CLOSING DATE: November 13, 2007

CLOSING TIME: 4pm   Time Zone: Central Standard Time

RFP Reference Number: 07-W246501-05

PROJECT TITLE: Critical Review of Grey Literature for HIV/AIDS and/or Hepatitis C assessment and knowledge instruments for community-based interventions

ISSUING OFFICE: Public Health Agency of Canada
Mailing Address: 1015 Arlington Street
Winnipeg, Manitoba
R3E 3R2

FOR ADDITIONAL INFORMATION PLEASE CONTACT: Rhonda Chorney, Evaluation Consultant (Departmental Representative)

(Fax No.) 204-789-7878   (E-mail address) Rhonda_Chorney@phac-aspc.gc.ca

Request For Proposal Issue Date: October 25, 2007
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PART I STATEMENT of WORK

1.0 Scope

1.1 Title


1.2 Introduction

The Public Health Agency of Canada, (PHAC) Manitoba and Saskatchewan regional office, is requesting proposals from qualified consultants to conduct a review of grey (unpublished) literature and compile a collection of recommended HIV/AIDS and Hepatitis C assessment and knowledge instruments that are relevant to health promotion and infectious disease prevention interventions in community settings. In particular, the review should focus on instruments that are of a low literacy level, and have particular relevance to work with Aboriginal and immigrant and refugee populations, among other populations. The purpose is to increase community practitioners’ access to quality data collection instruments that will enable them to measure an intervention or projects’ impact regarding HIV/AIDS and/or Hep C knowledge and risk behaviour change. The deliverable, final report with recommended instruments will be made widely available to PHAC community funded projects, to support outcome measurements of interventions aimed at preventing HIV and/or Hepatitis C transmission, and improving the quality of life of people living with these diseases.

1.3 Estimated Value

The total value of any contract(s) emanating from this RFP shall not exceed $24,500, including GST.

1.4 Objectives of the Requirement

The objective of this contract is to conduct a review of grey literature and compile a collection of recommended HIV and/or Hepatitis C assessment and knowledge instruments that are at an appropriate literacy level and relevant to health promotion and prevention interventions in community settings. Of particular interest are instruments that would be appropriate to measure outcome of work with Aboriginal and/or immigrant and refugee populations. These recommended instruments will add to an existing pool of valid and reliable instruments assessing knowledge and skills concerning HIV and/or Hepatitis C prevention and related risk behavioural changes, which have been researched and compiled.
1.5 Background, Assumptions and Specific Scope of the Requirement

The Public Health Agency of Canada (PHAC) has developed a common reporting tool and data collection system that is currently being piloted across several program areas. The common reporting tool, referred to as the Project and Evaluation Reporting Tool (PERT), collects information for monitoring purposes, as well as output and outcome level data. To support funded community initiatives’ efforts to collect data in order to measure outcomes, PHAC led a contract in 2006 to review valid and reliable HIV/AIDS and Hepatitis C assessment and knowledge instruments. The final report recommended approximately ten instruments that could be adapted for use in community settings. The strongest set of recommended instruments in the report are those that measure Hepatitis C and HIV skills and risk behaviour among youth and young adults. There are a number of gaps in the recommended instruments including tools at a lower literacy level, those that can be adapted for use with Aboriginal and immigrant and refugee populations, and instruments that can be used to assess and measure social support among people living with HIV/AIDS and/or Hepatitis C.

To build on this previous work, PHAC is seeking a compilation of instruments found within the body of grey literature that will help to assess the following:

- Changes in HIV and/or HCV knowledge
- Changes in HIV and/or HCV risk behaviours

Specifically, PHAC is seeking instruments that will measure changes among:

a) people at risk for primary infection (including gay men, people who inject drugs, women at risk, with a particular emphasis on Aboriginal people and immigrant and refugee populations);

b) people living with HIV and/or Hepatitis C.

It is expected that proposals for this work, submitted by potential contractors, will describe in some detail the search mechanisms that will be used within the grey literature as well as the scope of the search.

