



COLLEGE OF
OPTOMETRISTS
OF ONTARIO

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**RFP #2023-001 – REQUEST FOR PROPOSAL (RFP) TO
MODERNIZE THE STANDARDS OF PRACTICE
REFERENCE GUIDE FOR OPTOMETRISTS
QUESTIONS & ANSWERS**

September 22, 2023

1. Does the College have a timeline in mind for the project?

The College will be selecting a vendor to work with by the end of this year (2023) and begin work on the project thereafter. The College does not have a specific timeline for the project but anticipates it to be completed within 1-2 years.

2. Will the successful vendor be working directly with stakeholders and subject matter experts from the College (such as the Quality Assurance Committee) to advise on content gaps, evidence, and current practice, or through a single contact at the College?

The successful vendor will be working directly with stakeholders (e.g., the Quality Assurance Committee) with support from College staff.

3. Has any work been done so far on identifying content gaps and needs?

No. However, the College has been keeping a running list of topics, which are not currently included in the standards of practice reference guide, that should be considered as part of this project (e.g., tele-optometry, treating family members, original signature).

4. Does the College have a process in place for content approval and publication, or should vendors propose such a process?

The College currently has a process in place for content approval and publication, but the process needs improvements. The College is looking for more efficient and effective processes from vendors.

5. Do you feel that a writer/editor who has worked on clinical practice guides could handle this? That is, you do not need an optometrist?

The vendor does not have to be an optometrist. As long as they meet the qualifications and requirements as outlined in the RFP (e.g., extensive experience in medico-legal review and writing), then they are welcome to submit proposals. The successful vendor will have access to technical expertise from the College's Practice Advisors as well as professional members (i.e., optometrists) of the Quality Assurance Committee.

6. Would it be possible to include another company with me as collaborator for the RFP to fill in the role for the technology/accessibility aspect?

Yes.

7. What is the ballpark budget?

We understand that having a budget is crucial for project planning and ensuring its success. At this stage, we do not have a set budget figure in mind. We have provided the scope in the RFP and there are no additional or “hidden” expectations that we had in mind when writing this RFP. We look forward to working together with the successful vendor to determine a budget that aligns with our goals.