

Request for Proposal
**Project Evaluation & Performance
Measurement Services**
*National Consortium for Indigenous
Medical Education (NCIME)*

Issued: July 9, 2021
Submission Date: August 13, 2021

Joseph Bastien, Project Manager
National Consortium for Indigenous Medical Education (NCIME)
Consortium National pour la Formation Médicale en Santé Autochtone (CNFMSA)
Association of Faculties of Medicine of Canada | L'Association des facultés de médecine du Canada
2733, chemin Lancaster Road, suite / bureau 100
Ottawa, ON | K1B 0A9
(416) 806-9820
jbastien@ncime.ca

Request for Proposal

Table of Contents

A. Introduction	3
Invitation to Proponents.....	3
About the Organization	3
Contact	3
Contract	3
No Guarantee of Volume of Work or Exclusivity of Contract.....	3
Agreement on Internal Trade	3
B. Timetable and Submission Instructions	4
Timetable.....	4
Withdrawing Proposals	4
C. Detailed Specifications	4
Project.....	4
Budget.....	5
Material Disclosures	5
Materials for Submission.....	5
D. Proposal Evaluation	5
Stages of Proposal Evaluation	5
Stage I – Mandatory Requirements, Submission and Rectification	5
Stage II – Evaluation of Rated Criteria	5
Stage III – Evaluation of Pricing	5
Stage IV – Cumulative Score and Selection of Highest Scoring Proponent.....	6
Tie Score	6
E. Terms and Conditions of the RFP Process	6
1. General Information and Instructions	6
2. Communication after Issuance of RFP.....	6
3. Negotiations, Notification and Debriefing.....	7
4. Prohibited Communications and Confidential Information	8
5. Procurement Process Non-binding.....	9
6. Governing Law and Interpretation	10
Appendix A – RFP Particulars	11
Detailed Description of Service Requirements.....	11
Appendix B – Material for Submission	13
Appendix C – Rated Criteria	14
Acknowledgement Form	16
Terms & Conditions	16
Conflict of Interest.....	16

A. Introduction

Invitation to Proponents

This Request for Proposals (“RFP”) is an invitation by the Association of Faculties of Medicine of Canada (the “AFMC”) to prospective proponents to submit proposals for **Project Evaluation and Performance Measurement Services** for the National Consortium for Indigenous Medical Education (NCIME).

The complete proposal is due on, or before **August 13, 2021, at 4:00pm ET**.

About the Organization

Founded in 1943, [AFMC](#) represents Canada’s 17 faculties of medicine and is the voice of academic medicine in this country. We act to support medical education, health research, and clinical care in our faculties of medicine. Our member faculties graduate over 2,700 MDs per year; teach over 11,500 undergraduate medical students; train over 15,000 postgraduate trainees; employ nearly 48,000 full and part-time faculty members and undertake over 3 billion dollars of biomedical and health care research annually.

AFMC is a registered charity that works to represent and support the mandates of our medical faculties – research, medical education and clinical care. Our advocacy initiatives are tailored to keeping these issues high on the federal government's agenda and ensure that Canada's faculties of medicine serve as important resources to decision-makers in this country.

AFMC is the academic partnership of Canada's faculties of medicine. Through our collective leadership and advocacy, we will achieve excellence in education, research and care for the health of all Canadians.

Contact

For the purposes of this procurement process, the AFMC contact shall be **Joseph Bastien, MA, Project Manager, NCIME**, at jbastien@ncime.ca

Contract

Proponents will be evaluated according to the criteria included in [Section D](#). The selected proponent will be required to enter into negotiations for an agreement with the AFMC for the provision of the Deliverables ([Appendix A](#)). The term of the agreement will be for approximately 30 months with contract signing occurring on, or before **August 27, 2021**.

No Guarantee of Volume of Work or Exclusivity of Contract

The AFMC makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The AFMC may contract with others for the same or similar deliverables to those described in the RFP or may obtain the same or similar deliverables internally.

Agreement on Internal Trade

Proponents should note that procurements falling within the scope of Chapter 5 of the Agreement on Internal Trade are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of each particular tender call. For further reference, please see the Internal Trade Secretariat website at http://www.ait-aci.ca/index_en.htm.

