

**Question 3:**

It appears that the “Housing Options for People with Dementia” guide is not available online. Are you able to provide us with an electronic copy of this resource?

**Response:**

CMHC will provide a printed version of the document in both official languages.

**Question 4:**

Section 1.2 (page 1) refers to the Contractor providing “updated content” in a manner suitable for web-based publications. Please confirm that the contractor will be responsible for providing written content only (i.e. no images, art work, or other design elements required).

**Response:**

No, the Contractor is to provide all relevant content, including text, images, art work etc.

**Question 5:**

Please provide clarification on a few issues related to the focus groups identified in the Statement of Work (Section 3.3 beginning on p. 11):

- a. Focus group type A is defined as including experts in the field, designers, professional care providers and family/friend care givers. These are viewed as distinctive audiences and it is assumed that the intention/desire is not to group all of these different types of audiences into focus groups with one another, but rather to have separate focus groups with each type of audience (i.e. a focus group with experts, one with designers, etc.). Can you please confirm?

**Response:** The intention is to not necessarily group all type of audiences together into one focus group.

- b. On page 12 (under 3.3.2 Objectives), focus group type D refers to “people in the early stages of dementia . . .” whereas on p. 13, focus group type D is referred to just as “people living with dementia . . .”. Can you confirm that all focus groups are intended to take place with people in the early stages of dementia, as it is anticipated that there may be challenges for people in the middle stages of dementia in participating in focus groups due to their increasing loss of cognitive and functional ability.

**Response:** Yes.

- c. In reference again to focus group type D on p. 13, please define what is meant by “specialized, community-based housing”? It is vital to understand how CMHC defines the setting as that may have implications on the type of expertise that must be included in focus groups, as well as the scope of the literature review.

**Response:** “specialized, community-based housing” refers to non-institutional housing managed by public, private or non-profit organizations which house persons with dementia and provide, or arrange for any specialized services.

- d. It is understood from the proposal that CMHC will be responsible for participant recruitment for the focus groups. Are you able to provide us with any criteria that will be used for identification and recruitment of participants? Additionally, is there opportunity for the contractor to contribute to the recruitment process (i.e. tapping into established relationships within the dementia community and continuing care sector across Canada)?

**Response:** The criteria for identification and recruitment is that they be representative of the Canadian population with dementia and related professionals and caregivers, have capacity to share knowledge and experience, have knowledge of housing related issues and are available to participate. CMHC would be willing to explore with the Contractor the possibility of the latter's contributing to the focus group recruitment process.

- e. Are you able to provide any guidance regarding the number and mix of focus groups desired (e.g. overall number of focus groups desired and/or total number of each type of stakeholders you desire to reach, urban/rural coverage, geographic distribution, etc.)? This information will be very helpful in ensuring that the plan developed for conducting the focus groups meets CMHC's needs.

**Response:** No, proponents should provide their views as to what would constitute sufficient coverage and how they might make use of technology in conducting focus groups.

- f. Since CMHC is recruiting focus group participants, we assume that CMHC will also provide logistical support and cover associated expenses (e.g. costs of venues and refreshments for focus groups, costs of web-based technology for hosting the focus groups, etc.) and that these costs should not be incorporated into our proposal. Please confirm.

**Response:** No, proponents should specify the number and the modalities of the focus groups they propose and should budget all related costs.

- g. Is CMHC able to provide an honorarium to focus group participants?

**Response:** Yes, proponents should specify what they propose in this regard.

#### **Question 6:**

In section 4.6 Proponent's Qualifications, item E, are there any criteria or parameters for the writing sample (e.g. length)?

#### **Response:**

The writing sample should be sufficient to show the quality which would be provided to CMHC in all drafts and final deliverables.

**Question 7:**

Section 4.1 | Pricing Proposal does not give much detail on what information CMHC requires regarding pricing. Is it to be assumed that CMHC would like anticipated expenses (e.g. travel costs, transcription costs, etc.) itemized separately from the consulting fees? Please provide any additional guidance regarding preparation of the pricing proposal.

**Response :**

The Contractor should detail and separately itemize all costs that are proposed to meet the research objectives and deliverables. CMHC will be responsible for the translation of the deliverables in order to provide the information in both official languages to our website.

**Question 8:**

Please clarify Task 2, page 13? Specifically, what form or forms of qualitative research component do you require or envisage for the study? For example, will it be confined to focus group testing?

**Response:**

CMHC does not wish to provide information further to that already set out in Task 2.

**Question 9:**

Does CMHC anticipate qualitative research including Francophones or with Anglophones only?

**Response:**

Proponents should assume that the research participants will express themselves in the official language of their choice.

**Question 10:**

Is there a requirement to consider regional issues? If so, can you please specify the regions?

**Response:**

The Contractor should identify and address relevant regional issues.

**Question 11:**

CMHC proposes to recruit focus group participants. Will CMHC also bear the cost of participant incentives? If not, what is the range of incentives CMHC normally offers focus group participants?

**Response:**

See response to Question 5 g.

**Question 12**

Will CMHC provide copies of "Housing Options for People with Dementia" for free to bidders? To the chosen supplier?

**Response:**

See response to Question 3.

**Question 13:**

Will CMHC consider extending the deadline for proposals to December 5?

**Response:**

No.