

## REQUEST FOR PROPOSAL (RFP)

### CNESH ‘Top 10 New and Emerging Health Technology Watch List’

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## REQUEST FOR PROPOSAL

**Issued:** 27 June 2014

**Project #:**

**Proposal Due Date:** 14:00 Ottawa Local Time on 31 July 2014

**Enquiries to:** Bid Receiving Unit  
Canadian Agency for Drugs and Technologies in Health  
600-865 Carling Avenue  
Ottawa ON K1S 5S8  
Canada

Or by Email to: [contracts@cadth.ca](mailto:contracts@cadth.ca)

# REQUEST FOR PROPOSAL

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## 1.0 Table 1: RFP Schedule and Timelines

#	Description	Date (see Note below)	RFP Reference
1	RFP Release	27 June 2014	Page 2
2	Enquiry Submission Deadline	14:00 Ottawa Local Time on 21 July 2014	Section 3.5
3	Responses to Enquiry (ies)	<p>Questions received prior to or on 3 July 2014 will be answered within 2 business days.</p> <p>Due to CADTH resource schedules, enquiries received between 4 July 2014 and 18 July 2014 will be answered by 22 July 2014.</p>	Section 3.5
4	Deadline for Issuing Addenda	24 July 2014	Section 3.5
5	Proposal Submission Due Date	14:00 Ottawa Local Time on 31 July 2014	Section 3.1
6	Notification of Outcome of Proposal	14 August 2014	Section 4.2
7	Estimated Work Commencement	No later than 23 October 2014	Section 5.4

**Note:** Any change(s) to the Date(s) will be communicated.

## 2.0 DESCRIPTION OF REQUIREMENT

### 2.1 CADTH Overview

Canada's federal, provincial and territorial health care decision makers rely on CADTH to provide them with credible, impartial advice and evidence-based information about the effectiveness of drugs and other health technologies. Our scope includes health technology assessment, the clinical and cost-effectiveness of new drugs, and best practices in drug prescribing and use in Canada. For more information on CADTH, visit: <http://www.cadth.ca/en/cadth>.

CADTH is seeking proposals for CNESH 'Top 10 New and Emerging Health Technology Watch List'.

Interested bidders are required to submit their proposals in accordance with the instructions provided in this Request for Proposal (RFP).

## 3.0 ENQUIRIES, SUBMISSION OF PROPOSALS, and PROPOSAL PREPARATION INSTRUCTIONS

### 3.1 Point of Contact and Submission of Proposal

The point of contact for all Enquiries and Proposal Submissions is the following location:

**Attention: Bid Receiving Unit**  
**Reference: CNESH 'Top 10 New and Emerging Health Technology Watch List'**  
**Canadian Agency for Drugs and Technologies in Health (CADTH)**  
**600 – 865 Carling Avenue**  
**Ottawa ON K1S 5S8**  
**Canada**

**Or by Email to:** [contracts@cadth.ca](mailto:contracts@cadth.ca). If sending by email, please note that maximum size is 10mb inclusive of all attachments.

The deadline for submission outlined in Table 1. All Proposals will be date and time stamped upon receipt.

Proposals received after the submission deadline shall be rejected.

### 3.2 Proposal Preparation Instructions

The bidder is required to submit one electronic copy in pdf format of the proposal to the location specified in Section 3.1.

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The bidder's signature indicates acceptance of the terms and conditions set out in the Statement of Work in Section 5 of this RFP. The signatory of the bidding firm must have the authority to commit the bidding firm to the details contained in the proposal.

Bidders must provide their proposal in two (2) separate documents as outlined in Appendix "A".

### 3.2.1 *Technical Proposal:*

*Technical* Proposals will be assessed to determine their compliance with the evaluation criteria detailed in this RFP. Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Proposal Evaluation Team.

### 3.2.2 *Financial Proposal:*

The Financial Proposal shall be completed according to the specifications outlined in Appendix "B".

## 3.3 **Validity**

Proposals must remain open for acceptance for a period of ninety (90) days after the closing date of the RFP.

## 3.4 **Proposal and Pre-Award Costs**

No costs incurred in the preparation and submission of the Proposal will be paid by CADTH.

## 3.5 **Enquiries**

To ensure the integrity of the competitive bidding process, enquiries and other communications regarding the RFP process up to the closing date, are to be directed **ONLY** to the Point of Contact identified in Section 3.1. All enquiries and responses to them will be provided to all organizations invited to respond to this Request for Proposal.

