



REQUEST FOR PROPOSAL

DEVELOPMENT OF EDUCATION STANDARDS FOR ADVANCED NURSING FOOT CARE IN CANADA

Canadian Association of Foot Care Nurses

110 Linden Park Bay
Winnipeg, Manitoba R2R 1Y3

Issue Date: December 20, 2017

Response Date: January 15, 2018



1. SUMMARY AND BACKGROUND

The Canadian Association of Foot Care Nurses/Association canadienne des infirmières et infirmiers en soins de pieds (CAFNC/ACIISP) is a non-profit organization formed by practicing foot care nurses from across Canada whose mission is to advance the practice of foot care through a collaborative and networking process for all individuals providing foot care. The CAFNC is committed to a process of quality nursing foot care education in Canada.

The Canadian Association of Foot Care Nurses is currently accepting proposals from qualified consultants to develop education standards for nursing foot care programs in Canada. These standards will be used by CAFNC's education committee as a tool to ensure the integrity of theory and practice for nursing foot care programs seeking CAFNC recognition. The consultant will also be required to work with the CAFNC education committee on developing the process for program recognition using the education standards.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until midnight January 15, 2018. Any proposals received after that date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

All costs included in the proposal must be all-inclusive to include any outsourced or contracted work. All costs must be itemized to include an explanation of all fees and costs. Costs for development and submission of proposals are at the expense of the proponent and should not be included in proposals.

3. PROJECT PURPOSE AND DESCRIPTION

a. The purpose of this project is as follows:

The purpose of education standards is to provide guidance to nursing foot care education programs in Canada preparing to submit requests for program recognition by CAFNC. The education standards will:

- Identify the areas of program operation, development and delivery that will be examined by the CAFCN education committee.
- Provide indicators for each standard to assist nursing foot care programs in preparing submissions to the CAFCN education committee.
- Provide the basis for a transparent and equitable process for recognition of nursing foot care programs by CAFCN.
- Assure the public that graduates from a CAFCN recognized nursing foot care education program have achieved the National Competencies for Advanced Nursing Foot Care in Canada (2017).

b. Project Description:

Evidence of the existence of formal education programs for nursing footcare before 1985 is difficult to find. Since 1985 there have been some significant developments in the field across the country and records of these developments are readily available.

Between 1985 and 2002, formal foot care courses for nurses began to emerge. The program duration ranged from one day (eight hours) to five days in length (40 hours), with the exception of a 90-hour course in Montreal. Courses were traditionally called “Basic”, “Advanced” and “Diabetic” courses.

Between 2005 and 2010, efforts were made to establish national guidelines and certification for foot care nurses in Canada. The first discussions with the Registered Nurses of Ontario (RNAO) and the Canadian Nurses Association (CNA) in 2005 failed due to a lack of funds. The concerns about advanced nursing foot care, cited during the meetings, included inconsistent, outdate, and unsafe foot care practices and education programs in Canada.

In May 2017 CAFCN launched *National Competencies for Advanced Nursing Foot Care in Canada*. The competencies described in the document are the product of an extensive consultative and collaborative process conducted across Canada.

While CAFCN is mindful of the fact that the implementation of the competencies may have an impact on academic programs, it is necessary to proceed to the next phase of growth which is the development of advanced nursing foot care standards for all programs preparing students for national certification.

4. PROJECT SCOPE

The scope of this project includes:

1. completeing an enviromental scan of existing education standards in use by regulatory bodies, associations and other organizations which certify practitioners in nursing foot care and other professions
2. review those standards and compare them with the competencies identified in the CAFCN national document
3. develop, in conjunction with the CAFCN education committee, education standards and a program recognition process
4. report on project progress to the CAFCN Executive at regular intervals and receive instruction on further preferred directions.

5. DELIVERABLES

- A. Environmental scan report by March 2, 2018.
- B. Education Standards for Advanced Nursing Foot Care in Canada by May 14, 2018.
- C. Recognition process for use by the CAFCN education committee in advanced nursing foot care education program reviews by June 29, 2018.

6. PROJECT TIMELINE

All proposals in response to this RFP are due no later than 23:59hrs on January 15, 2018.

Evaluation of proposals will be conducted from January 15 - 22, 2018. If additional information or discussion are needed with any vendors during this one week window, the vendor(s) will be notified.

The selection decision for the winning bid will be made no later than January 22, 2018.

Upon notification, the contract negotiation with the winning vendor will begin immediately. Contract negotiations will be completed by January 29, 2018.

Notification to vendors who were not selected will be completed by January 29, 2018.

Project completion date: June 29, 2018.

7. ASSUMPTIONS/BUDGET

The CAFCN reserves the right to refuse all proposals received.

Bids are not to exceed \$7500.00 CAD plus applicable taxes.

No part of the consultant services is to be subcontracted without prior written permission of the CAFCN.

8. VENDOR QUALIFICATIONS

Interested consultants should have exemplary communication and report writing skills, as well as experience in education standards development. A minimum of a Masters degree in education or a health related discipline is required. A combination of related education and experience may be considered. Previous work/experience in nursing and/or nursing foot care would be an advantage.

In all cases, respondents must demonstrate that there is no real or perceived conflict of interest with the terms of this project.

9. PROPOSAL EVALUATION CRITERIA

CAFCN will evaluate all proposals based on the following criteria:

- Overall proposal suitability
- Organization experience
- Previous work/projects completed
- Knowledge of the nursing and nursing foot care environment
- Value and cost

10. PROPOSAL FORMAT

The proposal is not to exceed 10 pages in length (exclusive of appendices).

At a minimum the proposal should address the following:

- A brief description of previous education standards/guidelines development
- A brief account of similar successful projects where the applicant has acquired knowledge of standard/guideline development
- A proposed project plan including timelines
- A work plan and budget associated with the deliverables
- Curriculum vitae/bio
- References from clients for whom the consultant has successfully completed similar work.

11. PREPARATION OF PROPOSALS

Proposals are to be sent by email to the President of the Canadian Association of Foot Care Nurses, Pat MacDonald, at president@cafcn.ca

Questions regarding the RFP are to be sent via email to the President.

No questions will be answered within 48 hours of the submission deadline.