The selected contractor will produce a report that provides the following information:

- Description of the instrument, who developed it, what it measures, how it works (how the scoring is done and configured) and the context in which it was designed for;
- Cultural appropriateness;
- Description of interpretability (i.e. what is required to score the instrument);
- Description of usability (i.e. is it written in plain language, can it be self-administered or is a professional required, how long does it take to administer, who has used the tool including a description of the program application);
- Availability – on-line, free, purchase, etc.;
- Information on copyright and a copy of the instrument with scoring information if it is not copyrighted.

Recommended instruments should meet the following criteria:

- Ease of administration and scoring, including length. Specifically, shorter instruments over longer ones, instruments that can be self administered and easily coded and scored, in order to be suitable to a community based environment;
- More recent instruments are preferred over earlier ones, to capture changes in the nature of the epidemics, risk factors, prevention measures and interventions;
- Culturally appropriate for Aboriginal and/or immigrant and refugee populations.

This project aims to bolster the evidence base for health promotion interventions, including infectious and chronic disease prevention and support, and to improve data collection on project results, at a community level.

The selected contractor will work closely with a Working Group throughout the project. The Working Group is
made up of Program Consultants and Evaluation Consultants from the Hepatitis C Prevention, Support and Research Program (HCPSRP), the AIDS Community Action Program (ACAP) and the Centre of Excellence on Evaluation and Program Design (CEEPD).

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

Proposal submission must reflect, but are not limited to, the following activities:

<table>
<thead>
<tr>
<th>Statement of Work</th>
<th>Deliverables</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW1</td>
<td>Initial meeting with working group to review project background, approach and plan.</td>
<td>December 17, 2007</td>
</tr>
<tr>
<td></td>
<td>Develop searchable questions and key search terms that will meet the focus of this contract. Identify appropriate means and methods to acquire unpublished instruments and provide document detailing this work. Data collection instruments currently used by funded community initiatives will be provided to contractor by PHAC. (deliverable #1)</td>
<td>January 18, 2008</td>
</tr>
<tr>
<td>SOW2</td>
<td>Prepare a draft report of instruments according to the details outlined in section 1.5, for discussion with the working group (deliverable #2)</td>
<td>March 3, 2008</td>
</tr>
<tr>
<td></td>
<td>Provide list of recommended instruments, for discussion with the working group (deliverable #3)</td>
<td>March 14, 2008</td>
</tr>
<tr>
<td></td>
<td>Finalize report with 1 hard copy and 1 electronic copy in WordPerfect or MS Word (deliverable #4)</td>
<td>March 31, 2008</td>
</tr>
</tbody>
</table>

2.2 Specifications and Standards

The Contractor will work with a Working Group to develop and approve deliverables #1, 2, 3, and 4. The Working Group will comprise members of both the ACAP and Hepatitis C Evaluation Working Group (Hep C EWG). Meetings with the Working Group will be conducted via conference calls.

2.3 Technical, Operational and Organizational Environment

The contractor will require access to the internet and selected library databases.

2.4 Method and Source of Acceptance

The Working Group will use the following criteria to measure whether the work is acceptable or not: quality and completeness of the work is satisfactory, deadlines are reasonably met, and budget is on track.

2.5 Reporting Requirements
The Contractor will report on his/her progress to the Working Group via teleconference for each of the following deliverables: #1, 2, 3 and 4.

2.6 Project Management Control Procedures

<table>
<thead>
<tr>
<th>SOW</th>
<th>Deliverable</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW1</td>
<td>#1 – Database search and other literature search methods</td>
<td>Time Required: 13 days</td>
<td>February 22, 2008</td>
</tr>
<tr>
<td>SOW2</td>
<td>#2 – Draft report listing instruments #3 – Recommended instruments #4 – Final report</td>
<td>Time Required: 10 days</td>
<td>March 31, 2008</td>
</tr>
</tbody>
</table>

2.7 Change Management Procedures

Changes to the project will be effected through the Contractor’s workplan which will need to be approved by the Working Group.

2.8 Ownership of Intellectual Property

The Crown intends to retain intellectual and other property rights including copyright in this contract for the following reason:

The main purpose of the contract is to generate knowledge and information for public dissemination.

