

REQUEST FOR STANDING OFFER (RFSO)

for

RESEARCH SERVICES

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REQUEST FOR STANDING OFFER (RFSO)

Issued: 27 October 2014

Project #: RFSO C-142040 for Research Services

Proposal Due Date: 14:00 Ottawa Local Time on 21 November 2014

Enquiries to: Bid Receiving Unit
Canadian Agency for Drugs and Technologies in Health
600-865 Carling Avenue
Ottawa, Ontario K1S 5S8
Email: contracts@cadth.ca

REQUEST FOR STANDING OFFER

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1.0 TABLE 1: RFSO SCHEDULE AND TIMELINES

#	Description	Date (see Note below)	RFSO Reference
1	RFSO Release	27 October 2014	Page 2
2	Enquiry Submission Deadline	14:00 Ottawa Local Time on 7 November 2014	Section 3.5
3	Responses to Enquiry(ies)	2 business day(s)	Section 3.5
4	Deadline for Issuing Addenda	12 November 2014	Section 3.5
5	Proposal Submission Due Date	14:00 Ottawa Local Time on 21 November 2014	Section 3.1
6	Notification of Outcome of Proposal	5 December 2014	Section 4.2
7	SOA Commencement	8 December 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 Standing Offer Agreement (SOA) for Research Services.

Interested Proponents are required to submit their proposals in accordance with the instructions provided in this Request for Standing Offer (RFSO).

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: RFSO C-142040 for Research Services

Canadian Agency for Drugs and Technologies in Health (CADTH)

600 – 865 Carling Avenue

Ottawa, ON K1S 5S8

Or by Email to: contracts@cadth.ca. Please note that maximum email 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. Proponents should take into account electronic delays when submitting their proposals. The date and time stamp generated by the receiving electronic device at CADTH shall be the official clock.

Proposals received after the submission deadline **shall** be rejected.

3.2 Proposal Preparation Instructions

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

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

Proponents must provide their proposal in two (2) separate documents as outlined as follows below: Please note that the maximum email size is 10MB inclusive of all attachments.

3.2.1 *Technical Proposal:*

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

The Technical Proposal shall be completed according to the specifications outlined in Appendix "A".

3.2.2 *Financial Proposal (Team Only)*

The Financial Proposal will remain sealed until after the Technical Proposal receives a passing score.

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 sixty (60) calendar days after the closing date of the RFSO.

3.4 Proposal and Pre-Award Costs

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

3.5 Enquiries

To ensure the integrity of the competitive bidding process, enquiries and other communications regarding the RFSO 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 Standing Offer.

Enquiry Schedule:

Enquiry Submission Deadline	14:00 Ottawa Local Time on 7 November 2014
CADTH Response Timing	Within two (2) working days of enquiry submission

The Proponent is deemed to have read and accepted all Addenda(um) issued by CADTH up to the closing date/time of the RFSO. The onus remains on the Proponent to make any necessary amendments to the Proposal based on the Issuing Addenda.

Any changes made to the Request for Standing Offer or any change in the closing date or time will be communicated via addendum on the CADTH website

www.cadth.ca/en/careers/contract-opportunities/rfp).

Proponents are urged to check the CADTH website daily for updates and changes.

3.6 Call-up General Provisions:

To provide to CADTH, upon the terms and conditions set out herein, the research services listed at the CADTH firm hourly rates for Individual(s) set out herein, and Proponent proposed hourly rates for Team(s) as set out in Team Financial Proposal, as and when CADTH may require such professional services if CADTH authorizes and orders such professional services in accordance with the provisions hereof.

It is understood and agreed that:

- a) A contractual obligation will come into force only if there is an authorized “Call-up” against a Standing Offer and only to the extent stipulated in the call up;
- b) This document does not oblige CADTH to authorize or order any research services whatsoever or to spend the estimated expenditure or any monies whatsoever.

