

July 28, 2017

Request for Supplier Qualification (RFSQ)

SQ311-2017-01

For Literature Search and Evidence Synthesis Services

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

1. Question:

Can you offer any additional information on the scope/breadth (e.g. topics, geographies, expected outputs) of the 6 services potential of interest to CPAC?

Answer:

The scope and requirements of each service request will vary. Please see cancerview.ca for [examples](#) of some of the types of reports etc. that the Partnership's produces.

2. Question:

Regarding 4.0v & vi: With respect to the methodology/workplan describing our approach to conducting an "environmental scan", a major driver of time and cost is the number of external consultations conducted. Does CPAC have any expectations with respect to the number of interviews?

Answer:

The number of interviews will vary from project to project. Proponent can provide an estimate and specify the parameters of the estimate. For example, to interview 10 key informants for an environmental scan, it will cost 'x' amount.

3. Question:

Can you offer any guidance on the number, topic and/or scope of the research questions/objectives that CPAC may bring to the service provider in the context of this RFSQ? The time and cost of many of these activities will naturally depend on these variables.

Answer:

The type and number of service requests will vary by year. Please refer to the RFSQ Section 11: No Guarantee of Volume of Work or Exclusivity of Agreement.

Please also refer to Question #1 for more information about the scope of various requests.

4. Question:

One of the requirements listed on p. 5 of the RFSQ is a “List of services provided, Proponent definitions of the services, estimated turnaround times, and fixed rate(s) per service, as per Financial Proposal (Appendix C).” For estimated turnaround/completion time, are you looking for level of effort (person days) or calendar time (e.g., over a span of X number of weeks)? In either case, accurate estimates depend a great deal on the scope or mandate of a given project. Timelines would also need to take into account the time needed for client/stakeholder engagement, review of deliverables, etc. and is often dependent on clients’ own timelines. As such, it is very challenging to come up with an estimate at this stage. Are you able to provide any guidance in this area?

Answer:

When providing estimates for each service (as per Appendix C), the Proponent can provide an estimate of the level of effort (person days), specify the parameters of the estimate in order to justify the estimated cost. For example, a literature search that searches 2 major bibliographic databases and returns approximately 1000 articles for screening will take ‘x’ person days, and will cost ‘y’.

Proponents do not have to provide an estimate for every scenario within a type of service (for example, a cost for interviewing 5 people, 10, 15 etc.).

5. Question:

We understand from Appendix B of the RFSQ that we need to include a separate copy of the reference form for each candidate proposed for each key role set out in the proposal. Is the intent to provide three references per team member (which would be a total of 18 references across our six team members) or simply to ensure that across all references provided, previous clients can speak to the work of all proposed team members?

Answer:

Three references are required. If the Proponent is an organization, they would submit three relevant references based on past work by the organization. If the Proponent is a group of individuals brought together for the purposes of responding to the RFSQ, three references per candidate are requested.

6. Question:

Regarding 4.0 viii & xiv: In addition to links to publicly available documents, will CPAC accept an appendix of relevant samples of our work? Can you offer any guidance on the number of samples/links/references desired?

Answer:

Where reports are not currently publicly available, if possible provide report name and a very short description of the contents (e.g., literature review and environmental scan on x).

Please see the response to Question #9 for more information.

7. Question:

Requirement viii, are we to understand that the reference list of completed work and links to publicly available documents is for the five projects mentioned in the previous requirement (vii)? If not, can you provide additional details on what is required for viii?

Answer:

The Proponent should provide a reference list of completed work that demonstrates the experience outlined in **4.0 xiii & xiv**. Links to publicly available documents associated with the work in this reference list should be provided, where available.

8. Question:

How does requirement xiv (Examples of previous work of a similar nature to those requested in this RFSQ) differ from requirement vii (five projects that show a range of types of synthesis completed in the last three years)?

Answer:

Requirements 4.0 vii, viii and xiv are related but distinct.

- Please see Question 7 for more information regarding Requirement viii
- Examples of completed work that meet Requirement viii must have been completed in the last three years
- Examples of completed work included to meet Requirement 4.0 xiv may have been completed more than three years ago

9. Question:

The work samples mentioned in the table in Section 6.0, Proposal Evaluation:

- a. How many work samples are required?
- b. Can we clarify that the work samples themselves do not have to be publicly available (many of our research projects are for clients' use only), but rather that samples must *include* a reference list and links to publicly-available sources?

Answer:

- a. The number of work samples is not fixed. The work samples need to demonstrate high quality and meet the requirements as laid out in 4.0 vii, xiii, & xiv.
- b. Where work sample reports are not currently publicly available, please provide report name and a very short description of the contents (e.g., literature review and environmental scan on x). We will not ask Proponents to violate their contractual agreements with other clients.

10. Question:

Regarding Requirements, Section 4.0, vi(a), could you please elaborate on what you mean by "service evaluation"?

Answer:

We are interested in understanding the Proponent's process engaging the client, including processes for obtaining feedback on deliverables and ensuring continued high quality service provision that meets the needs and expectations of the client.

11. Question:

Regarding Requirements, Section 4.0, vi(b), are you interested in receiving a list of potential interviewees or a description of how we would conduct the engagement process with external stakeholders such as interviewees?

Answer:

We are interested in the latter: a description of how the Proponent would conduct the engagement process with external stakeholders, such as interviewees.

12. Question:

Will we be able to negotiate specifics for each contract as they arise?

Answer:

Please include with the proposal submission, specific Terms and Conditions that are required to be negotiated.

13. Question:

Will we be able to publish based on the results of the work that emerges through any agreement reached as a pre-qualified vendor?

Answer:

While the terms and conditions state that "intellectual property developed for this Agreement shall vest in and be owned by the Partnership". However, this can be negotiated on a case-by-case basis.