



EFAN Expression of Interest

Fetal Alcohol Spectrum Disorder (FASD) Assessment and Diagnostic Services

Issued by: Edmonton and Area Fetal Alcohol Network (EFAN)

Submission Deadline: October 31, 2025

Introduction

The Edmonton and Area Fetal Alcohol Network Society (EFAN) invites proposals from qualified service providers to deliver Fetal Alcohol Spectrum Disorder (FASD) assessment and diagnostic services for individuals aged 18 and over with a particular emphasis on those aged 18 to 35. This competitive process is designed to ensure transparency, fairness, and alignment with public sector procurement guidelines in Alberta.

All applicants must comply with applicable laws, including but not limited to the Freedom of Information and Protection of Privacy Act (FOIP Act), the Health Information Act (HIA), and professional standards relevant to clinical assessment and diagnosis in Alberta. EFAN values inclusivity, cultural responsiveness, and ethical care practices, and will only consider proposals that reflect these principles.

Background

The Edmonton and Area Fetal Alcohol Network (EFAN) is one of 12 regional FASD Service Networks funded through Alberta's FASD Service Network Program. Together, these Networks deliver FASD-informed services across the province using a holistic, client-focused approach. Each Network is developed to reflect local and regional needs, and works in partnership with community agencies and organizations to provide culturally appropriate, community-based services.

EFAN serves the Edmonton region and surrounding communities. As a community-driven coalition, EFAN works to improve outcomes for individuals and families impacted by Fetal Alcohol Spectrum Disorder (FASD) through prevention, education, diagnosis, and coordinated supports. The Network is made up of local service providers who collaborate to deliver wraparound care, share resources, and build capacity across sectors. Please visit <https://edmontonfetalalcoholnetwork.org/wp-content/uploads/2025/03/EFAN-Operational-Policies-2024-2027.pdf> for information on EFAN's Operational Policies and Procedures.

FASD is a lifelong neurodevelopmental disability that can be undiagnosed or misunderstood—especially in adulthood. Without diagnosis, individuals may experience complex challenges related to mental health, housing stability, justice involvement, and daily functioning, and may not access the services and supports they need. A comprehensive diagnostic assessment can help identify an individual’s strengths and challenges, inform planning, and improve access to appropriate interventions.

This Expression of Interest seeks to provide access to FASD diagnostic and assessment services for adults aged 18–60, with a specific focus on the transition-aged group (18–35). This period of emerging adulthood is a critical time for intervention, service eligibility, and the development of supportive relationships. Referrals for assessment will come through EFAN member organizations or specialized services, which ensures individuals are supported throughout the process and that information is integrated into coordinated care planning.

While a formal diagnosis is not required to access EFAN-funded supports, an assessment provides valuable insights for individuals, caregivers, and service providers. Exceptions to the age range may be considered on a case-by-case basis, depending on need and circumstance.

Scope of Services

Successful applicants will provide:

- Multidisciplinary FASD assessments aligned with the Canadian Guidelines for FASD Diagnosis (2015)
- Culturally safe, trauma-informed, and accessible services
- Individualized reports with strengths-based recommendations
- Coordination with EFAN member agencies and caregivers
- Engagement with EFAN

- Reporting through EFAN's Online Reporting System (ORS), including client feedback mechanisms
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Service Area

Services must be accessible to individuals living within EFAN's defined catchment area, which includes:

- six cities: Edmonton, Fort Saskatchewan, Leduc, St. Albert, Beaumont and Spruce Grove;
 - one specialized municipality, Strathcona County, which includes Sherwood Park;
 - three municipal districts: Leduc County, Parkland County, and Sturgeon County;
 - nine towns: Bon Accord, Bruderheim, Calmar, Devon, Gibbons, Legal, Morinville, Redwater, and Stony Plain;
 - four villages: Spring Lake, Thorsby, Wabamun, and Warburg;
 - eight summer villages: Betula Beach, Golden Days, Itaska Beach, Kapasiwin, Lakeview, Point Alison, Seba Beach, and Sundance Beach;
 - four Indian Reserves for three First Nations: Alexander 134 of the Alexander First Nation, Stony Plain 135 of the Enoch Cree Nation, and Wabamun 133A and 133B of the Paul First Nation.
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Budget

