

COLLEGE OF MIDWIVES OF BRITISH COLUMBIA

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**Request for Proposal
Discussion Paper –Current Midwifery Model and Safety
Issue Date: March 4, 2015**

CMBC Contact Person

All enquiries related to this Request for Proposal should be directed, in writing, to the following person.

LOUISE AERTS
REGISTRAR & EXECUTIVE DIRECTOR
COLLEGE OF MIDWIVES OF BRITISH COLUMBIA
#207, 1682 WEST 7th AVENUE
VANCOUVER, BC V6J 4S6
WEB: www.cmbc.bc.ca
DIRECT LINE: 604-742-2234
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EMAIL: registrar@cmbc.bc.ca

Closing time and location

Proposals must be sent by email. Proposals should be clearly marked with the name and address of the Applicant, the Request for Proposal name, and the project or program title.

The proposal must be received no later than 4pm PM Pacific Time on: April 15, 2015 to the following address:

Email: registrar@cmbc.bc.ca

Attention: Louise Aerts

College of Midwives of British Columbia
#207, 1682 West 7th Avenue
Vancouver, BC. V6J 4S6
Fax: (604) 730-8908

Applicant Section: A person authorized to sign on behalf of the Applicant and to bind the Applicant to statements made in response to this Request for Proposal, must complete and return this Applicant Section by email, leaving the rest otherwise unaltered.

The undersigned agrees that enclosed proposal is submitted in response to the above-referenced Request for Proposal, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposal, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

<i>Signature:</i>	<i>Legal Name of Applicant, and Doing Business As Name If Applicable:</i>
<i>Printed Name:</i>	<i>Address:</i>
<i>Title:</i>	
<i>Date:</i>	<i>Email:</i>

Table of Contents

- A. INTRODUCTION
- B. REQUIREMENTS AND RESPONSE
- C. DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS

A. INTRODUCTION

The College of Midwives of British Columbia (CMBC) regulates the profession of midwifery in the province of British Columbia, according to the Midwives Regulation, the Health Professions Act and the CMBC Bylaws. The College registered BC's first midwives on January 1, 1998.

Registered Midwives in British Columbia offer maternal and newborn primary care to healthy childbearing families from early pregnancy, through labour and birth, and up to three months postpartum. (The Medical Services Plan covers care up to six weeks postpartum.)

Midwives support childbearing families in having access to care that includes continuity of caregiver, informed choice and choice of birth place. Midwives provide care in a variety of settings including hospitals, clinics and private residents.

The College of Midwives of British Columbia is seeking a researcher, or an experienced consultant, or consultant group, to assist the Scope and Model of Practice Review in authoring a discussion paper on the safety of the current model of midwifery.

B. REQUIREMENTS AND RESPONSE

1.0 SCOPE AND MODEL OF PRACTICE OVERVIEW

The College's mandate and legislated duty is to serve and protect the public interest by regulating the practice of midwifery. The College registers qualified, competent midwives to provide safe, high quality care to childbearing families in the province of British Columbia.

The midwifery profession fulfils an important primary care and service delivery role resulting in positive outcomes for the health care system, of maternal and newborn outcomes, and communities. The preliminary literature review provides evidence that midwifery is associated with high levels of client satisfaction, contributes to healthy outcomes in the short-term and longer-term health, and allows for the effective use of health care professionals. Midwifery also represents a key strategy for meeting BC's future demand for maternity services, increasing access to services particularly in rural areas and for underserved and vulnerable populations, and reducing the costs of maternity care in British Columbia. Other countries have long recognized the benefits of midwifery by fully utilizing and expanding the profession. In the United Kingdom and New Zealand midwives attend 70% of births; In contrast, BC midwives attended only 11% of births in 2011.

The CMBC is conducting a review of the scope and model of midwifery practice to understand where or if changes may be needed. The goal is to inform and guide best practice and to respond to the changes in structure and delivery of health care in BC and to provide safe and effective care to more childbearing families. Midwifery in BC faces unique challenges, most notably with respect

to differing geography, underserved populations, and regulatory and other barriers to delivering accessible, high quality, effective, integrated and sustainable care. Midwives in BC are at risk of becoming marginalized in the healthcare delivery system that will likely need to fully leverage all healthcare resources to meet projected needs of childbearing families. Furthermore, some existing standards, policies and midwifery regulations governing the model of care and the model for funding service delivery have been identified as a source of difficulty for a significant number of registered midwives.

