



THE ASSOCIATION OF FACULTIES
OF MEDICINE OF CANADA

Request for Proposals

CACMS/CACME Accreditation Management System

Submission Deadline: May 24, 2024

Background

It has been agreed that the Association of Faculties of Medicine of Canada (AFMC), on behalf of the Committee on Accreditation of Canadian Medical Schools (CACMS) (sponsored by AFMC and Canadian Medical Association (CMA)) is formally undertaking a request for proposal (RFP) for Phase I: Essential Functions of an accreditation management system (AMS), hereinafter referred to as the “CACMS AMS – Phase I RFP”.

Accreditation of undergraduate medical education is undertaken by CACMS. With the approval of its sponsors (AFMC and CMA), CACMS has put in place a rigorous and complex system of accreditation at the undergraduate levels for all faculties of medicine in Canada (including new faculties).

The accreditation process of the participating offices of Continuing Medical Education at all Canadian faculties of medicine is undertaken by the Committee on Accreditation of Continuing Medical Education (CACME) with the support of its sponsors (the AFMC, the College of Family Physicians of Canada, the Collège des Médecins du Québec, the Royal College of Physicians and Surgeons of Canada, the Federation of Medical Regulatory Authorities of Canada). For the purpose of this document, CACME accreditation procedures are considered similar to CACMS' procedures.

Each medical school undergoes a full assessment visit at least every eight years by a team of trained surveyors consisting of senior leaders, educators, and students. The process includes a requirement that the medical school submit a Data Collection Instrument (DCI), a Medical School Self-Study (MSS), and an Independent Student Analysis (ISA) report. The team reviews the material, conducts a two-stage visit (virtual and in-person), and prepares a formal visit report, which is reviewed by the CACMS and the CACMS determines both the accreditation status and any required follow-up for the medical education program.

New medical education programs seeking CACMS accreditation undergo a stepwise review process until full accreditation is awarded. When a new medical education program receives full accreditation, that status will be reviewed by means of a full accreditation visit five years after the initial award of full accreditation.

The CACMS currently manages all accreditation related documents by requesting that all relevant information be submitted on a cloud-based (Box.com) folder set up by the CACMS Secretariat for access by the Secretariat and the visit team members.

The AFMC and CMA wish to improve the accreditation process by creating an automated Accreditation Management System (AMS) in two or more phases.

Phase I: Essential functions will include:

- 1) The establishment of a CACMS Document Management System (DMS) which will include (but not limited to): secure storage, access control, version control, roll-back features, check-

in/check-out, document locking, and audit trails. The DMS will also allow for searchability and basic data extraction and provide user dashboards customized for individual tasks and deadlines. The DMS will manage all the CACMS documents; and

- 2) The ability to facilitate and automate key steps of CACMS processes (workflow, notifications, reminders) across various stages of accreditation for individuals as well as different groups of people (e.g., CACMS Secretariat, CACMS Staff, CACMS members, school representatives, forming and supporting site visit teams).

It will be important to structure Phase I so that it will be possible to expand functions easily and rapidly, for example:

- Addition of users
- Ability to modify type, frequency and action required within notifications and reminders
- Fluidity in assigning users specific tasks and deadlines
- Selection, analysis, and tracking of basic data for quality improvement activities
- Addition and selection of dashboards
- Addition of documents
- Further refinement of version controls

Phase II – Advanced Functions is expected to be focused on providing additional features in support of medical schools more broadly. The scope of this future phase is not fully outlined currently. This document will refer to some areas that are outside the scope of Phase 1 that may be addressed in a later phase of the AMS development and functionality. Phase II functions may include:

- A marked increase in the number and types of users (specifically if Phase II encompasses schools managing their own working documents versus inputting their final documents as envisioned for Phase I)
- Ability for designated medical school users to manage their cohort of users
- More sophisticated data selection, analysis, and tracking
- More sophisticated dashboards

Scope of Work

The project objective is to identify, develop, and implement an AMS with a DMS as the major component for CACMS as a first phase. The system should be designed for the CACMS, and with this in mind, all use cases have been explained for CACMS. However, this project includes digital management and workflow automation of both CACMS and CACME documents and accreditation procedures and processes. The CACME accreditation processes are similar to the CACMS, and it is anticipated that the CACME would only require a subset of the system.

