

Request for Proposals

CCBC Evidence Reviews 2022-2024

College of Chiropractors RFP Number: 2022-01 Issue date: July 1, 2022

Closing Time: Proposals must be received **before 2:00 PM Pacific Time** on: September 01, 2022

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below and must either (1) include a copy of this cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound.

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to rfp2022@chirobc.com in accordance with the instructions at Section 2.3 of this RFP. The subject line of the emailed proposal must be: **RFP Submission: CCBC Evidence Reviews 2022-2024.**

Hard Copy Submission: Proponents may submit two hard-copies (and one electronic copy) of its proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

College of Chiropractors of BC, 900-200 Granville Street, Vancouver, BC V6C 1S4

Attention: Michelle Da Roza, Registrar

Regardless of submission method, proposals must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

CCBC CONTACT: Enquiries related to this RFP, including any requests for information or clarification may only be directed in writing to the following person who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon.

Richard Simpson, Policy Advisor
rfp2022@chirobc.com

PROPONENTS' MEETING:

A Proponents' meeting **will not** be held.

ENVIRONMENTAL CONSIDERATIONS FOR PROPOSAL DELIVERY:

The College encourages Proponents to consider submitting an electronic proposal. When submitting in hard copy, the College encourages Proponents to consider environmental stewardship, as per the following:

- Hard copy proposals should be double side printed on paper that is post-consumer recycled content or forest stewardship certified;
- Thin proposals should be stapled rather than bound;
- Binding, where required, should be comb-type (e.g. Cerlox) rather than plastic or wire spiral for ease of separating to shred and recycle; and
- Binders, where required, should be free from adhered labels (for ease of re use), and/or be made of post-consumer recycled content.

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1 SUMMARY OF THE OPPORTUNITY

The College of Chiropractors of British Columbia (the “College”) is the health profession regulator that governs the practice of chiropractic in the province of British Columbia. The College is committed to evidence-informed policy and decision making and as such, is committed to securing the best available evidence through external, independent expertise.

To maintain independence of this initiative, evidence review topics are identified by the College (i.e., the Registrar and staff). The Board advises but does not direct the evidence review program.

Qualified proponents are invited to submit proposals to provide evidence review services to the College on a “per project” basis, as and when needed.

The College reserves the right to consider, accept, or reject proposals for evidence review services.

Further details as to the scope of this opportunity and the requirements can be found within this RFP.

2 RFP PROCESS RULES

2.1 Definitions

Throughout this Request for Proposals, the following definitions apply:

“Addenda” means all additional information regarding this RFP including amendments to the RFP;

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP;

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP;

“College” means the College of Chiropractors of British Columbia;

“Contract” means the written agreement resulting from the RFP executed by the College and the successful Proponent;

“Contractor” means the successful Proponent to the RFP who enters into a Contract with the College;

“Contact” means the individual named as the contact person for the College in the RFP;

“must”, or **“mandatory”** means a requirement that must be met in order for a proposal to receive consideration;

“Proponent” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“proposal” means a written response to the RFP that is submitted by a Proponent;

“Request for Proposals” or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the College by Addenda;

“should”, **“may”** or **“weighted”** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2.2 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the

statements and representations in the Proponent’s proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound.

2.3 Submission of Proposals

a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax, except in the circumstances set out below. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the College receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

b) For electronic submissions (email), the following applies:

(i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;

(ii) The maximum size of each attachment must be 20 MB or less (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent’s internet service provider);

(iii) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may make multiple submissions to reduce attachment file size to be within the maximum applicable size; Proponents should identify the order and number of emails making up the email proposal submission (e.g. “email 1 of 3, email 2 of 3...”);

(iv) For email proposal submissions sent through multiple emails the College reserves the right to seek clarification or reject the proposal if the College is unable to determine what documents constitute the complete proposal;

(v) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The College may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.

- c) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 2.9, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- d) The College strongly encourages Proponents using electronic submissions to submit proposals with sufficient time before Closing Time.
- e) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the College's.
- f) While the College may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time.

2.4 Additional Information

All Addenda will be sent to Proponents at the contact information provided. Proponents are strongly encouraged to ensure that contact information is up to date.

2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the College at the Closing Location will prevail whether accurate or not.

2.6 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the Closing Time.

2.7 Firm Pricing

Prices will be firm for the entire Contract period unless the RFP specifically states otherwise.

2.8 Completeness of Proposal

By submitting a proposal the Proponent warrants that, if the RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no additional charge.

2.9 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the College for purposes of clarification.

2.10 Conflict of Interest/No Lobbying

- a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the College's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the College involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the College Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or representative of the College, including members of the evaluation committee and any College Board members or College staff, may result in disqualification of the Proponent.

