

May 15, 2023

Standards Council of Canada  
55 Metcalfe Street, Suite 600  
Ottawa ON K1P 6L5  
Canada

**Subject: Request for Proposal (RFP) # 2023-04  
GAP Analysis and Recommendations Report**

This document represents an invitation to Bidders to submit their proposals to the Standards Council of Canada (SCC) for the development of a Gap Analysis and Recommendations Report (Report), in English and French, that will identify what is needed to ensure the quality, safety, transparency and effectiveness of mental health and substance use health apps for end users and for healthcare professionals as clinical tools, including clinical considerations and input from People with Lived and Living Experience (PWLLE) and Black Canadians, First Nations, Inuit, Metis, and people of color.

In accordance with the Statement of Work attached hereto as Appendix "B", SCC will issue a contract to the successful Bidder, establishing the pricing and terms / conditions under which the project will be undertaken.

Proposals must be received by SCC no later than **16:00 hours, (4 p.m.) EDT on Tuesday, June 13<sup>th</sup>, 2023**. It is the Bidder's responsibility to deliver their proposal prior to **the time/date of bid closing**. Proposals received after 16:00 hours will not be accepted; they will be returned to the sender unopened.

**PROPOSALS ARE TO BE SUBMITTED ELECTRONICALLY TO [contracts@scc.ca](mailto:contracts@scc.ca)** by the time/date of bid closing (including the financial proposal).

**1. ATTACHMENT 1 – Technical Proposal**

*NOTE: No financial information is to be included in ATTACHMENT 1*

**2. ATTACHMENT 2 – Financial Proposal**

**Proposals that do not contain the requested documentation or deviate from the required financial format (as per Appendix D of SCC RFP #2023-04) may be considered incomplete and disqualified.**

**SCC is not obliged to accept the lowest bid and/or any proposal.**

Questions with respect to the meaning or intent of this process, or requests for correction to any apparent ambiguity, inconsistency or error in the document must be submitted in writing to [contracts@scc.ca](mailto:contracts@scc.ca) and must be received by 12:00 hours (noon) EDT on **Tuesday, May 30<sup>th</sup>, 2023**. All answers will be published to all potential bidders via CanadaBuys.



**Request for Proposal # 2023-04**

**List of documents:**

**APPENDIX A: REQUEST FOR PROPOSAL – ACCEPTANCE FORM**

**APPENDIX B – STATEMENT OF WORK**

**APPENDIX C – TECHNICAL EVALUATION CRITERIA**

**APPENDIX D - FINANCIAL PROPOSAL**

**APPENDIX A: REQUEST FOR PROPOSAL – ACCEPTANCE FORM**

**Proposal Submitted by**

\_\_\_\_\_  
**(Name of Company)**

\_\_\_\_\_  
**(Complete Address)**

**GST/HST Number** \_\_\_\_\_ **BIN Number** \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

1. The Undersigned (hereinafter referred to as “the Bidder”) hereby proposes to the Standards Council of Canada (SCC) to furnish all necessary expertise, supervision, materials, equipment and other incidentals necessary to complete to the entire satisfaction of SCC or their authorized representative, the work described in the Statement of Work attached hereto as Appendix “B”.
  
2. The Bidder hereby proposes to perform and complete the work in accordance with the terms and conditions (at the place and in the manner) specified in:
  - (i) Appendix A - attached and entitled “Request for Proposal – Acceptance Form”;
  - (ii) Appendix B - attached and entitled “Statement of Work”;
  - (iii) Appendix C - attached and entitled “Technical Evaluation Criteria”;
  - (iv) Appendix D - attached and entitled “Financial Proposal”; and
  
3. **Period of Services**
  - (i) The contract award date is the date that the contract is signed by the Bidder and SCC.
  - (ii) The service start date is the date that the Bidder and SCC agree to commence the work.
  - (iii) The Bidder hereby proposes to perform the work commencing on the service start date and have work completed as established in Appendix B.

**4. Financial Proposal**

The Bidder hereby proposes to perform and complete the work as per the financials outlined in Appendix D: Financial Proposal of SCC RFP #2023-04, which represents the total financial proposal.

