REQUEST FOR PROPOSAL (RFP)

RFP # C-142050 Project CP0008-000 Methods to Support Updates to the Guidelines for the Economic Evaluation of Health Technologies: Canada

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REQUEST FOR PROPOSAL

Issued: 15 October 2014

Project #: C-142050 CP0008-000 Methods to Support Updates to the Guidelines for the Economic Evaluation of Health Technologies: Canada

Proposal Due Date: 2:00pm Ottawa Local Time on 4 November 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
REQUEST FOR PROPOSAL

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1.0 Table 1: RFP Schedule and Timelines

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Date (see Note below)</th>
<th>RFP Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RFP Release</td>
<td>15 October 2014</td>
<td>Page 2</td>
</tr>
<tr>
<td>2</td>
<td>Enquiry Submission Deadline</td>
<td>2:00pm Ottawa Local Time on 23 October 2014</td>
<td>Section 3.5</td>
</tr>
<tr>
<td>3</td>
<td>Responses to Enquiry(ies)</td>
<td>2 business day(s)</td>
<td>Section 3.5</td>
</tr>
<tr>
<td>4</td>
<td>Deadline for Issuing Addenda</td>
<td>27 October 2014</td>
<td>Section 3.5</td>
</tr>
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<td>5</td>
<td>Proposal Submission Due Date</td>
<td>2:00pm Ottawa Local Time on 4 November 2014</td>
<td>Section 3.1</td>
</tr>
<tr>
<td>6</td>
<td>Notification of Outcome of Proposal</td>
<td>18 November 2014</td>
<td>Section 4.2</td>
</tr>
<tr>
<td>7</td>
<td>Work Commencement</td>
<td>No later than 1 December 2014</td>
<td>Section 5.4</td>
</tr>
</tbody>
</table>

**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 on specific areas of research to devise methods to support the updates to the Guidelines for the Economic Evaluation of Health Technologies: Canada. 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: RFP # C-142050 Project CP0008-000 Methods to Support Updates to the Guidelines for the Economic Evaluation of Health Technologies: Canada  
600 – 865 Carling Avenue  
Ottawa ON K1S 5S8  
Canada

Or by Email to: 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. The Contracts computer clock shall be the official time and date stamp. Proponents should ensure that sufficient time is allocated for on time receipt of Proposals electronically.

Proposals received after the submission deadline shall not be accepted.
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.

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 parts as outlined in Appendix “A” and Appendix “B”. Maximum size of electronic file is 10MB.

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 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 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:

<table>
<thead>
<tr>
<th>Enquiry Submission Deadline</th>
<th>2:00pm Ottawa Local Time on 23 October 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADTH Response Timing</td>
<td>Within two (2) working days of enquiry submission</td>
</tr>
</tbody>
</table>

### 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 RFP 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” and “Appendix “B”.

#### 4.2 Selection Methodology

All proposals will be individually evaluated by a CADTH team and reviewed by selected representative(s) from a technical Working Group (WG). 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” and Appendix “B”. Please note that these assessment criteria are subject to change.

**Note:** As part of the selection process, up to 3 Proponent Submissions may be shortlisted and the Proponent may be requested to present at an in-person meeting or via teleconference.
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 expected that the successful supplier selected from this process will commence work on this project no later than 1 December 2014. The work must be completed by 31 March 2015.

5.5 Project Overview, Requirements, and Deliverables
Economic evaluations provide evidence for whether technologies provide good value for money by considering the costs and consequences of a healthcare technology relative to the alternatives. These evaluations are used by decision and policy makers to help inform coverage decision-making processes for health technologies. The objective of the Guidelines for the Economic Evaluation of Health Technologies: Canada is to support the production of credible and standardized information that is relevant and useful in the coverage decision-making process for health technologies.

CADTH wishes to update the Guidelines for the Economic Evaluation of Health Technologies: Canada. The current Guidelines were published in 2006, and as the methods for conducting economic evaluations are continually evolving, it is important that CADTH provide up to date guidance. This document is available on the CADTH website at the following link:

http://www.cadth.ca/media/pdf/186_EconomicGuidelines_e.pdf
The update to the Guidelines will take a collaborative approach including CADTH, a technical Working Group, and stakeholders. Contractors will be involved in the preparation of methods reports to be used by the CADTH and the Working Group to help inform and support the update to the Guidelines.

