



## STANDING CALL FOR PROPOSALS FOR HEALTH ECONOMIC SERVICES November 1, 2019 through March 31, 2022

### 1. GENERAL INFORMATION.

- a. **Purpose.** This request for proposal (RFP) is to contract for **Health Economics** services to be provided to the **RICK HANSEN INSTITUTE** from November 1, 2019 through March 31, 2022.
- b. **Who May Respond.** Organizations working within Canada or elsewhere.
- c. **Instructions on Proposal Submission.**
  - i. **Intent to Bid Date.** Intent to Bid notices (Schedule A) should be submitted in advance of full proposals.
  - ii. **Closing Submission Date.** Proposals may be submitted after confirmation of an Intent to Bid notice is received from the Rick Hansen Institute.
  - iii. **Inquiries.** Inquiries concerning this RFP should be directed to: **Diana Tindall**, [dtindall@rickhanseninstitute.org](mailto:dtindall@rickhanseninstitute.org).
  - iv. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows: **Diana Tindall**, Evaluator, Rick Hansen Institute [dtindall@rickhanseninstitute.org](mailto:dtindall@rickhanseninstitute.org). It is the responsibility of the Offeror to ensure that the proposal is received by RHI.
  - v. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Rick Hansen Institute (hereinafter referred to as RHI).
  - vi. **Right to Reject.** RHI reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
  - vii. **Notification of Award.** It is expected that a decision selecting a successful contractor will be made within three weeks of the receipt of a proposal.
  - viii. **Term of Engagement.** The engagement will be subject to milestone reviews (at a minimum once a month). It is expected that the contract shall be a contract based on expected services and within the available budget.

**d. Description of Praxis Spinal Cord Institute**

The Praxis Institute is a Canadian-based not-for-profit organization that drives innovation in spinal cord injury research and care. We strive to improve the lives of people living with SCI in Canada and around the world. Headquartered in Vancouver, BC, we facilitate an international network of researchers, healthcare professionals, entrepreneurs, investors, people with SCI and their supporters in order to find solutions to one of the most debilitating, costly and life-altering health conditions.

Our vision is a world without paralysis after SCI. To achieve this, we take a multi-disciplinary, adaptable approach to maximize our impact. This enables us to move the most promising ideas out of the laboratory, into a standard practice of care, into the marketplace and ultimately, into the lives of people with SCI. By working to address all of these areas simultaneously, and with national and international partners within the SCI community and beyond, the Institute is uniquely positioned to provide solutions for people with spinal cord injury.

We are funded by the Government of Canada through Western Economic Diversification Canada, Rick Hansen Foundation and the Governments of British Columbia, Manitoba and Ontario.

2. **SCOPE OF SERVICES.** The Offeror shall be readily available to perform one or more of the Health Economics studies, as requested.

The services and budgets for each study being requested are in attached Scopes of Work.

The Offeror shall be prepared to submit detailed billing statements for all services billed monthly, if any, broken down into time increments of no more than a quarter hour. The Offeror shall also include summaries of work performed and time spent on services performed, as discussed below.

3. **PROPOSAL CONTENTS.** The Offeror, in its proposal, shall, as a minimum, include the following;

- a. **Approach to Scope of Work.** The Offeror should describe its proposed approach(es) to the work outlined in the Scope of Work. This should include strengths of the proposed approach(es), potential challenges (and solutions to them) as well as proposed milestones and deliverables.
- b. **Experience.** The Offeror should describe its Health Economics experience, including the names, addresses, contact persons, telephone numbers and emails of *at least three client references*, preferably including clients similar to RHI. Experience should include the following categories:
  - i. Experience providing health economics services to non-profit or charitable organizations.
  - ii. Experience providing health economics services to clients conducting similar types of analyses.
- c. **Organization Information.** If the Offeror is an organization, it should describe its organization type, size, structure, areas of practice, and office location(s).
- d. **Staff Experience and Qualifications.** The Offeror should have experience in the following areas: with similar clients and economic analyses of similar services. The Offeror should describe the qualifications of staff to be assigned to the project. Descriptions should include:
  - i. Education and employment of each staff.
  - ii. Overall supervision to be exercised.

- iii. Prior experience of the individual staff with respect to the required experience listed above. Only include resumes of staff likely to be assigned to the project. Background, position in the organization, years and types of experience, and continuing professional education will be considered.
- e. **Price.** The Offeror's proposed price should include information on the billing rates of each staff member who is expected to work on this project, their expected hours and charges for expenses, if any, such as travel, research, copies, and faxes. RHI reserves the right to negotiate with the Offeror on the structure of the billing fee payments.
- f. **Confidentiality.** Staff must ensure the confidentiality of information obtained as a result of their involvement with RHI matters is maintained.
- g. **Independence.** The Offeror must provide a statement confirming their independence from RHI.

#### 4. PROPOSAL EVALUATION

- a. **Submission of Proposals.** All proposals shall be submitted to [dtindall@rickhanseninstitute.org](mailto:dtindall@rickhanseninstitute.org).
- b. **Evaluation Procedure and Criteria.** A review committee will review proposals and may request an interview or meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:
  - 1. Proposed approach to scope of work.
  - 2. The Offeror's experience with similar clients and similar analyses.
  - 3. Level of experience and qualifications of the individual(s) identified to work on this evaluation.
  - 4. Cost.
  - 5. Value in Kind.
  - 6. Interviews, if conducted.
  - 7. Response from references.
  - 8. Other

**SCHEDULE A**

**Notice of Intent to Bid**

This is to declare that the undersigned intends to respond to the Rick Hansen Institute's:

**Request for Proposals, Health Economics Services**

**Company** \_\_\_\_\_

(legal entity of intended signatory to a contract)

**Mailing Address/Phone/Email** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Authorized Signature and Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Intending to Bid on (please specify Scope/s of Work):**

\_\_\_\_\_

Return by email to: [dtindall@rickhanseninstitute.org](mailto:dtindall@rickhanseninstitute.org)