Total anticipated funding for this contract is **\$404,000** for the contract year, which is expected to run from **April 1, 2026 to March 31, 2027**. All assessment and diagnostic work, including final reports and required data submissions, must be completed by **March 31, 2027**. There may be an opportunity to renew the Letter of Agreement into the next fiscal year, subject to the continued availability of funding, demonstrated service demand, and satisfactory achievement of outcomes.

EFAN welcomes proposals for **full or partial service delivery**, based on each applicant's organizational capacity, geographic reach, and clinical team availability. Applicants do not need to apply for the full \$404,000 in funding. Proposals may be scaled to reflect the number of assessments the applicant is prepared to deliver during the contract period.

All proposals must include an **all-inclusive per-assessment rate**. This rate must cover all aspects of the assessment process, including intake, coordination, clinical assessment (in alignment with the Canadian Guidelines), report writing, administrative costs, facility use, cultural supports, travel (if applicable), taxes (if applicable), and participation in EFAN's reporting, engagement, and evaluation activities. Proposals that list costs as separate line items will not be considered.

For example:

If a provider proposes to complete 60 assessments over the contract year and submits a total budget of \$370,000, the all-inclusive per-assessment rate would be **\$6,166.67**. This per-assessment rate is what EFAN will use to assess cost-effectiveness and determine contract allocation.

This pricing model ensures consistency across proposals and allows EFAN to fairly evaluate and allocate resources in alignment with community needs and project goals.

Eligibility Requirements

Applicants must demonstrate:

- Clinical experience in FASD diagnosis with adults, particularly 18–35
- Access to a multidisciplinary team that meets guideline requirements

- Capacity to provide services within the defined geographic region
- Compliance with Alberta’s legislative and professional practice standards

All assessments must be completed in alignment with the most current Canadian guidelines for the diagnosis of Fetal Alcohol Spectrum Disorder (FASD). These guidelines, titled *Fetal Alcohol Spectrum Disorder: A Guideline for Diagnosis Across the Lifespan*, were developed by the Canada Fetal Alcohol Spectrum Disorder Research Network and published in the *Canadian Medical Association Journal* (CMAJ) in 2015. The guidelines emphasize the importance of a multidisciplinary approach and provide a standardized framework for assessing individuals across all stages of life, including youth and adults. They reflect the most up-to-date evidence and best practices available in the field and are widely used across Canada.

Citation:

Cook JL, Green CR, Lilley CM, et al. *Fetal alcohol spectrum disorder: a guideline for diagnosis across the lifespan*. CMAJ. 2016;188(3):191-197. doi:[10.1503/cmaj.141593](https://doi.org/10.1503/cmaj.141593)

Proposal Requirements

All applicants must submit a complete proposal package that includes the following six components. Each section must be clearly labelled and presented in the order outlined below:

1. **Cover Letter**

A one-page letter introducing the applicant organization, summarizing your interest in this opportunity, and confirming your understanding of the expectations outlined in the RFP. The letter should be signed by an authorized representative with the authority to bind the organization to the terms of the proposal.

2. **Organizational Profile**

Provide an overview of your organization, including your mission, years of operation, relevant experience in FASD assessment or similar neurodevelopmental services, and geographic area of operation. Describe your organization's values related to cultural safety, trauma-informed care, and equity. Include any relevant partnerships, affiliations, or governance structures that support service delivery.

