

**ADDENDUM No. 1 Dated March 6, 2018**

**REQUEST FOR PROPOSALS - RFP No. RP460-2018-01**

**FOR System Performance Knowledge Product Assessment**

**DELETE** Section 1.3 RFP Proposal Submission - second paragraph and **REPLACE** with the following (changes marked in red) and where stated throughout the RFP and issued with this Addendum.

“Proponents should submit **five (5)** printed hard copies of the Proposal with original signatures, packaged in a sealed envelope and labelled with the Proponent’s name and address, delivered to the address below before the Proposal Submission Deadline set out in Section 1.7:”

**DELETE** Section 1.9.2. **Rating Criteria** and **REPLACE** with the following (changes marked in red) and issued with this Addendum.

Next, the Partnership will evaluate and score Proposals based on the following rating criteria:

Evaluation Criteria	Weights	Minimum Required Score
<p>Qualifications and experience</p> <ul style="list-style-type: none"> <li>• Demonstrated evidence of the Proponent’s qualifications and relevant experiences for this project.</li> <li>• Each member(s) of the proposed team must have at least five (5) years of experience in consulting for the health sector or health/hospital-related organizations.</li> <li>• At least two (2) consulting experiences in the health sector, in the last three (3) years, including designing, implementing, managing and reporting on broad, multi-jurisdictional, multi-stakeholder consultations that employed a mix of qualitative and quantitative research methods.</li> </ul>	15%	

<ul style="list-style-type: none"> <li>• Demonstrated experience working with knowledge mobilization strategies and products based on health care data and related indicators.</li> <li>• Demonstrated experience in knowledge translation, communications, marketing and/or engagement strategies.</li> <li>• Demonstrated experience communicating with and providing strategic advice and support to senior executives at the federal and/or provincial government levels.</li> <li>• Demonstrated experience working with federal and provincial governments, and/or not-for profit organizations.</li> <li>• Understanding and political awareness of the health sector's organizational structures, hierarchical models, government policy making and service delivery.</li> <li>• Ability to work and communicate (verbal and written) in both English and French.</li> <li>• Established business track record.</li> <li>• Demonstrated client focus, responsiveness and flexibility in working with clients.</li> <li>• Demonstrated ability to work within tight timelines.</li> <li>• Understanding of the cancer control sector, and cancer in general, is a strong asset.</li> <li>• Experience in conducting user centered design testing is a strong asset.</li> </ul>		
<p>Demonstrated quality in Proposal and work samples.</p> <ul style="list-style-type: none"> <li>• Proposal content exhibits clear understanding of the Partnership's needs and aligns strongly with the requirements as summarized in this RFP.</li> <li>• Proposal demonstrates strong communications principles (e.g. clearly written and effectively organized with minimal typos/errors).</li> </ul> <p>Samples should illustrate the following:</p> <ul style="list-style-type: none"> <li>• Ability in designing, implementing, managing and reporting on broad, multi-jurisdictional, multi-stakeholder consultations that employed a mix of qualitative and quantitative research methods.</li> <li>• Ability identifying and recruiting stakeholders.</li> </ul>	20%	

<ul style="list-style-type: none"> <li>• Ability in developing interview guides and conducting semi-structured interviews.</li> <li>• Ability in designing and implementing on-line surveys.</li> <li>• Ability in conducting qualitative and quantitative analyses.</li> <li>• Effectively synthesizing, summarizing and communicating findings both verbally and in written form.</li> <li>• Ability in developing clear and concise written materials, such as, research reports, concept papers and case studies.</li> <li>• Capacity to provide recommendations on strategies to increase use of the system performance body of knowledge to drive action</li> </ul>		
<p>Proposed approach Quality of the proposed approach and work plan (adequacy of project team structure, work plan, client engagement, reporting and controls, likelihood of timely delivery)</p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of the needs articulated in the RFP, the Partnership’s System Performance Initiative and its role in the proposed approach and work plan.</li> <li>• Demonstrated plan to achieve all objectives as outlined in Schedule A.</li> <li>• A draft timeline with key milestones and deliverables for the planning and execution of the project.</li> <li>• Detailed description of the Proponent’s project management approach.</li> </ul>	20%	
<p>In-person interview</p> <ul style="list-style-type: none"> <li>• Representation and participation from proposed key team members.</li> <li>• Thoughtful and high-quality discussion that demonstrates strong understanding of the needs articulated in the RFP, the Partnership’s role, mandate and areas of focus as well as challenges and opportunities.</li> <li>• Positive interpersonal dynamics and good chemistry with Partnership team.</li> </ul>	20%	

Price <ul style="list-style-type: none"> <li>Fairness of price in relation to market value.</li> <li>Quote includes all project deliverables.</li> </ul>	25%	
Total	100%	65

NOTE: The Partnership reserves the right to revise the minimum required score threshold, if not enough Proposals have met the threshold.

## CLARIFICATION - QUESTION & ANSWER

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

### 1. Question:

Do you have Word or editable versions of the schedule forms for example schedule B?

**Answer:**

The MS Word version of the Schedules will be issued with this Addendum.

End of Addendum No. 1