3.0 Other Terms and Conditions of the SOW

3.1 Authorities

|$|$ Departmental Representative will be Rhonda Chorney, Evaluation Consultant
|$|$ Project Management will be the Contractor,

3.2 Public Health Agency of Canada Obligations

PHAC will:

|$|$ Provide reports for the literature review
|$|$ Provide any instruments developed and used by community funded projects
|$|$ Arrange conference calls with the Working Group
|$|$ Carry out all translation of documents to be disseminated

3.3 Contractor’s Obligations

- Meet the deliverable as set out in Section 2.6
- Be accessible by telephone and email
- Able to work in both French & English
3.4 Location of Work, Work Site and Delivery Point

The Contractor will work out of his/her own office. Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel. A number of reporting measures have been established in sections 2.5 and 2.6 above.

3.5 Language of Work

Means to conduct literature search in both official language, English and French. Final report to be written in English only.

3.6 Special Requirements

Not applicable.

3.7 Security Requirements

It is a condition that prior to performance of any obligation under any contract resulting from this RFP, the Contractor and sub-contractors and their employees assigned to the performance of such contract will be or already has been security cleared by the federal government at the enhanced reliability level.

3.8 Insurance Requirements

It shall be the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its protection or to fulfill its obligations under the Contract and to ensure compliance with the required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Contractor at its own expense.

3.9 Travel and Living Expenses

Not applicable

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The services of the Contractor will be required for a period of approximately 3 months commencing on or about December 14, 2007. The expected completion date of this project is March 31, 2008.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

For an estimated time schedule for the completion of each stage or milestone or phase of the work as well as for the entire work, refer to table in section 2.6.

5.0 Required Resources or Types of Roles to be performed

Refer to section 13.2 on Point-Rated Requirements.

6.0 Applicable Documents and Glossary

6.1 Applicable Documents
Not applicable.

6.2 Relevant Terms, Acronyms and Glossaries

ACAP - AIDS Community Action Program
HCPSRP - Hepatitis C Prevention, Support and Research Program
Hep C/HCV - Hepatitis C Virus
HIV/AIDS - Human Immuno-deficiency Virus/Acquired Immune Deficiency Syndrome
PHAC - Public Health Agency of Canada
STI - Sexually Transmitted Infections
PERT - Project Evaluation and Reporting Tool
Hep C EWG - Hepatitis C Evaluation Working Group
PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions for Completion of the RFP

7.1 General Information

7.1.1 Components, Language and Number of Copies

You are invited to submit four written copies in either official language (English or French), a proposal which fulfils the requirements of this RFP. The RFP Reference Number and the name of the Departmental Representative must be marked on all documents, binders and respective envelopes. Your proposal must be structured in the following manner:

§ a covering letter, signed by an authorized representative of your firm;
§ a Technical Proposal; and
§ a Cost/Price Proposal, contained in a separate sealed envelope.

7.1.2 Bid Validity Period

Certify below that all pricing identified in the bid/proposal will be valid for a period of ninety (90) days (or other period) from the closing date of 6th November, 2006.

______________________________________  __________
Signature of Authorized Representative of the bidder Date

7.1.3 No Payment for Pre-Contract Costs

No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP. No costs incurred before receipt of a signed contract or specified written authorization from the Departmental Representative can be charged to the proposed contract.

7.2 Delivery Instructions for Bid / Proposal

Bid submission envelopes are to be returned to the following address:

Public Health Agency of Canada
Manitoba and Saskatchewan Regional Office
1015 Arlington Street
Winnipeg, Manitoba
R3E 3R2
Attention: Rhonda Chorney (Tel: 204-789-7416)
RFP Reference Number: 07-W246501-05

All bids must be time stamped at the Bid Receiving Unit. Each bid submission envelope must include the RFP reference number and the name of the responsible Departmental Representative.

Proposals are to be submitted directly to the attention of the Departmental Representative and address shown as the “Issuing Office” on the cover page of this RFP package. If mailed, the proposal must reach Public Health Agency of Canada at least one (1) day prior to the closing date and time to allow for internal mail distribution.
The onus for submitting bids on time at the specified location rests with the bidder. It is the responsibility of the bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and proposal pages.