B. Timetable and Submission Instructions

Proponents should submit their proposals according to the following timetable and instructions.

Timetable

Issue Date of RFP	July 9, 2021
Deadline for proponent's questions related to RFP	July 23, 2021
Response from AFMC to questions related to RFP	July 30, 2021
Submission Date	August 13, 2021
Contract Award Date	August 27, 2021

*The RFP timetable is tentative only, and may be changed by AFMC at any time, subject to appropriate notice.

Proposals Should Be Submitted on Time in Prescribed Manner by email to:

Joseph Bastien, MA, Project Manager, NCIME, at jbastien@ncime.ca

Proposals are to be prominently marked with the RFP title, full legal name and return address of the proponent, and with the Submission Date.

Proposals are to be submitted by email on or before the Submission Date. Proposals submitted after the submission date will be rejected.

Withdrawing Proposals

At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To affect a withdrawal, a notice of withdrawal must be sent to the AFMC Contact by an authorized representative. The AFMC is under no obligation to return withdrawn proposals.

C. Detailed Specifications

Project

The National Consortium for Indigenous Medical Education (NCIME) is a partnership between the Indigenous Physicians Association of Canada, the Association of Faculties of Medicine of Canada, the College of Family Physicians of Canada, the Medical Council of Canada and the Royal College of Physicians and Surgeons of Canada. The NCIME was formed to implement Indigenous-led work streams that will reform Indigenous medical education and contribute to the delivery of culturally safe care.

The NCIME provides leadership and support to partners as they fulfil their collective responsibilities to respond to the UN Declaration on the Rights of Indigenous Peoples, the TRC's Calls to Action, and the Missing and Murdered Indigenous Women and Girls Calls for Justice.

The mandate of the NCIME focuses on six areas of common priority including:

- Assessment of Indigenous studies, cultural safety and anti-racism
- Anti-racism
- Admissions/Transitions
- Indigenous faculty recruitment and retention
- Improving cultural safety in Curriculum
- Indigenous physician wellness and joy in work

The need for a safe health care system that responds to the needs of all who access it is clear, but given ongoing experiences of racism by Indigenous patients and Indigenous medical learners, urgent action is needed so that the health and healthcare rights of Indigenous Peoples are fulfilled.

Ensuring Indigenous Peoples access to care is high quality, culturally safe and free of racism begins with Indigenous-led systemic change in how medical professionals are instructed and evaluated.

([see Appendix A - I. Detailed Description of Service Requirements](#)).

Budget

The NCIME has a budget of up to \$60,000 (including HST) for a Project Evaluation and Performance Measurement Services contract starting in September 2021, and ending April 2024. This budget should be factored into the financial proposal made by the proponent.

Material Disclosures

This agreement is not exclusive; the AFMC reserves the right to purchase hardware, software, hosting and support from other vendors.

Materials for Submission

Proponent must provide all of the required documentation and the Acknowledgment Form as outlined in [Appendix B](#).

D. Proposal Evaluation

Stages of Proposal Evaluation

The AFMC will conduct the evaluation of proposals in the following four (4) stages:

Stage I – Mandatory Requirements, Submission and Rectification

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the Submission Date will be provided an opportunity to rectify any deficiencies. Proposals failing to satisfy the mandatory requirements as of the Rectification Date will be excluded from further consideration.

Proposals satisfying the mandatory requirements before the Rectification Date will proceed to Stage II. Proposals failing to satisfy the mandatory requirements will be excluded from further consideration.

Stage II – Evaluation of Rated Criteria

Stage II will consist of a scoring by the AFMC of each qualified proposal on the basis of the Rated Criteria, excluding Pricing. Proponents should refer to [Appendix C – Rated Criteria](#) for a breakdown of the Rated Criteria. Proponents failing to meet the minimum threshold for any section will be excluded from further consideration in Stage III.

Stage III – Evaluation of Pricing

Stage III will consist of a scoring of the Pricing submitted. The evaluation of price will be undertaken after the evaluation of mandatory requirements and any rated requirements has been completed and will only apply to proponents that have not been excluded in earlier stages. Proponents should refer to [Appendix C – Rated Criteria](#).

