

REQUEST FOR PROPOSAL (RFP)

Development of Pan-Canadian Paramedic Curriculum Guidelines

1. Introduction

Founded in 2009, the Canadian Organization of Paramedic Regulators (COPR) is a group of self-regulating colleges and government regulators of the emergency medical responder (EMR) and paramedic profession in Canada.

COPR has two main purposes: to facilitate collective and collaborative action in the current and future interests of pan-Canadian EMR and paramedic regulation and to support the development of a common understanding of provincial and federal obligations that may impact regulator functions.

COPR administers Entry to Practice Examinations for seven regulatory jurisdictions in Canada. The organization also serves as a point of entry and body responsible for the preliminary assessment of credentials for internationally educated paramedics.

In 2025, COPR received federal funding under the Foreign Credential Recognition Program (FCRP) to enhance the Paramedic Equivalency Assessment System (PEAS). A major component of this multi-year initiative is the development of **pan-Canadian EMR and Paramedic Curriculum Guidelines aligned with the Canadian Paramedic Competence Framework (CPCF)**.

COPR is seeking a qualified curriculum development consultant to develop pan-Canadian curriculum guidelines for paramedic education across multiple designations – Emergency Medical Responder (EMR), Primary Care Paramedic (PCP), Advanced Care Paramedic (ACP), and Critical Care Paramedic (CCP).

2. Project Background

Paramedic education in Canada reflects a diverse and evolving landscape, with variations across provinces in regulatory approaches, program approval processes, and curriculum delivery models. This diversity supports regional needs while also creating opportunities for greater alignment and shared guidance.

COPR recently introduced the Canadian Paramedic Competence Framework (CPCF), which establishes a national, entry-to-practice foundation for Emergency Medical Responder (EMR) and paramedic competencies. As the profession continues to adopt and implement the CPCF, educators are transitioning from the previously more prescriptive National Occupational Competency Profile (NOCP) to a more flexible, outcomes-based model.

Building on this foundation, COPR is undertaking the development of pan-Canadian EMR and paramedic curriculum guidelines. These guidelines are intended to:

- support the assessment of internationally educated paramedics;
- inform internationally educated applicants about Canadian expectations; and
- support greater harmonization of paramedic education programs across Canada.

This work will involve engagement with stakeholders across the country, including regulators, educators, and subject matter experts.

3. Purpose of this RFP

COPR is issuing this Request for Proposal (RFP) to engage a qualified curriculum development consultant to develop pan-Canadian curriculum guidelines for use by internationally educated paramedics, COPR assessment staff, and Canadian educators. The guidelines must align with the CPCF, current best practices, and emerging trends in the field, with the goal of supporting greater consistency across jurisdictions and strengthening alignment between competencies, skill development, and assessment (entry-to-practice examinations).

The Consultant will work closely with:

- the project team, including the COPR Executive Director, Manager of Regulatory Support, and external Project Managers; and
- a group of Subject Matter Experts, who will provide professional and educational insight into the development of the guidelines (to be established).

4. Scope of Work and Key Deliverables

4.1 Discovery Phase

- Conduct a comprehensive review of paramedicine education and practice in Canada, including:
 - Canadian Paramedic Competence Framework (CPCF)
 - Provincial/territorial program approval processes and Accreditation Canada guidelines
 - Jurisdictional variations in program length, delivery, and assessment
 - Alberta's recently developed Paramedicine Education Curriculum
 - Other relevant materials
- Engage with key stakeholders (COPR staff, educators, regulators, and subject matter experts) to gather national perspectives, current gaps, and opportunities for alignment.
- Conduct an environmental scan of other professions curriculum guidelines aimed at informing the scope, framework and content of the COPR document
- Produce an interim report summarizing findings from the Discovery Phase and associated next steps

4.2 Development Phase

- With input from COPR staff and based on the findings from the Discovery Phase, develop the curriculum guideline framework, including its structure, layout, components, and intended use.
- Present the draft framework to the COPR Board of Directors and refine based on their feedback.
- Working with a group of SMEs, develop the pan-Canadian EMR and Paramedic Curriculum Guidelines, aligned with Canadian Paramedic Competence Framework (CPCF).
- Facilitate meetings, prepare agendas, and document updates to the draft materials.
- Present the draft Curriculum Guidelines to COPR Board of Directors and refine it based on their feedback.

4.3 Refinement Phase

- Support the translation of the Curriculum Guidelines and relevant materials, including the National validation survey, to make sure to ensure alignment with the English version. (Note, these services will be conducted under separate contracts and costs will be covered by COPR).
- Develop and administer an online survey aimed at validating and informing changes to the finalized Curriculum Guidelines.
- Analyze survey data and integrate findings into final curriculum documents.
- Present survey results and finalized Curriculum Guidelines to COPR Board of Directors.

