility of the applicant to obtain the approval. All ethics reviews must be completed within one year of the date the grant is awarded.

3. Project/Initiative/Research Workplan (10 page maximum)

- **Applicant Experience and Qualifications**

Where appropriate (e.g., community group) and if applicable, please provide an organizational profile and state your intent to provide the services as described in your proposal. This should include a brief profile and history of the organizations participating in your response, as well as statements of qualifications to undertake your project. Describe your organization's expertise, qualifications and experience with respect to each aspect of the activities described in your project description. If you are not tied to any organizations, please refer to the section below.

- **Project Team Members' Experience and Qualifications**

Each applicant should identify key personnel who shall be assigned to deliver the services and include a professional biography/curriculum vitae identifying years and types of experiences that is relevant to the activities described in your project. The role for each proposed team member should be clearly identified.

Responses should be limited to three (3) pages in length for each proposed team member.

- **Methodology and Workplan**

Each applicant should provide a work plan including a detailed timeline that identifies how you intend to undertake the work, the activities involved in the project, any phasing and steps involved, and associated timelines with each.

4. Benefit to Albertans (1 page maximum)

Each applicant should concisely describe how its project will benefit Albertans' health or improve their care, providing specific justification for these claims.

5. Alignment to CPSA Strategic Directions (1 page maximum)

Each applicant should clearly describe how their project aligns with one or more of [CPSA's five strategic directions](#). CPSA has set these strategies for the next five years, and is specifically interested in projects that address these priority areas.

6. Degree of Collaboration (1 page maximum)

Each applicant should describe how they intend to collaborate within or across sectors, communities, and/or organizations to complete the project. Please identify whether these collaborating relationships are already established or whether they will be established through completion of the project.

7. Assessment/Evaluation (2 page maximum)

Each applicant should describe the evaluation plan for the project, including how data/information will be collected and used, the intended measurable outcomes of the project, and what will constitute successful completion of the project.

8. Sustainability (1 page maximum)

Each applicant should describe how their project is sustainable beyond the CPSA funding period. Identify if other sources of funding have been obtained, or plans to obtain additional funding. Please also describe how the project can be scaled to meet needs of Albertans' on a broader and ongoing basis beyond the CPSA funding period.

9. Budget (1 page maximum)

Each applicant should provide a detailed budget for their project, indicating the timing for how funds will be utilized, and how funds will be allocated.

10. Conflict of Interest (1 page maximum)

Each applicant must identify potential conflicts of interest known to the organizations and/or individuals that may affect the receipt of funds from CPSA.

11. Knowledge Translation (KT) (1 page maximum)

Each applicant should include a detailed KT plan (either integrated KT or end-of-grant KT) outlining your research/project plan, how will the outcome(s) and results of the project be communicated, and to whom, and how will you share and ethically apply the knowledge obtained by the project.

For further details on KT, please refer to <https://cihr-irsc.gc.ca/e/29418.html#1>

Submission without identifying information (15 page maximum)

Only the following information must be included in your anonymous proposal to CPSA. Please prepare your submission according to the order described below.

This version of your proposal has all identifying items redacted (e.g., individual's names, organization's names).

1. Project/Initiative/Research Description (1 page maximum)

Provide a brief summary of your project/initiative/research identifying the project's objectives, expected activities and outcomes, and why you believe you should receive CPSA funding consideration.

If ethics approval is required, make reference if approval has been obtained or if it will be required.

If an ethics review is required at any point, even after the initial determination that one was not required, it is the responsibility of the applicant to obtain the approval. All ethics reviews must be completed within one year of the date the grant is awarded.

2. Project/Initiative/Research Workplan (6 page maximum)

- **Applicant Experience and Qualifications**

State your intent to provide the services as described in your proposal. This should include a brief profile and history of the organizations participating in your response, as well as statements of qualifications to undertake your project. Describe your organization's expertise, qualifications and experience with respect to each aspect of the activities described in your project description without listing any individual details.

- **Methodology and Workplan**

Each applicant should provide a work plan including a detailed timeline that identifies how you intend to undertake the work, the activities involved in the project, any phasing and steps involved, and associated timelines with each.

3. Benefit to Albertans (1 page maximum)

Each applicant should concisely describe how its project will benefit Albertans' health or improve their care, providing specific justification for these claims.

4. Alignment to CPSA Strategic Directions (1 page maximum)

Each applicant should clearly describe how its project aligns with one or more of [CPSA's five Strategic Directions](#). CPSA has set these strategies for the next five years, and is specifically interested in projects that address these priority areas.

5. Degree of Collaboration (1 page maximum)

Each applicant should describe how they intend to collaborate within or across sectors, communities, and/or organizations to complete the project. Please identify whether these collaborating relationships are already established or whether they will be established through completion of the project.

6. Assessment/Evaluation (2 page maximum)

Each applicant should describe the evaluation plan for the project, describing how data/information will be collected and used, the intended measurable outcomes of the project, and what will constitute successful completion of the project.

7. Sustainability (1 page maximum)

Each applicant should describe how their project is sustainable beyond the CPSA funding period. Identify if other sources of funding have been obtained, or your plans to obtain additional funding. Please also describe how your project can be scaled to meet needs of Albertan's on a broader and ongoing basis beyond the CPSA funding period.

8. Budget (1 page maximum)

Each applicant should provide a detailed budget for their project, indicating the timing for how funds will be utilized, and how funds will be allocated.

