REQUEST FOR PROPOSAL

Evaluation
Health Technology Assessment and Liaison Programs

Issue Date: Tuesday, August 29, 2006

Closing Date and Time: Friday, September 15, 2006 at 4:00 p.m. Ottawa Local Time.

Contact for Enquiries
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1. BACKGROUND

The Canadian Agency for Drugs and Technologies in Health (CADTH), formerly known as CCOHTA, is an independent, not-for-profit organization funded by the federal, provincial and territorial ministries of health. Founded in 1989, CADTH is a primary Canadian source for unbiased, authoritative, evidence-based information on health technologies, including drugs, medical devices and health systems.

CADTH delivers three core programs:

1. Health Technology Assessment (HTA) evaluates the effectiveness, cost-effectiveness and impact, both on patient health and on the health care system, of health technologies and their use.
2. Common Drug Review (CDR) offers a single process for reviewing new drugs and providing an evidence-based listing recommendation to participating federal, provincial and territorial drug benefit plans in Canada, with the exception of Quebec, which has elected not to participate.
3. Canadian Optimal Medication Prescribing and Utilization Service (COMPUS) identifies, evaluates and promotes the use of best practices in drug prescribing and use.

Given the importance of enhancing the awareness, uptake and utilization of CADTH products and services, a consolidated directorate was established in late 2005/06. This directorate, Strategic Communications and Knowledge Exchange (SCKE) has responsibility for Communications, Strategic Partnerships, Knowledge Transfer and the Liaison Program.

CADTH recognizes the needs of the jurisdictions to have easy access to user-friendly products that translate research and scientific evidence into plain language that decision makers can use in managing health technologies. The process of ensuring the research results are packaged professionally and are effectively disseminated to help users make the most of our products, while meeting their unique needs, is resource intensive and requires a multitude of support services.

The Liaison Program ensures a two-way flow of information between CADTH and jurisdictions and supports decision makers in the uptake and application of CADTH information into decision making and practice. Ongoing workshops, educational programs and awareness sessions are provided throughout the jurisdictions to support users in the uptake and application of evidence-based information.

Health Technology Assessment
CADTH’s HTA program delivers timely, relevant, impartial, evidence-based information to support informed decisions on health technologies. These services have been designed to meet the wide range of jurisdictional needs.
CADTH’s HTA reports are used by jurisdictions to support coverage and purchase decisions and the reconsideration of existing technologies. The program’s scope
includes drugs, devices, medical and surgical procedures, and health care systems.

The HTA program’s three service areas include:

- health technology assessment (HTA) (since inception of CCOHTA in 1989);
- horizon scanning (since inception of CCOHTA in 1989); and
- health technology inquiry service (HTIS) (“rapid response” service launched in February, 2005)

An “HTA Capacity Building Grants” program offered for the past three years is also to be included in the evaluation.

**CADTH’s health technology assessments** evaluate the clinical effectiveness, cost-effectiveness and impact on patient health and the health care system of health technologies and their use. Approximately half of the HTA reports address pharmaceutical topics, and half address device, medical and surgical procedures, and health care system topics.

The program’s products include full health technology assessments which can range from 40 to over 100 pages in length and “Overviews” which are 10-12 page summaries of one or more full HTAs.

**Horizon Scanning:**

**CADTH’s horizon scanning service (Canadian Emerging Technologies Assessment Program - CETAP)** supports the need for information in the early stages of a health technology’s life cycle. Its purpose is to alert decision makers on upcoming technologies that are likely to have a significant impact on the delivery of health care in Canada. In doing this, it helps decision makers to anticipate, plan and manage the introduction and diffusion of new and emerging technologies.

The program’s products include bulletins that provide assessments of new technologies addressing clinical and cost-effectiveness, health services impact, and implementation issues (e.g. Issues in Emerging Health Technologies). A new “Health Technology Update”, newsletter, launched in September 2005, provides information on innovative medical devices, diagnostics and procedures that are topical in Canada.

**Health Technology Inquiry Service:**

**CADTH’s Health Technology Inquiry Service (HTIS)** was launched in February 2005 to meet jurisdictional needs for more urgent access to health technology information. The service is available to health ministries, regional health authorities and hospitals in CADTH member jurisdictions (all F/P/T jurisdictions with the exception of Quebec).