Enquiry Schedule:

Enquiry Submission Deadline	14:00 Ottawa Local Time on 21 July 2014
CADTH Response Timing	Within two (2) working days of enquiry submission

## 3.6 **Fees**

In the event of award, the Proposal Financial fees amount shall constitute the full and complete amount which shall be paid to the Bidder for the purpose of this RFP. It is recognized by CADTH that any additional work undertaken outside the scope of this RFP may result in extra charges. It is expected that if there are additional charges, the successful bidder will discuss this with CADTH management prior to performing the additional work. Please include the cost of

other anticipated expenses such as travel or printing costs if you expect to incur them in the performance of this work.

### **3.7 Acceptance of Proposal**

CADTH reserves the right to award in its best interest. Tenders with the lowest price, or any tender need not necessarily be accepted. CADTH, at its sole discretion, reserves the right not to award this to any of the bidders. All decisions are final.

## **4.0 PROPOSAL EVALUATION, CRITERIA and SELECTION**

### **4.1 Proposal Evaluation**

Evaluation of the proposals will be based on the evaluation criteria outlined in Appendix “A”.

### **4.2 Selection Methodology**

All proposals will be individually evaluated by a CADTH team. The results of these evaluations will be consolidated and the contract award will be made to the proposal that scores the highest combined total of the rated evaluation criteria, along with consideration of the overall cost proposed. All decisions are final. The proposed criteria and point assessment are contained in Appendix “A”. Please note that these assessment criteria are subject to change.

## **5.0 Statement of Work**

### **5.1 Working with CADTH**

The successful bidder agrees to execute a CADTH Contract for this work. Alternatively, if the successful bidder has a standard Agreement for this Service, CADTH would consider executing same; please provide sample Agreement.

The successful bidder agrees to follow CADTH procedures and use CADTH forms and templates as required.

All properly submitted invoices will be paid thirty (30) days after receipt.

### **5.2 Language of Work**

All work and deliverables on this project are to be done in the English language. CADTH will be responsible should any translation be required.

### **5.3 Location of Work**

The majority of the work is expected to be performed at Contractor's facilities. The location of meetings will be arranged between the successful bidder and CADTH.

### **5.4 Period of Contract**

It is estimated that the successful supplier selected from this process will commence work on this project on 23 October 2014. The work must be completed by 5 January 2015.

Upon mutual agreement between CADTH and the Contractor, this work may be extended for up to 2 (two) additional years. The Bidder's Proposal Submission is to indicate acceptance of this possible extension.

### **5.5 Project Overview, Requirements, and Deliverables**

#### **Overview**

This work is being conducted on behalf of the Canadian Network for Environmental Scanning in Health (CNESH). CNESH is creating its 2nd 'Top 10 New and Emerging Health Technology Watch List' following the launch of the world's first evidence-informed 'Top 10 New and Emerging Health Technology Watch List' at the CADTH 2014 symposium

<http://www.cadth.ca/en/products/environmental-scanning/overview/cnesh/cnesh-press-release>.

CADTH is inviting RFPs to conduct brief evaluations of new and emerging health technologies to support CNESH's work.

#### **Budget**

The maximum contract value is \$75,000.

#### **Contractor's Requirements**

The proposal shall include:

- a) A summary of the bidders understanding of the requirements.
- b) The team of people who will execute the work, with descriptions of their experiences and skills of each and his/her role on the team.
- c) Resume(s) or short bios for the proposed candidate(s).
- d) Identify any team members that are subcontractors, associates, or partners, that you will be utilizing to perform this work.
- e) A description of the proposed approach and work plan to accompany the project Deliverables and Schedule.
- f) The name of the person in your organization who would be the official contact person for any contractual relationship.
- g) Unit and total prices for fees and expenditures (refer to Appendix "B").



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### **Contractor's Role:**

The short-term project will require health-related information specialist (IS) support for the development and execution of search strategies for a variety of drug and non-drug related technologies.

Clinical research officer (CRO) support will be required to screen literature and verify the accuracy of submitted information on technologies, focusing on criteria relating to: population size, patient survival, safety, effectiveness, quality of life, costs, and the feasibility of implementing technologies.

It is anticipated that approximately 70-90 technologies will require IS searches and CRO verification. A protocol has been developed for this process.

CRO support will be required to provide a customized summary (one to two pages) for each of 25 technologies (selected from the original 70-90), using an existing template.

The CRO will be expected to conduct revisions according to reviewer comments.

It will be beneficial if the proponent has some experience related to health economics as the criteria used to evaluate technologies includes components relating to long and short-term costs.

