

REQUEST FOR PROPOSAL FOR EVALUATION CONSULTING SERVICES FOR THE PERIOD OF JUNE 3, 2024 TO MARCH 31, 2025

1. GENERAL INFORMATION.

- a. **Purpose.** This request for proposal (RFP) is to contract for Evaluation Consulting services to be provided to the Praxis Spinal Cord Institute (Praxis) for the period of June 3, 2024 to March 31, 2025.
- b. **Who May Respond.** Evaluation Consultants or Evaluation Consultancy Organizations with experience evaluating federally and or provincially funded non-profit organizations and based in Canada.

Praxis encourages proposals from under-represented groups including women, Indigenous Peoples, people with disabilities, people who are part of 2SLGBTQI+ communities, religious minority groups and racialized people, neurodiverse individuals, and others who may contribute to the further diversification of ideas.

- c. **Instructions on Proposal Submission.**

- i. **Closing Submission Date.** Proposals must be submitted no later than 11:59 pm PST on May 24, 2024.
- ii. **Inquiries.** Inquiries concerning this RFP should be directed to: Alex Audet, Director, Accountability and Impact at aaudet@praxisinstitute.org
- iii. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows: Alex Audet, Director, Accountability and Impact at aaudet@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.** Applications will be reviewed on a rolling basis as they are received until the deadline date. Once the successful candidate is selected, all Offerors

submitting proposals in response to this RFP will be informed, in writing of the decision.

- vii. **Term of Engagement.** The engagement will commence on June 3, 2024, and end on March 31, 2025.

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, investors, 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:

- Mobilize translational research and best practice implementation;
- Incorporate active involvement of PLEX of SCI across research and innovation programs; 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 the [Praxis website](#) for additional information.

2. **SCOPE OF SERVICES.** The Offeror shall be readily available to perform the following Evaluation Consulting services, as requested by the Director, Accountability & Impact:

- Planning, analyzing and evaluating Praxis programs, activities and processes.
- Developing, maintaining and enhancing data management systems to gather and report on qualitative and quantitative performance data.
- Ensuring the accuracy and integrity of data holdings through monitoring, evaluation, analysis, reviewing literature and methodologies, and identifying and resolving issues.

- Conducting custom data collection, mining and analysis as required.
- Preparing documents (e.g. reports, templates, tools, briefing notes, performance reports including reports for funders) and identifying conclusions, observations, and recommendations to support decision-making.
- Building organizational and network capacity for evaluation and impact analysis by providing expertise, developing tools, and offering education and training as required.
- Other duties as required.

Although it is preferable to submit a proposal covering all of the above areas, Praxis will consider proposals for subsets of these areas.

Offeror shall be prepared to submit detailed billing statements for all services billed at a monthly rate. 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;

- Experience:** The Offeror should describe its Evaluation Consulting experience including the following areas:
 - i. Analyzing, reviewing and evaluating non-profit programs, initiatives and/or projects performance;
 - ii. Utilizing various applications including Excel to manage data sets, develop charts and tables, and create reports;
 - iii. Developing performance measurement and/or impact reports for federal and/or provincial funding agencies;
 - iv. Facilitation and guidance in the design and implementation of the evaluation methods;
 - v. Experience in advancing equity, diversity, and inclusion and indigenous engagement an asset; and
 - vi. Experience with evaluation of health research and innovation an asset.
- Individual Information:** If the Offeror is an individual, they should include a resume which describes their education and employment to date.
- 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.
- Qualifications:** The Offeror should describe the qualifications including:
 - i. Education: Master's degree in a relevant field (e.g. Public Administration, Business Administration, Statistics, Social Sciences) and minimum 4 years related experience, or equivalent combination of education and work experience.

- ii. Certification/Designations: Credentialed Evaluator designation is an asset.
- e. **Cost**: The Offeror's proposed price should not exceed \$65,000 CAD and include information on the billing rates of each staff who is expected to work on this project and charges for expenses, if any, such as travel, research, copies, and faxes. The Offeror should also include any value in kind included in the proposal, as applicable. Praxis reserves the right to negotiate with the Offeror on the structure of the billing and/or any fee(s).
- f. **Availability**: The Offeror should clearly state their availability to deliver the services in-person and online and any potential restrictions.
- g. **References**: Provide three references (names, contact persons, telephone numbers and emails), preferably clients similar to Praxis.
- h. **Confidentiality and conflict of interest**. All staff must ensure the confidentiality of information obtained as a result of their involvement with matters is maintained. The successful Offeror will be required to comply with Praxis' Confidentiality Agreement and Conflict of Interest policies.
- i. **Independence**. The Offeror must provide a statement confirming their independence from Praxis.

4. PROPOSAL EVALUATION.

- a. Submission of Proposals. All proposals shall be submitted to aaudet@praxisinstitute.org by May 24, 2024 at 11:59 pm PST.
- b. Evaluation Procedure and Criteria. A review committee will review select 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:

Experience with similar clients and type of service matters	25%
Qualifications	20%
Cost and Availability	20%
Communication style and clarity in interview	25%
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.