

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 audet@praxisinstitute.org
- iii. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows: Alex Audet, Director, Accountability and Impact at audet@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.