The Business Requirements Document (attached separately: 2024-02-23_CACMS_DMS_Phase_I_AMS_BRD_for_RFP_FINAL) outlines the business requirements for the CACMS to develop an automated AMS. The document provides details on how CACMS users will interact with the system and the processes involved with CACMS. Each section includes a general workflow summary for each area which is representative, but not fully comprehensive. It is expected that the details of the workflow will be explored in depth during the design of the AMS.

It will be important that the system chosen has the option of expanding in scope and features to ensure that a future Phase II of the AMS is feasible.

The CACMS makes periodic evaluations of undergraduate medical education. The current accreditation process is very effective, thorough, and rigorous, and has the following limitations:

- 1) Security risk. Sharing information through cloud-based storage (such as Box.com) and via email can result in accidental sharing of confidential information. In addition, AFMC's IT department currently has access to this confidential information. This impacts the perception of CACMS as an independent decision-making body.
- 2) Inefficient workflow. The working documents for all users (school accreditation leads, visit teams, and committee members) are currently Office 365 Word documents. They must be emailed to individuals outside the Secretariat and the final documents again submitted to the Secretariat via email. The members of the Secretariat then upload these documents into the cloud-based storage with user-specific access, but the documents cannot be edited or commented on by the end users within the storage system. There are specific timelines for users to provide initial draft documents and there are also deadlines for final revision/submission. This requires resubmission and reposting of documents by the Secretariat.
- 3) Error prone. This is largely due to the manual workflow processes as described above. There have been instances of errors due to version control issues.

Automation and sophisticated document management will benefit the organization and our collaborators by reducing the number of redundant tasks, providing a smoother, more efficient workflow, and allowing the Secretariat to have a real-time snapshot of the progress of working documents within the system.

The ultimate goal of the AMS (particularly Phase I) is to facilitate improved document management and automation of the CACMS-related steps of the accreditation processes and workflows through:

- Enhanced security (AFMC should not have access to confidential information)
- Improved accountability
- Improved efficiency
- Reduced errors
- Minimized costs

Please see RFP Appendix C – Deliverables for a list of deliverables.

Experience & Knowledge

The following are the necessary skills and experience being sought to fulfill the services requested:

- Thorough knowledge of physical database design and data structures.
- In-depth understanding of data management (e.g., permissions, recovery, security, and monitoring), data quality and data governance, as well as knowledge of metadata management services.
- Experience in the higher education, healthcare, or medical education sectors.
- Excellent analytical skills, oral and written communication skills.

Budget & Schedule

Budget submissions should be itemized, presented in Canadian dollars, cover all costs, and list separately all applicable taxes.

Launch RFP (Questions from vendors):	February 23 – May 24, 2024
Deliberations & Decision:	June 1 - August 29, 2024
Contract Negotiations:	September 9 - 30, 2024
Configuration of new system:	October 1, 2024 – June 30, 2025
Pilot:	July 1, 2025 – June 30, 2026
Phase II Development:	October 1, 2025 – June 30, 2026
Pilot:	July 1, 2026 – June 30, 2027
Launch:	July 1, 2027

Rated Criteria

Submissions will be evaluated under the following criteria:

Criteria	Weighting (Points)
Relevant Experience and Qualifications	10
Proposed Approach	10
Capacity to meet deliverables required	25
Timeline	10
Pricing*	25
Suitability	15
Total Points	100

* Scored using relative pricing formula, see process documentation linked below for full details

Proposal Submission Instructions

Proposals will be limited to a maximum of 10 pages and submitted in English as a PDF to Claudine LeQuellec at cacms@afmc.ca by May 24, 2024, 5:00 p.m. ET, along with a completed [RFP Acknowledgement Form](#) (Appendix D). A rectification date will be set for five (5) business days following the submission deadline.

Requests for additional information may be directed to the above contact.

Early confirmation of intention to submit is appreciate, those who provide this indication will receive updates should any arise over the request period.

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