

Request for Proposal
Curriculum Development and Evaluation Services
AFMC Opioid Response Project

Issued: December 15, 2018
Submission Date: January 19, 2019

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Request for Proposal

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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 **Curriculum Development and Evaluation Services**, AFMC Opioid Response Project.

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 Curriculum Development and Evaluation, and clinical care in our faculties of medicine. Canada’s faculties of medicine graduate over 2,650 MDs a year with an enrolment of over 11,500 undergraduate medical students.

Contact

For the purposes of this procurement process, the AFMC contact shall be **Ms. Fran Kirby, Project Manager, fkirby@afmc.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 conducting Curriculum Development and Evaluation for a national online curriculum.

The duration of the contract will be from **February 1, 2019 to December 31, 2020**.

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	December 15, 2018
Deadline for proponent's questions related to RFP	January 14, 2019
Response from AFMC to questions related to RFP	No later than January 16, 2019 by midnight EST
Submission Date	January 19, 2019 by 5 pm EST
Rectification Date	January 19, 2019

*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:

Ms. Fran Kirby, Project Manager, fkirby@afmc.ca.

Proposals are to be prominently marked with the RFP title, with the 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 effect 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

AFMC is leading a new project *Academic Medicine Responds to the Opioid Crisis: Developing a Canada-wide, competency-based curricula for future physicians in pain management, substance abuse and addictions.*

The goals of the project are:

- to enhance pain and addictions management and treatment competencies in all medical school graduates;
- to increase learner interest in choosing Pain and Addiction Medicine as their specialization;
- to foster faculty development in teaching and assessing pain management and addiction competencies across all disciplines;
- to develop a network of pain health educators and a resource repository of educational materials applicable to all disciplines;
- to enhance relationship-building consistency and collaboration across all 17 Faculties of Medicine in Canada, and our partners such as the CFPC, CMQ, Royal College, and the MCC, so

that common standards of education and practice in pain and addictions competency-based curricula are achieved.

The key components of the curriculum modules should include the following topics:

1. A Review of core concepts in the Diagnosis and Assessment of Pain
2. A Review of key concepts in the Treatment of Acute and Chronic Pain
3. Pathophysiology and Pharmacokinetics relevant to the treatment of pain using opioids and other narcotics
4. Safe prescribing, initiation, monitoring and discontinuation of pain medications with a focus on opioids
5. Management of adverse effects of opioids and other narcotics
6. Recognition of effectiveness in symptom management with regards to opioids and other narcotics
7. Prevention of misuse and diversion of opioids and other narcotics
8. Risk assessment and management of addiction with regards to opioids and other narcotics
9. Recognition of Pain/Addictions Stigma and methods for addressing it in practice
10. Safe disposal of opioids and other narcotics
11. End of Life considerations and safe opioid prescribing
12. Cultural Competency and safety for populations requiring special consideration
13. Competencies specifically adapted for the treatment of Indigenous persons
14. Legal, ethical and disciplinary considerations for Physicians prescribing controlled substances for pain
15. Addressing social and economic issues in pain management
16. Maintenance of Competence in Treatment of Pain, Addictions and Substance Abuse
17. Interpretation and Use of Canadian Guidelines: Pain, Treatments, Safe Prescribing of Opioids etc.

The above topics will be the basis for upto 17 bilingual modules for the curriculum in this project. Each module will follow a common template that has an introduction, goals and objectives, a pre-test, a competency based curriculum covering the topic with reference to evidence and a post-test. All modules will have a resources section and links to mentoring networks where relevant.