The Proponent shall ensure that the Services are performed in accordance with the terms of this RFSO.

Call-ups for contractors may be team-based or individuals. At time of call-up, CADTH reserves the right to determine the Contractor team composition based on CADTH's own internal requirements and availability of CADTH's own resources.

3.7 Estimated Utilization for Call-Up:

CADTH does not guarantee the amount of work. Utilization is based largely on the approved research budget, and may differ from year to year. CADTH intends to authorize a number of standing offers under each report for research services detailed in Section 5.6, Project Overview, Requirements and Deliverables.

3.8 Presentation of Proponent Offer:

Proponent's offer should be presented in a succinct manner and should indicate which report from the three (3) listed herein for individual and/or team; the Proponent would like to be considered for authorization of Standing Offer. Individuals or teams will only be considered for reports that they specifically indicate (Annex A) their desire for consideration and for which all required information has been submitted. Evaluation in one report will not carry over into other reports and each firm will be evaluated based on the information supplied in its submission for that report *only*.

3.9 Hourly Rates

All team hourly rates **shall** include all overhead costs.

3.10 Acceptance of Proposal

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

Mandatory Requirements

A mandatory requirement is indicated when requirements are preceded with the following terms: **shall**, **must**, and **will**. Failure to comply with mandatory requirements will result in the submitted proposal to be disqualified and no longer considered further.

Desirable Requirements

A desirable requirement is indicated when requirements are preceded with the following terms: **should**, **might**, and **may**.

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” and Appendix “B”.

4.2 Selection Methodology

All proposals will be individually evaluated by a CADTH team. The results of these evaluations will be consolidated and the Standing Offer Agreement award will be made to the proposal(s) 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” and Appendix “B”. Please note that these assessment criteria are subject to change.

Note: As part of the selection process, Proponents may be requested to present their credentials via an in-person or video-conference meeting. Proponents may be required to participate in an appropriate CADTH issued test to assess the Proponent(s) skill(s).

4.3 Fees for Individuals

All hourly fees are fixed for an **individual** is as follows:

Role	Hourly Rate (Cdn \$)
Clinical Researcher	\$100.00
Information Specialist	\$80.00
Health Economist	\$100.00

5.0 STATEMENT of WORK

5.1 Working with CADTH

The successful Proponent agrees to execute a CADTH Standing Offer Agreement for this work.

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

All properly submitted invoices will be paid thirty (30) calendar 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 the Proponents facilities. The location of meetings will be arranged between the successful Proponent and CADTH.

5.4 Period of Standing Offer Agreement

It is expected that the successful supplier selected from this process will provide Standing Offer services for a 1 year term commencing 1 December 2014 and ending 30 November 2015.

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

5.5 Project Overview, Requirements, and Deliverables

5.5.1 Overview:

Contractors **shall** be responsible for the provision of a CADTH report in accordance with all the terms and conditions specified in the project specific Statement of Work as well as this general Statement of Work.

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Proponents **shall** submit their proposal detailing if they are submitting under “individual contract” or “team contract” by completing Annex A.

Individual Clinical Researchers and Information Specialist contractors are generally are encouraged to apply for the following CADTH reports:

- Rapid Responses
- Environmental Scans
- Emerging Technology Bulletins

Teams consisting of **a minimum of** Clinical Researchers **and** Health Economists **and** Information Specialists are encouraged to apply for the following CADTH reports: Multiple resources of each of these resources would be preferred.