2.11 Subcontractors

- a) Unless the RFP states otherwise, the College will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under the Contract. The College will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed subcontractors, if applicable.
- b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.
- c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the College's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the College involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the College Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- d) Where applicable, the names of approved subcontractors listed in the proposal will be included in the Contract. No additional subcontractors will be added nor other changes

made to this list in the Contract without the written consent of the College.

2.12 Evaluation

- a) Proposals will be assessed in accordance with the evaluation criteria. The College will be under no obligation to receive further information, whether written or oral, from any Proponent. The College is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.
- c) The College may consider and evaluate any proposals from other jurisdictions on the same basis that the would treat a similar proposal from a British Columbia supplier.

2.13 Contract

- a) By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the College on substantially the same terms and conditions set out in Appendix A and such other terms and conditions to be finalized to the satisfaction of the College, if applicable.
- b) Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

2.14 Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to the College within thirty days of notification of the successful Proponent, the College may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

2.15 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the College.

2.16 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a proposal and for subsequent finalizations with the College, if any. The College will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

2.17 Limitation of Damages

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

2.18 Liability for Errors

While the College has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the College, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

2.19 No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the College in any way to award a Contract.

2.20 No Implied Approvals

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to

any federal, provincial, regional district or municipal statute, regulation or by-law.

2.21 Legal Entities

The College reserves the right in its sole discretion to:

- a) disqualify a proposal if the College is not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Contract with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the College that the Proponent has the power and capacity to enter into the Contract;
- c) not to enter into a Contract with a Proponent if the Proponent cannot satisfy the College that it is the same legal entity that submitted the Proponent's proposal; and
- d) require security screenings for a Proponent who is a natural person, subcontractors and key personnel before entering into a Contract and decline to enter into a Contract with a Proponent or to approve a subcontractor or key personnel that fail to pass the security screenings to the College's satisfaction.

2.22 Reservation of Rights

In addition to any other reservation of rights set out in the RFP, the College reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time, including the right to cancel the RFP at any time prior to entering into a Contract with a Proponent;
- b) in accordance with the terms of the RFP, to accept the proposal or proposals that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect or deficiency in a proposal;
- d) to request clarifications from a Proponent with respect to its proposal, including clarifications as to provisions in its proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the proposal;

- e) to reject any proposal due to unsatisfactory references or unsatisfactory past performance under contracts with the College, or any material error, omission or misrepresentation in the proposal;
- f) at any time, to reject any or all proposals; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

2.23 Ownership of Proposals

All proposals and other records submitted to the College in relation to the RFP become the property of the College and, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the RFP, will be held in confidence.

2.24 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Proponent to prepare and submit a proposal.

2.25 Confidentiality Agreement

The Proponent acknowledges that prior to the Closing Time it may be required to enter into a confidentiality agreement with the College in order to obtain access to confidential materials relevant to preparing a proposal.

2.26 Alternative Solutions

If more than one approach to deliver the services described in the RFP are offered, Proponents should submit the alternative approach in a separate proposal.

2.27 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If the RFP requires Proponents to provide the College with personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the College. Such

written consents should specify that the personal information may be forwarded to the College for the purposes of responding to the RFP and used by the College for the purposes set out in the RFP. The College may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the College.

2.28 Trade Agreements

This RFP is covered by all applicable trade agreements.

3 SITUATION/OVERVIEW

3.1 The College of Chiropractors of British Columbia

The College is the regulatory body that licenses approximately 1400 chiropractors in the province of British Columbia and sets standards of practice to protect the public. More information about the College and its roles and responsibilities is available on the [College's website](#).

College's Diversity, Equity and Inclusion Commitment

The CCBC values and celebrates diversity. We understand the uniqueness of every individual and believe that having people who reflect the spectrum of skills, background, identity, and lived experience available in our communities are essential to our success.

We are committed to fostering an open, welcoming and inclusive work environment where we value and respect all perspectives. We aspire to retain staff, board members and committee members who are representative of the diverse BC communities which we serve. We expect the same commitment from those we work with and alongside.

We welcome those who enhance the College's diversity, including age, gender, ethnicity (e.g., BIPOC), culture, sexual orientation, Indigenous status, gender expression/identity (e.g., LGBTQIAA2S+), disability, neurodiversity, education, religion, marital status, family status, geographic location, and national origin.

3.2 Background

The College has established itself as an evidence-informed health profession regulator. As such, College policies are to be based on current, peer-reviewed and defensible evidence reviews that informs policy development and the Board's consideration of new or amended policies.

Quality evidence reviews support the College's duty to regulate in the public interest, strengthening the organization in the areas of governance, strategic initiatives, and the professional practice of registrants.

Some examples of recent evidence reviews supported by the College were in the areas of:

- The safety of spinal manipulative therapy in children
- Indigenous healing practices within collaborative care models
- The clinical utility of routine spinal radiographs by chiropractors
- Virtual care (formerly telehealth)
- Approaches to consulting stakeholders when developing evidence-informed health policies

3.3 Scope

Contracts awarded under this RFP apply to the collection and analysis of evidence in support of the College’s health regulatory role. Topic areas will be determined by the College, with research questions developed in collaboration between the College and the successful proponent(s).

