

# **Request for Proposal**

## **Age Related Cognitive Decline: Systematic Review and Meta-Analysis**

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**October 22, 2020**

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## **Purpose**

The College of Physicians & Surgeons of Alberta (“CPSA”) is seeking proposals for a systematic review and meta-analysis focusing on age related cognitive decline, with a special concentration on physicians. The purpose of this systematic review and meta-analysis is to create evidence supporting the continued success and performance of aging physicians in Alberta. Further, as the project’s lead contact, the Physician Health Monitoring Program (PHMP) at CPSA will utilize the results from the review to guide evidence-based, informed decision-making when assessing the impact of age on physician performance and competence.

Deadline for proposals is November 12, 2020. Please send submissions in PDF format to:

Dr. Jeremy Beach  
Assistant Registrar, Physician Health Monitoring  
College of Physicians & Surgeons of Alberta  
2700, 10120 – 100 St NW  
Edmonton, AB T5J 0N3  
[Jeremy.Beach@cpsa.ab.ca](mailto:Jeremy.Beach@cpsa.ab.ca)

## **College of Physicians & Surgeons of Alberta**

### Our Organization

CPSA is responsible for the regulation of the medical profession in Alberta. The main lines of business include:

- Register physicians
- Support continuing competence
- Investigate and resolve physician-related complaints
- Contribute to public policy affecting health care delivery
- Accredite health facilities
- Guide professional conduct and ethical behavior

CPSA’s web site is [cpsa.ca](http://cpsa.ca)

CPSA currently operates under the authority of the *Health Professions Act* and applicable regulations and bylaws.

CPSA's governing Council includes physician members, public members and representatives from Alberta's medical schools. Physician members are elected annually by Alberta doctors, while public members and medical school representatives are appointed. CPSA staff number approximately 155. The Chief Executive Officer, who carries the title of Registrar, is Dr. Scott McLeod.

### **Our Vision**

The highest quality medical care for Albertans through regulatory excellence.

### **Our Mission**

To protect the public and ensure trust by guiding the medical profession.

## **Project Definition**

### **Introduction**

The College of Physicians & Surgeons of Alberta (CPSA) is the medical regulatory authority (MRA) for physicians in the province of Alberta. The work at CPSA is directed by the Health Professions Act (HPA), which mandates the following organizational requirements:

1. Registering physicians
2. Accrediting health facilities
3. Supporting the continued competence of physicians
4. Investigating and resolving complaints
5. Contributing to public policy affecting healthcare delivery
6. Guiding professional conduct and ethical behaviour

The overarching mission at CPSA is to protect the public and ensure trust by guiding the medical profession. Consequently, an area in need of further investigation to ensure the safety of Albertans is age-related cognitive decline in physicians. A physician's ability to practice safely and competently is critical for patient safety; therefore, CPSA is looking to further understand how aging impacts physicians and their ability to practice over time. As a result, the primary goal of this project is to assess the relevant literature surrounding age-related cognitive decline in physicians.

In keeping with the HPA and CPSA's mandate, the Physician Health Monitoring Program (PHMP) at CPSA is looking to fund a systematic review and meta-analysis focusing on, but not limited to the following research questions:

1. Which specific cognitive domains and/or cognitive abilities\* are impacted by age-related cognitive decline?
2. Are there specific cognitive domains and/or cognitive abilities that are impacted at the time of initial onset of age-related cognitive decline and that might be used as early markers of disease onset?

3. How is age-related cognitive decline best assessed both in terms of disease severity and functional capacity?
4. Are there known factors that interact with age to either negatively or positively influence cognitive decline and the functional impact of any decline?
5. Is there a threshold for cognitive decline that is representative of a significant decline in competence for physicians such that they might no longer be considered fit to practice?
6. What are the important methodological considerations when assessing age-related cognitive studies?
7. Is there evidence supporting the mandatory assessment of cognition in physicians? If so, at what age?

\*How to theoretically classify cognitive ability functions/domains can vary (Harvey, 2019, "Domains of cognition and their assessment")

The project should follow the typical protocol for systematic review and meta-analyses and utilize preferred reporting guidelines (e.g. PRISMA), as well as a standard grading scheme for assessing the level of evidence (e.g. GRADE). The final report can follow the standard scientific writing outline generally accepted by most academic journals (i.e. Introduction, Methods, Results and Discussion).

### **Deliverables**

Key deliverables of the project are:

1. First draft
  - a. Timeline: November 2021
2. Final draft
  - a. Timeline: May 2022
3. Presentation to PHMP
  - a. Timeline: June 2022

### **Major Phases and Activities of the Project**

1. Selection of successful candidate/research team
2. Consensus on research questions
3. Protocol
4. Literature/data search
5. Literature selection and quality review (e.g. PRISMA & GRADE)
6. Data extraction
7. Meta-analysis (if deemed applicable)
8. Summarize results
9. Final draft & presentation to PHMP

Work on the project will start November 30, 2020. The chosen consultant will work closely with the Physician Health Monitoring Program (Dr. Jeremy Beach) and REVU to choose the specific elements and processes within each phase.