**5. Optional Modifications**

In the event that SCC requests the successful Bidder to proceed with any optional modifications or additional changes to the process, payment for this additional work will be based on the per diem rates quoted (see Appendix D of SCC RFP #2023-04).

Authorization to proceed with additional work will be provided by way of a contract amendment as per the established proposal.

## **6. Optional Years**

SCC may decide, at its discretion, to exercise an option by means of formal contract amendment, to extend the term.

## **7. Federal Goods and Services Tax (GST) and Harmonized Sales Tax (HST)**

The prices and rates quoted as part of the Bidder's proposal are NOT to include any provision for taxes.

## **8. Payment Schedule**

As a result of acceptance of the Bidder's proposal, SCC reserves the right to negotiate an acceptable payment schedule prior to the awarding of a contract and/or any amendments.

## **9. Appropriate Law**

Any contract awarded by SCC as a result of SCC RFP #2023-04 shall be governed by and construed in accordance with the laws in force in the Province of Ontario, Canada.

## **10. Tender Validity**

The Bidder agree(s) that their proposal will remain firm for a period of 90 calendar days after the **the time/date of bid closing**.

**Signatures**

The Bidder herewith submits this bid in accordance with the requirements specified in the Request for Proposal documents.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Per \_\_\_\_\_  
NAME OF COMPANY

Per \_\_\_\_\_

Per \_\_\_\_\_

## **APPENDIX B – STATEMENT OF WORK**

## APPENDIX B: STATEMENT OF WORK

<b>GAP ANALYSIS AND RECOMMENDATIONS REPORT</b>	
<b>Project</b>	<p>The Standards Council of Canada (SCC) will issue one (1) contract for the development of a Gap Analysis and Recommendations Report (Report), in English and French, that will identify what is needed to ensure the quality, safety, transparency and effectiveness of mental health and substance use health apps for end users and for healthcare professionals as clinical tools, including clinical considerations and input from People with Lived and Living Experience (PWLLE) and Black Canadians, First Nations, Inuit, Metis, and people of color.</p>
<b>Background</b>	<p>Standards Council of Canada (SCC) is a Crown Corporation responsible for promoting standardization in Canada. Its mandate is to promote efficient and effective voluntary standardization in Canada, where standardization is not expressly provided for by law.</p> <p>Health Canada (HC) has identified six Mental Health and Substance Use Health (MHSUH) priority topics and requires the publication of national standardized guidance that is developed through a consensus-based process with input from affected interested parties, and that is implementable by authorities having jurisdiction, health care organizations, and individual providers.</p> <p>To support this work, SCC will leverage the national standards system to deliver the required national standardized guidance and to advance national consensus on standards for MHSUH services. This Gap Analysis and Recommendations Report (Report) will be one of the six integrated standards-based deliverables of national scope, that will be provided.</p> <p><u>Purpose</u></p> <p>Address the needs of providers and end-users for a mechanism to evaluate the quality, effectiveness, transparency and safety of MH and SUH applications so that Canadians and health care providers who want to use them as part of a plan of care, can make informed choices.</p> <p>The SUPPLIER will engage relevant parties with experience and expertise in MHSUH services and digital applications and tools to develop the Gap Analysis and Recommendations Report according to the agreed upon work plan.</p> <p><u>Outcome</u></p> <p>The Report will be a first step in providing Canadians with a standardization solution that supports the development of a trusted</p>