The Midwifery Model of Practice as developed in British Columbia is one where midwives provide autonomous, community-based primary care to childbearing families throughout pregnancy, labour and birth, and the postpartum period. The model has a relational approach to care at its core and incorporates the principles of continuity of caregiver, client informed choice, choice of birth setting, collaborative care, accountability and evidence-informed practice. Together with the Standards of Practice and the Code of Ethics set out in the College's bylaws, and the BC midwifery Philosophy of Care, these fundamental principles define the midwifery model of practice.

2.0 REQUIREMENTS

The CMBC is seeking external expertise to author a discussion paper which reviews the safety, systems and structures of the existing model of Midwifery. In writing this paper, the author should use evidence based research and conduct a literature review of relevant publications with regards to the safety, systems and structures of the Midwifery Model of Practice in BC. The author may choose to compare the safety of this model against alternate models of practice, but the focus should be on establishing responses to the questions: is this model of practice safe? Are the outcomes within or better than standards? Better than the medical model? Do the constraints of this model impose safety concerns on the midwives or clients? Are there recommendations for changes to this model that might address these concerns?

3.0 RELATED CONSIDERATIONS

If an Applicant submits a Proposal which does not satisfy every CMBC request or requirement as described in this RFP, the CMBC may, in its discretion, waive such deficiency, seek clarification or additional information from the Applicant, and consider and treat the Proposal as compliant with the requirements of this RFP.

An Applicant is deemed to have accepted and be bound by the Terms and Conditions of this RFP by the submission of a Proposal in response to this RFP.

All work must be completed by July 31, 2015, with the paper delivered by this date.

OTHER REQUIREMENTS

The CMBC will provide assistance to the successful applicant to the best of its ability to support this paper with access to information owned by the College. The CMBC is willing to work collaboratively with a successful applicant to refine the approach if necessary and come to a mutually agreeable approach.

The successful applicant may complete this work remotely. If the applicant is not located in Vancouver, they will need to have the ability to use distance technology such as teleconferencing and/or videoconferencing.

The CMBC may require the lead or short-listed applicant(s) to participate in an interview discuss their proposal. Reasonable notice will be given with more details on the interview process.

4.0 EVALUATION

4.1 MANDATORY CRITERIA

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Criteria
a) The proposal must be received at the closing location by the specified closing date and time.
b) The proposal must be in English and must be sent by email
c) An unaltered, completed RFP cover page including applicant section must be submitted with the proposal by email.

4.2 DESIRABLE CRITERIA

Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria.

Criterion	Weight
<u>Approach</u> Extent to which approach/methodology described for achieving the desired output meets the CMBC needs	40%
<u>Qualifications</u> Qualifications and experience, particularly in research. Expertise in midwifery or maternity care including experience or knowledge of the Canadian Midwifery Scope and Model of Practice.	40%
<u>Price</u> In pricing quote	20%

5.0 PROPOSAL FORMAT

The following format, sequence, and instructions should be followed in order to provide consistency in Applicant response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- A. An unaltered, completed and signed RFP cover page including Applicant Section.
- B. The following must be addressed in the body of the "Applicant Response":

5.1 APPROACH

This section of the response should not exceed 2 pages. This section of the response is to outline the intended methodology/approach that will be used in conducting the review.

- a) Identify your knowledge of the current Model of Practice
- b) Identify the approach to the literature review and presentation of evidence based conclusions and recommendations
- c) Detail if the paper will compare safety, systems, structure of other models
- d) List anticipated Supports Required from the CMBC
(i.e. the types of resources, data, and/or other supports that are expected to be needed from the CMBC in order to successfully complete the work)

5.2 QUALIFICATIONS

The following materials should be included in this section of the response:

- a) Provide a profile of yourself or the organization, including capacity to complete the requirements within the timeframe.
- b) Provide your qualifications and experience for providing this service.
- c) Personnel or sub-contractor qualifications
- d) Applicant References – (with e-mail addresses) Minimum of 2 and Maximum of 4.

5.3 PRICING QUOTE

The pricing quote should reflect the total cost for each of the steps in the approach/methodology that the Applicant is proposing to achieve the output desired by the CMBC, including the rationale (i.e. number of hours expected to complete each step, and the cost per hour). If required, estimated travel/meal/accommodations expenses should be included as a separate line item in the pricing quote, again with rationale. With respect to reimbursement of travel/meal/accommodation expenses, the CMBC's policy for reimbursement of these items will be followed.

C. DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS

<p>1. Definitions: Throughout this Request for Proposal, the following definitions apply: a) "Contract" means the written agreement resulting from this Request for Proposal executed by the CMBC and the Contractor; b) "Contractor" means the successful Applicant to this Request for Proposal who enters into a written Contract with the CMBC; c) "CMBC" means College of Midwives of British Columbia d) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration; e) "Applicant" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal; f) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposal.</p> <p>2. Terms and Conditions: The following terms and conditions will apply to this Request for Proposal process. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the CMBC, as well as the CMBC contract attached. Provisions in proposals that contradict any of the terms of this Request for Proposal will be as if not written and do not exist.</p> <p>3. Receipt Confirmation Form: Applicants are advised to fill out and return the attached Receipt Confirmation Form as specified. All subsequent information regarding this Request for Proposal, including changes made to this Request for Proposal will be directed only to those Applicants who return the form and will be distributed by the method authorized on the form.</p> <p>4. Late Proposals: Late proposals will not be accepted and will be returned to the Applicant at the Applicants expense.</p> <p>5. Eligibility: a) Proposals will not be evaluated if the Applicant's current or past corporate or other interests may, in the CMBC's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposal. This includes, but is not limited to,</p>	<p>14. Firm Pricing. Prices will be firm for the entire Contract period unless this Request for Proposal specifically states otherwise.</p> <p>15. Currency and Taxes. Prices quoted are to be: a) in Canadian dollars; b) inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and c) exclusive of Goods and Services Tax and Provincial Sales Tax.</p> <p>16. Completeness of Proposal: By submission of a proposal the Applicant warrants that, if this Request for Proposal 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.</p> <p>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 Applicants having no formal corporate links. However, in this case, one of these Applicants 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 CMBC's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposal will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal. If an Applicant is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Applicant should consult with the CMBC 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 CMBC.</p> <p>18. Acceptance of Proposals a) This Request for Proposal should not be</p>
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involvement by an Applicant in the preparation of this Request for Proposal. If an Applicant is in doubt as to whether there might be a conflict of interest, the Applicant should consult with the CMBC 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 Applicants.

6. Evaluation: Evaluation of proposals will be by the Quality Assurance committee designated by the CMBC and may include employees and contractors of the CMBC in its sole discretion. The CMBC's intent is to enter into a Contract with the Applicant who has the highest overall ranking.

7. Negotiation Delay: If a written Contract cannot be negotiated within thirty days of notification of the successful Applicant, the CMBC may, at its sole discretion at any time thereafter, terminate negotiations with that Applicant and either negotiate a Contract with the next qualified Applicant or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Applicants.

8. Debriefing: At the conclusion of the Request for Proposal process, all Applicants will be notified. Unsuccessful Applicants may request a debriefing meeting with the CMBC.

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 Applicant may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Applicant 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 CMBC for purposes of clarification.

11. Applicants' Expenses: Applicants are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the CMBC, if any. If the CMBC elects to reject all proposals, the CMBC will not be liable to any Applicant for

construed as an agreement to purchase goods or services. The CMBC is not bound to enter into a Contract with the Applicant who submits the lowest priced proposal or with any Applicant. Proposals will be assessed in light of the evaluation criteria. The CMBC will be under no obligation to receive further information, whether written or oral, from any Applicant.

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 an Applicant that it has been identified as the successful Applicant and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Applicant 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 Applicant agrees that should its proposal be successful the Applicant will enter into a Contract with the CMBC on the terms set out in Appendix B.

21. Liability for Errors: While the CMBC has used considerable efforts to ensure information in this Request for Proposal is accurate, the information contained in this Request for Proposal is supplied solely as a guideline for Applicants. The information is not guaranteed or warranted to be accurate by the CMBC, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Applicants from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

22. Modification of Terms: The CMBC reserves the right to modify the terms of this Request for Proposal at any time in its sole discretion. This includes the right to cancel this Request for Proposal at any time prior to entering into a Contract with the successful Applicant.

23. Ownership of Proposals: All proposals submitted to the CMBC become the

<p>any claims, whether for costs or damages incurred by the Applicant in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.</p> <p>12. Limitation of Damages: Further to the preceding paragraph, the Applicant, 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 Applicant in preparing its proposal and the Applicant, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Applicant.</p> <p>13. Proposal Validity: Proposals will be open for acceptance for at least 90 days after the closing date.</p>	<p>property of the CMBC. They will be received and held in confidence by the CMBC, subject to the provisions of the Freedom of Information and Protection of Privacy Act and this Request for Proposal.</p> <p>24. Use of Request for Proposal: Any portion of this document, or any information supplied by the CMBC in relation to this Request for Proposal may not be used or disclosed, for any purpose other than for the submission of proposals.</p>
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