



**REQUEST FOR PROPOSAL**

**Health Economics Research and Knowledge Translation services for the National Council of Indigenous Midwives (NCIM) and the Canadian Association of Midwives (CAM)**

NCIM and CAM (NCIM/CAM) invite you to submit a proposal in accordance with the requirements of the following solicitation. Proposals must be received by NCIM no later than December 23 2024, indicated in the table below.

<b>Issue Date:</b>	December 3, 2024
<b>Proposal Due Date:</b>	December 23, 2024 at 5pm EST
<b>Written questions and Proposals should be submitted via email to:</b>	Email: <a href="mailto:admin@indigenoumidwifery.ca">admin@indigenoumidwifery.ca</a> Subject: Health Economics Research and Knowledge Translation

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## SECTION I – BACKGROUND AND OBJECTIVE

Since 2001, the Canadian Association of Midwives (CAM) and the National Council of Indigenous Midwives (NCIM) have promoted the vital role of midwives in sexual, reproductive, and newborn health. We work across all levels, driving change in legislation and funding, strengthening regional associations, and supporting midwives directly with tools and learning opportunities.

The **National Council of Indigenous Midwives'** (NCIM) mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. NCIM advocates for the restoration of midwifery education, the provision of midwifery services, and choice of birthplace for all Indigenous communities consistent with the U.N. Declaration on the Rights of Indigenous Peoples.

NCIM represents the professional development and practice needs of Indigenous midwives to the responsible health authorities in Canada and the global community.

Note: Both CAM and NCIM are governed autonomously but share infrastructure and human resources. CAM is the organization authorized to oversee the legal, administrative, and financial management of NCIM contracts and funding agreements. Therefore, the terms NCIM/CAM or CAM or NCIM are used interchangeably throughout the document

### OBJECTIVE

NCIM /CAM are issuing a Request for Proposals (RFP) to secure a contract for Health Economics Research and Knowledge Translation. The contract deliverables will result in advocacy and communications materials targeted at government stakeholders.

## SECTION II – OVERVIEW AND SCOPE OF WORK

**RFP No:** 2024-003-NCIM

**RFP Date:** December 3, 2024

**RFP Title** **Health Economics Research and Knowledge Translation Services**

**RFP Issued By:** National Council of Indigenous Midwives and the Canadian Association of Midwives

### **Submission of Questions regarding the RFP:**

Questions related to the RFP must be submitted in writing to [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca) no later than December 16, 2024.

### **Language of Proposals:**

The technical and cost proposals should be in English.

### **Instructions for Submission of Proposals:**

In order to be considered, an electronic copy of the proposal must be submitted by December 23, 2024, at 5PM EST to [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca) \_Please include subject line: "Health Economics Research and Knowledge Translation".

**Interview Process:** Following receipt of qualified proposals, NCIM reserves the right to interview all bidders. Interview format will be presented to the offerors at the time of official notification of any interview.

### **Award:**

The successful bidder(s) will be contracted for specific project(s) by NCIM /CAM over the period January-March 31, 2025, to a maximum of \$30,000.00 CAD. This contract could be extended depending on funding and timelines.

NCIM/ CAM will select the successful bidder(s) based on the qualifications and experience of the respondent and the respondent's experience providing these services in Canada.

Issuance of this request for proposals does not constitute an award commitment on the part of NCIM/CAM nor does it commit us to pay for costs incurred by the bidders for the preparation and submission of a proposal.

## **SCOPE OF WORK**

The National Council of Indigenous Midwives (NCIM) and Canadian Association of Midwives (CAM) are looking for research and knowledge translation experts with health economics expertise. The successful applicants will conduct an analysis of existing health economics data for national/provincial/territorial advocacy and support the creation of new infographics and materials that highlight the return on investments of midwife-led SRHR care. All deliverables will be owned by NCIM and CAM. NCIM /CAM require the ability to update and maintain files (such as changing dates, prices, details, etc.) for future use as needed. NCIM / CAM reserves the right to use materials in additional/future materials as desired.

### **Goals and Objectives:**

The goal of this consultancy is to review existing health economic research and data for midwifery and Indigenous midwifery, make recommendations, and support with the creation of new data products that will serve the needs of CAM / NCIM's National advocacy work.

### **The consultant is expected to:**

- Review existing public research and CAM / NCIM data.
- Engage with stakeholders and evaluate expectations & needs (CAM, NCIM, and Indigenous organizations or midwifery practices (if/as applicable)).
- Conduct a health economics scan of available birth evacuation data in Canada.
- Conduct a health economics scan of community-based midwifery health.
- Create a cost-benefit analysis based on scans of existing data and research on these topics.
- Support in the creation of data products that will serve CAM /NCIM's National advocacy work.

### **Potential Type(s) of content include:**

- Report – Research scans, stakeholder engagement results.
- Summary of Cost-Benefit Analysis
- Infographics, postcards, posters, etc.

### **Language(s) required:**

The successful bidder(s) must be able to work with English text.

### **Dates of Service:**

NCIM/ CAM require this between January–March 31, 2025. There is the possibility to extend this consultancy past March 31 2025, depending on successful completion of consultancy requirements, potential funding and identified needs.

