Curriculum Development and Evaluation Services RFP
(Closing Jan 19, 2019, 5 pm EST)
AFMC Opioid Response Project

Response to Questions from Potential Bidders

January 10, 2019

1. **Are the five Curriculum Development and the Evaluation and Assessment Committees already formed and managed by AFMC?**

   a. **Are the costs to form, facilitate and host these committees covered by the AFMC? These committees are listed as a deliverable on Page 6, but it is unclear who administers these.**

   There are 3 committees that will be formed and managed (including costs) by AFMC – Oversight Committee, UG Curriculum Expert Committee, and Transition Advisory Committee

2. **Have the environmental scans of existing competencies/frameworks and/or the Canadian offerings, and each subsequent report, already been initiated or completed by the AFMC?**

   a. **The Phase 1 opening item suggests these are completed and need only to be reviewed and developed into curricula; yet, each report is listed as a deliverable on Page 6.**

   The environmental scan has been initiated and will be completed by March 31.

3. **Should proponents identify and provide content experts within the proposal?**

   a. **The end of Phase 2 (Mar-Dec 2019) indicates selecting and securing subject experts, at that time, in collaboration with the project team.**

   Yes, content experts can be included in the proposal and will be selected in collaboration with the project team.

4. **What will be the length of each of the 17 individual modules (1 hour, 2 hours, etc./module)?**

   The length of each module should not exceed 1 hr.

5. **Is it an intention of the AFMC to mandate these modules into training/accreditation criteria of UGME programs?**

AFMC is unable to mandate curriculum for medical schools. The modules will be made available for medical schools to use.

6. Is the deliverable web platform intended to centrally host, register, report and provide ongoing support to all users; or, are these modules to be designed to be exported and hosted individually by participating schools?

   While the direction of the web platform and distribution has not been decided AFMC is looking for options to host, register, and collect user and evaluation data, and reporting AS WELL as export courses to the medical schools who wish to host in their environment. The modules would be designed and developed for the platform used by the majority of schools.

   a. If central, are technical or logistical requirements available regarding the registration and reporting of user and assessment/evaluation data to the AFMC and participating schools?

      This information is not available at this time, however open access registration and collection of user data, pre-and post- test evaluation data will be required.

   b. Regarding sustainability: Should ongoing hosting costs be included at this time for the maintenance of a central platform?
      i. This may include technical support costs as well as the content review and update process.
      The annual hosting and technical support costs can be proposed; however, the funding for this project finishes Feb 1, 2021 and a proposed sustainability solution would be welcomed.

7. Will successful negotiation and execution of a written agreement include clauses relating to the intellectual property of the modules, their assessment and evaluation data, and any secondary study of their implementation?

   Yes

   a. Will there be restrictions on our team's ability to publish or present finding in collaboration with the AFMC?

      AFMC must approve of all publications, presentations and promotion regarding the project and products/outcomes. There should be no breach of privacy in any data presented. AFMC and Health Canada have specific requirements of acknowledgement to be used in publications and presentations.

8. Regarding COI: Is there any action required from the OPED to document or disclose a past professional relationship with the project manager?

   OPED should disclose.

9.   **What is meant by a sustainability model?**

If this is put on a central platform AND modules are distributed to medical schools for their choosing to use on their own platforms, how will this be sustained? For the latter the schools would need to maintain the modules.   There should not be any anticipated changes to the module content.