Stage IV – Cumulative Score and Selection of Highest Scoring Proponent

At the conclusion of Stage III, all scores from Stage II and Stage III will be added and the highest-ranking proponent will be selected for contract negotiations in accordance with [Section E. Terms and Conditions of the RFP Process](#).

Tie Score

In the event of a tie score, the selected proponent will be determined by way of a coin toss.

E. Terms and Conditions of the RFP Process

1. General Information and Instructions

1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in the RFP. Where information is requested in the RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request was made.

1.2 Language of Proposals

Proposals may be submitted in either English or French.

1.3 AFMC's Information in RFP Only an Estimate

The AFMC and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities shown or data contained in the RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general size of the work. It is the proponent's responsibility to avail itself of all the necessary information to prepare a proposal in response to the RFP.

1.4 Proponents Shall Bear Their Own Costs

The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

2. Communication after Issuance of RFP

2.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising the RFP, and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information

in writing by email on or before the proponent's Deadline for Questions to the AFMC Contact. All questions submitted by proponents by email to the AFMC Contact shall be deemed to be received once the email has entered into the AFMC Contact's email inbox. No such communications are to be directed to anyone other than the AFMC Contact. The AFMC is under no obligation to provide additional information.

It is the responsibility of the proponent to seek clarification from the AFMC Contact on any matter it considers to be unclear. The AFMC shall not be responsible for any misunderstanding on the part of the proponent concerning the RFP or its process. A Q&A forum will be made available to all participants upon request.

2.2 All New Information to Proponents by Way of Addenda

The RFP may be amended only by an addendum in accordance with this section. If the AFMC, for any reason, determines that it is necessary to provide additional information relating to the RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of the RFP.

Such addenda may contain important information, including significant changes to the RFP. Proponents are responsible for obtaining all addenda issued by the AFMC.

2.3 Post-Deadline Addenda and Extension of Submission Date

If any addendum is issued after the Deadline for Issuing Addenda, the AFMC may at its discretion extend the Submission Date for a reasonable amount of time.

2.4 Verify, Clarify and Supplement

When evaluating responses, the AFMC may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The AFMC may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

2.5 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal will not be considered to form part of its proposal.

2.6 Proposal to Be Retained by the AFMC

The AFMC will not return the proposal, or any accompanying documentation submitted by a proponent.

3. Negotiations, Notification and Debriefing

3.1 Selection of Top-Ranked Proponent

The top-ranked proponent, as established under [Section B. Timetable and Submission Instructions](#) will receive an invitation to enter into direct contract negotiations with the AFMC.

3.2 Timeframe for Negotiations

The AFMC intends to conclude negotiations within thirty (30) days commencing from the date the AFMC invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

3.3 Process Rules for Negotiations

Any negotiations will be subject to the process rules contained in this [Section E. Terms and Conditions of the RFP Process](#) and in the Terms and Conditions portion of the Submission Form, and will not constitute a legally binding offer to enter into a contract on the part of the AFMC or the proponent. Negotiations may include requests by the AFMC for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the AFMC for improved pricing from the proponent.

3.4 Terms and Conditions

The terms and conditions found in the Terms and Conditions of the RFP Process and in the Terms and Conditions portion of the Submission Form, are to form the starting point for negotiations between the AFMC and the selected proponent.

3.5 Failure to Enter into Agreement

Proponents should note that if the parties cannot execute a contract within the allotted thirty (30) days, the AFMC may invite the next-best-ranked proponent to enter into negotiations. In accordance with the process rules in [Section E. Terms and Conditions of the RFP Process](#) and in the Terms and Conditions portion of the Submission Form there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. With a view to expediting contract formalization, at the midway point of the above-noted timeframe, the AFMC may elect to initiate concurrent negotiations with the next-best-ranked proponent. Once the above-noted timeframe lapses, the AFMC may discontinue further negotiations with that proponent. This process shall continue until a contract is formalized, until there are no more proponents remaining that are eligible for negotiations or until the AFMC elects to cancel the RFP process.

