



Canada's Drug Agency
L'Agence des médicaments du Canada
Drugs, Health Technologies and Systems. Médicaments, technologies de la santé et systèmes.

Request For Standing Offers (RFSO)

C-242503860 Call for Contractors

Canada's Drug Agency Confidentiality Statement: This document and all attachments herein are intended solely for the use of the individual(s) and/or organization(s) to which it is directed. It may contain privileged, confidential, or copyright-protected information. By accepting possession of this document, you agree to keep its contents in confidence and to not use, duplicate, or disclose the document to any other party for any purpose other than providing the services herein, unless otherwise agreed to in writing by Canada's Drug Agency.

Any unauthorized use, copying, review, or disclosure, including use other than by the intended recipient, is prohibited. If received in error, please delete this document and all copies immediately from your system and notify the sender promptly by email that you have done so.

Request For Standing Offers

Issued: December 5, 2024

Title: C-242503860 Call for Contractors

Proposal due date: December 20, 2024

Enquiries by email: contracts@cda-amc.ca



Table of Contents

1.0	Description of Requirement	3
1.1	Canada’s Drug Agency Overview.....	3
2.0	Enquiries, Submission of Proposals, and Proposal	3
2.1	Point of Contact and Submission of Proposal	3
2.2	RFSO Posting and Respondent Eligibility	4
2.3	Proposal Preparation Instructions	4
2.4	Validity	4
2.5	Proposal and Preaward Costs.....	4
2.6	Enquiries.....	4
2.7	Acceptance of Proposal	5
3.0	Proposal Evaluation, Criteria, and Selection	5
3.1	Proposal Evaluation	5
3.2	Selection Methodology.....	5
4.0	Statement of Qualifications	5
4.1	Working With CDA-AMC	5
4.2	Language of Work.....	5
4.3	Location of Work	5
4.4	Period of Standing Offer.....	5
4.5	Project Overview, Requirements, and Deliverables	6
Appendix 1: Proposal Preparation Instructions, Evaluation Criteria, and Submission Form		10
Appendix 2: Financial Proposal (All Quotations in Canadian Funds)		12



Table 1: RFSO Schedule and Timelines

Number	Description	Date	RFSO reference
1	RFSO release	December 5, 2024	Page 3
2	Enquiry submission deadline	December 12, 2024, at 14:00 Ottawa local time	Section 2.6
3	Deadline for CDA-AMC to issue bulletins ^a	December 16, 2024	Section 2.6
4	Proposal submission due date	Round 1: December 20, 2024 Round 2: Evergreen	Section 2.1
5	Notification of outcome of proposal	Round 1: January 17, 2025 Round 2: Quarterly	Section 3.2

CDA-AMC = Canada's Drug Agency; RFSO = Request for Standing Offers.

^aBulletins may contain questions and answers, or provide additional clarity to the content, revisions to the schedule, or other pertinent information.

1.0 Description of Requirement

1.1 Canada's Drug Agency Overview

Canada's Drug Agency (CDA-AMC) is a pan-Canadian health organization.

Created and funded by Canada's federal, provincial, and territorial governments, we're responsible for driving better coordination, alignment, and public value within Canada's drug and health technology landscape.

We provide Canada's health system leaders with independent evidence and advice so they can make informed drug, health technology, and health system decisions, and we collaborate with national and international partners to enhance our collective impact.

For more information on CDA-AMC, [visit our website](#).

Refer to Section [4.0](#) of this request for standing offers (RFSO) for detailed requirements.

2.0 Enquiries, Submission of Proposals, and Proposal

Preparation Instructions

Interested respondents are required to submit their proposals in accordance with the instructions provided in this RFSO.

2.1 Point of Contact and Submission of Proposal

The point of contact for all enquiries and proposal submissions is by email to contracts@cda-amc.ca.

Please note that the maximum email size is 20 MB inclusive of all attachments.



Submissions will be received on an evergreen basis (as outlined in [Table 1](#)) and will be reviewed quarterly.

2.2 RFSO Posting and Respondent Eligibility

This RFSO is being publicly tendered.

The current contractors are eligible to submit a proposal for this work; however, the organization is also looking to expand the size and skill set of its current pool.

All interested respondents are encouraged to submit their bid.