- Health Technology Assessments
- Systematic Reviews
- Optimal Use

5.5.2 Milestone and Deliverables

Please find the table of typical key milestones and their associated deliverable below (these may vary according to project needs. The contractor may be involved in some or all of these deliverables):

Milestones & Deliverables	
Milestone/Deliverables	Date
Kickoff Meeting	
Protocol and Work Plan	
Literature Search Outputs	
Broad Screening Results	
Included/Excluded Studies Reports	
Evidence Tables	
Model Inputs/Outputs	
Economic Cost Analysis / Cost minimization (if not enough information for an economic model)	
Submit Economic Model to CADTH	
CADTH – Environmental Scan (utilization information)	
Draft Clinical Report	
Draft Economic Report	
Science Report – Draft One	
Expert Committee Meeting #1: Present Summary of Evidence and Project Findings & Discuss Evidence and Project Findings	
Expert Committee Meeting #2: Present Report of the Subcommittee & Develop Draft Recommendations / advice	
Compile stakeholder feedback and revise Science Report	
Expert Committee Meeting #3: Consider all feedback & finalize recommendations / advice statements	
Budget Impact Analysis (if appropriate)	
Final Report delivery	
Final Report approval	

Contractors may also be engaged to provide other project related services such as scoping, template development, and reviewing work, consultation on an aspect of a report, education activities and other related work.

5.5.3 Services:

All Services will be requested in writing by the representative assigned by CADTH. Each agreed to service will be recorded in a supplemental Standing Offer Call-up and form a part of this Agreement.

CADTH responsibilities include the selection of topics, product type, establishing the schedule and estimate level of effort for each research project.

5.6 General:

5.6.1 Ongoing meetings:

Regular teleconferences or meetings will be held at mutually agreeable times to discuss progress, disposition of actions items from prior teleconferences and any issues that have arisen in the interim period. Explanations for any variance to the schedule must be presented along with a plan to complete the work on schedule.

The contractor will submit a summary of the call or meeting minutes to CADTH no later than 3 days after the meeting. At the minimum, the minutes/summary will include:

- The time, date and location of the meeting;
- The meeting participants;
- The meeting objectives;
- A summary of key points discussed in the meeting; and
- A summary of the action items and identification of the individual responsible for performing the action

5.6.2 Monthly Progress Reports

Progress reports shall be submitted to CADTH no later than 3 days after the end of the month. Each report shall discuss the progress of the work and shall include, but not limited to the following information:

- A statement indicating whether or not the project is on schedule, an explanation for any delays if it is not, and a plan to complete the work on schedule along with an updated schedule;

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- A statement indicating whether or not the project is on budget and an explanation for any deviation from the budget if it is not;
- An explanation of any difficulties expected to be encountered during the following reporting period and suggestions on how to deal with them

The contractor may also be required to report on:

- Activities accomplished during the reporting period
- Activities planned for the next reporting period
- Current problems/issues/concerns.
- Project Milestone Review of dates as presented project-specific SOW
- Actual level of effort (hrs) vs Planned level of effort (hrs) by major work package

The Contractor agrees to use and follow CADTH procedures, guidelines, forms and templates when performing work for CADTH. Examples of this include, but not limited to:

- i) Conflict of Interest (COI)
- ii) CADTH Report Requirements for Health Technology Assessment”.
- iii) CADTH Authorship Form
- iv) CADTH’s Economics Guidelines.

5.7 Proponents Qualifications and Skill-sets

The following lists mandatory and desirable qualifications. All mandatory requirements **must** be substantiated with proof included with proposal submission (i.e. inclusion of certificates, degrees, list of projects with contact information).

If a team is being offered, the qualifications for each proposed team member **must** be substantiated, including proof of experience for each member, resumes, and sample of works.

Proposals **must** clearly identify which portion of Research Service(s) will be offered. Evaluation will be based on each separate portion of the research work to be conducted for:

- a. Clinical Research
- b. Information Retrieval
- c. Health Economics

5.7.1 Clinical Research

5.7.1.1 Qualifications for Clinical Researcher/Clinical Research Team

The following is a list of qualifications for **Clinical Researcher/Clinical Research Team**:

Qualifications
Mandatory Requirements
Graduate degree in a health-related discipline
Minimum of 2 years of experience in research work
Experience in critical appraisal of medical literature
Desirable Requirements
Training in epidemiology, biostatistics and/or pharmacy
Experience in medical writing
Understanding of research and evidence-based medicine principles
Excellent oral, written and interpersonal skills