Project completion must be no later than **June 2022**.

## **Proposals**

To be considered, the proposal must contain:

### **1. General Information**

Please provide:

Name and contact information;  
description of the company's size and structure and the general services it provides; and names and contact information for the key personnel who would serve as the primary contacts for CPSA; or, names of the primary investigator and research team who will be listed on a contract for services with CPSA (the successful candidates will not be employees of CPSA)

### **2. Expertise**

Describe expertise, qualifications and experience with respect to each aspect of the activities described in the project definition.

### **3. Resources**

Describe the expertise, qualifications and experience of each key person who would be providing services to CPSA, including the proposed role of each individual.

Please include the biographies of all key individuals who would be assigned to work on the project.

Describe any project management or administrative support that would be part of the services to CPSA. If any portion of the project is to be done by subcontractors, please include in the pricing information.

#### **4. Business Plan**

A business plan outlining in sufficient detail the methodologies to be considered for completing each phase of the work (ideally, a range of methodologies, with pros and cons, will be identified); and

An estimate (or range) of the costs associated with each phase of the work.

Success will be a plan that:

Lays the groundwork for CPSA's work required by the *Health Professions Act*; and identifies key measurable outcomes for the Physician Health Monitoring Program that will achieve CPSA's mandate.

#### **5. Pricing Information**

An estimate of the costs associated with the delivery of services.

The proposal must include a detailed description of the costs, including breakdown by each service with an explanation for expected charges for each item.

CPSA is not exempt from GST.

#### **6. Conflict of Interest**

The proposals must identify any potential conflicts of interest known to the firm that may affect the provision of services to CPSA.

#### **7. References**

Please include three references. References for similar projects and/or organizations similar to CPSA are preferred.

## Proposal Process

### Schedule

October 22, 2020	RFP will be made available to invited firms.
November 12, 2020	All proposals must be submitted to CPSA by 4 pm of this day.
November 18, 2020	Internal screening of proposals. CPSA will develop a short list of at least two firms whose references will then be contacted.
November 25, 2020	Selection of the successful firm will be made and negotiation of terms of engagement undertaken. Other short listed firms will be notified.
November 30, 2020	The successful firm will start the project.

### Proposal Requirements

Proposals must not exceed 15 pages in length, including all attachments and appendices.

Proposals must be submitted no later than 4:00PM MST, November 12, 2020, in PDF format directly to CPSA via email to:

Dr. Jeremy Beach  
Assistant Registrar, Physician Health Monitoring  
Email: [Jeremy.Beach@cpsa.ab.ca](mailto:Jeremy.Beach@cpsa.ab.ca)

### Selection Criteria

Proposals will be evaluated against the following criteria:

- Demonstrated expertise, qualifications and experience to meet the requirements set out in the project definition.
- Demonstrated understanding of the issues facing CPSA and the environment in which it operates.
- Demonstrated ability of the consultant to work cooperatively with diverse groups and individuals.

Criteria	Weighting
Firm's qualifications and reference	20%
Fees for providing services outlined in the RFP.	20%
Professional and experienced personnel	25%
Business Plan, including approach, timeframes and work plan	35%

Those firms whose proposals are selected for further consideration may be asked to make a personal presentation to us and/or answer questions in advance of our final selection.

CPSA will not necessarily select the lowest cost proposal.

## **Proposal Conditions**

### **Contingencies**

This Request for Proposals (RFP) does not commit CPSA to award a contract. CPSA reserves the right to accept or reject any or all proposals or waive irregularities if CPSA determines it is in the best interest of CPSA to do so.

### **Acceptance or Rejection of Proposals**

Proposals shall remain open, valid and subject to acceptance anytime up to three months after the proposal opening date and time. CPSA realizes that conditions other than lowest cost are important and will award contract(s) based on the proposal(s) that best meet the needs of CPSA.

### **Modifications**

CPSA reserves the right to issue addenda or amendments to this RFP.

### **Proposal Submission**

To be considered, all proposals must be submitted in the manner set forth in this proposal. It is the Proposer's responsibility to ensure that its proposal arrives on or before the specified time.

### **Incurred costs**

This RFP does not commit CPSA to pay any costs incurred in the preparation of a proposal in response to this request and Proposer agrees that all costs incurred in developing its proposal are the Proposer's responsibility.

### **Negotiations**

CPSA may require the firms selected to participate in negotiations, and to submit cost, technical, or other revisions of their proposals as may result from negotiations.

### **Final Authority**

The final authority to award contracts as a result of this RFP rests solely with CPSA.

## **Contact Information**

All inquiries should be directed to the following individual:

Dr. Jeremy Beach  
College of Physicians & Surgeons of Alberta  
2700, 10120 – 100 St NW  
Edmonton, AB T5J 0N3

[Jeremy.Beach@cpsa.ab.ca](mailto:Jeremy.Beach@cpsa.ab.ca)  
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