



**Board of Canadian Registered Safety Professionals  
Conseil canadien des professionnels en sécurité agréés**

6700 Century Ave Suite 100, Mississauga, Ontario L5N 6A4

Tel: (905) 567-7198

[info@bcrsp.ca](mailto:info@bcrsp.ca)

[www.bcrsp.ca](http://www.bcrsp.ca)

## **Request for Proposal:**

Post-Secondary Education Program Accreditation – Process Development

## **INTRODUCTION**

This Request for Proposal (RFP) issued by the Board of Canadian Registered Safety Professionals (BCRSP) is an invitation to prospective Proponents to submit proposals for the provision of services to develop the Accreditation Application and Audit Program Guidelines and related documentation and forms for the implementation of a Post-Secondary Education Program Accreditation Process.

The selected Proponent will be required to enter into an Agreement with the BCRSP for provision of services in the form of a standard contract.

## **BACKGROUND**

The Board of Canadian Registered Safety Professionals (formerly the Association for Canadian Registered Safety Professionals) is a public interest, not-for-profit association whose certificants are dedicated to the advancing the principles of occupational health and safety (OHS) and promoting the OHS profession in Canada. Incorporated on February 10, 1976, BCRSP was formed for the purpose of certifying qualified safety practitioners as Canadian Registered Safety Professionals (CRSP) or Canadian Registered Safety Technicians (CRST).

**Mission Statement:** The Board of Canadian Registered Safety Professionals sets certification standards for the occupational health and safety profession.

**Vision Statement:** Safe and healthy workplaces through certification.

Accreditation is the act of granting credit or recognition, especially to an educational institution that maintains suitable standards. (vocabulary.com)

In the context of Occupational Health & Safety (OHS), and the BCRSP Accreditation Task Force, accreditation is an evaluation of OHS programs offered at post-secondary educational agencies (private and public colleges, or educational institutes) in Canada.

It will be defined as a voluntary process whereby a program is assessed for the purpose of identifying whether it meets the approved standards and criteria as defined by the Accreditation Board.

## **DESCRIPTION OF SERVICES REQUIRED**

The purpose of this RFP is to permit the BCRSP to select a Proponent to develop the Accreditation Application and Audit Program Guidelines and related documentation and forms for the implementation of the Post-Secondary Education Program Accreditation.



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The Services to be provided to the BCRSP Accreditation Task Force by the successful Proponent shall include the following:

1. Develop the Post-Secondary Education Program Accreditation policies and procedures to support conducting the implementation of the Post-Secondary Education Program Accreditation.
2. Develop the Audit system and protocols for use in conducting audits.
3. Develop a process for an organization to apply for Post-Secondary Education Program Accreditation.
4. Develop processes and related guidelines for monitoring applications.
5. Develop an appeal process for applicants who were not successful in the Post-Secondary Education Program Accreditation process.
6. Develop any additional associated forms and documents supporting the Post-Secondary Education Program Accreditation process.

\* All materials are to be delivered to BCRSP Accreditation Task Force electronically in an editable format

## **EVALUATION OF PROPOSALS**

The evaluation of proposals will be conducted by BCRSP Accreditation Task Force in the following stages:

Stage 1 will consist of a review and rating by BCRSP Accreditation Task Force to determine the quality of compliance with all Mandatory Requirements (please see below). Proposals that do not comply with all Mandatory Requirements may be disqualified.

Stage 2 will consist of presentations by selected Proponents if requested by BCRSP Accreditation Task Force.

Stage 3 will consist of the selection of a final Provider of the Post-Secondary Education Program Accreditation process and the development of a contract between the Provider and the BCRSP.

## **MANDATORY REQUIREMENTS**

### **A) Form of Offer (please see Appendix A)**

Each proposal must include a Form of Offer (Appendix A) completed and signed by the Proponent and witnessed.

### **B) Declaration of Experience and Qualifications**

Each Proponent must include as part of its proposal:

- A description of the services the Proponent has previously and/or is currently delivering in similar private and public sector organizations with an emphasis on experience relevant to Audit Program Development;
- The curricula vitae of the partner(s), managers, etc to be assigned to this development project (BCRSP reserves the right to accept or reject personnel assigned to this project);



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- The roles and responsibilities of the Proponent and any of its agents, employees and sub-contractors who will be involved in performing this project;
- A declaration to the BCRSP of any situation that may be either a conflict of interest or a potential or perceived conflict of interest with other contractual obligations of the Proponent; and
- An explanation of the Proponent’s knowledge of Audit Program development.

**C) Understanding of the Project**

Each Proponent must also provide the following in the Proposal:

- i) a descriptor of its general understanding of the project objectives and the scope of the project;
- ii) a draft outline of the Post-Secondary Education Program Accreditation process including identification of related processes and documentation;
- iii) a statement of the required Post-Secondary Education Program Accreditation process development time or final delivery date of the processes, procedures, and documents from the time a contract is signed between the BCRSP and the Proponent;
- iv) commitment that upon completion of all materials to a level satisfactory to the BCRSP that all materials become the property of the BCRSP and can be modified by the BCRSP at any time based on its needs.

**D) Pricing**

Proponents are required to provide the Total Price Proponents will charge to deliver all of the Services described above. Proponents are required to provide a breakdown of how that Total Price is arrived at, as follows:

Detailed Breakdown of Price

Activity	Responsibility/Position	Allocation (days)	Per Diem (\$) *
		Grand Total	\$

Total Days:

Total Person Days:

\* Per Diem means a rate based upon a minimum of 8.00 hours per day.