3.6 Notification to Other Proponents

Other proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process. Once a contract is executed between the AFMC and a proponent, the other proponents may be notified directly in writing and shall be notified by public posting in the same manner that the RFP was originally posted of the outcome of the procurement process and the award of the contract.

3.7 Debriefing

Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to the AFMC Contact and must be made within sixty (60) days of notification of award. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

4. Prohibited Communications and Confidential Information

4.1 Prohibited Proponent Communications

The proponent shall not engage in any Conflict-of-Interest communications and should take note of the Conflict of Interest declaration set out in the Terms and Conditions portion of the Submission Form. For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the Terms and Conditions portion of the Submission Form.

4.2 Proponent Not to Communicate with Media or Other Parties

A proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of the AFMC Contact. Similarly, a proponent may not at any time directly or indirectly communicate about the RFP or any contract in negotiation or awarded pursuant to the RFP with any other parties, for example through the company website or any other communication medium, without first obtaining the written permission of the AFMC Contact.

4.3 Confidential Information of the AFMC

All information provided by or obtained from the AFMC in any form in connection with the RFP either before or after the issuance of the RFP

- (a) is the sole property of the AFMC and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to the RFP and the performance of any subsequent Contract;
- (c) must not be disclosed without prior written authorization from the AFMC; and
- (d) shall be either permanently deleted or returned by the proponents to the AFMC immediately upon the request of the AFMC.

4.4 Confidential Information of Proponent

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the AFMC. The confidentiality of such information will be maintained by the AFMC, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis, to the AFMC's advisers retained for the purpose of evaluating or participating in the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to the RFP, questions are to be submitted to the AFMC Contact.

5. Procurement Process Non-binding

5.1 No Contract A and No Claims

The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the RFP shall not give rise to any "Contract A"-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the proponent nor the AFMC shall have the right to make any breach of contract, tort or other claims against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to the RFP.

5.2 No Contract until Execution of Written Agreement

The RFP process is intended to identify prospective vendors for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and the AFMC by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

5.3 Non-binding Price Estimates

While the pricing information provided in responses will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the responses and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

5.4 Disqualification for Misrepresentation

The AFMC may disqualify the proponent or rescind a contract subsequently entered if the proponent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.

5.5 References and Past Performance

The AFMC's evaluation may include information provided by the proponent's references and may also consider the proponent's past performance on previous contracts with the AFMC or other institutions.

5.6 Inappropriate Conduct

The AFMC may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the supplier to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the AFMC, which constitutes a Conflict of Interest. For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the [Section E. Terms and Conditions of the RFP Process](#) and in the Terms and Conditions portion of the Submission Form.

5.7 Cancellation

The AFMC may cancel or amend the RFP process without liability at any time.

6. Governing Law and Interpretation

6.1 Governing Law

The terms and conditions in this [Section E. Terms and Conditions of RFP Process](#) (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of the province or territory within which the AFMC is located (Ontario) and the federal laws of Canada applicable therein.

Appendix A – RFP Particulars

Detailed Description of Service Requirements

The goal of the **Project Evaluation & Performance Measurement Services Consultant** is to assess the extent to which the NCIME’s project activities have been completed as planned, the intended goals and outcomes of the project have been achieved, and to ensure accountability.

To accomplish this, the main activities will include:

1. Develop a project evaluation framework, and performance measurement plan in collaboration with the NCIME team
2. Develop performance measurement logic model in line with Health Canada reporting requirements
3. Develop data collection tools and techniques to enable the project team to collect data on project activities, outputs, and outcomes
4. Develop interview guides
5. Develop other supporting materials for effective data collection
6. Complete document and administrative reviews
7. Collect performance measurement data, including outputs and outcomes
8. Conduct one-on-one interviews and surveys with project leaders, key informants, and stakeholders
9. Develop and review project monitoring tools and other documents that capture project work and progress (e.g., project management plans, change logs, meeting minutes, project correspondence, lessons learned register, etc.)
10. Prepare and submit midpoint and endpoint evaluation reports

Contract signing on, or before August 27, 2021.