7.3 Non-Acceptance of Proposal by Facsimile or Electronic Means

Proposals sent by fax, telex, e-mail and telegraphic means will not be accepted.

7.4 Closing Date and Time

All proposals must be received at the specified location by 5pm EST on Tuesday, November 13, 2007. Proposals received after this time will be returned.

7.5 Time Extension to Closing Date

A request for a time extension to the closing date will be considered only in exceptional circumstances. Any requests for extension must be received in writing by the identified Departmental Representative. Given that it will be difficult for Public Health Agency of Canada to communicate its answer to the interested parties in sufficient time, Public Health Agency of Canada does not expect that it will be able to accept any requests for extensions to bid closing that are received within two working days before the bid / proposal closing.

7.6 Non-Compliance / Unacceptable Proposals

Failure to meet the mandatory requirements of this RFP will result in your proposal being declared non-responsive.

Proposals received after the proposal closing time will not be considered and will be returned to the bidder. Further, for any proposals which are found to be non-compliant, the financial part of the bid or proposal will be returned with a letter from Public Health Agency of Canada indicating that the bid/proposal was non compliant.

7.7 Bidders Conference / Site Visits

Not applicable.

7.8 Announcement of Successful Contractor

Public Health Agency of Canada will communicate to all bidders the name and address of the successful candidate as well as the total dollar value and award date for the contract.

7.9 Rights of the Crown

The Crown reserves the right to:

$ reject any or all proposals received in response to this RFP;
$ accept any proposal in whole or in part;
$ cancel and/or re-issue this requirement at any time; and
$ award one or more contracts.

7.10 Sample Long Form Contract

The departmental Long Form Contract is used when a requirement exceeds $10,000, including GST or HST as applicable; or when a requirement of less than $10,000 is particularly complex or has other characteristics which would not allow the departmental Short Form Contract to be used.
When the RFP is forwarded to bidders, a sample Long Form Contract should be included. A successful bidder will be expected to enter into agreement with Public Health Agency of Canada under the terms and conditions of this document.

7.11 Employment Equity

Not applicable.

7.12 Procurement Business Number (PBN)

Public Works and Government Services Canada (PWGSC) has adopted the Procurement Business Number (PBN) for all its purchasing databases, and now requires that its suppliers have one for each of their offices that may be awarded contracts. Register with Contracts Canada's Supplier Registration Information (SRI) service to obtain your PBN. As an existing or potential supplier to the Department, you must obtain a PBN to avoid possible delays of any contract award. It is Public Health Agency of Canada’s intention to use this sourcing system for all its procurements of goods and services to which the trade agreements do not apply.

SRI is a database of suppliers who have registered to do business with the Government of Canada. The PBN is created using your Canada Customs and Revenue Agency Business Number to uniquely identify a branch, division or office of your company. Unlike many existing departmental vendor databases, your information in SRI is accessible to all federal government buyers. SRI can help to open up new opportunities with the federal government for requirements not posted on the electronic tendering service, MERX™.

Visit the Contracts Canada Internet site at http://contractscanada.gc.ca/en/busin-e.htm for information and registration procedures. Alternatively, you may contact a Supplier Registration Agent at: 1-800-811-1148 or, in the National Capital Region, at 956-3440.

7.13 Order of Precedence

In the case of any dispute which may arise during the period which may be covered by any ensuing contract, the following documents will be considered in order of precedence in terms of importance in resolving any disputes between the parties:

- The Public Health Agency of Canada Contract;
- Any changes to the terms and conditions contained herein which have been approved by General Counsel for Public Health Agency of Canada;
- The Statement of Work dated (date);
- The terms identified in the RFP dated (date);
- The bidder proposal dated (date).

8.0 Technical Proposal

8.1 General Information

Your technical proposal must address all the requirements of the SOW and demonstrate that you are capable of meeting all obligations of the contractor specified in the same.