## SECTION III – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### A. Health Economics Research and Knowledge Translation Services

Offerors' Research and Knowledge Translation Proposal shall include the following. **Offerors are welcome to submit a proposal for all aspects of the above Scope of Work.**

**Narrative** - Offerors shall submit a complete narrative and/or supporting materials addressing all benefits provided under their Package and their capabilities to perform the scope of work. **Please consider the following when submitting your proposal.**

1. What are your core services?
2. How many years have you been in business?
3. What are your standard days/hours of operation?
4. What is your standard turn-around time for similar projects?
5. Describe briefly your experience servicing non-profit organizations, Indigenous-led organizations, professional organizations and/or health organizations.
6. Briefly describe your research and knowledge translation process.
7. What types of research and data analysis tools are used? Please include the types of software used.
8. Do you work directly with communications and/or government relations and public polling companies? Provide examples of how.
9. What is your process for safeguarding proprietary information?
10. Provide examples of comparable work.

**Cost Proposal** -The cost proposal should provide a clear breakdown of what is included under the contract, along with any services that would incur additional costs.

If applicable, please:

1. Specify any offered discounts or non-profit discounts.
2. Attach a detailed pricing chart.

**Completed Attachment A** – Cover Sheet

**Completed Attachment B** – Past Performance/References - A minimum of two (2) client references worked with in the past two years on an activity that is similar to this Scope of Work. Include the contact information (names, company or organization, phone number and email). This document must be signed by the offeror. ***\*This is not required for suppliers who have worked with NCIM and/or CAM in the past three years.***

**Completed Attachment C** – Cost Proposal - The cost proposal should include a detailed breakdown of costs on a per hourly and/or per page and/or per deliverable basis. Please specify if any discounts or non-profit rates are being offered. If your company has a pricing chart, please attach it.

### B. Questions

Questions regarding this RFP may be submitted IN WRITING VIA EMAIL no later than December 16, 2024. Questions shall be submitted to: [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca)

### C. Submission of Offers

Proposals must be received no later than **December 23, 2024**.

Proposals shall be submitted via email to: [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca).

Subject: "Health Economics Research and Knowledge Translation"

***Note: Any proposal received after the above date and time will not be considered***

## SECTION IV – EVALUATION CRITERIA

### A. General Information

NCIM/CAM Intend to evaluate proposals in accordance with the following criteria and select offeror(s) whose proposal(s) best fit the evaluation criteria.

### B. Evaluation Criteria

Selections will be made based on whose services will ensure the best possible quality in keeping with the most efficient process in terms of quality versus cost.

Offers will be evaluated based on the following criteria:

#### 1. Technical Evaluation

- Portfolio
  - Quality of work
  - Innovation and creativity
- Experience and Skill
  - Certification or demonstration of qualifications
  - Experience in Research and Knowledge Translation in the areas of health care, non-profits, and Indigenous Rights-holders and stakeholders
  - Experience with both print and web formats
- Saving Time
  - Quick and realistic turn-around times
  - Ability to meet deadlines

#### 2. Good Evaluation

- Quality assurance
- References
- Billing done in a timely manner

#### 3. Financial Evaluation and Cost Proposal

- Provide best overall solution to Research and Knowledge Translation requirements
- Offer should be very competitive technically and financially

### C. Non-Profit Pricing

NCIM/CAM are a non-profit organization. Offerors should provide any and all discounts available to NCIM based on its status as a non-profit organization.

### D. Acceptance of Offer and Award

The successful offeror(s) will be contracted for this work. CAM and NCIM reserve the right to select a proposal in whole or in part, or not to select a proposal, in accordance with the best interests of our organization.

Issuance of this RFP does not constitute an award commitment on the part of NCIM/CAM, nor does it commit NCIM/CAM to pay for costs incurred by the bidders for the preparation and submission of a proposal.

CAM/NCIM reserves the right to select a proposal in whole or in part, or not to select a proposal, in accordance with the best interests of CAM/NCIM.

**ATTACHMENT A – PROPOSAL COVER SHEET**

**2024-003-NCIM**

Company Name:

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Name of Person to be Contacted in Case of Questions Regarding this Proposal:

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Telephone of Contact Person Named Above:

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Email of Contact Person Named Above:

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Name of Individual Authorized to Sign Contracts on Behalf of Company Named Above:

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Title of Authorized Individual:

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**Certification:**

**By signing below, I certify that the information provided is true and correct, that it shall remain valid for a minimum of 90 days, and that I am authorized to respond to this solicitation on behalf of the Company named above. I further understand that CAM and NCIM retains the right to reject, in whole or in part, any and all bids for any reason.**

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Signature of Authorized Individual

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Date



**ATTACHMENT B – REFERENCES/PAST PERFORMANCE**

**2024-003-NCIM**

*Complete the table below providing information for at least 2 past/current customers for whom your company provided services similar to the ones for which you are submitting a proposal. Past customers listed below must be available to speak with a CAM or NCIM staff member during the evaluation process.*

Offeror Signature (Mandatory): \_\_\_\_\_

**REFERENCES/RECOMMENDATIONS**

<b>Past Customer's Company Name</b>	<b>Past/Current Customer Contact Person</b>	<b>Phone &amp; Email Information for Contact Person</b>	<b>Company Address</b>	<b>Description of Services Provided</b>	<b>Date(s) Work Performed</b>

**ATTACHMENT C – PRICE QUOTE**

VENDOR NAME: \_\_\_\_\_