	<p>source for information about the quality, effectiveness, transparency and safety of MHSUH applications.</p> <p><u>Principles</u> The SUPPLIER will review, leverage and build on relevant existing standards, evidence, regulatory tools, international frameworks and other documentation in consultation with identified partners and relevant parties.</p> <p>SCC acknowledges the current COVID-19 pandemic has forced the use of virtual/remote activity to ensure development operations can still be carried out. The SUPPLIER will be expected to leverage the virtual operating environment and available tools to develop the report.</p> <p><u>Timelines and Distribution</u> Work is to begin at the effective date of the contract.</p> <p>The Report shall be developed and provided to the SCC in English and French, in accordance with the workplan by February 29, 2024.</p> <p>SCC will own the Report and associated Intellectual Property.</p>
<p><b>Scope</b></p>	<p>Development of a Gap Analysis and Recommendation Report (Report) that will analyse the current state of existing frameworks, standards and evidence to inform future standardization advancements that would support quality assurance, effectiveness, transparency and safety of MHSUH applications.</p> <p>The Report will identify what is needed to ensure the quality, safety, effectiveness and transparency of MHSUH apps for end users, including clinical considerations, protection of privacy, and flow and use of data, with input from experts, clinicians and PWLLE and Black Canadians, First Nations, Inuit, Metis, and people of color.</p> <p>In addition, considerations should be made for how MHSUH apps ensure protection of personal health data, and how healthcare providers and end-users can integrate the apps into a plan of care.</p> <p>This will be applicable to free and paid applications developed for mobile phones and/or web/browser-based applications that address MHSUH.</p> <p>The Report will focus on how best to bridge existing relevant frameworks and standardization solutions, such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• <a href="#">The Mental Health Commission of Canada (MHCC) and the Canadian Institutes of Health Research (CIHR) assessment framework;</a></li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">The Homewood Research Institute Framework for Evaluating Digital Mental Health Tools</a>;</li> <li>• <a href="#">The Homewood Research Institute Framework for the Evaluation of Mobile Apps for Youth Mental Health – Research Report</a>;</li> <li>• <a href="#">IEC 82304-1:2016 Health software — Part 1: General requirements for product safety</a>;</li> <li>• <a href="#">ISO/TS 82304-2:2021 Health software — Part 2: Health and wellness apps — Quality and reliability, as well as other community-based resources</a>;</li> <li>• <a href="#">ISO 81001-1:2021 - Health software and health IT systems safety, effectiveness and security — Part 1: Principles and concepts</a>;</li> <li>• <a href="#">IEC 81001-5-1:2021 - Health software and health IT systems safety, effectiveness and security — Part 5-1: Security — Activities in the product life cycle</a>;</li> <li>• <a href="#">ISO/AWI 27799 Health informatics — Information security management in health using ISO/IEC 27002</a>.</li> </ul> <p>In addition to the Gap Analysis, the Report will provide recommendations on standardization next steps to support quality assurance, effectiveness, transparency and safety of MHSUH applications in Canada. The Report will also include recommendations for incorporating anti-racism, stigma free, and health equity best practices in future standardization for wellbeing/health-related applications in Canada. The Report will also provide recommendations to inform the use of apps in care pathways, based on evidence and available implementation cases, citing relevant models of care (e.g., stepped care).</p> <p>Part of the Report will include a brief executive summary outlining the key findings in the full report. The Report will also include a methodologies section, bibliography and list of stakeholders consulted.</p> <p><u>Engagement</u></p> <p>It is expected that the SUPPLIER will seek to leverage Canadian expertise and ensure geographic and diverse representation. The SUPPLIER will be required to undertake outreach and engagement with relevant parties, including those identified by SCC, such as, but not limited to: MHSUH Collaborative members, primary care providers; health care providers; PWLLE; Black, Indigenous and People of Colour (BIPOC) partners; provincial and territorial health ministries; MHSUH NGOs; and developers of applications for MHSUH, and general wellbeing across all major platforms (Windows, Android, Apple); app stores (Windows, Android, Apple).</p>
<b>Tasks/Technical Specifications</b>	This appendix contains detailed requirements about the work that is to be delivered by the SUPPLIER throughout the required Stages.