3. **Detailed Service Delivery Plan**

Outline your approach to delivering FASD assessment and diagnostic services within the EFAN catchment area. The plan must include the following elements:

- **Referral Pathway:** All referrals will come through EFAN member organizations or specialized services. Describe how your team plans to coordinate and communicate with referring partners throughout the intake, assessment, and reporting process.
- **Timeline:** Provide a projected timeline from initial referral to final diagnostic report submission, identifying stages such as intake, scheduling, assessment, report development, and follow-up.
- **Cultural Responsiveness:** Describe how your service delivery model will be culturally appropriate, inclusive, and responsive to the diverse communities in the EFAN region, including Indigenous communities and other marginalized populations.
- **Age Range Focus:** While the overall target population is adults aged 18 and over, applicants are not required to serve the full age range. Please identify the specific age group(s) within this range that your team is best equipped to serve, such as transition-aged youth (18–24), young adults (24 - 35), or older adults, and describe your rationale and capacity to meet their needs.

4. **Team Qualifications**

Identify each member of your proposed multidisciplinary assessment team. For each team member, provide:

- Name and professional designation
- Role on the diagnostic team
- Credentials, licenses, and relevant training

- Years of experience in FASD or neurodevelopmental assessment
- A brief description of how each member contributes to meeting the requirements outlined in the Canadian Guidelines for FASD Diagnosis (e.g., medical examiner, psychologist, speech-language pathologist, etc.)

5. **Proposed Budget (All-Inclusive Cost per Assessment)**

Provide a single all-inclusive per-assessment rate. This rate must cover all aspects of service delivery, including: clinical time, administration, report writing, travel (if applicable), cultural supports, overhead, taxes (if applicable), and participation in EFAN-related activities such as meetings and reporting. Include a brief rationale for how the per-assessment rate was calculated, and the number of assessments you are proposing to complete within the contract year (April 1, 2026 – March 31, 2027).

6. **Reporting and Compliance Plan**

Describe how your organization will fulfill EFAN's reporting requirements. EFAN is required to report on service outcomes through the Government of Alberta's FASD **Online Reporting System (ORS)**. The successful applicant must commit to the following data and reporting requirements:

- **Quarterly Data Submission:** All non-identifiable assessment data must be entered into the ORS system by the **first Friday after the end of each quarter**. Quarters are defined as:
 - Q1: April 1 – June 30
 - Q2: July 1 – September 30
 - Q3: October 1 – December 31
 - Q4: January 1 – March 31
- **Narrative Reports:** A brief narrative report is due the **second Friday after each quarter ends**, summarizing:
 - Program successes and client outcomes
 - Challenges and barriers encountered

- Any changes in staffing, processes, or timelines
 - Innovations or practices worth sharing with the broader Network
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Evaluation Criteria (100 Points)

- Organizational Capacity (20)
 - Service Delivery Plan (30)
 - Budget and Value (20)
 - Team Qualifications (10)
 - Reporting and Compliance (15)
 - Clarity and Format (5)
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Conditions of Award

1. Negotiation Rights

EFAN reserves the right to negotiate any element of a proposal, including scope, price, staffing, and service delivery prior to final contract award.

2. Contingency on Government Funding

Contracts awarded are conditional upon EFAN receiving funding from the Government of Alberta under the FASD Service Network Program.

EFAN assumes no financial obligation in the absence of this funding.

3. Legal Compliance

Applicants must comply with Alberta's FOIP Act, HIA, and other applicable laws and standards. Subcontractors, consultants, and clinicians involved in the delivery of services must also meet regulatory requirements.

4. Ethical Considerations

All services must reflect principles of informed consent, confidentiality, cultural safety, and harm reduction. Proposals must demonstrate how clients will be supported through complex assessment processes in a respectful and empowering manner.

Submission Review & Timeline

Proposal Submission Deadline: October 31, 2025 by 4:00 pm

Initial Review Period: November 1 - November 15, 2025

Evaluation & Scoring: November 16 – November 30, 2025

Selection & Notification: Early December 2025

Submission Instructions

Proposals must be submitted by **4:00 PM on October 31, 2025** in PDF format to: **Lisa Rogozinsky, Network Coordinator**

Email: lisa@rogozinsky.org

Subject line: “FASD Assessment and Diagnostic Services Expression of Interest”

Communication Protocol

Unless otherwise directed, all communication regarding this RFP must be submitted via email to the Network Coordinator:

Lisa Rogozinsky, EFAN Network Coordinator

 Email: lisa@rogozinsky.org

Subject Line: “FASD Assessment and Diagnostic Services RFP – Inquiry”

All questions and responses will be documented. EFAN will distribute all responses to submitted questions to all applicants to ensure transparency and fairness throughout the procurement process.