The contractor will identify approximately two to three key papers for each of the 25 technologies.

Process Review and Improvement: At the end of the work, the contractor will participate in a process review to identify:

- gaps in activities;
- redundant steps; and,
- opportunities for process improvements

### **Project Steps**

1. Contractor: Verification of 70-90 Nominated Technologies. This will involve completing the template provided in Appendix "C" of this RFP.
2. CNESH: Prioritize Top 25.
3. Contractor: For the Top 25 items, fill in some gaps that were not identified during the Verification phase.
4. CNESH: Prioritize Top 10.

### **CNESH's Role**

- To review, filter, and prioritize the 70-90 high level summaries created by the Contractor.
- To review and prioritize the 25 high level summaries created by the contractor.
- Provide final sign-off of the Top 10 New and Emerging Health Technologies Watch List.

### **CADTH's Role**

- Coordinate and provide project management for this work.
- Identify external Experts and coordinate the review activity.
- Fund the work outlined in this RFP.

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### **Deliverables and Schedule:**

1. The deliverables for this project are abbreviated search strategies and verifications for potentially 70-90 technologies. In addition, high level summaries for the top 25 technologies will be required. This will involve completing the template provided in Appendix “C” of this RFP.
2. The IS searches and technology verifications must be completed by 9 December 2014.
3. The contractor will identify approximately two to three key papers for each of the top 25 technologies. The one-to-two page summaries of 25 technologies must be completed by 5 January 2015

## Appendix “A”

### Proposal Preparation Instructions

The Proposal is to be submitted in two separate documents: Technical Proposal and Financial Proposal.

The Technical Proposal submission will be evaluated on the following:

Criteria	Weighting	Description
1. Experience and qualifications of bidder’s team and ability to meet required time frame schedules.	30%	The bidder’s proposal must demonstrate the education, experience, qualifications, and ability of the proposed team members to fulfill the requirements of the Statement of Work.  A work plan demonstrating the bidder’s ability to perform the work.
2. Work Samples	30%	Quality of work samples (writing intended for a lay audience).
3. Approach and Work Plan	30%	Quality of the proposed approach and work plan.

The Financial Proposal submission will be evaluated on the following:

Criteria	Weighting	Description
1. Fees	10%	Include a detailed budget providing a breakdown of costs by level of staff and activity (if considered necessary). Hourly rates for each team member must be included. The Financial Proposal Template is provided in Appendix “B”.

**Appendix “B”**  
**Financial Proposal**  
**(all quotations in Canadian funds)**

In response to the CADTH Request for Proposal, we hereby offer to provide CADTH the services in this proposal, in accordance with the Statement of Work, except as specifically noted in the proposal.

**Hourly rates**

The hourly rates for project team members, the total number of hours for each team member and the total amount for all team members (exclusive of HST as per the table below).

1		<b>J. Doe</b>	<b>K. Doe</b>	<b>L. Doe</b>	
2		\$ / hour	\$ / hour	\$ / hour	<b>Total</b>
3	Task 1				
4	Task 2				
5	Task 3				
6	Task 4				
7	Etc...				
8	<b>Total Hours</b>				
9	<b>Total Cost of Labour</b>				

**Price** \$ \_\_\_\_\_

Disbursements & other expenses \$ \_\_\_\_\_

**HST** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

The price quoted is in Canadian funds, exclusive of HST, which is shown as a separate item and remains valid until \_\_\_\_\_.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Appendix “C” CNESH Summary Template**

Follows on next page

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### Appendix “C” CNESH Summary Template

<b>Technology Name</b>	
<b>Generic description of technology</b>	
<b>Brand names of this technology</b>	
<b>Intended use of the technology?</b>	
<b>Major advantage of technology?</b>	
<b>Type of technology?</b>	
<b>Comment</b>	
<b>Potential controversies/important issues?</b>	
<b>Summary of available evidence cited by the nominator</b>	
<b>Legal issues?</b>	
<b>Ethical issues?</b>	
<b>Political issues?</b>	
<b>Social value issues?</b>	
<b>Current Standard of care</b>	
<b>Alt. therapy 1</b>	
<b>Alt. therapy 2</b>	
<b>Alt. therapy 3</b>	

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Criterion	Nominators		Verifiers Review
	Rating	Comments	Suggested ratings/comments
Population in Canada that might use technology per year			
Patient survival			
Safety			
Effectiveness			
Quality of life (QoL)			
Up front capital, training, and infrastructural costs			
Relative ongoing (operational) annual health care costs			
Feasibility of implementation			