	<p>End-project deliverable(s) shall constitute the publication of Gap Analysis and Recommendations Report. The Report shall be provided to SCC simultaneously in English and French.</p> <p>The SUPPLIER will:</p> <ul style="list-style-type: none"> <li>• Form a project team with the technical and linguistic competency to handle the project management, participant management, and other activities as specified in the Deliverables section.</li> <li>• Submit all Contract-related deliverables directly to SCC, by email or an agreed upon electronic workspace, according to the authorized work plan and schedule;</li> <li>• Ensure SCC is informed as per the reporting schedule outlined in the Contract;</li> <li>• Manage the Report development process and provide support (coordination and communication) to participants;</li> <li>• Inform and obtain SCC’s final approval on all joint press release communications;</li> <li>• Provide sufficient notice to SCC to review and approve any public, non-mandated announcements regarding work undertaken in relation to this project; specifically, the SUPPLIER to provide the following minimum notice to SCC: <ul style="list-style-type: none"> <li>○ SUPPLIER or Joint SUPPLIER-SCC Publication Content – minimum fifteen (15) business days; note that that the timeline is for SCC to approve the SUPPLIER content – with respect to Joint Publications, the publication issuance shall be at SCC’s final determination;</li> </ul> </li> <li>• Provide acknowledgement of the contribution of SCC and associated funders, to contribution of the development of the Report (including in related announcements);</li> <li>• Inform and seek authorization from SCC of scope, work plan, budget and/or schedule changes;</li> <li>• Enable accessibility to the Report;</li> <li>• Ensure appropriate documentation for the required development activity is maintained.</li> </ul>
<b>Deliverables</b>	See the following deliverables table.

Development Stage	Guidance	Deliverable
<b>Preliminary (00)</b>	<ol style="list-style-type: none"> <li>1. The SUPPLIER shall conduct appropriate research/scanning to ensure available information and evidence is collected.</li> <li>2. The SUPPLIER shall ensure that appropriate engagement is conducted to secure key targeted stakeholders.</li> <li>3. The SUPPLIER shall ensure an “active offer” is made to ascertain the official language preference of stakeholders and ensure that the engagement is conducted pursuant to this preference.</li> <li>4. Generate a project work plan that includes clear deliverables and consideration for the use of both official languages.</li> <li>5. Describe the methodologies that will be used to generate the Gap Analysis and Recommendations Report (e.g., methods used to conduct literature reviews and identify key themes, gaps, and recommendations).</li> <li>6. Identify appropriate project scope (based on needs, standard landscape research, intended application needs, such as certification).</li> </ol>	<ol style="list-style-type: none"> <li>1. Confirmation that the required research/scanning has been conducted.</li> <li>2. Confirmation that the required engagement has been conducted.</li> <li>3. Confirmation that language preferences were provided as identified through the “active offer”.</li> <li>4. Obtain SCC approval of project work plan.</li> <li>5. Obtain SCC approval of project methodologies.</li> <li>6. Obtain SCC approval of the project scope.</li> </ol>
<b>Leadership and Engagement (10)</b>	<ol style="list-style-type: none"> <li>1. Identify a project team with the expertise to draft the Report. <ol style="list-style-type: none"> <li>a) The SUPPLIER shall identify a leader who is capable of leading and facilitating discussion. This should include the ability to facilitate discussions with PWLLE.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>a) Confirmation that an appropriate team and leader has been identified.</li> </ol>

Development Stage	Guidance	Deliverable
<b>Public Consultation (20)</b>	<ol style="list-style-type: none"> <li>1. A reference group made up of representatives from each province/territory is established.               <ol style="list-style-type: none"> <li>a) Consultation meetings with relevant parties are held to review, advise, and confirm consensus on addressing comments received at key points in the work.</li> </ol> </li> <li>2. The SUPPLIER shall ensure an “active offer” is made to ascertain the official language preference of stakeholders and ensure that the engagement is conducted pursuant to this preference.</li> </ol>	<ol style="list-style-type: none"> <li>a) Consultation outcomes are documented.</li> <li>2. Confirmation that language preferences were provided as identified through the “active offer”.</li> </ol>
<b>Publication (30)</b>	<ol style="list-style-type: none"> <li>1. a) Develop and obtain SCC approval for any joint communications, if applicable.</li> <li>b) Any joint communications shall be in both official languages.</li> <li>c) The document is provided to SCC simultaneously in both of Canada’s official languages.</li> </ol>	<ol style="list-style-type: none"> <li>a) Obtain SCC approval for joint communications.</li> <li>b) c) SCC is provided with the Report in both of Canada’s official languages.</li> </ol>