Your technical proposal must meet all of the Mandatory Requirements listed in Section 12.0, as well as the minimum score identified for the Point Rated Requirements in Section 13.0.

Furthermore, your technical proposal should include the following:

8.2 Understanding of the Requirements
A brief statement that demonstrates that the contractor understands the requirements of the SOW, including the objectives, scope of work and deliverables.

8.3 Approach and Methodology:

8.3.1 General Approach

Provide a description of the overall approach and strategy to this project keeping in mind of the following principles that the Working Group has established to guide the undertaking of this project:

The work leading up to the development of the final report and recommended list of instruments should include the following components:

Cooperative: To work in a cooperative relationship with Working Group.

Useable: To recommend instruments that fit within the selection criteria, as outlined in section 1.5, are of an appropriate literacy level, and appropriate to a community context.

8.3.2 Methodology

Identify methodologies and techniques to be used, including identifying any proprietary information which is proposed to be used in the program.

8.3.3 Work Plan / Project Schedule

Break down the work by task - show phases, planned start, completion dates and the estimated level of effort (i.e. person days) needed to complete the task. The work plan may include a matrix and / or time line charts. A project schedule structured in weeks, reflecting milestones and deliverables, should be included.

8.3.4 Performance and Quality Control

Specify how you propose to deal with the performance and quality assurance of the work provided by your organization to the Crown. Include information about quality control methods and reporting mechanisms.

8.4 Proposed Team

8.4.1 Personnel

Identify the proposed personnel, including Project Manager, who will be assigned to this contract, describe the role they will be performing, including the amount of direct time dedicated to the project by principals and/or senior personnel, and explain why they are well suited for the work, referring to their qualifications, certifications, education and experience.

If applicable, include a list of proposed sub-contractors, with reference to their capabilities, experience and degree of involvement in the work.

The bidder must certify in the technical proposal that the information provided in all the
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personnel résumés has been verified to be true and accurate. In addition, for every resource proposed by the bidder who is not an employee of the firm, the actual resource must certify that they are aware that they are being bid as part of the bid/proposal and state their relationship with the firm.

8.4.2 Contingency Plan

If the contract cannot be completed by the assigned personnel, the following individual(s) will complete the work. Attach résumés.

8.5 Contractor Profile

8.5.1 Organization

Provide background information about your company, including its legal name and the province in which the company is incorporated.

8.5.2 Relevant Work Experience

Describe your company’s capacity and experience in this field.

8.5.3 References

Please provide two references.

8.6 Résumés of Personnel

Attach résumés of proposed personnel and indicate the primary individual who will be working on and/or responsible for the deliverables as stated in the proposal.

9.0 Cost / Price Proposal

9.1 General Information

The Price Proposal must contain a detailed breakdown of the total quoted price, by phase, or by major tasks, or both. The Price Proposal should address each of the following, if applicable:

9.1.1 Per Diem

For each individual and/or labour category to be employed on the project, including subcontractors, indicate the proposed time rate and the estimated time requirement. Although detailed support for the rates is not requested at this time, you should be prepared to substantiate the proposed rates.

9.1.2 Travel

Not applicable.

9.1.3 Other Expenses

List any other expenses which may be applicable, giving an estimated cost for each (e.g. long distance communications, reproduction, shipping, equipment, rentals, materials, etc.).

9.1.4 Goods and Services Tax / Harmonized Sales Tax
Various items in your cost proposal may be subject to GST / HST or custom duties, and this charge must be included in the cost estimates where applicable.

10.0 Enquiries

All enquiries or issues concerning this procurement must be submitted to the Departmental Representative named on the front cover page of this RFP document not later than three (3) working days prior to the bid closing date.

To ensure consistency and quality of information to Bidders, the Departmental Representative will provide, simultaneously to all bidders to which this solicitation has been sent,

• any information with respect to significant enquiries received, and
• the replies to such enquiries without revealing their sources,

provided that such enquiries are received no less than three (3) days prior to the bid closing date.

