

Request for Proposals

Okanagan Charter Toolkit Development Consultant

Submission Deadline: September 12, 2025, 11:59 pm ET

BACKGROUND

The AFMC is leading the Culture of Academic Medicine Initiative – Towards Improved Provider Safety (CAMI-TIPS) to advance Physical, Psychological, and Cultural (PPC) Safety across Canadian faculties of medicine. Grounded in the Okanagan Charter for Health Promoting Universities and Colleges, CAMI-TIPS is committed to embedding safe, inclusive, and health-promoting environments in academic medicine.

As part of this work, CAMI-TIPS seeks to create a **Toolkit** consisting of practical guides and resources that will support the integration and use of the Okanagan Charter in academic medicine. The Toolkit will provide a starting point for faculties, educators, physicians, and learners to embed Charter values into their environments and improve the overall learning and working experience.

SCOPE OF WORK

CAMI-TIPS is seeking a consultant to:

- Validate and adapt existing Okanagan Charter-related and wellbeing resources for appropriateness and feasibility in Canadian academic medicine.
- Develop audience-specific digital guides and resources that are tailored, practical, and accessible to the identified audiences.
- Leverage and adapt draft research tools, such as interview guides, survey questions, and audit tools, to inform Toolkit development.
- Engage CAMI-TIPS partners (including the Okanagan Charter Collaborative, CAMI Advisory Group, learners, and wellness leads) to provide feedback and ensure practical application of the Toolkit.
- Deliver a polished set of audience-focused resources that can be used for implementation and evaluation across faculties of medicine.
- Provide implementation guidance (e.g., suggestions for rollout, training needs, or integration into existing workflows).
- Provide regular updates on progress, activities and timelines

Anticipated activities include:

- Conducting a light environmental scan of existing tools and frameworks
- Engaging partners through opportunities at scheduled meetings and consultations during the contract period
- Drafting and iteratively refining Toolkit components
- Validating feasibility and usefulness
- Incorporating feedback to finalize content and delivery formats

EXPERIENCE & KNOWLEDGE

The successful proponent will demonstrate:

- Knowledge of the Okanagan Charter and/or health-promoting frameworks in higher education
- Experience developing practical resources or guides for specific audiences
- Skills in adapting existing materials, synthesizing research, and engaging partners
- Familiarity with academic medicine, wellbeing, or EDI (asset)
- Graduate-level training (Master's, PhD, or equivalent) or early career expertise relevant to the scope of work
- Proven ability to manage timelines, deliverables, and iterative feedback processes
- Experience facilitating consultations with diverse interest holders
- Understanding of knowledge translation and implementation science in academic or health settings

BUDGET & SCHEDULE

The budget for this project is not to exceed **\$12,000 CAD including applicable taxes**.

Proponents are expected to provide a clear outline of their proposed approach and anticipated level of effort within this budget.

The work is expected to begin in **September 2025**, with early planning, review of existing resources, and preliminary engagement taking place in the fall. Opportunities for consultation and feedback with CAMI partners will be integrated into existing meetings and touchpoints throughout the consultancy period. Following these engagements, the consultant will continue developing and refining the Toolkit, integrating input from partners, and preparing polished deliverables. This work is estimated to conclude in **January 2026**, with a final set of audience-specific guides and resources submitted to CAMI-TIPS.

RATED CRITERIA

Criteria	Weighting (Points)
Relevant Experience and Qualifications <i>Demonstrated experience and qualifications aligned with the required work</i>	10
Proposed Approach <i>Clear and feasible plan that addresses the goals and expected results</i>	15
Capacity to Deliver <i>Ability to meet deliverables on time with adequate resources and expertise</i>	25
Timeline <i>Realistic schedule aligned with required deadlines</i>	10
Suitability <i>Overall fit of expertise and approach with needs and context</i>	10
Social Procurement <i>Commitment to social impact</i>	10
Pricing <i>Scored using relative pricing formula</i>	20
Total	100

Submissions will be scored according to the following scale:

Point Scoring Key	Score
Unresponsive - <i>No response provided or not relevant</i>	0
Poor - <i>Minimal response; fails to address requirements</i>	1
Unsatisfactory - <i>Falls short of standard in several identifiable respects</i>	2
Satisfactory - <i>Addresses requirements with some gaps and inconsistencies</i>	3
Good - <i>Meets requirements in most respects with very minor gaps</i>	4
Excellent - <i>Fully meets or exceeds requirements and extremely likely to deliver</i>	5

SUBMISSION DETAILS

Proposals may be submitted in English, in PDF format, by **September 12, 2025**, to the RFP Administrator, Alison Donnelly, Project Specialist, at adonnelly@afmc.ca along with a completed [RFP Acknowledgement Form](#).

This request for proposals is subject to the terms and conditions available here: [AFMC-RFP-Process-Terms-and-Conditions.pdf](#)

We encourage prospective consultants to reach out to learn more about this opportunity and welcome conversations to clarify the scope and expectations. Proponents are invited to contact us to schedule a discussion at their convenience.