## **APPENDIX C – TECHNICAL EVALUATION CRITERIA**

## **APPENDIX C: TECHNICAL EVALUATION CRITERIA**

### **General**

A Technical Evaluation Committee, consisting of at least three (3) SCC or SCC-appointed representatives, will be formed to assess all bids received in response to SCC RFP# 2024-04. The committee will be dissolved subsequent to the successful completion of their duties in selecting the Bidder with whom SCC will contract for the delivery of the project.

Proposals will be evaluated in accordance with the evaluation criteria identified and in conjunction with the Statement of Work (SOW). Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be demonstrated for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of, or knowledgeable about, the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders' written proposal. The Technical Proposal must not exceed 20 pages, excluding appendices.

### **Steps in the Evaluation Process**

#### **Step 1 – Evaluation against Mandatory Criteria**

All bids will be evaluated to determine if the mandatory requirements detailed in *Appendix C Technical Evaluation Criteria: Part A Mandatory Criteria* have been met. Only those bids meeting ALL mandatory requirements will be considered.

#### **Step 2 – Evaluation against Point-Rated Criteria**

All bids meeting the criteria from Step 1 will be evaluated and scored, in accordance with the point-rated criteria detailed in *Appendix C Technical Evaluation Criteria: Part B Point-Rated Criteria*, to determine the Bidder's Total Technical Merit Score. All bids meeting the minimum thresholds in Step 2 will proceed to Step 3.

#### **Step 3 – Evaluation of Financial Proposals**

Only technically compliant bids meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.

Bidders must provide a price for each item identified in the format specified in *Appendix D Financial Proposal*. Ranges (e.g., \$10-\$13) are not acceptable.

#### **Step 4 – Basis of Selection**

The selection will be based on the highest combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%. In the event of a tie, the proposal receiving the highest score for the technical evaluation will be selected.

## **PART A: MANDATORY CRITERIA**

Proposals will be assessed to determine whether they meet the following mandatory requirements.

<b>Item</b>	<b>Mandatory Requirement</b>	<b>Compliant (Yes/No)</b>
<b>M1</b>	The Bidder must demonstrate technical competency in the subject matter by providing two (2) current or recent examples of work, or related work, demonstrating their experience related to digital technologies and MHSUH services	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>M2</b>	<p>The Bidder must provide, for each proposed resource, a detailed résumé, including work histories, related to managing engagement with key targeted stakeholders, including experience supporting the design, development, administration, logistics, and facilitation of consultations across Canada.</p> <p>Personnel must include: At least one (1) project manager; and at least one (1) individual with a background in sociology, social work, mental health, substance use health, or equivalent specialization.</p> <p>The Bidder may add additional resources, however their role(s) must be clearly identified in the Technical Proposal and included in the Financial Proposal.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>M3</b>	<p>The Bidder must attest in writing that they have the capacity to deliver services in both official languages.</p> <p>Note: Participants should be able to participate in the official language of their choice (i.e., French or English) and the proposed resource should be able to summarize their remarks and convey them to the group in the other official language, if required.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>M4</b>	The Bidder must attest in writing that they are able to complete the work outlined in the Statement of Work before February 29, 2024.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>M5</b>	The Technical Proposal must not exceed 20 pages, excluding appendices.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>M6</b>	The Supplier acknowledges and accepts this statement of work (SOW) and all of the requirements pertaining to deliverables detailed within.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## **PART B: POINT-RATED CRITERIA**

The proposal must include a detailed description of the approach, methodology and the work plan describing how the Bidder would carry out the project to achieve the described objectives. Each proposal will be evaluated against point-rated criteria in the below three (3) categories. A response must be provided for each criterion.

<b>Category</b>	<b>Max. Points</b>
R1: Project Team's Experience Organizing and Facilitating Consultations	50
R2: Methodology and Work Plan	25
R3: Quality of Proposal	5
<b>Total Possible Points</b>	<b>80</b>



At least 56 of the possible 80 points must be achieved (70%) in order for the financial elements of the bid to be evaluated.

