**REQUEST FOR PROPOSALS (RFP) - Cover Page**

**Remove/update all red font (instructional information) prior to posting.**

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| **X Division of Family Practice - A GP for Me Initiative**  **Title: Evaluation of Implementation Strategies**  **Request for Proposal (RFP) Number:** XDFP Unique Number (for tracking purposes)  **RFP Issue date:**  **RFP Closing Date/Time:** date and by X pm | |
| **Division Contact Person:** All enquiries related to this RFP, including requests for information or clarification are to be sent in writing to the person listed below who will respond if time permits. Questions, and any responses will be recorded and may be sent to all proposal submitters (proponents) at the division's discretion. **Note**: These responses could be posted on the division's website, if that information is provided in the original posted RFP.  **Division Contact Name: Email:** | |
| **Reservation of Rights:** The X Division of Family Practice reserves the right, in its sole and absolute discretion to:  At any time, for any reason, reject any and all proposals, and terminate the process under this RFP, and proceed with the work as described in this RFP in some other manner, including reissuing a RFP or undertake another process for the same or similar scope of work. Need Legal Review of this type of section... | |
| **Acceptance of Proposals:**  This RFP should not be construed as an agreement to purchase goods or services. The X Division is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. | | |
| **Proposal Submission: Two options -** select the preferred option and delete the other option.  **Four completed hard copies (and 1 copy in PDF or Word on a USB drive) must be delivered by *hand or courier* to: Divisions Physical Address**  **OR Proposals must be emailed to:** | |
| **Proponent Section:** For hard copies, a person authorized to sign on behalf of the proponent (consultant/firm) must complete and sign the section below, leaving the rest of this page otherwise unaltered as per the original posted RFP. **For emailed proposals (MAJORITY for Divisions), a scanned signature is acceptable or authorized digital signature. ? NEED LEGAL REVIEW.** | | |
| The enclosed proposal is submitted in response to the above-referenced RFP, including any addenda (additions made by the division in the RFP requirement after its initial posting).  Through submission of this proposal we/I agree to all of the terms and conditions of the RFP and agree that any inconsistent provisions in the submitted proposal will be as if not written and do not exist.  We/I have carefully read and examined the RFP, and have conducted such investigations as were prudent and reasonable in preparing the proposal. We/I agree to be bound by statements and representations made in the submitted proposal **for X weeks.** | | |
| ***Signature of Authorized Representative:*** | ***Legal Name of Proponent (Legal Business Name), if applicable:*** | |
| ***Printed Name of Authorized Representative:*** | ***Address of Proponent:*** | |
| ***Title:*** | *Authorized Representative phone, fax, or email address:* | |
| ***Date:*** |  | |

# Definitions

* “Contract” means the written service agreement resulting from this RFP executed by the Division and the Contractor (i.e., consultant or company);
* “Must” (mandatory) means a requirement must be met for a proposal to receive consideration.
* “Should” (desirable) means a requirement having a significant importance to the RFP objectives.

# Background

A GP for Me (www.agpforme.ca) is a joint initiative of the Government of BC and the Doctors of BC through the General Practice Services Committee (GPSC). The goals of this initiative are:

* to confirm and strengthen the GP-patient continuous relationship, including better support for the needs of vulnerable patients;
* to enable patients who want a family doctor to find one; and
* to increase the capacity of the primary health care system.

**Additional Initiative Context - the information below is provided as an example.**

The Division is undertaking the following strategies to meet the goals of the A GP for Me:

* Recruitment and Retention e.g., red carpet approach, locums
* Office efficiency and practice support e.g., CME, EMR meaningful use level three
* Team based care e.g., multidisciplinary team including NPs, social workers, RNs
* Medical home or other clinical type service/program
* Health promotion and patient education
* Attachment mechanisms

# Requirements and Response

1. **Requirements - to be developed by the division as part of the planning work.**

The X Division of Family Practice is seeking a consultant/firm to conduct an evaluation of its A GP for Me initiative implementation strategies.

* 1. **Describe your approach to the evaluation work:**

1. Explain why your approach should be employed as proposed and where you have successfully applied elements of it in the past. Identify potential risks and the measures you propose to employ to mitigate those risks.
   1. **Evaluation Deliverables include: identify your deliverables, below are some examples.**
2. Developing program/strategy logic model(s).
3. Developing key evaluation questions and data collection methodology.
4. Developing and administering survey and other evaluation instruments.
5. Analyzing data collected.
6. Generating reports, key messaging documents, paper and publications.
7. Providing presentations (PowerPoint presentation and/or poster) based on the findings.
   1. **Project Management Deliverables include:**
8. Develop a project workplan including a timeline for the evaluation.
9. Identify key points to report progress.
10. Report on budget.
    1. **Evaluation and Related Experience**

The successful proponent should possess demonstrated experience in the following:

* Non‐profit and/or health care
* Evaluation
* Managing all aspects of the evaluation's research, fiscal, and administrative functions
* Relevant evaluation methods, software, and tools
* Primary health care evaluation expertise would be considered an asset
  1. **describe how the proponent will meet data ownership, privacy and ethics requirements.** 
     1. **Data Ownership**
* Consultants will be expected to sign a confidentiality agreement and to keep all evaluation participants lists and any identifying data confidential and secure in accordance with the X Division of Family Practice security policy.
* All materials developed and data sets will be the property of the X Division of Family Practice.
  + 1. **Privacy**
* All proposals and activities must comply with the BC Personal Information and Privacy Protection Act (PIPA) and the Privacy policy of X Division of Family Practice as they relate to the collection, use and sharing of data and information.
  + **PIPA:** <http://www.bclaws.ca/Recon/document/ID/freeside/00_03063_01>
    1. **Ethics**
* All proposals must align with Canadian Evaluation Society guidelines for ethical conducts in relation to competence, integrity and accountability available at:
  + <http://www.evaluationcanada.ca/site.cgi?section=5&ssection=4&_lang=an>
  1. **Project Timing**

It is expected that services will be carried out according to the following schedule:

|  |  |
| --- | --- |
| **Date** | **RFP Milestones** |
|  | RFP closing date. |
|  | Contract negotiations completed. |
|  | Commencement of Contract. |
|  | Completion of Contract. |

1. **Evaluation of the Proposal**

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. The consultant/firm should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

* 1. **Mandatory Criteria**

Proposals not clearly demonstrating that they meet the following required (mandatory) criteria will be excluded from further consideration during the evaluation process.

| **Mandatory Criteria** |
| --- |
| 1. The proposal must be received by the specified closing date and time. |
| 1. One (1) electronic copy of the proposal must be submitted in either MS Word or PDF format to the email address located on the cover page **or delivered to the physical address by x date and time.** |
| 1. An unaltered, completed and signed RFP cover page must be submitted with the proposal. |
| 1. The response must be **five** pages in total excluding table of contents, resumes, and references. |
| 1. The proposal must include a minimum of **three** relevant references for the company/consultant. |
| 1. The proposal must not exceed the maximum RFP budget of **X** in Canadian funds. |

* 1. **Desirable Criteria -** the table below is for example only, divisions will determine criteria/points.

Proposals meeting all of the required criteria will be further assessed against desirable criteria.

|  |  |  |
| --- | --- | --- |
| **Desirable Criteria** | **Weighting** | **Minimum Required** |
| 2.2.1. Proposed approach (understanding of requirements), timelines, and method for gathering information and analysis | 30 | 25 |
| 2.2.2 Expertise and skills of members of the project team and the company | 30 | 25 |
| 2.2.3 Approach to data ownership, ethics, and privacy | 10 |  |
| 2.2.4 Hourly rate and estimated distribution of costs and total price | 30 | -- |
| **Total Available Points** | 100 |  |

* 1. **Proposal Evaluation Stages**

**Stage 1:** Proposals will be checked for compliance with the required (mandatory)criteria. Proposals that do not meet the mandatory criteria will receive no further consideration.

**Stage 2:** Proposals will be evaluated and scored against the Desirable Criteria.

**Stage 3:** Proposals will be ranked. The proposal consultant/firm who achieves the highest overall ranking and is within the budget, achieves the highest total score.

**Stage 4:** The X Division will check client references. The X Division, at its sole option, will reject proposals that fail this reference requirement.

**Stage 5:** Proposal consultant/firm (s) will be notified of the results.

1. **Proposal Format**

The following format, and instructions should be followed to provide consistency in the RFP response and ensure each proposal receives full consideration. All pages should be numbered in order.

1. An unaltered and completed Request for Proposals cover page, as per instructions.
2. Compliance with Section 2.1 required (mandatory) criteria concerning submission requirements.
3. Table of contents including page numbers.
4. A short (one page) executive summary of the key features of the proposal.
5. A full response to **the desirable criteria** and **Section 1** Requirements (body of proposal).
6. **Other Requirements**

**Options re Pricing:**

* 1. **Pricing and Budget - include a detailed budget and explanation, as required.**
* The budget for the Contract has been set at a maximum price of $ X for fees and up to a maximum lump sum price of $ X for any and all expenses including travel (if travel is required).
* An hourly rate (7 hours per day) will be used to evaluate price.

**OR**

* The budget for the Contract has been set at a maximum price of $ X for fees and up to a maximum lump sum price of $X for any and all expenses including travel (if travel is required). The price will be evaluated against a milestone-based payment schedule.
  1. **Availability**
* Confirm consultant/firm availability for the contract term, noting unavailability.
  1. **Conflict of Interest Declaration**
* The principal consultant/firm and/or project team shall confirm they do not have current clients/activities that are a conflict of interest.
  1. **Contract Form**
* By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the Division in accordance with the terms of the Division’s Service Contract (General); a copy of the contract template is available upon request by contacting **Name and Email.**