2.3 Proposal Preparation Instructions

The respondent is required to submit a résumé and a financial proposal as separate documents in searchable PDF format, electronically in 1 email, to the location specified in [Section 2.1](#).

Respondents must provide their proposal in 2 separate documents as follows. Please note that the maximum email size is 20 MB inclusive of all attachments.

2.3.1 Résumé

Résumés will be assessed to determine compliance with [Section 4.5](#).

2.3.2 Financial Proposal

The financial proposal will remain sealed until after the résumé has been evaluated.

The financial proposal shall be completed according to the specifications outlined in [Appendix 2](#).

2.4 Validity

Proposals must remain open for acceptance for a period of 90 calendar days after the proposal submission due date listed in [Table 1](#).

2.5 Proposal and Preaward Costs

No costs incurred in the preparation and submission of the proposal will be paid by CDA-AMC.

2.6 Enquiries

To ensure the integrity of the RFSO process, enquiries and other communications are to be directed **only** to the point of contact identified in [Section 2.1](#). All enquiries and responses to them will be provided to all individuals invited to respond to this RFSO.

Enquiry schedule: Refer to [Table 1](#).



2.7 Acceptance of Proposal

CDA-AMC reserves the right to award standing offers in its best interest. Proposals with the lowest hourly rate need not necessarily be accepted. CDA-AMC, at its sole discretion, reserves the right not to award a standing offer to any of the respondents. All decisions are final.

3.0 Proposal Evaluation, Criteria, and Selection

3.1 Proposal Evaluation

Evaluation of the proposals will be based on the evaluation criteria outlined in [Appendix 1](#) and [Appendix 2](#).

3.2 Selection Methodology

All proposals will be individually evaluated by a CDA-AMC team. A standing offer award will be made to the respondent(s) who successfully meet the statement of qualifications along with consideration of the overall hourly rate proposed. All decisions are final. The proposed criteria and point assessment are contained in [Appendix 1](#) and [Appendix 2](#). Please note that these assessment criteria are subject to change.

4.0 Statement of Qualifications

4.1 Working With CDA-AMC

The successful respondent agrees to execute a CDA-AMC Standing Offer Agreement for this work.

The successful respondent agrees to follow CDA-AMC procedures and use CDA-AMC forms and templates, as provided, in executing any work for the organization.

4.2 Language of Work

Unless stated otherwise, all work and deliverables are to be done in the English language and CDA-AMC will be responsible should any translation be required.

4.3 Location of Work

The work is expected to be performed remotely within Canada.

4.4 Period of Standing Offer

The successful respondents selected from this process will be placed on a qualified list for solicitation opportunities as they arise during a period of 3 years. The contractor will have the option to accept or reject the opportunity statement of work.



4.5 Project Overview, Requirements, and Deliverables

Category 1: Science and Methods — Methodologist

Health care decision-makers rely on reports and other outputs from CDA-AMC to inform their decisions about the funding and appropriate use of the drugs, devices, and health services. Methodologists contribute to the scientific credibility, methodologic rigour, and quality of CDA-AMC reports. Periodically, CDA-AMC needs contractors to supplement our resources to ensure timelines are met for reports.

We are looking to build a roster of methodologists who will collaborate with our internal project team by applying appropriate methodologies and producing (a section of) the report, per appropriate forms and templates, within the time frame outlined for the individual project.

Requirements:

- Knowledge and experience with methods and standards for evidence appraisal and synthesis
- Excellent oral and written communication skills; in particular, the ability to communicate complex subject matter in a clear and concise manner that is appropriate for the intended audience
- Experience working collaboratively as part of a multidisciplinary team
- The ability to prioritize and balance multiple competing tasks in a fast-paced, dynamic environment with nonflexible timelines for meeting project deliverables

Knowledge and/or experience working in the health care system in Canada is preferred.

Additional requirements to be able to successfully contribute in the respective areas are outlined in [Table 2](#).