### R1 Project Team’s Experience Organizing and Facilitating Public Consultations

The Bidder must provide examples that demonstrate the extent to which they meet each criterion. The same example may be used to meet various criteria but must be revised accordingly to highlight the context within which it applies. The basis for scoring each criterion is provided in the table below. “Recent” means within the last three years.

Item	Rated Criteria	Max points
<p><b>R1A</b></p> <p>The Bidder should provide <b>two</b> examples of projects that demonstrate their experience synthesizing information gathered through consultations related to mental health and substance use health.</p>	<p>The example should outline (a) the number and type of stakeholders involved in the public consultations, and (b) how the information was synthesized and how it was intended to be used by the client. Points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>- <b>Up to 3 points</b> if the example demonstrates the proposed bidder has satisfactory experience developing a report(s) by synthesizing information gathered through public consultations for the purpose of developing recommendations.</li> <li>- <b>Up to 5 points</b> if the example demonstrates the proposed bidder has above satisfactory experience developing a report(s) by synthesizing information gathered through public consultations for the purpose of developing recommendations.</li> </ul>	<p><b>10</b></p>
<p><b>R1B</b></p> <p>The Bidder should provide <b>three</b> examples of projects that demonstrate their experience conducting public consultations with: people with lived and/or living experience (PWLLE) of Canada’s mental health or substance use health care systems; First Nations, Inuit, and/or Metis Peoples in Canada; and/or racialized populations in Canada.</p>	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>- <b>Up to 3 points</b> if the example demonstrates they have satisfactory capacity to engage target groups without stigma.</li> <li>- <b>Up to 5 points</b> if the example demonstrates a superior ability to engage target groups on topics related to their experiences with the health care system and/or digital health tools.</li> </ul> <p><b>Up to 5 additional points</b> are available if the three examples reflect engagement with different target groups (i.e., PWLLE, First Nations, Inuit, and/or Metis Peoples in Canada, and/or racialized populations in Canada).</p>	<p><b>20</b></p>
<p><b>R1C</b></p> <p>The Bidder should provide <b>two</b> examples of projects that demonstrates their experience conducting preliminary research to inform public engagements related to mental</p>	<p>For each example, points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>- <b>Up to 3 points</b> if the example demonstrates the bidder has experience conducting preliminary research/scanning to inform public engagements.</li> <li>- <b>Up to 5 points</b> if the example demonstrates</li> </ul>	<p><b>10</b></p>

health and substance use health.	experience conducting research/scanning related to digital technologies in particular.	
<b>R1D</b>  The Bidder should provide <b>one</b> example of a project that demonstrates their experience with standardization or other guidance documents in the subject area.	For each example, points will be awarded as follows:  - <b>Up to 3 points</b> if the example demonstrates experience with standardization and/or guidance documents  - <b>Up to 5 points</b> if the example demonstrates understanding of accreditation and conformity assessment	<b>5</b>

## R2: Methodology and Work Plan

The Bidder must provide a thorough description of the proposed approach and methodology. The basis for scoring with respect to each criterion is provided in the table below.

Item	Rated Criteria	Max points
<b>R2A</b>  The Bidder should demonstrate a comprehensive methodological approach, and appropriate assignment of resources, to achieve all aspects of the project.	Points will be awarded as follows:  - <b>Up to 3 points</b> if the description of the methodological approach is satisfactory (i.e., incomplete, missing some details, or is not realistic or technically feasible).  - <b>Up to 6 points</b> if the description of the methodological approach is above satisfactory (i.e., detailed enough to include a description of the steps that will be undertaken to meet each deliverable outlined in the SOW but is missing some details).  - <b>Up to 10 points</b> if the description of the methodological approach is excellent (i.e., detailed enough to include a description of the steps that will be undertaken to meet each deliverable outlined in the SOW; the approach and method must be complete, realistic, technically feasible, and tailored to the expected outputs of the public consultation).	<b>10</b>
<b>R2B</b>  The Bidder should outline a clear work plan to ensure the objectives of the Project are met.  The work plan should identify, at a minimum, the Bidder's understanding of the goals and objectives of the project, resources that will be employed, constraints, and a project schedule (a diagram	Points will be awarded as follows:  - <b>Up to 4 points</b> if the work plan is satisfactory (i.e., it addresses objectives of the project and some elements of the critical path, with some explanation of how the timelines were determined, and a overview of what resources will be utilized).  - <b>Up to 7 points</b> if the work plan is above satisfactory (i.e., it addresses objectives of the project and most elements of the critical path, with an explanation of how the timelines were	<b>10</b>