KEY ACTIVITIES AND DELIVERABLES/OUTPUTS

Fiscal Year 2018-2019	
Key Activities	Key Deliverables/Outputs
Establish leadership for Working committees through development of a National Oversight Committee	Five Curriculum Development and Evaluation and Assessment Committees
Environmental scan of existing competencies and curricula seeking out any existing competency frameworks on pain, addictions and safe opioid prescribing	Report of established level of rigour of evidence related to pain and pain management including opioid use Identified existing and transformative programs of pain and training within and external to healthcare
Environmental scan of Canadian offerings, UGME, PGME and CPD as well as other for alignment with pain curriculum and on the safe prescribing of opioids	Report on MD Curriculum alignment
Create evaluation framework and sustainability matrix for curriculum Develop logic model	Draft evaluation framework and sustainability matrix for curriculum Draft logic model to set sustainability goals, create specific program objectives for operational and financial sustainability, and identify measures to track progress and outcomes.
Fiscal Year 2019-2020	
Identify gaps in current curricula Identify revisions, plans to address gaps in MD program curriculum at all schools for alignment with Pain curriculum	Completed analysis of MD program curriculum and report of trends and/or gaps Identified gaps at 17 medical schools
Draft identified competencies, core	Draft report of competencies, draft listings

components of curriculum, necessary training modules (specific curricula modulus on stigma, cultural Competency)	of curriculum and supporting training modules
Achieve consensus on competency framework, core components of curriculum	Pan Canadian establishment of competency framework
Establish structure and process for development of models	Defined module structure (incl. learning objectives, lecture, readings, supplementary learning resources, self-testing questions and key discussion points)
Design and build web platform to house modules	Completed web platform
Obtain Assessment and Development Committees' input on draft curriculum	Preliminary report on testing processes
Refine Evaluation framework for Evaluation	Identified key indicators that can be measures over time in both the implementation of the curricula and the system contexts incl. examination questions, scenarios or modules
Mid-Project Summit including participants across Canadian partners	Meetings of stakeholders and report of discussions
Fiscal Year 2020-2021	
Module Development	Up to 17 completed modules
Develop pre and post-test for each module	Pre and post-tests for each module
Preview all modules	Completed review
Integration of modules on IT platform	Final bilingual versions of modules accessible on the IT platform
Testing completed on modules in IT platform	Completed quality assurance testing for functionality and completeness
Develop integrated Multiple-Choice Questions (MCQ) and Objective Structured	Completed MCQs and OSCEs

Clinical Exams (OSCE) for examination banks	
Project Evaluation and mid-point review	Mid-point evaluation report and completed consultations
Dissemination of entire curriculum	Modules disseminated to 17 schools for Undergraduate Medical Education
Pilot testing modules	Completed pilot testing at # of schools Results fed into curriculum evaluation
Conduct Curriculum evaluation for pilot	Report assessing curriculum success during pilot
Prepare Final Project report	Report of project results
Prepare Final Evaluation Report	Report on project results against original proposal and impact toward outcome delivery

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

Material Disclosures

- This agreement is not exclusive; the AFMC reserves the right to purchase services from other Consultants.

Materials for Submission

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

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 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 based on 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 should be submitted in English only.

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 based on 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 particular 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

AFMC is seeking a team-based approach to the design, development and evaluation of a bilingual curriculum on pain management and addictions, with a focus on safe prescribing. A Consulting team may bid on the complete scope of this RFP (preferred) or may bid on components.

Phase 1 – February - March 2019

Curriculum Development

To review the results from the Environmental Scan of Existing Competencies and Curricula on pain management and addictions, with a focus on safe opioid prescribing at the undergraduate (MD), level in Canada.

Evaluation

To work with the curriculum developer to design and implement the appropriate evaluation of 1) performance and outcomes from the application (pre- and post-application) of the curriculum; 2) user-friendliness and ease of use, user-satisfaction (survey at end of program to determine if they enjoyed the experience); 3) uptake by the universities or impact by any of the other members (such as use by CPD), how many of the existing medical schools will integrate in the existing curriculum; and 4) evaluation of the pilot. Part of the evaluation will include how the curriculum is sustained over time, filtering back to AFMCs Education Department.

Phase 2 – March 2019 - December 2019

Curriculum Development

To identify the competencies required for a comprehensive curriculum on pain management and addictions using best practices and adding new topics to address gaps or weaknesses in current offerings.