Table 2: Additional Requirements

Requirement	Quantitative methods	Qualitative methods	Ethics
Minimum skills required	<p>Knowledge and/or experience in clinical interventional trial and observational and/or real-world study design and methodologies, including appraisal methods and standards</p> <p>A graduate or postgraduate degree in a health-related discipline (e.g., statistics or biostatistics, clinical epidemiology, pharmacy, public health)</p>	<p>Knowledge and experience in qualitative research methods</p> <p>A graduate or postgraduate degree in qualitative methods in health sciences, humanities, and/or social sciences (e.g., psychology, philosophy, bioethics)</p>	<p>Knowledge and/or experience in conducting applied ethics analyses</p> <p>Knowledge of common ethical issues that arise in health care</p> <p>A graduate degree in moral philosophy, bioethics, or health-related social sciences with related health ethics experience</p>



Requirement	Quantitative methods	Qualitative methods	Ethics
Additional skills of interest	<p>Knowledge of and experience working with Canadian data sources, including how to assess a database for suitability to address research question(s) of interest</p> <p>The ability to execute and/or oversee execution of data queries</p> <p>Knowledge of and experience conducting complex meta-analyses</p> <p>Knowledge of and/or experience conducting indirect comparisons</p> <p>Expertise in statistical considerations of clinical trials and other methodologies, including, but not limited to, handling missing data, survival analysis, causal inference</p>	—	—

Category 2: Analyses and Reports — Clinical Reviewer

CDA-AMC, at the request of federal, provincial, or territorial decision-makers, conducts evidence-based analyses on various health technologies, including drugs, medical devices, diagnostic tests, clinical interventions, and models and programs of care. CDA-AMC analyses and reports are used to inform planning and decisions on health system preparedness for, or appropriate use of (e.g., funding, adoption, disinvestment, replacement), health technologies. The analyses and reports are customized to address specific requests, and methods may include systematic or rapid review, survey, consultation, and/or environmental scanning, as appropriate.

We are looking to build a roster of contributors to CDA-AMC analyses and reports. With the support and guidance of CDA-AMC staff, contributors will lead the development and execution of project plans, including data collection, data analysis, and report writing using CDA-AMC templates and to CDA-AMC standards.

Minimum skills required:

- Expertise in conducting systematic or rapid reviews (including meta-analyses), health technology assessments, surveys, consultations, and/or environmental scans
- Quantitative data analysis and synthesis, including narrative synthesis and meta-analysis
- Experience critically appraising clinical evidence
- Understanding of the principles of evidence-based medicine and study design



- Strong analytical and critical thinking skills
- Demonstrated strength in scientific or technical report writing

Assets:

- Understanding of basic concepts of health economics and the main types of economic analyses
- Experience reviewing and critically appraising qualitative research
- Working knowledge of general statistical and/or meta-analysis software (e.g., Review Manager, SAS, “R”)
- An understanding of the health care system in Canada, and knowledge of the decision-making processes for drugs and other health technologies within the federal, provincial, and territorial levels

Category 3: Pharmaceutical Reviewer

To ensure CDA-AMC continues to deliver on targeted timelines, we are looking to build a roster of contributors to CDA-AMC analyses and pharmaceutical reimbursement review reports. With the support and guidance of CDA-AMC staff, contributors will lead the development and execution of project plans, including data analysis and report writing using CDA-AMC templates and to CDA-AMC standards. The role of the contractor is to provide the deliverables of a pharmaceutical reviewer, through authorship of the clinical review report and draft recommendation reports. This role requires coordination with the CDA-AMC team, reporting to the assigned pharmaceutical reviews manager (the project owner), and delivering on time according to the schedule.

Minimum skills required:

- Expertise conducting and interpreting systematic reviews (including meta-analyses) and health technology assessments
- Quantitative data analysis and synthesis, including narrative synthesis and meta-analysis
- Experience critically appraising clinical evidence
- Experience and knowledge of the GRADE (Grading of Recommendations Assessment, Development, and Evaluation) methodology
- An understanding of the principles of evidence-based medicine and study design
- Strong analytical and critical thinking skills
- Demonstrated strength in scientific or technical report writing

Assets:

- Understanding of basic concepts of health economics and the main types of economic analyses
- Experience reviewing and critically appraising qualitative research



- Working knowledge of general statistical and/or meta-analysis software (e.g., Review Manager, SAS, “R”)
- An understanding of the health care system in Canada, and knowledge of the decision-making processes for drugs and other health technologies at the federal, provincial, and territorial levels

Category 4: Health Economist

CDA-AMC conducts analyses and prepares reports that may include critical appraisal of economic models and/or evaluations, or the development or adaptation of economic models. We are looking to build a roster of contributors to support this work. With the support and guidance of CDA-AMC staff, contributors will lead the development and execution of project plans. This may include model development, data collection, data analysis; appraisal and reanalyses of economic models; model validation; communicating concepts and results with experts and committees; and report writing using CDA-AMC templates and to CDA-AMC standards.