5.7.1.2 Duties for Clinical Research Work

Depending on CADTH project needs, the contractor may be called upon to perform any or all of the tasks below:

- Development of a protocol with analysis plan
 - A teleconference call with CADTH staff will be held to discuss the project goals. Depending on the product type, a draft protocol and analysis plan for the research work shall be submitted to CADTH for review and comments will be addressed. A final protocol and analysis plan shall be submitted and approved by CADTH. Protocols for systematic reviews will be registered on PROSPERO. Any changes to the protocol must be approved by CADTH in advance.
- Broad Screening Results
 - The results of the initial broad screening by two independent reviewers will be submitted in electronic or paper format as appropriate.
- Included/Excluded Studies Report
 - A list of included studies submitted and measure of agreement between reviewers will be made available in either electronic or paper format as appropriate. A list of excluded studies (i.e., studies ordered after the broad screening but subsequently excluded) with reasons for exclusion will be submitted in either electronic or paper format as appropriate.

- **Evidence Tables**
 - Evidence tables of study and quality characteristics will be submitted in either electronic or paper format as appropriate.
- **Draft Clinical Report**
 - Draft Clinical Report will be submitted electronically using CADTH template specific to the product and per guidelines issues by CADTH, including the CADTH Style Guide. It shall include an introduction, methodology, results, discussion, conclusion and complete set of references. Depending on the project, contractors may be required to address questions related to the ethical, legal, or social implications of a health technology. Depending on the product type, contractors may also need to respond to comments made by external peer reviewers. Referencing will follow Citing Medicine Style Guide. The draft reports will be subject to copy editing and will be posted for stakeholder feedback.
- **Final Report**
 - The Final Report will include all sections of the draft report plus an executive summary. It shall be delivered in both electronic and hard-copy and be modified according to stakeholder feedback. The completed CADTH Authorship Forms should also be submitted with the Final Report.

5.7.2 Information Services

5.7.2.1 Qualifications for Information Specialist

The following is a list of qualifications for **Information Specialist/Information Service Team**:

Qualifications
Mandatory Requirements
Graduate degree in information science from an ALA accredited university
Knowledge of research study designs
Knowledge and a minimum of 2 years experience searching biomedical databases and grey literature preferably for systematic reviews, health technology assessments and economic evaluations
Desirable Requirements
Experience in critical appraisal of medical literature
Understanding of research and evidence-based medicine principles
Excellent oral, written and interpersonal skills

5.7.2.2 Duties for Information Specialist

Depending on CADTH project needs, the contractor may be called upon to perform any or all of the tasks below:

- The work required includes information identification/searching for CADTH products e.g., full health technology assessments, rapid reviews of health technologies, optimal use products etc. Project specific requirements will be communicated in writing for each piece of work contracted.
- The range of resources to be searched includes sites listed on CADTH's Information Services checklists as well as appropriate databases/websites specified for each piece of work contracted.
- All search strategies should be peer-reviewed and approved by CADTH's Information Services staff prior to search execution.
- Search deliverables and procedures for CADTH products will be mutually agreed upon at the start of each project.
- Search outputs include:
 - the electronic search strategy (log file) which contains information about databases searched, years covered, search terms, syntax, logic, limitations applied
 - The results of information identification/searches (e.g., full records from searches, websites accessed, experts consulted). This information should be submitted electronically, and preferably using Reference Manager bibliographic file management database
- The final search strategy documented in a publishable format.

5.7.3 Health Economics Work

5.7.3.1 Qualifications for Health Economist

The following is a list of qualifications for Health Economist.