9. Knowledge Translation (KT) (1 page maximum)

Each applicant should include a detailed KT plan (either integrated KT or end-of-grant KT) outlining your research/project plan, how will the outcome(s) and results of the project be communicated, and to whom, and how will you share and ethically apply the knowledge obtained by the project.

For further details on KT, please refer to <https://cihr-irsc.gc.ca/e/29418.html#1>

Request for Proposal (RFP) Schedule

Deadline for all scheduled items is **4 p.m. MST**. Please note that dates may change at the sole discretion of CPSA.

Nov. 1, 2022	RFP will be made available to organizations and/or individuals.
Dec. 15, 2022	Expression of intent deadline. This is a mandatory requirement.
Jan. 4, 2023	Deadline for questions from organizations and/or individuals to be submitted to CPSA.
Jan. 18, 2023	Responses to questions submitted will be provided by CPSA to all organizations and/or individuals who have submitted an expression of intent.
Feb. 28, 2023	Proposal submission deadline.
Mar. 1 – May 5, 2023	Evaluation of proposals.
May 31, 2023	Successful organizations and/or individuals will be notified in writing.
June 1 - 9, 2023	Formal agreements to be executed.
June 12 - 16, 2023	Unsuccessful organizations and/or individuals will be notified in writing.
Within 1 year of award date	Projects will be initiated.
June 30, 2026	Last day of available funding

Selection Criteria

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP.

Criteria	Weighting
Assessment/Evaluation (The success of the project, initiative and/or research can readily be evaluated. An evaluation plan has been developed and included)	20%
Alignment to CPSA Strategic Directions (The project, initiative and/or research is specifically and clearly aligned with at least one of CPSA's five strategic directions)	15%
Benefit to Albertans (There is a clear statement of benefit to Albertan's health or care with detailed justifications for same)	10%
Budget (The accuracy and completeness of the budget makes achievement of the stated outcomes likely)	10%
Degree of Collaboration (Collaborations within or across sectors, communities, and/or organizations are planned and/or secured)	10%
Sustainability (Project, initiative and/or research is clearly sustainable after CPSA funds have been utilized)	10%
Workplan (The quality of the workplan (personnel, project activities and timeline) make achievement of the stated outcome likely)	25%

- Each criterion will be scored as the following:
 - Unacceptable – 0.0
 - Somewhat acceptable – 1.0
 - Acceptable – 2.0
 - Good – 3.0
 - Outstanding – 4.0
- If a score of 0 is obtained on any one of the criteria, the submission will be rejected.
- A minimum score of 15/28 must be obtained, or the submission will be rejected.

Proposal Conditions

Contingencies

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

Modifications

CPSA 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 RFP. It is the applicant's responsibility to ensure their proposal arrives on or before the specified deadlines.

Ethics Review

If an ethics review is required at any point, even after the initial determination that one was not required, it is the responsibility of the applicant to obtain the approval. All ethics reviews must be completed within one year of the date the grant is awarded.

Incurred costs

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

Negotiations

CPSA may require the organizations and/or individuals 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 grants from this RFP rests solely with CPSA.

Team Submissions

It is anticipated that the services provided to meet the requirements of this RFP may not be resident in a single organization and/or individual.



If the proposal is submitted by a team or consortium of two or more separate legal entities, one of the entities must be clearly identified as the applicant. If the applicant intends to subcontract or partner with other entities on any of the work, the applicant should indicate this intention and should identify and provide relevant information in respect of the proposed subcontractors or partners for the purposes of evaluation.



Appendix A – Expression of Intent Submission Form

Date xxxx, 2022

Tracy Simons, Chief Financial Officer
College of Physicians & Surgeons of Alberta
2700, 10120 – 100 St NW
Edmonton, AB
T5J 0N3

RE: Expression of Intent CPSA Healthier Albertan Grant

Applicant's Legal Name: _____
Organization: _____
Proposal Topic: _____

Contact Name: _____
Telephone: _____
E-mail Address: _____

By submitting your expression of intent, you agree to receive further communication about the CPSA Healthier Albertan Grant.



Appendix B – Proposal Submission Form

Date xxxx, 2023

Tracy Simons, Chief Financial Officer
College of Physicians & Surgeons of Alberta
2700, 10120 – 100 St NW
Edmonton, AB
T5J 0N3

RE: Proposal CPSA Healthier Albertan Grant

Applicant's Legal Name:

Mailing Address:

Contact Name:

Telephone:

E-mail Address:

Primary recipient of the funds is (select one):

- ☐ NPO
- ☐ Non-government agency
- ☐ Academic organization/ individual
- ☐ Charitable organization
- ☐ Community group

X

Name: _____

Title: _____

Proof of NPO, non-government agency, charitable organization, or community group is to be attached where applicable.

Commented [TS6]: Appendix updated to include a list of organization status.

Appendix C – Ethics Approval

Research that involves human beings as research subjects requires approval by a research ethics board (REB).

For more information please check:

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans—TCPS 2 \(2018\)](#)

Article 2.5 as per the Tri-Council Policy Statement:

Quality assurance and quality improvement studies, program evaluation activities, and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management or improvement purposes, do not constitute research for the purposes of this Policy, and do not fall within the scope of REB review.

A notice/letter of approval from an applicable REB must be submitted with your proposal with identifying information where applicable.

Are you unsure if your project requires approval by a research ethics board, or where to apply for ethics for your research project? Are you seeking a partner for your project? Please consult a research office at one of the universities or colleges, the Health Research Ethics Board of Alberta (HREBA), or ARECCI (Alberta Innovates).