

Request for Proposal

TSS Clinical Advisor: Services to Deliver Training Materials & Education for Clinical Implementation of Transcutaneous Spinal Stimulation (TSS)

July 2026 – March 2027

General Information

a. **Purpose.** This request for proposal (RFP) seeks to contract consulting services to develop open science materials and targeted clinical education aligning with current available evidence and experience to support **the implementation of TSS in clinical settings for individuals (“clients” receiving treatment) with spinal cord injury (SCI).**

b. **Who May Respond.** Physicians, physiotherapists, and/or occupational therapists licensed in Canada with clinical expertise and knowledge of applying TSS in individuals with SCI. Experience in SCI rehabilitation is an asset.

Praxis encourages proposals from under-represented groups including women, Indigenous Peoples, people with disabilities, people who are part of 2SLGBTQI+ communities, religious minority groups and racialized people, neurodiverse individuals, and others who may contribute to the further diversification of perspectives.

c. **Instructions on Proposal Submission**

i. **Closing Submission Date.** Proposals must be submitted no later than **July 5, 2026** at 11:59 pm PT.

ii. **Inquiries.** Direct all inquiries regarding this RFP to:

Dr. Vanessa Noonan, Director of Research and Best Practice Implementation

E-mail: vnoonan@praxisinstitute.org

iii. **Submission.** Submit all proposals to vnoonan@praxisinstitute.org and cc: contracts@praxisinstitute.org. The Offeror is responsible for ensuring that Praxis receives the proposal by the date and time specified above. Late proposals will not be considered.

iv. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Praxis.

v. **Reservation of Rights.** Praxis reserves the right, in its sole discretion, to reject any and all proposals, to cancel or reissue this RFP, or to delay the evaluation and award process. Praxis further reserves the right to defer or decline to make any award until sufficient funding for the project has been secured and confirmed.

vi. **Notification of Award.** Praxis expects to select the successful Offeror within two weeks after the proposal closing date. Following final negotiations with the successful Offeror, Praxis will notify all Offerors in writing of the decision.

vii. **Term of Engagement.** The term can start at the earliest date of **July 15, 2026** through **March 31, 2027**.

Description of Our Organization

Praxis is a not-for-profit organization that leads global collaboration in SCI research, innovation and care. We accelerate the translation of discoveries and best practices into improved treatments for individuals with SCI. Our vision is a world without paralysis after SCI.

From our home in Vancouver, Canada, we facilitate an international network of individuals with SCI and world-class experts who work together to identify, prioritize and solve the most urgent challenges. To achieve this, we take a multi-disciplinary, adaptable approach to maximize our impact. This enables us to move the most promising ideas out of the laboratory, into both standards of care for individuals with SCI. We also work to get new technologies from idea, to development, and ultimately available to improve the lives of those living with SCI. See [Praxis website](#) for more information.

Scope of Services

The Offeror shall be responsible and available to:

- a. Develop clinical materials (e.g., training toolkit, implementation guides, etc.) to support the safe and consistent clinical implementation, by rehabilitation providers, of TSS for individuals with SCI based on current available evidence and experience. This includes:
 - Confirming intended users, scope, prerequisites, and implementation settings (e.g., outpatient, inpatient, community settings);
 - Guidance on client selection criteria for the intended therapy;
 - Key components of the materials being developed may include (to be finalized with Praxis): diagrams for electrode placement, suggested parameters/intensity/dosing, and safety guidelines for the following indications: upper limb/hand function, locomotor and lower limb training, trunk/postural control, and spasticity management. Safety considerations and protocols for adverse events, such as autonomic dysreflexia, must also be included. The training toolkit should include multiple formats, such as slide deck, educational resources for clinicians and clients, checklists, competency assessment tools, quick-reference resources, and video recordings or review of key materials
 - A short evaluation plan and tools (e.g., pre/post knowledge checks, training feedback survey, implementation readiness checklist) along with a summary of lessons learned from training.
- b. Deliver training and advice to support a maximum of two clinics delivering rehabilitation services with implementing TSS for individuals with SCI in a pilot study. The clinics will be selected by Praxis.
 - Training may include virtual sessions, in-person workshops (if required), and/or a train-the-trainer approach. The Offeror should be prepared to answer ad-hoc questions from study sites (TBD), and work with Praxis and pilot sites to identify target audiences, schedule sessions, and incorporate feedback to refine materials.
 - Provide ongoing support to Praxis and study sites throughout the engagement to:
 - Inform the pilot study design & treatment plans;
 - Address queries from the pilot sites related to the training or individual client needs.

The maximum value of this engagement is **\$30,000 CAD**. Any external costs (e.g., travel for in-person training, venue, printing, or software) must be approved in advance by Praxis and managed in accordance with Praxis' applicable policies.

The Offeror shall provide detailed billing for any hourly work, itemized in increments of no less than 30 minutes, along with a summary of the work completed, aligned with the milestones and deliverables outlined below.