Information based on the best available evidence is provided within 24 hours to 30 business days depending on the needs and urgency of the request. Accordingly, the HTIS products range from a list of the best evidence-based information to a
formal report that includes an appraisal of the findings. When jurisdictions require more comprehensive information the service can also provide a rigorously conducted, detailed report (“rapid review”) within a 16 week timeframe.

**HTA Capacity Building Grants Program**

CADTH’s “HTA Capacity Building Grants” program was established to “build assessment, analysis and uptake capacity in Canada and facilitate its integration into health care system decision-making”. The primary objective of the program is to enhance the capacity of the Canadian health care system to undertake, understand and apply health technology assessments and their results in policy formulation and decision-making. The program was launched in 2003-04. It has been offered for three years and has awarded 52 grants with a value of $4.55 million dollars.

**Liaison Program**

CADTH established the Liaison Program in 2004 to develop closer links with its key stakeholders in jurisdictions across the country. The primary goal of the Program is to increase the uptake of evidence-based information to support health care decision-making in Canada. Through this program, Liaison Officers located in jurisdictions across the country, raise awareness about CADTH and its partners and provide information and resources to increase the use of health technology assessment, pharmaceutical best practices and other evidence-based information in supporting local decisions about health technologies. Regular and ongoing contact is made with senior staff in the Ministries of Health, regional health authorities, managers in hospitals, health professional associations and researchers and specialists in medical, nursing and pharmacy schools.

Development of a Program Logic Model to guide the ongoing planning, monitoring and evaluation of the Liaison Program is underway. Common core functions/roles for the Liaison Officer position have been defined as networking, information exchange, outreach, capacity building, and program development & improvement. A balanced set of performance indicators to support quality improvement and accountability, and processes and mechanisms to support data collection (qualitative & quantitative) are currently being developed and will align with the overall CADTH performance measurement framework.

### 2. PROJECT DESCRIPTION

CADTH is seeking a qualified consultant, having familiarity with health technology assessment (including drug related) and networking/education type program performance evaluations, to conduct an evaluation of the Health Technology Assessment and Liaison programs. The evaluation is to determine if the objectives of the HTA and Liaison programs are being met. The evaluation should also identify areas for improvement and provide recommendations for more efficient,
cost-effective methods of delivering the HTA and Liaison programs in accordance with their objectives.

All work must be completed by December 15, 2006.

2.1 Scope of Work

The scope of the work includes:

1. Development of an evaluation framework that describes the data collection requirements, evaluation methods and design, timeframes and costs. It should consist of a matrix of issues, questions, performance indicators and potential data sources and methodologies and it should be based on sound evaluation principles. The evaluation should be focussed on the HTA and Liaison Program components.
   a. Review background documents on the HTA and Liaison programs to develop an understanding of the program products and services and its relationship with stakeholders.
   b. Review data collected by the HTA and Liaison programs that may support the evaluation process (e.g. “CCOHTA Review” report; stakeholder feedback on Liaison program and HTA products and services)
   c. Conduct meetings/interviews with staff to clarify the understanding of the HTA and Liaison programs and to obtain information for developing the evaluation plan.
   d. Include stakeholder involvement in the evaluation framework. Stakeholders may need to be involved in a variety of ways (e.g., comment on the evaluation framework, provide specific program feedback, etc).
   e. Obtain approval of the proposed detailed evaluation framework from the HTA and Liaison Programs prior to implementation.

2. Evaluation of the HTA and Liaison programs using the framework that is developed as described above.

2.2 Deliverables

Deliverables under this RFP include:
1. An evaluation framework or plan to determine whether HTA and Liaison program objectives have been met.
2. An interim report delivered in accordance with mutually agreed upon timelines
3. A final report with an executive summary on the evaluation of the HTA and Liaison programs that includes:
   a. Detailed results/findings indicating whether HTA and Liaison program objectives are being met.
   b. List of objectives that have not been met.
c. Recommendations for changes or improvements to the HTA and Liaison program processes, products and services.
d. Recommendation of an ongoing in-house approach for evaluation, including identification of additional relevant performance measures and standards.

Note:
- Weekly status reports will be required
- The final report is to be submitted both in electronic (MS Word 2000 or higher) and print format with two (2) copies delivered to the HTA and SCKE Directorates.

3 REFERENCE MATERIAL PROVIDED BY CADTH

Pertinent documents about the HTA and Liaison programs can be found on the CADTH website (www.cadth.ca).