The Total Price bid by Proponents must be in Canadian funds and must represent the maximum amount chargeable for the performance of all of the Services including, but not limited to (1) all applicable duties and taxes (2) labour and material costs;(3) all insurance costs; (4) all travel, accommodation and meal expenses; and (5) all other overhead including any fees or other charges required by law.



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Please note that BCRSP reserves the right to accept a proposal for all or part of the project mandate.

**E) Reference Check**

Proponents are required to provide three references from clients for whom it has provided the same or similar services within the past five years. Proponents are required to provide the following information for each reference:

- Name of Company
- Address
- Name of Contact
- Title of Contact
- Telephone Number of Contact
- Date Work Undertaken; and
- Brief Description of project materials developed

References of all Proponents will be evaluated as part of the evaluation process at the discretion of the BCRSP. The BCRSP reserves the right to disqualify any Proponent at any time on the basis of information provided by a reference of the Proponent.

The Proponent may wish to submit sample of previous work as proposed for the Post-Secondary Education Program Accreditation process.

**GENERAL INFORMATION AND INSTRUCTIONS**

Timetable - the following is the schedule for the RFQ:

Issue Date of RFQ	16 November 2020
Deadline for Questions from Proponents	1 December 2020
Submission Deadline for all Mandatory Requirements	11 December 2020
Period for which Proposals are Irrevocable after Submission	90 days

Proponents may direct questions to: Nicola Wright, Executive Director BCRSP, [nwright@bcrsp.ca](mailto:nwright@bcrsp.ca)

The BCRSP may award a contract to a Proponent who assures Audit Program development in the most cost-efficient and timely manner possible. No Proponent may construe this RFQ as a contract for work. BCRSP reserves the right to reject all proposals and not award a contract.

Any customized materials developed for use by the BCRSP will be solely owned by the BCRSP and the BCRSP retains ownership and all permissions and copyrights for these customized materials.



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**APPENDIX A: Form of Offer**

Other than inserting the information requested and signing the Form of Offer, Proponents may not affect any changes to the Form of Offer or qualify in their proposals the acknowledgements contained in the Form of Offer. Any such qualifications, whether on the face of the Form of Offer or elsewhere in a proposal, may result in disqualification. In the event of a discrepancy or inconsistency between the Form of Offer and a Proponent's proposal, the Form of Offer will prevail.

**Proponent's registered legal business name and mailing address:**

**Proponent's Contact Person and Contact Person Telephone and Facsimile numbers:**

**The Proponent hereby acknowledges**

- (i) that it has reviewed the RFP and has and shall continue to abide by all of the terms and conditions in the RFP;
- (ii) that it has a clear and comprehensive knowledge of the Services required;
- (iii) that it is offering to provide those Services in accordance with the terms and conditions of the RFP for the Rates it has submitted to a maximum of the Total Price;
- (iv) that it has submitted its Rates and Total Price in accordance with the instructions in the RFP;
- (v) that it has included in its proposal responses to all Mandatory Requirements;
- (vi) that it agrees that its proposal is irrevocable for the period set out in the RFP;
- (vii) that it consents to the disclosure, on a confidential basis, of its proposal by BCRSP to any BCRSP consultants retained for the purposes of evaluating its proposal;
- (viii) that it has included the number and type of references require by the RFP and consents to BCRSP performing checks with those references and with any other relevant references;
- (ix) that it agrees, if selected by BCRSP, to satisfy all the conditions in the RFP, including providing proof of insurance coverage required in the Agreement in the form of a valid certificate of insurance and executing the Agreement within the time-frame set out in the RFP.
- (x) That it shall declare to BCRSP as part of its bid any situation that may be a conflict of interest or a potential or perceived conflict of interest of Bidder, including its obligations to BCRSP, the Contract, the Contract Price or other information that may be relevant

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Signature of Witness

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Signature of Proponent

Print Name of Witness:

Print Name and Title:

Date:

Date:



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Proposals are invited from qualified providers of business services to enter into Contract(s) with BCRSP to provide the Services as listed herein. All bids must be in writing and delivered to the Board of Canadian Registered Safety Professionals via email to Nikki Wright, CAE, [nwright@bcrsp.ca](mailto:nwright@bcrsp.ca)

**Bid Documents:**

Send one electronic (pdf) copy of your RFP Response to BCRSP Executive Director, Nikki Wright at: Nikki Wright, CAE, Executive Director, [nwright@bcrsp.ca](mailto:nwright@bcrsp.ca)

Include a signed copy of the Appendix A: Form of Offer. (Digital signature will be accepted)

Any errors, omissions or ambiguities discovered therein prior to the Closing Date and Time should be reported to Ms. Wright. If necessary and time permits, addenda may be issued to Bidders before the Closing Date and Time.

All proposals are to be received on or before 5:00 p.m. Eastern Time December 11 2020 at the following address: [nwright@bcrsp.ca](mailto:nwright@bcrsp.ca)

Proposals delivered after the Closing Date and Time will be reviewed at the sole discretion of BCRSP. Proposals delivered to any location other than specified, will not be considered.

BCRSP does not provide receipts for bids received and assumes no liability for misplaced bids. It is the responsibility of the Bidder to provide any required bids receipts.

**Email Submissions Only:**

Proposals will only be accepted via email. Mailed or facsimiled bids shall not be considered.