First Three Months	
<p>Activities</p> <ul style="list-style-type: none"> ▪ Meet with NCIME Secretariat and Executive Committee ▪ Establish a project evaluation plan ▪ Review project evaluation and performance management indicators ▪ Identify data collection tools, and review with NCIME secretariat and finalize ▪ Ongoing communication, progress updates, troubleshooting 	<p>Key Deliverables/Outputs</p> <ul style="list-style-type: none"> ▪ Draft logic model, evaluation plan, and identification of information to be collected and data collection tools
Fiscal Year 2021-2022	
<p>Activities</p> <ul style="list-style-type: none"> ▪ Refine Evaluation framework based on HC and stakeholder feedback ▪ Ongoing communication, progress updates, troubleshooting ▪ Attend, and present to committees as needed ▪ Collect and analyze performance measurement data in collaboration with the NCIME team 	<p>Key Deliverables/Outputs</p> <ul style="list-style-type: none"> ▪ Presentation(s) for committee meetings (1-2 meetings)

Fiscal Year 2022-2023	
<p>Activities</p> <ul style="list-style-type: none"> ▪ Ongoing communication, progress updates, troubleshooting ▪ Attend, and present to committees as needed ▪ Conduct project mid-point evaluation, including stakeholder interviews and surveys, and analyze feedback forms and survey results ▪ Review and discuss results of mid-project evaluation with Executive Committee and Governing Council ▪ Collect and analyze performance measurement data in collaboration with the NCIME team 	<p>Key Deliverables/Outputs</p> <ul style="list-style-type: none"> ▪ Deliver mid-point project evaluation focused on project successes, performance, and enablers and barriers to impact and achievement of intended outcomes ▪ Presentation(s) for committee meetings (1-2 meetings)
Fiscal Year 2023-2024	
<p>Activities</p> <ul style="list-style-type: none"> ▪ Ongoing communication, progress updates, troubleshooting ▪ Attend, and present to committees as needed ▪ Conduct stakeholder interviews and surveys, and analyze feedback forms and survey results ▪ Undertake final project evaluation report focused on successes, challenges, lessons learned, and the impact of project outcomes ▪ Review and discuss results of final evaluation report with Executive Committee and Governing Council ▪ Collect and analyze performance measurement data in collaboration with the NCIME team 	<p>Key Deliverables/Outputs</p> <ul style="list-style-type: none"> ▪ Deliver final project evaluation and performance report focused on successes, challenges, lessons learned, and the impact of project outcomes ▪ Presentation(s) for committee meetings (1-2 meetings)

Appendix B – Material for Submission

All proposals submitted in response to this RFP must adhere to the guidelines outlined below. Those that do not may be non-compliant and given no further consideration.

Each proposal must cover the following elements, along with supporting narrative. It is imperative that each element be addressed in sufficient depth to allow for a complete assessment of capacity and capabilities, in accordance with the stated criteria. Other elements may also be incorporated, as appropriate.

- Brief overview of the organization submitting the bid including:
 - Full name and contact information of the individual/organization with whom AFMC may form a legal contract
 - Location of headquarters
 - Experience working with Indigenous communities, organizations and individuals
- Vendor corporate profile - including a brief overview of your organization; at a minimum, describe length of time and experience, and any similar types of such engagements the organization has undertaken in the medical education sector, advancing Indigenous health or Indigenous medical education. Provide a brief overview of your experience with Indigenous research/methods, intersectionality relates to Western and the life of Indigenous.
- Proposed Team
 - Identification of Project Lead
 - For each team member, include:
 - Description of proposed role;
 - Number of years and relevance of experience;
 - Education;
 - The project team should an Indigenous team member or advisor
 - Distribution of work
 - Proposed level of effort by team member (i.e. number of days per activity per member) and per diem for each resource in their quotes, inclusive of HST.
- Understanding of AFMC's needs and NCIME mission
- Proposed Approach/Methodology
- Proposed Work-plan
 - Key milestones/deliverables must be identified
 - Timelines should be shown, including estimated start date
 - Team member lead for each activity should be identified
 - Identification of the anticipated assistance that will be required from AFMC staff during the project.
- Fee Proposal and Budget – Total cost (see [relative pricing formula](#) for evaluation criteria)
- Previous Project References OR References – the AFMC may call upon or request references at any time.