Additional documents about the Liaison Officer Program are attached to this RFP as follows:

a) RFP605 Att #1 Overview LO Program Jan 06.doc
b) RFP605 Att #2 LO Mgmt Retreat Feb 06.doc
c) RFP605 Att #3 Liaison Program Work Plan 2005.doc
d) RFP605 Att #4 Liaison_Overview.pps

Additional documents about the HTA and Liaison program processes, products and services (e.g. performance measurement data and other service delivery data relevant to evaluation; reports from previous evaluations).

Data and stakeholder feedback from ongoing in-house evaluations.

4 TIMELINES

1. Written inquiries will be accepted up to noon on Thursday, September 7, 2006 and responses issued by 4:00 pm Ottawa Local Time, Tuesday, September 12, 2006.

2. Proposals are to be received by 4pm EST, Thursday, September 15, 2006.

3. CADTH intends to complete the selection process and announce the results by or on September 29, 2006.

4. Final report on the evaluation is due by 4pm EST, Friday, December 15, 2006.
5. YOUR PROPOSAL

About the proposed HTA and Liaison program evaluations

1. Include an outline of the framework to be developed, which also includes a timetable and indicates the methodologies for completing project deliverables by the deadline dates.
   a. The outline should be of sufficient detail to enable the assessment of the appropriateness of the methodologies and of the framework to be delivered.
   b. Methodologies involving stakeholder consultation, interviews, or surveys should also indicate how you will assist in getting responses/feedback on schedule.
2. Include a concise chart or table that outlines the primary questions you will address and the data gathering methods and sources to be used to address them.
3. Include a proposed outline of the Table of Contents of the Final Report.
4. Describe the input and contribution that you will expect from the HTA and Liaison program staffs.

About you:

1. Provide a brief corporate profile.
2. Provide a list of relevant experience and samples (or appropriate excerpts) of recent reports on similar work performed.
3. Provide information on the expertise and capabilities of team members and any associates to be involved in the evaluation, indicating what role each will perform, and including the estimated time inputs from team members.
4. Provide three references with at least one being from a health-related not-for-profit organization.
5. Declare any potential conflicts of interest that may be created in carrying out the work of this project.
6. Name the primary contact for this evaluation project.

About the budget:

Provide a proposed budget and associated cost breakdown which must not exceed $100,000.00 (CAN) excluding Provincial Sales Tax, Goods and Services Tax, or Harmonized Sales Tax, as applicable. The breakdown must include per diems and effort for each member of proposed evaluation team.
6. PROPOSAL FORMAT

1. Applicants are requested to use the following format for their Proposal to assist the HTA and SCKE Directorates in finding the information needed to assess the proposal:
   a. Covering letter
   b. Title page
   c. Table of contents
   d. Introduction
   e. Proposal
   f. Corporate profile and qualifications of proposed team members
   g. Budget

2. CADTH prefers the electronic copies of proposals and all deliverables to be submitted by email or on CD-ROM, in the following software formats:
   a. Text documents: Microsoft WORD, 2000 or higher;
   b. Figures/graphs/charts: Microsoft Office products.

7. SELECTION CRITERIA

   CADTH will evaluate proposals based on the following criteria:
   1. Quality of proposal
   2. Relevant experience and qualifications
      a. Relevance of previous work to CADTH’s requirements
      b. Proven track record and samples
      c. Project team
      d. Company profile
   3. Work plan and schedule
      a. Ability to meet timelines
   4. References
   5. Budget

   Note: The lowest cost proposal will not necessarily be selected.

8. ENQUIRIES

   All verbal and written enquiries regarding this RFP are to be directed to Patrick Carroccetto, Contract Administrator, either by telephone at (613-226-2553 ext. 308), or fax at (613-226-5392), or email at (contracts@cadth.ca).

   Questions with CADTH responses will be forwarded to all bidders.
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10. SUBMISSION OF PROPOSALS

What to submit:

1. An electronic copy of the proposal (MS Word 2000 or higher) by email, or submitted on CD-ROM.
2. Two hard copies of the proposal with a signed cover letter, by mail or courier delivered to the address below.

Submit proposals to:

   Bid Receiving Unit  
   Canadian Agency for Drugs and Technologies in Health (CADTH)  
   600-865 Carling Avenue  
   Ottawa ON K1S 5S8  
   E-mail: contracts@cadth.ca

This Request for Proposal does not commit CADTH to accept any proposal, or to award any contract, or to pay any costs incurred in the preparation of a proposal.