- The consultant will participate in various curriculum and assessment committees for an ongoing review and reporting of the competencies to be included in the curriculum.
- To provide a report on
 - o gaps identified by all 17 medical schools and any trends from the Environmental Scan,
 - o proposed competencies and best practice competency framework that will achieve alignment with all 17 medical schools,
 - o core components of a curriculum, that may involve up to 17 bilingual modules, to be delivered in an online format.
- Identify the module structure including learning objectives, introduction, lecture, readings, supplementary learning resources, pre- and post-tests, self-testing questions, key discussion points, and ask the expert, and any evaluation components beyond the post-test.
- Provide input into creating the process for development of the modules.
- Design and build web platform to support registration, modules, and reporting.
- In collaboration with the Project team, select and secure subject matter experts.

Assessment and Evaluation

- To obtain Assessment Development committees input on draft curriculum.

- To refine the evaluation framework for the curriculum – identify key indicators that can be measured over time in both the implementation of the curricula and the systems contexts including examination questions, scenarios, modules, and pre-and post-tests.

Phase 3 – January 2019 - June 2020

Curriculum Development

- To work with committees, subject matter experts and the project team to develop all the modules. This will involve
 - Supporting faculty or organizations who are creating content by developing the English and French storyboards and/or adapting their course content from existing modules.
 - Ensuring all content for modules is completed including pre- and post-test components.
 - Ensuring translation and arranging for validation of the bilingual development with subject matter experts/committee members.
 - Ensuring copyright clearances are complete, where required.
 - Overseeing the design and development of enhanced/interactive features of the modules such as videos, case scenario development, branching.
 - Collaborating with the project manager, as well as selecting and securing other Consultants (i.e. Development Team, Videographer, ELearning Expert, Script Writers, and Voice Actors) to ensure completion of module development(s).
 - Oversee production team of web development, uploading to IT platform along with quality assurance testing for functionality and completeness.

Assessment and Evaluation

- To liaise with the MCQ/OSCE Assessment Development committee to develop a bank of resources for access by all 17 medical schools and to ensure that the testing of the acquisition of knowledge in the modules is consistently applied throughout the development of the curriculum.

Phase 4 / 5 – June 2020 – December 2020

Evaluation

- Evaluation of the Pilot testing of modules at selected medical schools and preparation of a report on the success of the curriculum.
- Preparation of a final evaluation report which will include results against the original proposal and impact toward outcome delivery.

THE CORE TEAM – MANDATORY REQUIREMENT

The consultant(s) must have the capacity to work in both languages. The following team members can be either 3 individual consultants or consultant(s) that make up a combination of skills and experience.

KEY MEMBERS

Curriculum Developer

Blueprint development/curriculum mapping of objectives, critical analysis of literature and curriculum content, knowledge and application of adult learning principles and theories, experience in working with subject matter experts, very good communication and collaboration skills, knowledge of learner assessment, project management skills, ability to scan and analyze for new educational technology avenues and critical assess them for use in a specific learning context, curriculum design, and identify the approach to IT development of the modules.

Curriculum Evaluator

Design of a curriculum evaluation framework, logic model; development of assessment and evaluation tools for the curriculum and the MCQ/OSCE Bank of Resources.

Both positions

Experience (5-10 years) in program/curriculum design and evaluation, including the evaluation of educational innovations and completion of a PhD in Education or related degree; OR experience (5-10 years) in program evaluation, including the evaluation of educational innovations and completion of a Master's degree in Education or related degree; or any equivalent combination of experience and training. Demonstrated superior interpersonal, leadership, oral, written and communication skills are required. Experience in medical or health professional education experience is also required.

ELearning Expert

To consult on the design approach for the ELearning modules, the overall curriculum learning experience, evaluation and reporting, contributing to the layout of the web platform.

Experience (5-10 years) in ELearning design and development; clear knowledge and understanding to create a good learning experience. The consultant must have an in depth understanding of instructional and e-learning design; experience creating at least 3 ELearning modules using a top authoring system (e.g. Storyline or Lectora); a focus on designing learning for performance improvement; and the ability to be creative and think outside the box. Completion of a Master's or higher degree in Educational Technology; and/or Information Technology and/or combination of education and experience.

