

## FINAL ADDENDUM

### REQUEST FOR PROPOSAL (RFP)

#### PERFORMANCE, MEASUREMENT & EVALUATION (PME) TWO (2) INDEPENDENT CONSULTANT CONTRACTORS

RFP NO. 460-2024-01

Issued by: Angela Fong, Contract Analyst, Partner and Vendor Services  
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This Addendum shall be attached to the Request for Proposal (RFP) and shall form an integral part of the Request. The contents of this Addendum shall be brought to the attention of all concerned.

#### Clarification - Questions and Responses

1. **Question: Are we able to submit a proposal only for the role of Consultant 2 (bringing expertise in supporting the Partnership to tell its impact story, including progress on health equity)?**

**Answer:** Individual proponents may wish to apply for one or both consultant roles based on the required skills and qualifications. Two consultants will be procured. All prospective proponents should be explicit in their submission of their intentions and the role(s) to which they are applying.

2. **Questions: Would experience and references tied to individuals on the team be applicable if they were gained either prior to joining the bidding organization, or as a sub-contractor to the bidding organization?**

**Answer:** CPAC is seeking two individual consultants for this RFP. All experience shared, and references of work should be tied to the individual submitting the RFP.

3. **Question: Is there a maximum daily rate, or overall budget that we should be aware of?**

**Answer:** This procurement has no maximum daily rate, but there is an approximate budget for each consultant role of \$50,000 per year for up to three years. CPAC will work

with each successful proponent to assign discrete projects that have time bound deliverables, and exhaust annual budget allocation based on hours worked and hourly rates of the successful proponents.

**4. Question: Confirming that an organization can bid on only one of the two consultant roles?**

**Answer:** Individual proponents may wish to apply for one or both consultant roles based on the required skills and qualifications. Two consultants will be procured. All prospective proponents should be explicit in their submission of their intentions and the role(s) to which they are applying.

**5. Question: Can an organization include non-billable resources on the project team, to augment the skills and experience of the billable resource?**

**Answer:** This RFP is seeking individual consultants who will work closely with CPAC's Performance Measurement and Evaluation team. It is critical that prospective proponents demonstrate through the proposal and interview how they meet the required skills and expertise in their submission.

**6. Question: Access to the RFP documentation is currently through biddingo.com. In terms of the submission, it indicates on biddingo.com that proposals are to be submitted (with a fee) via their website/online system. However, in Section 1.3 (Proposal Submission) on page 5 of the RFP, it states that "proponents should submit one electronic copy in Microsoft Word format or portable document format (PDF) via email to procurement@partnershipagainstcancer.ca with the RFP name and number in the subject line." Can you confirm which process proponents are to use when officially submitting their proposal for this RFP?**

**Answer:** As stated in the RFP, we are accepting submissions via email only, not through Biddingo.com.

**7. Question: With regards to key personnel, are you seeking one individual or one firm to advance Consultant #1 work for this RFP?**

**I respectfully ask as I am interested in submitting as the principal applicant and PME specialist. However, our company embraces the "Two-Eyed Seeing" approach which involves a collaborative team formation for PME (N=6 team members) which often involves our associates being actively involved in same and who specialize in areas such as Indigenous-informed infographic/expressive arts/graphic design, health care and cultural safety, and copy-editing.**

**Based on the above, for the "Schedule C – Pricing Sheet", am I listing our firm's hourly price (as a collective – team of six), my individual price as the lead PME consultant and/or each associates' price (with corresponding expertise to support CPAC PME deliverables)?**

**Answer:** As stated in the RFP, CPAC is looking for 2 seasoned individual PME consultant contractors with extensive experience working in non-profit or government

sectors to support the Partnership's small internal Performance Measurement and Evaluation team. These 2 individual PME consultants will deliver high quality customer service to program teams who are interested in designing and implementing evaluation efforts with cancer system partners, and in some cases, provide advisory or consulting services to partners who may be designing and implementing their own evaluations. An evaluation firm may wish to apply, but all experience shared, and references of work noted in the proposal should be tied to the main individual who would be representing the firm. Similarly, due to a finite budget, accrued hours during the contract will be tied to the 2 successful proponents (consultant 1 and consultant 2) only. Should the successful proponents wish to confer with colleagues during projects for advice or assistance they may do so at their own discretion.

8. **Question: Are evaluators who are involved in the evaluation of CPAC-funded initiatives are eligible for this opportunity. I am part of the long-standing external evaluation team for the Otipemisiwak Government of the Métis Nation of Alberta's Alberta Métis Cancer Strategy.**

**Answer:** Yes, they are eligible.