Qualifications
Mandatory Requirements
Graduate degree in Economics, Mathematics, Epidemiology or Public Health)
Minimum of 5 years of relevant experience in health services research
Thorough understanding of health economic methods with skill in computer-based economic and statistical modeling
Strong analytical skills
Excellent oral, written and interpersonal skills (
Understanding of the Canadian Health Care System
Experience in critical appraisal of medical literature

5.7.3.2 Duties of Contractor engaged to conduct Health Economics Work

Depending on CADTH project needs, the contractor may be called upon to perform any or all of the tasks below:

- Protocol/Analysis Plan Development

The Contractor will participate with the Project Owner, clinical experts and/or research lead and team to finalize the methods that will be used for the synthesis of cost-effectiveness evidence, a primary economic evaluation, and budget and population impact analysis (depending on the project). The analysis plan will be externally peer reviewed and the Contractor will:

- i) For Economic Review

- (1) Defining selection criteria for admissible (included) articles in the review of economic evaluations;
- (2) Defining what data will be extracted from included articles; and,
- (3) Describing a plan for synthesizing available data.

- ii) For Primary Economic Evaluation

- (1) Determine the study type

- (2) Identify data sources
 - (3) Select methodology to conduct the economic evaluation
- iii) For Budget and Population Impact Analysis
- (1) Describe the data sources and methodology that will be used to conduct the budget impact analysis;
- **Table of results and advice**
The Contractor shall deliver evidence tables describing the key characteristics of the identified studies (e.g., author, year, design, setting, baseline characteristics, intervention, comparator, time horizon) and their validity. The Contractor will:
 - **Draft an analysis plan**
 - **Revise after input; and, advise CADTH on analysis.**
All documentation provided to CADTH for input into the report shall be in electronic format in WORD 2000 or newer or other software packages may be allowed following consultation with CADTH.
- Economic Analysis Section(s)**
- The Contractor will conduct a primary economic evaluation, budget impact analysis or critical appraisal of economic information as outlined in the research protocol/specifications for the project.
- The Contractor shall provide a draft economic model for HTA validation.
- The Contractor shall conduct a budget impact analysis as outlined in the research protocol.
- The Contractor shall draft a summary of relevant findings according to the research protocol and using the findings of the clinical review section and consultation with clinical experts as a basis for interpretation.
- The Contractor shall respond to and make amendments to the submitted draft based on comments from the research lead and team, external peer reviewers, Peer Review Group (PRG) advisors and industry.

5.8 CADTH Responsibilities

CADTH will be responsible for identifying reports and other information to support the analysis. The “Report in Brief” preface and any separate overview report that may be required will also be prepared by CADTH.

5.9 Other

5.9.1 Translation

It is recognized that the CADTH report final completion, publication and translation into French is CADTH’s responsibility and that the Contractor is providing, in the Contractor report, only those sections described in this Standing Offer Call-Up.

5.9.2 Travel

Any travel requested in writing by CADTH in connection with CADTH projects will be arranged and funded by CADTH.

5.9.3 Terms and Conditions

The Contractor shall ensure that the requested Services are performed in accordance with the terms of the Standing Offer Call-up.

5.9.4 Quality

All tasks will be conducted in accordance with CADTH current processes and procedures, of which, the Contractor is expected to have knowledge of.

5.9.5 Manuscripts:

Any manuscripts intended for publication in the peer-reviewed literature arising from the Services provided shall be drafted in collaboration with appropriate CADTH staff as co-authors. Manuscripts must be reviewed by CADTH prior to submission for publication.

Annex “A” - General Terms of Reference
(Complete and submit with Proposal)

Individual / Team Name: _____

Background

CADTH anticipates the need for various research services in a number of categories which can be described as:

Categories for Standing Offer

Please place a “X” mark in the space(s) to the right of the CADTH report type that you wish to be considered for and return this page with your submission.