Item	Rated Criteria	Max points
such as a Gantt chart may be provided but must be clearly readable).	<p>determined, the resources to be utilized, and some key underlying assumptions).</p> <ul style="list-style-type: none"> <li>- <b>Up to 10 points</b> if the work plan is excellent (i.e., it addresses objectives of the project and all elements of the critical path, with a thorough explanation of how the timelines were determined, the resources to be utilized, and any key underlying assumptions. The schedule should also identify events in the timeline where support and/or validation by SCC will take place).</li> </ul>	
<p><b>R2C</b></p> <p>The Bidder should demonstrate a clear risk mitigation strategy.</p>	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>- <b>Up to 3 points</b> if challenges that could arise that would impact the quality and/or delivery of the project, and corresponding mitigating actions, are identified and reasonably described.</li> <li>- <b>Up to 5 points</b> if challenges that could arise that would impact the quality and/or delivery of the project, and corresponding mitigating actions, are clearly described and demonstrate a strategically strong mitigation approach.</li> </ul>	<b>5</b>

### R3: Quality of the Proposal

The Technical Evaluation Committee will assess the quality of the proposal to determine whether the information organized within the proposal is presented in a clear and comprehensive fashion. The Bidder is asked to assure that material within the proposal is formatted, organized and written in such a way as to make clear to the reviewer where responses to mandatory and point-rated requirements are located.

Item	Rated Criteria	Max Points
<p><b>R3A</b></p> <p>The bid should be written in a clear, concise, and professional manner.</p>	<p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>- <b>Up to 3 points</b> if the proposal is generally well-organized but is somewhat difficult to read and contains some typographical or grammatical errors that make it somewhat difficult to understand.</li> <li>- <b>Up to 5 points</b> if the proposal is highly organized, concise, clearly written, and contains very few to no typos.</li> </ul>	<b>5</b>

## **APPENDIX D - FINANCIAL PROPOSAL**

## APPENDIX D: FINANCIAL PROPOSAL

Please complete the financial template below and submit as **ATTACHMENT 2 – Financial Proposal**.

Deliverable as Outlined in the Statement of Work	Level of Effort (Days) Facilitator(s)	Level of Effort (Days) Other Proposed Resources*	Cost
Activity 00: Preliminary			
Activity 10: Leadership and Engagement			
Activity 20: Public Consultation			
Activity 30: Publication			
Other costs**	<i>Additional cost #1:</i>		
	<i>Additional cost #2:</i>		
	<i>Additional cost #3:</i>		
	<i>Additional cost #4:</i>		
Total:			

\* *Other proposed resources, outside of a Facilitator(s) can be added but must be identified.*

\*\**Please describe any additional anticipated, non-personnel, costs (e.g., printing). Line items can be added as needed.*

### Notes:

The financial proposal should outline costs associated with the level of effort required by the project team, and direct costs associated with the public consultation. Direct costs will be reviewed and approved by SCC prior to each activity.

Travel and accommodations for the facilitator, as well as any additional resource, will be paid for on an expense-paid basis following approval by SCC. Estimates for travel expenses need not be included in the Financial Proposal.

Costs for fulfillment of an “Active Offer” under Canada’s *Official Language Act* (i.e., to offer and then provide services in the official language of an individual’s choice) should be included in the Other Costs section.

All figures should be referenced in Canadian currency, pre-tax.