It is the intention of the College through this RFP that up to 3 proponents may successfully qualify. In the event that more than one proponent is successful, those proponents will be invited to submit evidence review proposals on a “per project” basis, as and when needed. Proposals will be evaluated against criteria established by the College and communicated to the proponents.

4 CONTRACT

4.1 Contract Terms and Conditions

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the College on substantially the same terms and conditions as described in this Request for Proposals, and such other terms and conditions to be finalized to the satisfaction of the College.

It intended that a Contract awarded under this RFP, will be for a term no longer than three years, with a one-time option for renewal for an additional three years.

4.2 Service Requirements

The Contractor’s responsibilities, for each evidence review project, will include the following:

- a) Develop and provide a research methodology for approval by the College.
- b) Conduct at least three (3) project status meetings with the College’s Project Manager(s); alternatively, provide three (3) written status reports to the Project Manager. The scheduling of the status meetings or reports will be determined by the Project Manager.
- c) Produce and deliver to the College a final report (the Evidence Review) which will include, at a minimum, an Executive Summary, Background, Description of Methodology, Summary of Findings, Analysis, Conclusion and Policy Recommendations for the Regulator.
- d) Provide an availability for the researcher(s) to present their findings at a meeting of the CCBC Board.
- e) Endeavour to publish the findings in a recognized peer reviewed open access journal.

The contractor may choose the format for the delivery/presentation of their evidence review, although the contractor is encouraged to adopt a format common to academic publications.

4.3 Related Documents

2021-2023 Strategic Plan can be found on the CCBC website [here](#)

Professional Conduct Handbook (PCH) can be found on the CCBC website [here](#).

5 REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the College’s expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

5.1 Capabilities

This section identifies the requirements that a Proponent should meet in order to demonstrate they are capable of delivering the services described in the RFP.

5.1.1 RELEVANT EXPERIENCE

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of 3 years within the past 5 years providing services of a similar scope and complexity. Similar scope and complexity is defined as:

- a) Completion of inquiries to support evidence-informed policy development in chiropractic, other regulated health professions, or similar health subject areas,
- b) Utilization of methodologies to a standard commonly accepted for academic research,
- c) Completion of evidence reviews that have been either published in a recognized journal or completed to requirements detailed by the project manager.

5.1.2 REFERENCES

Proponents must provide a minimum of 3 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent’s own organization or from named subcontractors are not acceptable.

The College may in its sole discretion, but is under no obligation to, check Proponent and subcontractor references without first notifying the Proponent or its subcontractors. The College reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent’s and any subcontractor’s performance under any past or current contracts with the province or other

verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

Further to the College's reservation of rights under Section 2.22, if the Proponent is deemed unsuitable by the College in its sole discretion due to unsatisfactory references, or if the proposal is found to contain material errors, omissions or misrepresentations, the Proponent's proposal may be rejected.

5.2 Approach

Proponents will propose how they will deliver the services.

Proponents should identify if there are subject areas within the area of health profession regulation or evidence-informed policy development that the proponent has particular expertise or experience

Similarly, proponents should identify if there are subject areas within the area of health profession regulation or evidence-informed policy development that the proponent wishes not to be considered for a single study evidence review.

Proponents are encouraged to review Section 4.3 Related Documents, which provide an overview of the subject areas of interest to the College.

5.3 Budget

Costs quoted will be deemed to be:

- a) in Canadian dollars;
- b) exclusive of any applicable taxes.

6 PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the “Proponent Response”.
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7 EVALUATION

Evaluation of proposals will be by a committee formed by the College and may include employees and other appropriate participants.

The College’s intent is to enter into Contracts with the top three Proponents with the highest scores who have met all mandatory criteria and minimum scores (if any).

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP and in accordance with Section 2.3.
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the

Mandatory Criteria
RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound.

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight	Minimum score
Capabilities (section 5.1)	40%	6 out of 10
Approach (section 5.2)	40%	6 out of 10
Budget (section 5. 3)	20%	
TOTAL	100%	

Proponents that do not meet a minimum score within a weighted criterion will not be evaluated further.

7.3 Budget Evaluation

The total available budget for this Contract is \$50,000 annually, which may be allocated to one or more evidence review topics, depending on the complexity of the topic(s).

Proposed budgets will be evaluated using the following criteria:

- the reasonableness of the funding given the approach proposed;
- management and administrative costs as a percentage of the total available budget; and
- any efficiencies that can be gained as identified by the Proponent.

Depending on the topic area(s), it is the expectation of the College that the project budget will reflect the complexity of the subject. For the purposes of proposals submitted as part of this Request for Proposals, proponents should submit a budget that accommodates topics of varying complexity.