ADDITIONAL RESOURCES: Supporting Team Members that may be Proposed for Subcontracting by the Consulting Team are: (Project funding is available separate from the Core Team)

Module (SME) Developers

Web IT Developer

Videographer, Script Writer, Voice Actors, Transcriber

Psychometric Expert

Translator(s)

Appendix B – Material for Submission

A. Company Information

- Full Legal Company Name
- Any Other Relevant Name under Which the Company Carries on Business
- RFP Contact Information
- Street Address
- Phone Number
- Fax Number
- Company Website (if any)
- Relevant experience in Medical Education Curricular Development
- Experience, Qualifications, & Certifications*
- Company References**
- Acknowledgment Form (see [Appendix B](#))

B. Curriculum Development and Evaluation Capacities

- Size of your team and capacity for completing the work
- Resumes of project managers, team members including Curriculum Development Curriculum Evaluation and ELearning Expert who will be involved in the process
- Identify the capacity for team members to function in a bilingual capacity
- Planning/Meeting with Team Members

C. Pricing

- Curriculum Design and Development Services
- Curriculum Evaluation Services
- ELearning Consultation Services
- Other costs anticipated

*Experience, Qualifications, & Certifications

Please provide a description of your company and an outline of the goods and services your company has previously and/or is currently delivering. This section should highlight any experience the proponent might have in the higher education, healthcare, and medical education sectors.

**Company References

Please provide three (3) references from clients who you have obtained similar goods or services to those requested in the RFP in the last two (2) years. Proponents with more relevant experience will be awarded more points. (For each reference, please include: Company Name, Address, Contact Name, Telephone Number, Date Work Undertaken, short description of the nature of the assignment)

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	Weighting (Points)
C.1 Company Information	25
<ul style="list-style-type: none"> Capacity to conduct work in both official languages (English and French) – Essential Prerequisite 	15
<ul style="list-style-type: none"> Years in business 	2
<ul style="list-style-type: none"> Capacity to function from a distance 	2
<ul style="list-style-type: none"> Experience with medical education curricular development 	2
<ul style="list-style-type: none"> Qualifications, references, and credit rating (if applicable) 	2
<ul style="list-style-type: none"> Commitment to the project 	2
C.2 Curriculum Design & Development and Curriculum Evaluation and ELearning Consultation	45
<ul style="list-style-type: none"> Documentation - Comprehensive, appropriate, well-structured (provided a one-pager of past work in the areas – curriculum design and development, curriculum evaluation, ELearning consultation) 	4
<ul style="list-style-type: none"> Explanation of the methodological approach to the curriculum design and development, evaluation and ELearning approach for the curriculum 	12
<ul style="list-style-type: none"> Provision of workplan and timeline 	12
<ul style="list-style-type: none"> Provide 3 electronic examples in total of 1) conducting curriculum design and development, 2) curriculum evaluation and 3) ELearning approach for the curriculum 	12
<ul style="list-style-type: none"> Planning / Meeting with Project Team Members 	5
C.3 Pricing	30
Individual Consultants	
<ul style="list-style-type: none"> Curriculum Design and Development Services 	10
<ul style="list-style-type: none"> Curriculum Evaluation Services 	10
<ul style="list-style-type: none"> ELearning Consultation Services 	10
OR Combination of Expertise of Less Than 3 Consultants	
<ul style="list-style-type: none"> All services 	30
Note: All Bids must include a fixed level of effort and per diem for each resource in their quotes, inclusive of HST.	
Total Points	100

Relative Pricing Formula

Pricing will be scored based on a relative pricing formula using the rates as defined under C3 (Pricing). 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 ($120/240 = 50\%$).

Lowest rate
----- x Total available points = Score for proposal with second-lowest rate
Second-lowest rate

Lowest rate
----- x Total available points = Score for proposal with third-lowest rate
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 in accordance with the requirements of the RFP for the Rates set out in Appendix B, Section C: Pricing, 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 Section E: 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