Individual

CADTH Report	Clinical Researcher	Information Specialist	Health Economists
Rapid Response			
Environmental Scans			
Emerging Technology Bulletins			

Team

(The minimum requirement of the team consists of a Clinical Researcher, a Health Economist and an Information Specialist)

CADTH Report	Team
Health Technology Assessments	
Systematic Reviews	
Optimal use	

Appendix “A-1” - INDIVIDUAL RFSO Proposal Preparation Instructions

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

The Technical Proposal is to include the following for Individual(s):

Title	Weighting	Description
1. Individual or Team Capabilities	Mandatory 0% (pass/fail)	The Proponent is to indicate ability to provide services that meet CADTH Requirements as outlined in Section 5.5. Proponents must provide evidence to support that they meet the mandatory requirements.
2. Overview: NOTE: Proponent must identify which resource they are proposing with their submission	50%	<p>The Proposal is to contain an overview of the Agency with the following information:</p> <ul style="list-style-type: none"> • Project Individual Qualifications (25%) <ul style="list-style-type: none"> ○ Team composition, listing team member role and responsibility ○ Team organization, listing key point of contact for contract and reporting structure ○ Experience of team lead • Experience within each role as one of the following (25%): <ul style="list-style-type: none"> ○ Clinical Researcher ○ Information Specialist ○ Health Economist
3. Examples of Work	35%	<p>At least one example of each of the following:</p> <ul style="list-style-type: none"> ○ Clinical Researcher ○ Information Specialist ○ Health Economist <p>• If possible, please include at least one example</p>

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		from a health care and/or not-for-profit client
4. Milestones and Project Management Plan	15%	Provide a brief overview of how each research project would be conducted. Indicate in your project management plan, which type of research project you will be conducting and the allocation of resource(s) during the lifecycle of the project
5. References	Mandatory 0%	Please provide three references, preferably at the Director level or above.

Appendix “A-2” - TEAM

RFSO Proposal Preparation Instructions

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

The Technical Proposal is to include the following for Team(s):

Title	Weighting	Description
1. Individual or Team Capabilities	Mandatory 0% (pass/fail)	The Proponent is to indicate ability to provide services that meet CADTH Requirements as outlined in Section 5.5. Proponents must provide evidence to support that they meet the mandatory requirements.
2. Overview: NOTE: Proponent must identify which resource is being proposed for its submission.	40%	The Proposal is to contain an overview of the Proponent with the following information: <ul style="list-style-type: none"> • Project Team Qualifications (20%) <ul style="list-style-type: none"> ○ Team composition, listing team member role and responsibility ○ Team organization, listing key point of contact for contract and reporting structure ○ Experience of team lead • Experience within each role as one of the following (20%): <ul style="list-style-type: none"> ○ Clinical Researcher ○ Information Specialist ○ Health Economist
3. Examples of Work	30%	At least one example of each of the following: <ul style="list-style-type: none"> ○ Clinical Researcher ○ Information Specialist ○ Health Economist Work <ul style="list-style-type: none"> • If possible, please include at least one example

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		from a health care and/or not-for-profit client.
4. Milestones and Project Management Plan	10%	Provide a brief overview of how each research project would be conducted. Indicate in your project management plan, which type of research project you will be conducting and the allocation of resource(s) during the lifecycle of the project
5. References	Mandatory 0%	Please provide three references, preferably at the Director level or above.

The Financial Proposal (**team**) is to include the following:

Title	Weighting	Description
1. Fees	20%	Hourly rates for each team member must be included. The Financial Proposal Template is provided in Appendix “B”.

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

In response to the CADTH Request for Standing Offer 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 (exclusive of HST) for team members performing a specific role are outlined in the table below. Hourly rates are inclusive of direct and indirect overhead.

TEAM

CADTH Report	Fiscal Year 2014 Hourly Charge Rate (CDN\$), excluding applicable taxes		
	Clinical Researcher	Information Specialist	Health Economist
Health Technology Assessments			
Systematic Reviews			
Optimal use			

The rates quoted are in Canadian funds, exclusive of HST, and remains valid until _____.

Signature: _____ **Date:** _____