Question and Response # 2

For RFP # 100021631

Q1) Questions about the study schedule:

- **Question 1a**: Section 1.2 of the RFP states: "The research and evaluation contract will take place over a two-year period." However, the tables in the RFP that illustrate the schedule (in section 7.7.3; in the attachment to Part 3, Pricing Schedule; and in Annex B, section 2.1) all indicate that this project will commence in 2022 and run until the Fall of 2025 (a period of almost 3 years). More confusing, however, is the nomenclature used to describe the various study periods:
  - Year 1 – starts in 2022 (sometime) – ends March, 2023 [a period of 3+ months]
  - Year 2 – starts in April 2023 – ends in Summer, 2023 [5 months]
  - Year 3 – starts in Fall, 2023 – ends in March 2024 [7 months]
  - Year 4 – starts in April 2024 – ends in Fall, 2025 [18 months]

  Since none of these study periods correspond to years, would it be possible for the client to provide a schedule in which the deliverables and the study periods are clearly laid out?

- **Response 1a:** Thank you for pointing this out – there is a typo and it should read "The research and evaluation contract will take place over a three-year period."

  The schedule presented is based on fiscal year. Study periods will be determined by the contractor after discussions with the client and development of the work plan. However, there is a mistake in "Fiscal" Year 3 saying that the interim reports for both the In-Home and Scaling Up streams are due in March 2023 (since that would be Fiscal year 2) and they should be due in April 2024.

  The deliverables for each fiscal year are as follows:
  - Fiscal Year (Feb and Mar 2023, 2 months)
    - For both streams – Initial work plan (due February 2023)
    - For In-Home – Draft Evaluation Plan, Initial Common Framework, Research Questions (due March 2023)
  - Fiscal Year 2 (April 2023 to March 2024, 12 months)
    - For In-Home – Final Common Measurement Framework (due Spring/Summer 2023)
    - For In-Home – Presentation and Orientation materials (due Spring/Summer 2023)
    - For Scaling Up – Draft Evaluation Plan (due Summer 2023)
    - For Scaling Up – Presentation and Orientation materials (due Summer 2023)
  - Fiscal Year 3 (April 2024 to March 2025, 12 months)
    - Interim Report for In-Home and Scaling Up (due April 2024)
  - Fiscal Year 4 (April 2025 to December 2025, 9 months)

- o Final Evaluation Report for both streams; i.e., In-Home and Scaling Up (due Fall 2025)

Revisions concerning Question 1a and Response 1a are highlighted in yellow in RFP Amendment # 1.

****

- **Question 1b**: Section 2.1 of Annex B states: "A minimum pf 15% of the funding should be for deliverables that come later or at the end of the contract. We assume this means that a maximum of 85% of the study budget can be allocated to deliverables listed in the RFP and that at least 15% will be allocated to deliverables that have not yet been determined. Is that correct?

- **Response 1b:** No, a minimum of 15% of funding should be for the final product deliverables (i.e.. The Final Evaluation Reports for both streams) which are listed in the RFP. There are no deliverable that have not yet been determined.

****

Q2) A question about a possible conflict of interest:
- **Question 2**: Our project manager for this project is a member of the Seniors Activity Centre in the community where he resides, and he is a volunteer at the Centre. This Center may have received funding from the In-Home Support Pilot Project stream (we don't know). Does this represent a conflict of interest that would prevent him from participating in this study?

R2) Thank you for contacting us to verify. No, this particular situation would not be considered a conflict of interest.
****

Q3) I have a question regarding the reliability status of team members. While I understand reliability status must be confirmed before contract award, if a team member will not be accessing protected information, assets, or sensitive work site(s), do they require reliability status?

Would it be sufficient for one member of the team to have valid reliability status and be the team member accessing protected information as required, without sharing with other team members?

R3) No, all formal resources/team members on the project should have the required level of Security clearance.

All other terms and conditions remain the same.