4.4 Close-Out Phase

- Prepare a comprehensive final report summarizing all project activities, findings, revisions, and the finalized Curriculum Guidelines.
- Submit all project documentation, materials, and supporting resources to COPR.

5. Project Timeline & Resourcing

- **Anticipated Start Date:** May 2026
- **End Date:** December 2027
- **Preliminary Timeline:** A preliminary project timeline is provided in *Appendix A* to support proposal development. This schedule may be refined collaboratively during project initiation.

6. Budget

A maximum of \$175,000, excluding applicable taxes, is available to support this project. Proponents should align their proposal with this budget and identify any key assumptions made.

7. Proposal Submission Requirements

Proposals shall include (at a minimum) the following information, clearly referencing each section below in your response and not exceeding 15 pages in length:

1. **Cover Letter**
A brief introduction to the firm/consultant and confirmation of the ability to undertake the project.
2. **Profile of the Consultant / Firm**
 - Overview of the consultant's qualifications, experience, and expertise in paramedicine education, or experiences in education program design or curriculum development for health-related fields.
 - List of team members and qualifications (e.g. CVs)
3. **Statement of Understanding of the Project**
A summary demonstrating the proponent's understanding of the project objectives, scope, and deliverables.
4. **Proposed Work Plan and Methodology**
A preliminary work plan outlining key phases, activities, timelines, and the methodological approach the proponent would use to deliver the project. The work plan may include assumptions and will be refined collaboratively at project initiation.
5. **Description of Relevant Experience**
Examples of similar projects completed by the firm and/or key personnel, including outcomes and client impact.
6. **Budget**
 - A clear cost breakdown and payment schedule
 - Any key assumptions regarding costs to be borne by the proponent and those to be assumed by CAPR
7. **Three References**
Three (3) relevant client references with contact information, along with a description of the scope of services provided. COPR will provide advance notification before contacting any references.

8. Evaluation Criteria

Criterion	Weight
Relevant experience and qualifications	35%
Proposed methodology and work plan	25%
Understanding of project context and federal requirements	25%
Cost/value	10%
Quality and clarity of submission	5%

9. Administrative Information

Eligibility

Consultants or firms with demonstrated expertise in paramedicine education, or with experience in education program design and curriculum development for health-related fields, are invited to submit a proposal.

- Eligibility is limited to consultants or firms based in Canada; international bidders are not eligible to participate at this time.
- Educational institutions are not eligible to bid; however, individual educators, instructors, and subject matter experts are encouraged to submit proposals.

Question Period

All questions regarding this RFP must be submitted by email to keithjohnson.pm@gmail.com no later than **May 1, 2026**. A compiled list of questions and responses will be shared with all individuals who have submitted questions.

Submission Deadline

Proposals must be submitted electronically to keithjohnson.pm@gmail.com by **May 11, 2026, at 5:00 p.m. ET**.

Submission Format

Electronic submission in **PDF format only**.

Conditions

COPR reserves the right to:

- Accept or reject any proposal.
- Request additional information or clarification.
- Negotiate scope, approach, and budget with the selected consultant.
- Cancel or reissue this RFP at its discretion.

Key Dates

The schedule for awarding the contract is as follows:

Date	Milestone
April 20, 2026	COPR issues RFP
May 1, 2026	Deadline for questions from proponents
May 5, 2026	COPR responses to questions from proponents
May 11, 2026, at 5:00 p.m. ET	Final deadline for written proposals
May 12, 2026	COPR review of proposals
May 14-15, 2026	Presentations from proponents (if required)
May 18, 2026	Notification of successful proponent

10. Confidentiality

All materials received through this RFP process will be treated as confidential and used solely for the purpose of evaluating proposals.

11. Contact

For all inquiries, please contact: **Keith Johnson, Project Manager, keithjohnson.pm@gmail.com.**

Appendix A: Preliminary Project Timeline

The following preliminary timeline outlines the anticipated sequencing of key project activities. This schedule is intended to support proposal development and may be refined collaboratively during project initiation.

Activity	May–Oct 2026	Nov 2026–Apr 2027	May–Oct 2027	Nov–Dec 2027
Finalize contract	X			
Initiate Discovery Phase	X			
Develop framework for curriculum guidelines	X			
Develop curriculum guidelines		X		
Present draft curriculum guidelines		X		
Launch national curriculum validation survey			X	
Finalize curriculum content			X	
Submit final report				X