Where methodological work beyond the expertise of CADTH and the Working Group is needed to support the update or the work is significant in scope, CADTH is issuing this Request for Proposal based on topic areas identified and research questions developed by CADTH and the Working Group. Researchers are invited to submit proposals for the topics which will support the update of the guidelines.

The three topics (as described in separate Parts) have been identified for this Request for Proposal:

- Part 1: Discounting / Discount Rate
- Part 2: Use of Indirect Treatment Comparisons to Inform Clinical Parameters in Economic Evaluations
- Part 3: Novel Trial Designs

Proponents may bid on either one (1), or multiple Parts. When bidding on more than one Part, Proponent’s proposal must address the requirements listed under Appendix “A” and Appendix “B” accordingly, for each unique Part that is being submitted for consideration.

**Part 1: Discounting / Discount Rate**

**Background information:**
The practice of discounting to the present value of costs and clinical effects associated with health care interventions is common practice in economic evaluations. In the 2004 version of CADTH’s Economic Guidelines, a discount rate of 5% was recommended for both costs and clinical benefits. At this time, 5% was deemed to be reflective of the time preference of Canadians (based in part on rate of inflation) and was also reflective of other HTA organizations. A number of HTA organizations have recently changed their recommended discount rate, as evidenced by the 3.5% discount rate suggested by the National Institute for Health and Care Excellence (NICE), the Pharmaceutical Management Agency (New Zealand), and the Scottish Medicines Consortium (Scotland) (1–3). Moreover, the German Institute for Quality and Efficiency in Health Care (IQWIG) proposes a rate of 3%, and the Belgian Health Care Knowledge Centre (KCE) recommends that costs are discounted at a rate of 3% and outcomes at a rate of 1.5% (4,5). This has led to discussions by Canadian researchers and policy makers as to whether CADTH should re-evaluate the current recommended 5%.
CADTH is seeking proposals for a Methods report detailing theoretical considerations for
discounting in the context of public policy and more specifically health care decision making in
Canada. The proposal must address the research questions below. This document will be used
as the basis for updating the guidance on discounting in the 4th Edition of Guidelines for the
Economic Evaluation of Health Technologies: Canada.

### Research questions

- Within the context of healthcare decision-making in Canada, what theoretical
  considerations should be considered when discounting costs and effects? How or why
  might this differ from other sectors?
- Given the considerations considered above, should all costs and effects be discounted and
  at which rate(s)?
- Provide any considerations regarding variation in province-specific discount rates and
  how this should be reconciled when determining a discount rate for health care in Canada
- Given the determinants of the discount rate considered above, what actual rate(s) do you
  recommend CADTH adopt?

### References

2. Pharmaceutical Management Agency (PHARMAC). Prescription for Pharmacoeconomic
4. Institute for Quality and Efficiency in Health Care. General Methods for the Assessment
   of the Relation of Benefits to Costs. Cologne; 2009.

**Part 2: Use of Indirect Treatment Comparisons to Inform Clinical Parameters in Economic Evaluations**

**Background information:**
Evidence from head-to-head clinical trials is typically preferred for the assessment of comparative effectiveness in economic evaluations. In some cases, head-to-head comparative trials may not be available for all the treatment alternatives (1,2).

While detailed descriptions of the methods for indirect treatment comparisons are now available from a number of publications, including CADTH’s report on *Indirect Evidence: Indirect treatment comparisons in meta-analysis* (2009) – which is in the process of being updated – guidance on the best practices of using indirect evidence in economic evaluations remains limited (3).

CADTH is seeking proposals for a Methods report outlining the considerations for conducting de novo indirect comparisons as well as the use of published indirect comparisons to inform an economic evaluation. The proposal must address the research questions below. This document will be used as the basis for providing guidance on the application of indirect treatment comparisons specifically for economic evaluations, within the 4th Edition of Guidelines for the Economic Evaluation of Health Technologies: Canada.