All enquiries and other communications with government officials throughout the solicitation and evaluation period are to be directed only to the Departmental Representative named on the front cover page of this RFP document. Non compliance with this condition during the bid solicitation and evaluation period may be sufficient reason for bid disqualification.
PART III  BID SELECTION PROCESS

11.0  Introduction

The bidder must demonstrate that they met the separate mandatory requirements and point-rated criteria.

12.0  Mandatory Requirements

12.1  Method of Evaluation

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by bidders to meet any of the mandatory requirements will render the bidder’s proposal non-responsive. The treatment of mandatory requirements in any procurement process is very stringent. Mandatory requirements must not be changed or relaxed after bid closing.

Proposer must meet all the mandatory requirements described below. This will be evaluated as either “Yes” or “No”. Proposals not receiving “Yes” for any mandatory requirement will not be considered further. Public Health Agency of Canada will attempt, where time allows, to complete the evaluation of the proposal against all of the mandatory criteria as an assistance to the bidder but will not guarantee it.
12.1 Mandatory Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Page #</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrated experience of health promotion interventions in community settings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Demonstrated research expertise</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3. Ability to review French and English language literature</td>
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</tr>
</tbody>
</table>

13.0 Point Rated Requirements

13.1 Method of Evaluation

Key elements of the proposal that will be point-rated are:

- Knowledge and Ability (Total points: 70. Minimum requirement: 52.5)
- Proposal Quality (Total points: 30. Minimum requirement: 22.5)

To be considered, the total overall score of the point-rated requirement must be at least 75% (75 points).
Point Rated Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Page #</th>
<th>Points allocated for the criteria</th>
<th>Minimum points required</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>The rated criteria should be based on the SOW, in sufficient detail.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Knowledge (Max 30 points)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence that the consultant has acquired, through a combination of formal education, training, conferences and work experience, a knowledge base in the following:</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>- Knowledge of the HIV/AIDS and Hepatitis C research environment, in particular infectious disease prevention</td>
<td>10.0</td>
<td>7.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Knowledge of evaluation and research methods (both qualitative and quantitative), particularly as it relates to infectious disease prevention outcomes</td>
<td>10.0</td>
<td>7.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Knowledge of community practice settings</td>
<td>10.0</td>
<td>7.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Abilities (Max 40 points)</td>
<td></td>
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</tr>
<tr>
<td>a) The consultant will demonstrate skill in producing coherent and easy-to-understand documents with a focus on the following:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- ability to produce a document which present complex concepts in appropriate language</td>
<td>10.0</td>
<td>7.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- ability to produce documents which are technically and grammatically correct; and</td>
<td>6.0</td>
<td>4.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- ability to use a collaborative process in developing the resource and in responding to regular feedback from the Working Group.</td>
<td>4.0</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) The proposal will demonstrate the consultant’s ability in literature searches, particularly among unpublished sources</td>
<td>10.0</td>
<td>7.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) The consultant will demonstrate access to appropriate databases to complete the literature review and access to relevant literature</td>
<td>6.0</td>
<td>4.5</td>
<td></td>
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<tr>
<td>d) The proposal proponent has previous contracting experience with PHAC.</td>
<td>4.0</td>
<td>3.0</td>
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<tr>
<td>3. Proposal Quality (Max 30 points)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>a) Understanding of the Project - The proposal demonstrates an appreciation of the following elements: an understanding of the project; the purpose of the project; the stakeholders affected; the overall project requirements.</td>
<td>20.0</td>
<td>15.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Constraints and Solutions - The proposal demonstrates a high degree of awareness of the challenges to this project and the possible solutions to address them.</td>
<td>10.0</td>
<td>7.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td></td>
<td></td>
<td>100</td>
<td>75</td>
</tr>
</tbody>
</table>
14.0 BASIS OF AWARDING CONTRACT

It is understood by the parties submitting proposals that to qualify, bidders must meet all mandatory requirements and must achieve a minimum score of 75% for each criterion used in the point rating as well as an overall score of at least 75%. Proposals scoring less than 75% in one criterion or proposals that obtain an overall score of less than 75% will not be given further consideration. The contract will be awarded based on the highest point rating, and the pricing that does not exceed $24,000, including GST.