



## NOTICE OF PROPOSED PROCUREMENT (NPP)

**Solicitation #:** 1000184730

**Closing Date:** January 17, 2017 **Time:** 2 pm EST (14:00 hrs)

This requirement is for the Public Health Agency of Canada.

### **Title:**

Canadian Incidence Study of Reported Child Abuse and Neglect (CIS), herein referred to as CIS-2018.

### **Background:**

The CIS was first implemented in 1998 to enhance the understanding of reported child maltreatment; it is currently one of the key child health surveillance activities at the Public Health Agency of Canada (PHAC). The CIS is directed from within the Family Violence Surveillance Section, a part of the Surveillance and Epidemiology Division, Centre for Disease Prevention, Health Promotion and Chronic Disease Prevention Branch of PHAC. The CIS is a multi-cycle child-welfare-based study that examines reports of child maltreatment (physical abuse, sexual abuse, emotional maltreatment, neglect, and exposure to intimate-partner violence) or risk thereof, explores key characteristics of children and their families in which maltreatment or maltreatment risk has been reported, and monitors short-term outcomes of investigations (e.g., placement in kinship foster care). Under the terms of agreements between PHAC and provincial and territorial authorities, CIS data are provided by child protection workers with regard to their recently-opened investigations. Data bases from previous CIS cycles are housed at the Government of Canada, which reviews data-use applications and makes data available to qualified individuals and organizations, free of charge. Reports can be accessed at the web address: <http://www.phac-aspc.gc.ca/cm-vee/csca-ecve/2008/index-eng.php>

### **Scope:**

A multi-disciplinary Contractor team (henceforth, “Contractor”) is needed to conduct the next cycle of the Canadian Incidence Study of Reported Child Abuse and Neglect (CIS), herein referred to as CIS-2018. This cycle will involve data collection from approximately 55 provincial and territorial child welfare agencies/offices throughout Canada.

### **Objectives of the Requirement:**

The specific objectives of CIS-2018 are:

- to develop baseline information on reported child abuse and neglect;
- to produce the most accurate possible national estimates of the number of children investigated for child maltreatment in Canada;
- to enhance understanding of the types and severity of reported child maltreatment;
- to produce evidence to assist in the targeting of resources for children at risk of abuse and neglect;
- to collect information that could help inform programs and policies for children and youth at risk due to maltreatment;
- to collect in-depth information on factors associated with reported child maltreatment including:
  - o the child who is the subject of an investigation;
  - o the investigated child’s family;



- the household in which the investigated child resides;
  - the nature of the alleged or substantiated maltreatment;
  - the services involved, including the education, training, and experience of the investigating child protection workers.
- to collect data that can be used to better understand the correlation of selected determinants of health (e.g., income, physical and social environment, social status, social support network, child development and personal coping abilities [including mental illness and substance abuse]) with reported child abuse and neglect.
  - to collect data to allow exploration of how reported child abuse and neglect functions as a long-term risk factor for negative health and social outcomes.

### **Schedule of Milestones - Work Breakdown**

Note that numbers in the “deliverables” column correspond to deliverable numbers in the Statement of Work.

Milestone No.	Deliverables	Delivery date
1	1.1 Comprehensive work plan; 6.1 Plan to approach provincial/territorial and other authorities to request data sharing	February 28, 2017 Q4 16/17
2	3.1 Copies of all REB applications submitted to Technical Authority; 1.2 Quarterly progress report; 6.2 List of child welfare agencies operating in Canada in 2017; 6.5 List of changes expected in child welfare agencies in 2018	June 30, 2017 Q1 17/18
3	4.1 Reliability test-retest plan; 1.2 Quarterly progress report	September 30, 2017 Q2 17/18
4	3.2 Approval letter(s) received from ethics review committee(s); 1.2 Quarterly progress report	December 20, 2017 Q3 17/18
5	4.2 Report of results on test-retest reliability testing; 4.3 Final version of the tested instrument, for approval; 5.1 Training Plan; 5.2 Training materials including manuals and guidebooks; 1.2 Quarterly progress report	March 25, 2018 Q4 17/18
6	2.1 Estimate of number of paper forms needed; 6.3 Confirmation from Statistics Canada RE receipt of sampling information; 1.2 Quarterly progress report	April 30, 2018 Q1 18/19
7	6.4 Excel file with information about child welfare agencies for who administrative data cannot be accessed; 8.1 List of child welfare agencies requesting subsampling; 9.1 Quality control plan; 1.2 Quarterly progress report	August 31, 2018 Q2 18/19
8	1.2 Quarterly progress report	October 31, 2018 Q3 18/19
9	10.1 Preliminary version of raw data file; 1.2 Quarterly progress report	February 28, 2019 Q4 18/19
10	10.2 Total count of paper forms; 10.3 Estimate of data entry completion date; 10.4 Records of every selected case’s disposition; 1.2 Quarterly progress report; 13.1 Report on CIS methodology	April 30, 2019 Q1 19/20
11	5.3 Final report of training sessions at all child welfare agencies; 14.1 Report on state of child welfare.	June 30, 2019 Q1 19/20
12	11.1 Completed paper forms; 11.2 Cleaned database including derived variables; 12.1 Data dictionary; 12.2 Data report; 1.2 Quarterly progress report	September 30, 2019 Q2 19/20
13	7.1 Confirmation of delivery of information (for post-stratification) to Statistics Canada ; 1.2 Quarterly progress report; 15.1 Major findings report chapters	December 31, 2019 Q3 19/20
14	16.1 Process evaluation report; 7.1 Quarterly progress report	March 15, 2020 Q4 19/20



