



PRINCE EDWARD ISLAND
COLLEGE OF PHARMACISTS

Member organization of National Association of Pharmacy Regulatory Authorities (NAPRA)

REQUEST FOR PROPOSAL

STRATEGIC PLANNING FACILITATOR

MICHELLE WYAND, REGISTRAR

PEI COLLEGE OF PHARMACISTS

PO Box 208, 375 Trans Canada Hwy, Cornwall PE, C0A 1H0



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Introduction

Mission of the PEI College of Pharmacists:

Regulating the practice of pharmacy in the province so as to promote a high standard and safeguard the welfare of the public with regard to pharmaceutical service.

The PEI College of Pharmacists (the College) is the regulatory body for the practice of pharmacy in PEI. To fulfill its obligation of public protection, the College:

- establishes and administers the registration/licensing requirements and processes for pharmacists, pharmacy technicians and retail pharmacies;
- supports the continued competence of pharmacists;
- develops standards for pharmacy practice;
- monitors pharmacy environments to ensure they meet appropriate standards;
- responds to complaints about pharmacists; and
- maintains a register of PEI pharmacists, pharmacy technicians and pharmacies

Project Summary

The PEI College of Pharmacists is seeking an experienced professional in the field of facilitation and strategic planning to assist the 12 member Council and College staff in establishing a focused set of priorities for 2019-2023 that are strategic, measurable and results-oriented that will allow the College to create a tactical plan. An analysis of internal and external environments of the College should be considered to assist in establishing priorities.

The facilitator will be responsible for providing advice and recommendations on process, and ensuring that time lines are met. The facilitator will be responsible for the preparation and facilitation of the strategic priorities workshops, and the preparation of all the interim and final reports.

The College will provide background information as required.

The successful proponent for this assignment has prior experience leading nonprofit councils through priority setting sessions while building consensus for a limited number of priorities that will fulfill the College's mandate. A strong familiarity with nonprofit organizations, especially those of a regulatory nature is required.



Timeline:

- Proposals to be submitted by May 31, 2018
- Council to complete review of submissions and select successful organization by June 8, 2018
- Successful organization contacted June 15, 2018
- Facilitated strategic planning session completed by October 31, 2018

Proposal Format:

Proposals must include, at a minimum, the following information and be no greater than 5 page:

1. Experience of Firm-

Provide a detailed description of the firm's experience providing the services described in the Scope of Services set forth in this Request for Proposal including the type and number of clients served and the nature of the projects involved. Examples of successes achieved for past/present clients relating to the aforementioned Scope of Services are requested.

2. Experience/Qualifications of Assigned Professional(s)-

Provide a resume for each individual who will be assigned to provide these services and designate the individual who would have primary responsibility for overseeing these services. Provide all relevant contact information for the primary contact person.

3. Project Approach -

Narrative that presents the services the firm will provide detailing the recommended approach, methodology and should include how the following will be handled:

- Data collection and analysis
- Interviews/surveys of College staff, council members and other stakeholders
- Preparation and review for planning session
- Presentation of final report

4. Timeline -

Timeline for the preparation and implementation of the tasks/activities being proposed in the project approach.

5. Proposed Fees/Expenses -

Proposals shall clearly state all fees and expenses to be charged for performance of all Services:



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- a) If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement, the anticipated total hours and a general description of how billable hours will be allocated among key personnel.
- b) Provide an explanation if fees will be calculated on any other basis.
- c) Itemize the type of expenses [other than fees] for which your firm would seek reimbursement.

Submission

Proposals shall be submitted, via e-mail, to the PEI College of Pharmacists no later than 4 pm on May 31, 2018 to: registrar@pepharmacists.ca