Appendix C – Rated Criteria

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for categories C.1 and C.2 will not proceed to the Stage III of the evaluation process (evaluation of pricing).

	Rated Criteria Category	Score
C.1	Understanding of Need <ul style="list-style-type: none"> • Demonstrate a strong understanding of the NCIME's mandate • Demonstrate the capability to provide the full scope of services required 	/5
	Consultation Experience <ul style="list-style-type: none"> • Demonstrated experience conducting national-level project evaluation, and performance measurement evaluations • Demonstrated experience utilizing Indigenous evaluation frameworks • Approaches, qualifications, references, and years in business 	/10
	Suitability <ul style="list-style-type: none"> • Demonstrate why the firm is the best choice for the NCIME • Familiarity with the Canadian academic medical education system • Preference will be given to Indigenous-led organizations, or self-identified Indigenous proponents with connections and commitment to advancing Indigenous health or Indigenous medical education. Non-Indigenous proponents who have prior experience working with Indigenous communities, organizations and individuals are also encouraged to submit proposals 	/25
	Team Composition <ul style="list-style-type: none"> • Team member(s) with the capacity to conduct work in both official languages is essential – English and French • Team member(s) with knowledge on the medical education sector • Team member(s) with knowledge on data collection and performance measurement • Appropriateness of team mix (i.e. senior staff with junior staff) • Mix of personnel that maximizes individual strengths • Description of role to be performed by each proposed team member (level of effort) • Appropriateness of the distribution of work • Appropriateness of prior education/experience of proposed team members 	/10

C.2	Approach/Methodology <ul style="list-style-type: none"> Pragmatic approach and appropriate methodology, taking into consideration existing foundational pieces in place at AFMC, the nature of required work, and timelines Utilizes Indigenous evaluation frameworks and approaches Recognition of any difficulties associated with the project, and the plans to address such difficulties 	/10
	Proposed Work plan <ul style="list-style-type: none"> Linkage to the approach/methodology, clearly identifiable interdependencies, deliverables, and timelines Reasonableness of work schedule, including adherence to the required timelines Proposed distribution of work among the team members (i.e., level of effort) Appropriateness of the distribution of work 	/20
C.3	Pricing <ul style="list-style-type: none"> Total Cost (see relative pricing formula below for evaluation criteria) 	/20
Total Points		/100

Relative Pricing Formula

Pricing will be scored using a relative pricing formula of the total cost. Under the relative pricing formula, each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that proponent’s price for that category into the lowest bid price in that category. For example, if a proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category (120/120 = 100%). A proponent who bids \$150.00 receives 80% of the possible points for that category (120/150 = 80%), and a proponent who bids \$240.00 receives 50% of the possible points for that category (120/240 = 50%).

$$\frac{\text{Lowest rate}}{\text{Second-lowest rate}} \times \text{Total available points} = \text{Score for proposal with second-lowest rate}$$

$$\frac{\text{Lowest rate}}{\text{Third-lowest rate}} \times \text{Total available points} = \text{Score for proposal with third-lowest rate}$$

And so on, for each proposal.

Acknowledgement Form

Terms & Conditions

Check the boxes below and sign this form to acknowledge and agree to the following terms. Include this form with your submission materials.

Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the AFMC and the selected proponent have executed a written contract.

Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The proponent represents and warrants its ability to provide the Deliverables required under the RFP and has provided a list of any subcontractors to be used to complete the proposed contract.

Non-binding Price Estimates

The proponent has submitted its Rates in accordance with the instructions in the RFP under Terms and Conditions of the RFP Process. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

Conflict of Interest

For the purposes of this section, the term “Conflict of Interest” means

(a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the AFMC in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP. Otherwise, if the statement below applies, check the box.

The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the AFMC to the AFMC's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

Acknowledgement

As an authorized representative, I confirm that I have read and understood the terms and conditions and I have met the submission requirements of the RFP.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name and Title of Proponent Representative

Date _____
I have the authority to bind the proponent