Key Deliverables/Milestones	Timeline
Kick-off with Praxis – review the Praxis clinical guidance document; confirm training audiences, scope, format(s), and workplan.	Jul 2026
Develop clinical materials – draft training toolkit, implementation guide, slide deck, training facilitator guide, educational resources for clinicians and clients, checklists/competency tools, etc., incorporate feedback from Praxis & pilot sites (real-world implementation); meetings (as needed) with Praxis and rehabilitation providers at the pilot sites.	Jul 2026 – Sep 2026
Support pilot sites – review TSS implementation plans, advise on the pilot study design, deliver clinician training sessions (virtual and, potentially, in-person), ongoing support of clinical implementation & treatment plans (as needed); meetings (as needed) with Praxis and rehabilitation providers at the pilot sites.	Study Design: Aug 2026 Training: Sep-Oct 2026 Implementation: Oct 2026 – Feb 2027

Key Deliverables/Milestones	Timeline
<p>Finalize open science TSS training toolkit and evaluation - Update training materials based on feedback from pilot study and submit to Praxis; conduct and submit summary of evaluation and lessons learned to Praxis.</p>	<p>Mar 2027</p>

Proposal Contents

The Offeror shall, at a minimum, include the following in a proposal of no more than five pages:

- a. **Experience:** Describe relevant clinical experience and experience developing training protocols and educational materials, preferably in rehabilitation and/or SCI. Experience with TSS or neuromodulation, clinician training, and implementation in Canada is required.
- b. **Proposed Approach to Scope of Work:** Describe how you will deliver the scope, including your instructional design approach, how you will translate TSS clinical guidance into training-ready content, your plan for training delivery (virtual/in-person), how you will evaluate effectiveness, and how open science materials and editable files will be prepared and transferred to Praxis. Include an estimated cost for each component.

Approaches that maximize the value, transparency, and reusability of research will be prioritized. Applicants are expected to align with **Open Science** principles by sharing methods, data, and findings where possible to strengthen the evidence base and accelerate learning across the ecosystem. All materials developed through this engagement must be shared in editable formats and include guidance for reuse and adaption. *The author will be credited; however, intellectual property rights to these materials must be waived to support broad dissemination.*

- c. **Qualifications:**
 - i. If the Offeror is an **organization**, describe its type, size, structure, practice areas, office location(s), and staff proposed for the project, and attach a certificate of good standing if applicable. Include staff education, employment, background checks, supervision, and relevant experience. Only include resumes for staff likely to be assigned.
 - o Education, employment, and background check for each staff member;
 - o Supervision structure; and
 - o Relevant experience of proposed staff, including role, years of experience, and continuing professional education.
 - ii. If the Offeror is an **individual**, include a resume describing education, relevant clinical experience, and employment history.
- d. **Cost:** The proposed price must not exceed **\$30,000 CAD**, with all professional fees and expenses clearly identified. Include a detailed budget and fee structure (for example, fixed price by deliverable and/or hourly rates with estimated effort), note any assumptions, and identify any in-kind contributions. Praxis may negotiate scope and/or budget with the successful Offeror.
- e. **Availability:** State your availability to deliver services in person and online, including any restrictions.
- f. **References:** Provide two references, including names, contact persons, telephone numbers, and email addresses, preferably from clients similar to Praxis.
- g. **Confidentiality and conflict of interest:** Confirm that project information will be kept confidential and that you will comply with Praxis' Confidentiality Agreement and Conflict of Interest policies.
- h. **Independence:** Provide a statement confirming your independence from Praxis.
- i. **Form of Proposal and Business Information:** Complete and submit all additional information required in the Appendix.

Proposal Evaluation

Evaluation Procedure and Criteria. A review committee will review proposals and will invite shortlisted Offerors for an interview prior to final selection. Proposals will be assessed based on the following criteria:

Experience	25%
Proposed approach to scope of work	25%
Qualifications	20%
Cost and availability	20%
Communication style and clarity	10%

Appendix A - Form of Proposal

Through submission of this Proposal, I/we agree to all of the terms and conditions of this RFP. No person, firm or corporation other than the undersigned has any interest in this Proposal. Offerors must complete and submit all of the Form of Proposal and supply all of the information requested by the Appendix – Business Information and Requirements. Proposals that do not include the information requested in the Appendix, or do not have sufficient information to be readily understood and evaluated may be rejected without further notice.

Note: Information provided must be responsive to the question. Please review all questions carefully.

Certification and Authority

I wish to present this Proposal as a qualified provider of the services and certify that the information contained in this Proposal is accurate and true to the best of my knowledge and I am duly authorized to sign the Proposal on behalf of the Offeror with the intent to bind the Offeror to the RFP and the statements and representations in the Proposal.

Offeror Name			
Authorized Signature		Date	
Print Name		Title	

Appendix B – Business Information and Requirements

1. Business/Institution Information	
Offeror's legal name	
If you carry on business under a name other than your legal name, please provide the name :	
If the Offeror is not an individual, please provide a contact name and title :	
If not an individual, please provide the name and title of the representative(s) authorized to execute contracts on behalf of the business:	
<p>Please submit the following documents as applicable, if not an individual:</p> <ul style="list-style-type: none"> • If your business is an incorporated company, a current copy of the company's certificate of good standing. • If your business is incorporated in a jurisdiction other than BC, a current copy of the company's certificate of good standing. • If your business is a registered partnership or sole proprietorship in BC, a current copy of the BC Registry Services search showing the partnership registration or business name registration, as applicable. 	
2. Business Address	
Street:	City:
Province:	Postal Code:
Telephone:	Email:
3. Conflict of Interest	
<p>The provision of the Services must not represent a conflict of interest.</p> <p>Are there any potential areas of conflict of interest that may exist with the provision of these Services to Praxis? Without limiting the foregoing, please disclose if you are a current or previous employee of Praxis.</p> <p>If there is a potential conflict, provide a description as an attachment to your Proposal.</p>	<p><input type="checkbox"/> No Conflict</p> <p><input type="checkbox"/> Yes, there is a potential conflict of interest.</p> <p>If Yes, did you attach this information to your Proposal?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>