REQUEST FOR PROPOSALS

For Evaluation of Person-Centred Portfolio

RFP No. RP450-2016-01

Attention:

With the potential for a Canada Post labour disruption, vendors and partners are reminded to make appropriate arrangements to ensure RFx responses are received by the closing date and time specified for each competition. The Partnership will accept submissions for all open competitions via email. Submissions should be sent to: procurement@partnershipagainstcancer.ca and should include the RFx number and name.

Any questions should be directed to the contact person identified on the RFx document.

QUESTIONS & ANSWERS

Please see the answers below regarding any questions raised in relation to this RFP.

1. *Question:*

   Under the 'Qualifications and experience of the Proponent organization and key members of the proposed team' there is a requirement for 'Completion of a minimum of three (3) performance evaluation experiences....'

   Are we correct to assume that these evaluation projects must have been completed under contract by the Proponent organization/Bidder, and not just by one of the team members as an individual?

   Answer:

   Yes, the evaluation projects must have been completed by the proponent organization and not by just one member of the team.

2. Question:

Under 'Demonstrated quality in proposed approach' there is a requirement for an 'Overview of three projects completed that are similar in scope to this project.'

Can we use an evaluation project that is 95% completed (192/200 days worked) for which we are waiting for comments on the draft report?

Answer:

Yes, an evaluation project that is 95% complete can be used as an example of a project with similar scope to this project.

3. Question:

Can we use the same evaluation project examples to meet the above two evaluation criteria from question 1) and question 2)?

Answer:

Yes, the same evaluation projects can be used to meet the above two criteria, however a minimum of three (3) separate examples must be provided.

4. Question:

Having a sense of the budget (or at least the range) can help us understand the intended scope of the project. Might you be able to share this information with us?

Answer:

The maximum budget for this project is $100,000.00

5. *Question:*

   Will the Partnership provide the successful vendor with contact information (emails and phone numbers) for stakeholders to participate in surveys, interviews and/or focus groups?

   Answer:

   Yes, the Partnership will provide the successful vendor with contact information (emails and phone numbers) for stakeholders to participate in surveys, interviews and/or focus groups. The PCP team will connect the successful vendor and stakeholders in order for the mutually convenient meeting times to be arranged.

6. *Question:*

   Will any of the data collection need to be done in French? If yes, please specify which data collection activities.

   Answer:

   Data will be primarily collected in English however French data collection may be required depending on the language preference of the project partner.

7. *Question:*

   Will the Partnership cover the French translation costs? Or, shall we include translation costs as an expense in our budget?

   Answer:

   Proposals should include a budget for translation. The successful proponent will be required to use the Partnership's prequalified translation vendor to ensure quality of translations.

8. *Question:*

   Who developed the Evaluation Matrix? (e.g. Partnership staff, external group)

   Answer:

   The PCP program evaluation matrix was developed by the Partnership staff. Which includes experts in the field of research and evaluation.

9. *Question:*

   Can you provide the RFP in Word?

   Answer:

   Schedules B, C, D and E will be issued as word documents and posted separately with the addenda.

10. *Question:*

    Do you have a template for partner project reports? Can you please share the template?

    Answer:

    The partner project report template will be provided to the successful vendor.

11. *Question:*

    In the RFP, sometimes the program is referred to as the PCP Program and sometimes it is referred to the PCP Portfolio. Does CPAC have a preference which name should be used in our proposal?

    Answer:

    The partnership does not have a preference for the use of Portfolio vs Program in the proposals.

12. *Question:*

"Also available for reference is the PCP Program Model"

Would it be possible to also have this document?

Answer:

The PCP program model is not required for this project. Please refer to Diagram 1: Overview of Evaluation- for an overview of the PCP Program.

13. *Question:*

What is your estimated budget for this evaluation? Or alternatively, what is your maximum budget for this evaluation?

Answer:

Please refer to Question # 4.

14. *Question:*

Could you provide information on the budgets of the four initiatives and projects that make up the Person-Centred Perspective Program?

Answer:

Budget information for the four initiatives and projects may be shared with the successful proponent if required.

15. *Question:*

The evaluation is split into two phases. Phase 2 will involve reviewing the final project reports and other materials from the 20 partners. Will final project reports and other materials be available from all 20 partners during the evaluation timeframe?

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Answer:

Yes, the intent is to have the final project reports and other materials available from all 20 partners during the evaluation timeframe.

16. *Question:*

The proposed data collection methods include key informant interviews, focus groups and/or surveys of key stakeholders (p. 19). Given the immediate outcome is to better respond to patient needs, to what extent do the final project reports or other reports for the funded projects capture information from the perspective of patients (and their caregivers)?

Answer:

Patient and family advisors are represented in the project teams, steering and advisory groups.

17. *Question:*

Are the schedules available in Microsoft Word format vs PDF to edit and update (e.g. references).

Answer:

Please see question # 9.

18. *Question:*

Has a maximum budget been identified for this engagement, if so, can you please disclose this figure?

Answer:

Please see question #4.

19. *Question:*

The RFP and supplementary documents refer to survey and KTE data. Can CPAC elaborate on the nature of KTE data, including what it is and which programs it is specifically available for.

Answer:

Knowledge Transfer and Exchange survey results are available for each initiative.

20. *Question:*

Does CPAC anticipate that surveys will be required for each of the initiatives that make up the PCP Portfolio?

Answer:

CPAC anticipates that data collection methods including key informant interviews, focus groups and/or surveys of key stakeholders will be required for each of the projects that make up the PCP program.

21. *Question:*

For the Patient Reported Outcomes (PROs) Initiative, have program-specific KTE Evaluations been completed/available?

Answer:

KTE evaluations have not been completed for the PROs initiative, however KTE survey results are available for each project.   A project specific evaluation has been completed for the EPEC-O project and those results will be provided to the successful vendor.

22. *Question:*

Within Schedule F of the RFP, on page 37, there is mention of all communications being in English and French. Can you disclose the expectations and requirements of French Services required for this engagement?

Answer:

Proposals should include a budget for translation. The successful proponent will be required to use the Partnership's prequalified translation vendor to ensure quality of translations.