**Ownership of Intellectual Property:**

Canada will retain IP ownership.

**Security Requirement:**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition)

**Mandatory Requirements:**

**The mandatory requirements evaluation table:**

<b>ATTENTION BIDDERS:</b>			
Write beside each of the criterion the relevant page number(s) from your bid which addresses the requirement identified in the criteria.			
#	Mandatory Technical Criteria	Met (Yes/No)	Cross-Reference to bid (indicate page #)
MT1	At least one principal member of the project team, substantively involved in all phases of the project, must have demonstrated experience in conducting at least one (1) research or surveillance project collecting data from child welfare agencies within the last ten (10) years.  In order to demonstrate this experience, the Bidder must provide for each project: a) The name of the client organization or company to		



	<p>whom the services were provided;</p> <p>b) The project start and end date;</p> <p>c) Project Authority name, address, telephone number and E-mail if available; and</p> <p>d) A brief description of the responsibilities and services provided and the number of days spent on the cited project by the proposed resource.</p> <p><i>Reference checks may be completed at the sole discretion of the Crown</i></p>		
<b>MT2</b>	<p>The proposed personnel in combination must have the capacity to conduct a surveillance study that requires cross-Canada collaboration, including collaboration with provincial and territorial ministries. In combination they must have played a leading role in a research or surveillance project conducted in the last ten (10) years, in at least three (3) different provinces and/or territories in Canada.</p> <p>In order to demonstrate this experience, the Bidder must provide for each project:</p> <p>a) The name of the client organization or company to whom the services were provided;</p> <p>b) The project start and end date;</p> <p>c) Project Authority name, address, telephone number and E-mail if available; and</p> <p>d) A brief description of the responsibilities and services provided and the number of days spent on the cited project by the proposed resource.</p> <p><i>Reference checks may be completed at the sole discretion of the Crown</i></p>		
<b>MT3</b>	<p><b>MT3.1</b> Minimum educational requirement. A minimum of one (1) one principal member of the proposed project team must have graduated with a doctorate degree from a recognized university with an acceptable specialization in a social science or health-related field.</p>		
	<p>The Bidder must provide a copy of the proposed resource's degree at time of bid submission.</p> <p><b>MT3.2</b> A minimum of one (1) one principal member of the project team must have graduated with a Masters of Social Work degree from a recognized university.</p> <p>The Bidder must provide a copy of the proposed resource's degree at time of bid submission.</p>		



	<p><b>MT3.3</b> A minimum of one (1) one principal member of the project team must have graduated with a Master’s degree in Statistics from a recognized university.</p> <p>The Bidder must provide a copy of the proposed resource’s degree at time of bid submission.</p>		
<p><b>MT4</b></p>	<p>The bidder must provide a brief description of the proposed project teams’ organization, number of resources assigned and their roles and responsibilities, identify project team’s key personnel who will be assigned to this contract, and provide their resumes. The following information must be provided in a summary report:</p> <ul style="list-style-type: none"> <li>• Description of functions that each person will perform.</li> <li>• The role, responsibility and estimated level of effort (# of days) of the proposed personnel.</li> <li>• Explanation of why the proposed personnel are well suited to work on the project referring to their qualifications, certifications, education, and experience.</li> </ul>		
<p><b>MT5</b></p>	<p>The bidder must submit the following signed certification with the proposal:</p> <ul style="list-style-type: none"> <li>• Certifications specified in Section V.</li> <li>• Non-Disclosure agreement (Annex –E)</li> </ul> <p>Failure to do so will render the bid non-responsive and will be eliminated.</p>		

**Selection Methodology**

Basis of Selection – Highest Combined Rating of Technical Merit 70 % and Price 30%

**Enquiries** regarding this Request for Proposals requirement are to be submitted in writing to: Name of the Contracting Authority: Arif Hussain  
E-mail address: [arif.hussain@hc-sc.gc.ca](mailto:arif.hussain@hc-sc.gc.ca)