If an applicant believes their question is confidential and should not be shared with other applicants, they must explicitly indicate this in their email and provide a clear justification for the confidentiality request. EFAN will review the request and determine whether confidentiality will be maintained. If EFAN determines that the question must be shared in the interest of fairness, the applicant will be given the option to withdraw their question.

Applicants are responsible for reviewing the Expression of Interest in its entirety and must notify EFAN in writing of any ambiguity, error, or conflicting information they identify. Requests for clarification should be submitted as early as possible to allow sufficient time for EFAN to provide a response and, if necessary, issue an addendum.

Confidentiality and Security of Information

The applicant, along with its employees, subcontractors, and agents, must:

- Keep all information strictly confidential regarding EFAN, third parties, or any business activities learned through this Expression of Interest.
- Only use, copy, or disclose such information as necessary for submitting a proposal or with EFAN's written authorization.

Applicants must maintain high industry security standards, including controlled access to data and information. No press releases or public announcements about this Expression of Interest may be made without EFAN's prior written consent.

Conflict of Interest

Before the Closing Date and Time of this Expression of Interest, applicants must fully disclose, in writing, to the Network Coordinator any actual, potential, or perceived conflict of interest involving the applicant, any team member, employee, subcontractor, or agent if awarded the contract.

EFAN will review all disclosures and may reject any proposal where, in EFAN's opinion, a conflict of interest exists, could arise, or may be perceived if the applicant were to become the contractor.

Modified Expression of Interest Process

If no compliant proposals are received, EFAN reserves the right to initiate a modified Expression of Interest process to select a successful applicant. This process will proceed as follows:

- All applicants who submitted non-compliant proposals (excluding late submissions) may be invited to submit a Modified Proposal.
 - EFAN will determine the necessity, scope, and timing of the modified RFP process.
 - Applicants will receive clear instructions on submission requirements, format, and deliverables before resubmitting.
 - All Modified Proposals become the property of EFAN upon submission.
 - Applicants must meet all mandatory requirements outlined in the modified process.
 - The Evaluation Team will assess all Modified Proposals according to a revised evaluation plan developed for the process.
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Extensions, Amendment To or Cancellation of Expression of Interest

EFAN may extend the RFP closing date and time, or EFAN may amend, suspend, postpone or cancel this RFP.

Cost of the Proposal

The applicant is responsible for all costs of preparing and presenting its proposal and, if applicable, entering into the Agreement.

Representation and Warranties

Any statements made in a proposal may be incorporated into Schedule A and the Letter of Agreement. These statements will be considered representations and warranties of the successful applicant and will form part of the final Agreement.

Applicant Debriefing

Upon written request, EFAN will provide a debriefing to unsuccessful applicants explaining why their proposal was not selected. Requests must be submitted within 10 business days of receiving the notification.

This Expression of Interest is governed by the laws of Alberta. All proposals submitted become the property of EFAN and may be subject to disclosure under the FOIP Act.

