



Request for Proposal

Revising and Updating the Standards of Psychiatric Nursing Practice

The [College of Registered Psychiatric Nurses of Alberta](#) (CRPNA), the [College of Registered Psychiatric Nurses of British Columbia](#) (CRPNBC), the [College of Registered Psychiatric Nurses of Manitoba](#) (CRPNM) and the [Registered Psychiatric Nurses Association of Saskatchewan](#) (RPNAS), collectively “the RPN regulators”, are regulatory bodies that protect the public by regulating psychiatric nurses in their respective provinces. One method of protecting the public is by establishing standards for Registered Psychiatric Nurse (RPN) practice. We are seeking a consultant to review and update the existing *Standards of Psychiatric Nursing Practice*.

The RPN regulators schedule a review of the *Standards for Psychiatric Nursing Practice* every five (5) years. This is done to ensure the document remains current and relevant and is reflective of current psychiatric nursing practice. The *Standards of Psychiatric Nursing Practice* describe, in broad terms, the expected level of performance of all RPNs. The standards provide a guide to the knowledge, skills, values, judgment, and attitudes that are needed to support competent, safe, and ethical psychiatric nursing practice.

The existing standards can be found on the following webpages: [CRPNA](#), [CRPNBC](#), [CRPNM](#), [RPNAS](#).

This request for proposals (RFP) is seeking responses from consultants to revise and update the *Standards of Psychiatric Nursing Practice*. Consultants will be knowledgeable about psychiatric nursing practice and the regulation of health professionals in Canada. They will also have excellent communication skills, and experience in policy development, project management, stakeholder engagement, facilitating consultations and data collection, data analysis surveys, report writing and public presentation.

Scope of Work

Using a policy development process, the consultant will develop and validate updated *Standards of Psychiatric Nursing Practice*. Following direction from the steering committee, the process will include, at a minimum:

- Conducting a literature review on standards related to nursing/psychiatric nursing practice



- Conducting a jurisdictional review of existing nursing/psychiatric nursing standards
- Designing and implementing a process, which includes the input of subject matter experts (SMEs), to revise and update the standards of practice
- Drafting the revised and updated standards of practice, ensuring that these are consistent with the RPN Entry-Level Competencies (2014) and the Code of Ethics used by each regulator
- Designing and implementing a validation process with a broad group of stakeholders, including all Registered Psychiatric Nurses in Canada
- Developing and implementing a communications and stakeholder relations strategy

The consultant also provides support to the steering committee.

Deliverables

The consultant will submit the following deliverables:

Interim deliverables:

- A report on the results of the literature and the jurisdictional review
- A communications and stakeholder relations strategy

Final deliverables:

- Revised and updated *Standards of Psychiatric Nursing Practice*
- A report outlining the method used to develop and validate the *Standards of Psychiatric Nursing Practice*, including the results and analysis of all stakeholder consultations, and rationales for decision making
- A presentation on the completed process and final outputs

Budget

The total value of the contract will not exceed \$30,000.00 (exclusive of taxes) plus travel and accommodation expenses. The total budget includes all professional fees, project management, and administrative expenses. Travel and accommodation will be reimbursed at cost in accordance with an approved expense policy. Prices quoted are to be in Canadian dollars, including all applicable taxes.

Timeline

The project will commence immediately after a contract is signed and the final deliverables are expected within six (6) months of that date.



Reporting

The project will be overseen by a steering committee consisting of representatives from each of the RPN Colleges in Alberta, B.C., Manitoba, and Saskatchewan. The consultant will work closely with, and report to, the steering committee who are responsible for the administrative, financial and strategic management of the project. The steering committee will provide regular direction and guidance as necessary. The consultant will meet with the steering committee, a minimum of once a month, to discuss progress and receive direction. They will provide a written report once a month, and a final report at the end of the project.

The Steering Committee

The overall guidance and direction of the project is the responsibility of the steering committee. The role and responsibilities of the steering committee are to:

- Review and approve work plans
- Resolve all key procedural questions
- Review and provide input on the data collection instruments (e.g., interview and focus group guides, surveys)
- Assist in identifying stakeholders to collect information/data
- Communicate and disseminate knowledge from the project to stakeholders
- Review and provide input on the draft(s) and final documents
- Approve and sign off on the final documents

Proposal Requirements and Processes

Requirements

The proposal must:

1. Be received by Fiona Ramsay at framsay@crpnbc.ca by **Sunday, February 25, 2018**
2. Be written in the English language
3. Be provided in an electronic format
4. Include a CV and the following minimum information about the proponent:
 - Proponent's legal name and any other name under which it carries on business
 - Proponent's address, telephone, fax and email address
 - Statement of whether the proponent is an individual, a sole proprietorship, a corporation, a partnership, a joint venture, an incorporated consortium, or other legally recognized entity
 - Name, phone number and contact information for the proponent
5. Include a written description of up to three (3) comparable projects/services that the proponent has previously delivered and/or is currently delivering



6. Include three references related to similar work completed
7. Include a workplan for this project, including activities, timeframes, person days per step/deliverable
8. Include a detailed budget showing a breakdown of fees, travel and administration costs related to each activity and/or deliverable
9. Include a declaration of conflict of interest

Proposal processes

Potential candidates are requested to notify Fiona Ramsay of their intent to submit a proposal in response to the RFP by Sunday, February 18, 2018, one week before closing.

Potential candidates will submit all inquiries about the RFP or any additional information or clarification relative to the project to Fiona Ramsay, by email at framsay@crpnbc.ca. The questions and their responses will be shared with all potential candidates who intend to submit a proposal. No questions will be answered within 48 hours of the submission deadline.

The psychiatric nursing regulators reserve the right to not accept the lowest or any bid proposal submitted through this process.

There will be no payments made to consultants for the preparation and submission of proposals in response to this request.

Proposal Evaluation

Evaluation of the proposals will be carried out by the steering committee. Each proposal will be assessed against the mandatory requirements and the following:

- Knowledge and understanding of the regulation, education, and practice of RPNs in Canada
- Knowledge and understanding of the principle-based standards
- Experience undertaking a similar project
- Experience in project management
- Experience using different research methods used to collect and analyze data
- Clear and accurate verbal and written communication
- Experience with stakeholder engagement and communication
- Budget

The steering committee may check candidates' references at any time during the evaluation process.