



**Canadian Agency for Drugs and Technologies in Health (CADTH)**

**CADTH Evaluation RFP (File #C-110970): Questions and Responses**

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## **CADTH Evaluation RFP: Questions and Responses**

### **Question #01, received July 12, 2011**

Question: Reference Section 2.1 Submission of Proposal on page 5 — “The bidder is required to submit one (1) unbound copy AND electronic copies in MS Word AND PDF format of the proposal (email is acceptable).” This statement indicates two delivery methods for the bid: one hard copy delivered to CADTH’s Carling address and two further copies emailed (doc and PDF). Is this correct?

Response: A hard copy is to be delivered to the CADTH address. Upon review, it has been decided that the only format required for electronic copies of the bids is PDF. Bidders may choose to email electronic copies, or to include electronic copies saved to a CD or DVD in a package with the hard copy submission.

### **Question #02, received July 12, 2011**

Question: Reference Appendix A Statement of Work, first paragraph on page 8 — the link <http://www.cadth.ca/index.php/en/cadth/corporate-profile> results in a 404 error. Is there an alternate link, or do you recommend a review of cadth.ca in full?

Response: Sorry, the correct link is <http://www.cadth.ca/en/cadth>.

### **Question #03, received July 12, 2011**

Question: Reference Appendix A Statement of Work, first paragraph after the Table on page 9 — for each of the case studies, does CADTH have a pre-existing list of potential interviewees that the successful bidder(s) will draw from, or does this list need to be generated during Phase 1?

Response: Yes, CADTH will have prepared lists of interviewees available for the successful bidder.

### **Question #04, received July 12, 2011**

Question: Reference Appendix A Statement of Work item in table on page 10 — “Draft report, with presentation of findings to date.” It is understood that this statement indicates an in-person presentation of a complete draft report (as opposed to a written report that presents/includes findings to date). Is this a correct interpretation?

Response: The contract does require a presentation of draft findings. The successful bidder and CADTH will agree to the medium of communication, which may be via teleconference, video conference, or in person.

**Question #05, received July 12, 2011**

Question: Reference Appendix A Statement of Work Timelines table on page 10 — October 8 and 22 are Saturdays. Are the reports and presentations purposely scheduled for Saturdays, or is this an error?

Response: Sorry, this is an error. The corrected schedule is as follows:

| Item   | Date                      |
|--|---------------------------|
| Release of RFP   | July 8, 2011              |
| Deadline for bidders to submit proposals                     | July 29, 2011             |
| Evaluation of bids completed; successful contractor notified | August 8, 2011            |
| First meeting with CADTH                                     | By August 22 , 2011       |
| Draft report, with presentation of findings to date          | Tuesday, October 11, 2011 |
| Final report, with summary presentation                      | Monday, October 24, 2011  |

**Question #06, received July 12, 2011**

Question Part a: Reference Appendix B Technical Proposal Preparation Instructions, last table on page 12 — Item 4d, “Each case study should be considered as a separate deliverable” and “Draft report, with presentation of findings to date on October 8, 2011” (Reference Appendix A Statement of Work Timelines table on page 10). Is CADTH hoping to receive four separate case study reports on October 8, or a single report summarizing the four case studies?

Response Part a: For the October 8 report (amended to October 11, as per question 5, above), CADTH is seeking to receive a single report summarizing the four case studies.

Should more than one bidder be awarded work, one of the contractors will be selected to conduct a final analysis summarizing the four case studies. In this event, the project’s work plan will be amended in consultation with the contractors, with the aim of ensuring sufficient time for the contractor that was selected to summarize the four case studies to receive all of the studies and prepare the aggregate report.

Question Part b: If CADTH is hoping to receive four separate reports, is the degree of consistency in presentation style to be determined at the start-up meeting, or to be decided upon during the course of the evaluation, dependent on findings? If CADTH is hoping to receive a single report summarizing the four case studies, should that report compare and contrast the case studies (in other words, are there two levels of analysis to be completed, [i] case study and [ii] CADTH wide, or only one level of analysis at the case study level)?

Response Part b: For the single, aggregate report, it is expected that the findings and

recommendations for the case studies will be placed within a strategic operational context, to assist CADTH in realizing its fullest potential as a customer-oriented, results-focused organization within the Canadian health care system. Consequently, CADTH anticipates that there will be findings and recommendations for each of the four case studies, which should inform an analysis of CADTH's place in the Canadian health care system.

**Question #07, received July 12, 2011**

Question: Are interim deliverables expected for this project, or will the reports indicated in answers to Q#06 be sufficient?

Response: The report indicated in Q#06 (i.e., the draft reports) is sufficient.

**Question #08, received July 13, 2011**

Question: We are considering adding a former CADTH staff member (name and title withheld) to our team as a "health leader." Our team also has an alternate health leader. We would propose to call on the alternate if any perceived conflict of interest situations arose during the project. Would this be acceptable to CADTH?

Response: It is important for CADTH to maintain the perception that the evaluation is conducted in an unbiased, independent manner. Readers of the final report could believe that a former employee of CADTH may be challenged regarding his or her ability to provide an impartial analysis of the organization's activities. Consequently, it is the preference of CADTH not to have former employees engaged in this contract.

End of file.