**Table: Level of Effort**

<table>
<thead>
<tr>
<th>Role</th>
<th>Effort</th>
<th>Duration</th>
<th>No. of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Economist</td>
<td>150 hrs</td>
<td>50 Days</td>
<td>Up to 20 pages + Appendices, double spaced</td>
</tr>
</tbody>
</table>
Table: Deliverables and Schedule

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Report</td>
<td>19 February 2015</td>
</tr>
<tr>
<td>Revised Report (following CADTH / Working Group</td>
<td>13 March 2015</td>
</tr>
<tr>
<td>Feedback</td>
<td></td>
</tr>
<tr>
<td>Final Report (following CADTH / Working Group</td>
<td>31 March 2015</td>
</tr>
<tr>
<td>Feedback</td>
<td></td>
</tr>
</tbody>
</table>

Research questions:

- What consideration should be made by analysts conducting indirect comparisons intended for the use in economic evaluations?
  - What best practices exist for conducting de novo indirect comparisons for inclusion into an economic evaluation?
  - What best practices exist for using data from published indirect comparisons in an economic evaluation?
- What are the considerations and best practices when including data on harms/events from an indirect treatment comparison in an economic evaluation?
- How should uncertainty in data from indirect treatment comparisons be addressed within economic evaluations?

References

Part 3: Novel Trial Designs

Background information:
Various new methods have been proposed to improve efficiency and reduce attrition rates within clinical trials (1). These techniques are collectively referred to as novel trial designs and include modelling and simulation techniques, Bayesian methods, adaptive trial designs, and sample size re-estimation techniques (1). These methods attempt to improve efficiency by allowing flexibility within clinical trials by permitting modifications and revisions to the clinical trial while attempting not to compromise the validity and integrity of the trial (2,3).

While there is growing literature on the designs of these clinical trials, a comprehensive review of the types of designs and potential issues with the interpretation of results would provide a useful resource.

CADTH is seeking proposals for a Methods report providing an overview of the types of novel trial designs. The proposal must address the research questions below. This document will be used as the basis for providing guidance on the considerations when using data from novel trial designs in the 4th Edition of Guidelines for the Economic Evaluation of Health Technologies: Canada.

Table: Level of Effort

<table>
<thead>
<tr>
<th>Role</th>
<th>Effort</th>
<th>Duration</th>
<th>No. of Pages</th>
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<tr>
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</tr>
<tr>
<td>Final Report (following CADTH / Working Group Feedback)</td>
<td>31 March 2015</td>
</tr>
</tbody>
</table>
Research questions

- Provide a comprehensive overview of the types of novel trial designs and any considerations when interpreting the results.

  Consider
  o the challenges and limitations of interpreting the data from these trials
  o the potential biases that may be introduced through these designs
  o how the results of trials might be compared or analysed (e.g., within a meta-analysis or network meta-analysis framework)

References

Appendix “A”
Proposal Preparation Instructions

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Weighting</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. Experience and qualifications of bidder’s team.</td>
<td>40%</td>
<td>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. This information, including a list of relevant publications, may be provided via CVs or biographies of the full team.</td>
</tr>
<tr>
<td>2. Bidder’s Technical Proposal and ability to meet required time frame schedules.</td>
<td>50%</td>
<td>The bidder is to provide a high-level work plan, outlining their plan on addressing the research questions and topic areas described in the applicable Project Requirement(s); key tasks, resources assigned and dates (i.e., milestones) assuming the project is to be completed by 31 March 2015.</td>
</tr>
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The Financial Proposal submission will be evaluated on the following:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>1. Fees</td>
<td>10%</td>
<td>The bidder is to include:</td>
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<tr>
<td></td>
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<td>• A project budget providing a breakdown of costs team member and task</td>
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<td></td>
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<td>• Hourly rates for each team member</td>
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<td>The Financial Proposal Template is provided in Appendix B.</td>
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</table>
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).

<table>
<thead>
<tr>
<th></th>
<th>J. Doe</th>
<th>K. Doe</th>
<th>L. Doe</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>$ / hour</td>
<td>$ / hour</td>
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<td>Total</td>
</tr>
<tr>
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<tr>
<td>8</td>
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</tr>
<tr>
<td>9</td>
<td>Total Cost of Labour</td>
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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: ___________________________