

REQUEST FOR PROPOSAL FOR CLINICAL AND RESEARCH CONSULTING SERVICES FOR THE PERIOD JUNE 1, 2024 TO MARCH 31, 2026

1. GENERAL INFORMATION.

- a. **Purpose.** This request for proposal (RFP) is to contract for clinical and research consulting services to be provided to the Praxis Spinal Cord Institute (Praxis) for the period of **June 1, 2024 to March 31, 2026.**
- b. **Who May Respond.** Clinicians and/or researchers with experience validating and commercializing medical devices and therapeutics in North America.
- c. **Instructions on Proposal Submission.**

- i. **Closing Submission Date.** Proposals must be submitted before 11:59 PM PT May 15, 2024*.
- ii. **Inquiries.** Inquiries concerning this RFP should be directed to: **Arushi Raina, araina@praxisinstitute.org.**
- iii. **Instructions to Prospective Contractors.** Your proposal should be submitted to: **sci_accelerate@praxisinstitute.org**

**It is the responsibility of the Offeror to ensure that the proposal is received by Praxis, by the date and time specified above. Late proposals will not be considered.*

- iv. **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 Praxis.
- v. **Right to Reject.** Praxis 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.
- vi. **Notification of Award.** It is expected that a decision selecting the successful person will be made within 30 days after the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful person, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing of the decision.

- vii. **Term of Engagement.** The engagement will be for the aforementioned period, subject to annual reviews and re-appointments. The engagement will commence on June 1, 2024.

d. Description of Our Organization.

Praxis is part of the life-changing work done in the life sciences sector and plays a key role in the development of new technologies and treatments for those living with spinal cord injury (SCI). Our vision is a world without paralysis after SCI.

Praxis advances SCI research and innovation worldwide through networks of international researchers, health care professionals, clinical trials, entrepreneurs, and people with lived experience (PLEX) of SCI.

Driven by the priorities of people with spinal cord injuries, the three distinct areas of focus for Praxis are:

- Incorporate active involvement of PLEX of SCI across research and innovation programs;
- Mobilize translational research and best practice implementation; and
- Accelerate SCI innovation into adoption.

Praxis takes on the role of identifying priorities, marshalling resources, and driving knowledge translation. From our home in Vancouver, Canada we facilitate an international network of people with SCI and world-class experts who work together to identify, prioritize and solve the most urgent challenges.

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 both standards of care for people with SCI. We also work to get new technologies from idea, to development, and ultimately available to improve the lives of those dealing with SCI in their lives.

Please refer to www.praxisinstitute.org for additional information.

2. SCOPE OF SERVICES. The Offeror shall be readily available to perform the following scope of services, as requested by the Director of Innovation:

- Provide SCI-focused clinical and research mentorship to SCI start-ups taking part in Praxis' Innovation programs (e.g. SCI Accelerate, SCI Incubate, SCI Climate Futures). Mentorship is primarily delivered in weekly meetings with the companies during the duration of the programs (e.g. SCI Accelerate tentatively runs Sept-Feb; SCI Incubate tentatively runs March-July).
- Provide SCI-focused clinical and research advice to assess applications and conduct interviews for the Innovation programs.

- Anticipated scope of work:
 - Mentorship of an SCI Incubate company (up to 5 companies per cohort):
 - 2.5 hours/week for 4 months annually
 - Mentorship of an SCI Accelerate company (up to 5 companies/cohort):
 - 2.5 hours/week for 6 months annually
 - Ongoing clinical and research support for the Praxis' Innovation unit:
 - 100 hours annually
 - Complete scope of work (dependent on enrolment in Praxis Innovation programs) is a maximum of 1200 hours of consulting services.

Offeror shall be prepared to submit detailed billing statements for all services billed monthly to Praxis at an hourly rate, broken down into time increments of no more than a quarter hour. 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. **Experience:** The Offeror should describe its experience deploying its skills in the following categories:
 - i. Experience advising non-profit or charitable organizations;
 - ii. Experience advising client conducting similar programs;
 - iii. Experience leading and conducting clinical research projects;
 - iv. Experience designing clinical trial protocols in alignment with Health Canada and/or FDA regulatory and reimbursement parameters.
 - v. Experience mentoring start-ups; and
 - vi. Experience working with novel SCI technology in the clinical setting.
- b. **Organization Information:** If the Offeror is an organization, it should describe its organization type, size, structure, scope (areas of practice) and office location(s), and the resumes of staff likely to be assigned to the project. A primary individual/consultant needs to be identified.
- c. **Individual Information:** If the Offeror is an individual, they should include a resume which describes their education and employment to date.
- d. **Qualifications:** The Offeror must describe their qualifications in the following areas: relevant education, research, and/or clinical credentials to work with SCI and other conditions, and any other academic qualifications received from accredited institutions.
- e. **Availability:** The Offeror should clearly state their availability to deliver the services in-person and online and any potential restrictions. This role may be performed virtually however there may be specific in-person opportunities/engagements.

- f. **Pricing:** Praxis' current rate for researchers and clinicians operates on a sliding scale of \$70-100 CAD based on level of experience and alignment with the specific needs of the position. The Offeror shall include its expected rate within the scale set by Praxis.
- g. **References:** Provide three references (company's name, contact persons, telephone number and email address), preferably clients similar to Praxis.
- h. **Confidentiality.** The successful Offeror shall be ready to sign a confidentiality agreement prior to obtaining access to Praxis' confidential information.
- i. **Independence.** The Offeror must provide a statement confirming their independence from Praxis.
- j. **Proposal form.** The Offeror shall include in their proposal the following information:
 - 1. Cover letter
 - 2. Table of contents
 - 3. Executive summary
 - 4. Company background or individual's experience
 - 5. Company/individual's qualifications
 - 6. Availability
 - 7. Pricing
 - 8. References

4. PROPOSAL EVALUATION

- a. Submission of Proposals. All proposals shall be submitted in PDF format to **sci_accelerate@praxisinstitute.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.	Qualifications and experience	25%
2.	Experience with similar clients and type of service matters	25%
3.	Pricing and Availability	15%
4.	Communication style and clarity in interview and submission	25%
5.	Response from references	10%

5. GOVERNING LAW

This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia and the courts of Vancouver, British Columbia shall have exclusive jurisdiction to determine all disputes and claims arising out of or in any way connected with this RFP.