Minimum skills required:

- Expertise conducting economic evaluations (including experience building de novo cost-utility analyses)
- Experience interpreting health technology assessments and indirect comparisons, and incorporating data inputs from these analyses into economic evaluations
- Quantitative data analysis and synthesis, including conducting probabilistic analyses and reporting economic outputs
- Experience with the validation of economic models
- Experience critically appraising economic and clinical evidence
- A thorough understanding of the principles of health economics and an up-to-date understanding of current and emerging methods used in economic evaluation and model development
- Proficiency in model building in Excel
- Strong analytical and critical thinking skills
- Demonstrated strength in communicating scientific information to a wide range of audiences
- The ability to work collaboratively in multidisciplinary teams, with low supervision and the ability to clearly communicate issues as they arise

Assets:

- A solid understanding of health technology assessment concepts and biostatistics
- An understanding of the health care system in Canada, and knowledge of the decision-making processes for drugs and other health technologies at the federal, provincial, and territorial levels



Appendix 1: Proposal Preparation Instructions, Evaluation Criteria, and Submission Form

[Table 3](#) and [Table 5](#) list the technical criteria that will be evaluated by the client and the corresponding point allocation per question.

Table 3: Résumé Evaluation Score Weight (80%)

Criteria	Weighting or score	Description
References	Yes or no	Provide 3 references with contact information. References should be for an applicable category contractor (Section 4.5) and in the past 5 years. If you would like to submit a reference from someone currently employed at CDA-AMC, please request permission, in advance, from contracts@cda-amc.ca . You are allowed to submit a maximum of 1 reference from someone currently employed by CDA-AMC. References should be provided in Table 4 .
Résumé	80%	Provide a summary of qualifications as outlined in Section 4.5 for applicable category contractor.

CDA-AMC = Canada's Drug Agency.

In accordance with the requirements of this RFSO, I hereby provide the reference information listed in [Table 4](#).

Table 4: References

Detail	Description
Reference #1	
Company name:	
Company address:	
Contact name:	
Contact telephone number:	
Contact email address:	
Date work undertaken:	
Nature of assignment:	
Reference #2	
Company name:	
Company address:	
Contact name:	
Contact telephone number:	



Detail	Description
Contact email address:	
Date work undertaken:	
Nature of assignment:	
Reference #3	
Company name:	
Company address:	
Contact name:	
Contact telephone number:	
Contact email address:	
Date work undertaken:	
Nature of assignment:	

The financial proposal submission will be evaluated on the criteria outlined in [Table 5](#).

Table 5: Financial Proposal Criteria

Criteria	Weighting	Description
<p>Fees</p> <p>As a not-for-profit organization, CDA-AMC has set an hourly rate limit of \$250 before applicable taxes. Negotiated rates will consider contractor expertise and the availability of the contractor's skill set within the pool of resources.</p>	20%	<p>The bidder's proposal must include a fixed hourly rate for the duration of the standing offer agreement.</p> <p>The Financial Proposal Template is provided in Appendix 2.</p>

CDA-AMC = Canada's Drug Agency.



Appendix 2: Financial Proposal (All Quotations in Canadian Funds)

In response to the CDA-AMC RFSO, as future individual projects rise, and upon my review and acceptance of the project and accompanying statement of work, I hereby offer to provide CDA-AMC services in accordance with the statement of work.

1. Fees

Complete [Table 6](#).

2. Expenses

Include disbursements and other expenses. Travel expenses will be paid in accordance with the CDA-AMC travel procedures, which shall be made available to the respondent.

3. Discount

CDA-AMC is a not-for-profit corporation.

- Is CDA-AMC eligible for a discount? Please answer yes or no.
- What percentage is the discount?

Table 6: Resource Information

Resource	Category 1: science and methods — methodologist	Category 2: analyses and reports — clinical reviewer	Category 3: pharmaceutical reviewer	Category 4: health economist	Hourly rate (maximum \$250)
Example: Jane Doe		X			120.00

Note: For each resource (if appropriate), provide the name and fees for services.