End of Document

Appendix A: Evaluation Rubric

Evaluation Categories		Likert Score	Weight	Category Score
A.	Proponent Experience & Organizational Capacity	/5	20%	$=(\text{Likert score}/5) \times 20$
B.	Service Delivery Approach	/5	30%	$=(\text{Likert score}/5) \times 30$
C.	Budget and Value	/5	20%	$=(\text{Likert score}/5) \times 20$
D.	Team Qualifications	/5	10%	$=(\text{Likert score}/5) \times 10$
E.	Reporting and Compliance Pan	/5	15%	$=(\text{Likert score}/5) \times 15$
F.	Clarity and Format	/5	5%	$=(\text{Likert score}/5) \times 5$
			100%	Total Proposal Score

Appendix B: Likert Scale

	Fundamental Knowledge	Recognition of Key Concepts	Ability to Explain	Depth of Content	Feasibility Practicality	Organization Specificity	Innovation and Creativity
1 Very poor	Shows minimal familiarity or knowledge of foundational elements, lacking depth or comprehensive understanding.	Struggles to identify fundamental concepts, displaying minimal awareness or understanding.	Unable to articulate or explain aspects clearly, offering vague or incomplete explanations without depth.	Shows no depth of understanding, providing surface-level knowledge without exploring connections or complexities.	Presents ideas or solutions that are entirely unrealistic or impractical, lacking any practical application or alignment with organizational resources. Presents ideas with no demonstration of organizational capacity.	Shows no awareness or consideration of organization-specific details, lacking relevance or depth in addressing organizational context.	Lacks originality or innovative approaches, offering conventional or generic ideas without creative insights.
2 Poor/ marginal	Demonstrates limited awareness of basic elements but lacks depth or comprehensive understanding.	Recognizes some fundamental concepts but misses others, lacking comprehensive understanding.	Provides basic but unclear or incomplete explanations, lacking in-depth clarity.	Recognizes basic elements but lacks depth or substantial exploration of complexities or connections.	Offers ideas or solutions with minimal practicality, lacking realistic strategies or alignment with organizational capabilities.	Makes vague or generic references without consistent relevance to organization-specific details.	Presents ideas with limited originality or innovation, lacking creative approaches or unique perspectives.

<p>3 Fair</p>	<p>Displays a fair understanding of fundamental concepts, showing moderate familiarity but occasional gaps.</p>	<p>Identifies most key concepts with some accuracy but may have occasional lapses.</p>	<p>Offers a coherent but straightforward explanation, occasionally lacking in-depth clarity or thoroughness.</p>	<p>Demonstrates some depth but with occasional gaps or inconsistencies in presenting comprehensive analysis.</p>	<p>Presents somewhat feasible proposals with potential practicality, though some aspects may require refinement or consideration of organizational constraints.</p>	<p>Touches on some organization-specific aspects but lacks consistent relevance or depth.</p>	<p>Provides ideas or solutions with moderate originality, offering some innovative approaches alongside conventional ideas.</p>
<p>4 Good</p>	<p>Shows a solid grasp of core elements with few gaps, demonstrating a substantial understanding.</p>	<p>Recognizes and articulates the majority of key concepts accurately, displaying comprehensive understanding.</p>	<p>Clearly and reasonably explains most key points, offering a comprehensive yet occasional detailed explanation.</p>	<p>Displays depth in understanding with minor gaps, providing a thorough analysis and insight into various aspects.</p>	<p>Demonstrates realistic and implementable solutions aligned with organizational capabilities, indicating a high level of practicality.</p>	<p>Demonstrates consistent consideration of organization-specific elements with occasional depth.</p>	<p>Presents moderately innovative ideas, incorporating both conventional and creative approaches to solutions.</p>

<p>5 Exceptional</p>	<p>Exhibits a comprehensive understanding of essential principles, showcasing extensive familiarity and knowledge.</p>	<p>Identifies and explains all key concepts accurately, demonstrating an exhaustive understanding.</p>	<p>Provides comprehensive and articulate explanations throughout, displaying thorough and detailed understanding.</p>	<p>Exhibits a thorough and extensive understanding with no significant gaps, providing comprehensive analysis.</p>	<p>Presents highly feasible and practical solutions that align perfectly with the organization's resources, showing clear understanding and adaptability to organizational constraints and needs.</p>	<p>Tailors the understanding specifically to the organization's context, showing a deep awareness of its nuances and needs consistently.</p>	<p>Offers highly innovative and creative ideas, showcasing originality and unique perspectives in proposed solutions.</p>
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