

**Q1. Section 1.4, Objectives of the Requirement, (Information Dissemination and Knowledge Translation (Information Out) mentions that the supplier will disseminate CMP information to a variety of organizations.**

**Q1a) What is the nature of this information?**

**A1a).** Please refer to section 2.1.1.

The supplier will undertake the following with respect to CMP information:

- Disseminate key concepts and information to network and Canadians on the CMP substances in line with CMP scheduling
- Ensure all up-to-date CMP announcements and information is shared with Network in a timely fashion so that time-sensitive material is not delayed in getting out
- Maximize the number of environmental health stakeholders who are notified of opportunities for CMP public comment in a timely manner
- Encourage the sharing of information among CSOs on the CMP risk assessment and risk management documents released for public comment

**Q1b) Is the supplier responsible for developing it?**

**A1b)** The supplier will be responsible for developing its communications and knowledge translation to network members. Some of the disseminated content, such as CMP announcements and information related to CMP publications and public comment periods, will be developed by Health Canada and Environment and Climate Change Canada.

**This section also mentions that the supplier is responsible for disseminating broader environmental health information to organizations and public at large.**

**Q1c) Is the supplier responsible for developing this information, or is this provided by Health Canada?**

**A1c)** Environmental health information and outreach activities will be developed in consultation with Health Canada. The supplier will be responsible for developing its communications material, using, or in accordance with, Health Canada's environmental health messaging/content.

**Q2. Section 1.4, Provision of CSO Feedback and Responses (Information In), mentions that the supplier will submit evidence based comments and feedback from its established network of CSOs.**

**Q2a) Is it mandatory for the supplier to have a network in place? This is not mentioned in either the mandatory or rated requirements.**

**A2a)** Yes, it is mandatory for the supplier to draw on an existing network, as is indicated in the Statement of Work. Section 2.2.1 (Mandatory Criteria), MT1 states that the bidder **MUST** demonstrate: That the Bidder has conducted national level activities in Canada similar to those described in the Statement of Work, involving predominantly civil society or the non-government/voluntary sectors specific to environmental health, within the past five (5) years (as calculated on the posting date of this RFP).The bidder would not meet this criteria without having a previously established CSO/non-government network.

**Q2b) Since this is a multi-year project, can the supplier build and develop a network as part of the course of this engagement?**

**A2b)** The supplier can, and is encouraged to, build upon and continue to develop existing CSO networks as part of this work.

**Q2c) What is the nature of the CMP-related and environmental health consultations that are also mentioned in this section?**

**A2c)** Please refer to section 2.1.2:

- Submit evidence-based comments and feedback (e.g., research data, expert opinion, etc.) to inform CMP decision-making processes (e.g. via Canada Gazette public comment periods) from the environmental health perspective(s), including input from network members.
- Develop and present evidence-based constructive comments, incorporating feedback from network members and representing multiple viewpoints, to panels, councils or working groups established through the GoC, in follow-up to consultations and/or questionnaires addressed to the environmental health sector CSOs (i.e., participate constructively in discussions).

**Q3. How does Health Canada define a Civil Society Organization?**

**A3.** Please refer to section 6.2.2:

There is no Government of Canada definition for CSO at this time. However, according to the World Bank, spaces, actors and institutional forms for CSOs “refer to the wide array of non-governmental and not-for-profit organizations that have a presence in public life, expressing

interests and values of their members or others, based on ethical, cultural, political, scientific, religious or philanthropic considerations.” They include “community groups, non-government organizations, labour unions, indigenous groups, charitable organizations, professional associations, and foundations”, and think tanks. CSOs advance ideas, provide information, services and expertise, e.g., environmental health, in an integrated manner, through their networks.

**Q4. In section 2.1, in the task/activity table, public outreach campaigns, as determined by the HC Departmental Representative, are mentioned. What is the number/frequency of these campaigns?**

**A4.** There is no pre-determined number/frequency of expected public outreach campaigns. In its proposal, the bidder can outline number and potential scope of outreach campaigns feasible within the stated budget.

**Q4a) The deliverable mentions that public outreach work is to coincide with HC’s roll out of its environmental health strategy. Can more detail be provided on the nature of this connection?**

**A4a)** An environmental health strategy (under development) will provide Canadians with science-based information on issues related to environmental health (including the potential risks and safer use of chemicals) to motivate behaviour change. See section 1.2.1 and task 2.1.1 for more on the "Information out" task/activity.

**Q5. For the Specialized Subject Matter Function, how many analysts are required? This information is important for costing out this function.**

**A5.** The number of analysts required should be determined by the supplier, based on the list of substances to be assessed under the next phase of the CMP: <http://www.ec.gc.ca/ese-ees/default.asp?lang=En&n=2A33EEC9-1>

**Q5a) One of the responsibilities includes attending GoC information sessions. How many of these information sessions are anticipated?**

**A5a)** At this time, it is not known how many information sessions will occur under the next phase of the CMP.

**Q5b) Shouldn't the translation of the scientific/technical information be performed by an experienced science communicator, rather than a subject matter specialist?**

**A5b)** It is the responsibility of the bidder to propose what type of subject matter specialist (whether it be an experienced science communicator, or other) is required to fulfill the requirements of the contract.

**Q6. For the Delegate Selection Function, where will the CMP Stakeholder Advisory Council meetings take place?**

**A6.** CMP Stakeholder Advisory Council meetings take place in the National Capital Region (Ottawa and Gatineau).

**Q6a) Please describe "undertaking associated preparations, research (information gathering) and analysis, related to CMP activities and submissions" in more detail, as there is currently not enough information to go on for estimated the amount of effort associated with this task.**

**A6a)** It is difficult to estimate the level of effort required for this task, as participation in consultations or committees is yet to be determined. It is the responsibility of the bidder to indicate what level of effort is feasible, given the stated budget.

**Q7. Section 2.2, Specifications and Standards, mentions that "any work completed by the Contractor that is to be publicly disseminated shall be translated by the Contractor..." Translation represents a significant cost in any communications initiative. Is there any estimate as to the amount of material that needs to be developed so that we can have something to go by in order to estimate translation costs?**

**A7.** It is the responsibility of the bidder to indicate the scope of communications, and associated translation, that is feasible within the stated budget.

**Q8. Mandatory requirement MT1 notes that the supplier should already have a bilingual website that would serve as the platform for dissemination of information related to this engagement. Can this requirement be waived? We feel that the project would be better served by a bilingual website dedicated to this work and branded accordingly. Such a website would be developed and launched as part of the project.**

**A8.** This requirement cannot be waived. A bilingual website should already exist and serve as a platform to engage existing network members.