CANADIAN PARTNERSHIP AGAINST CANCER
PARTENARIAT CANADIEN CONTRE LE CANCER

June 18, 2021

REQUEST FOR PROPOSALS - RFP No. RP801-2021-04

FOR Enhancing the Partnership's Evidence Services Program

CLARIFICATION – QUESTIONS & ANSWERS

Please see the answers below regarding any questions raised in relation to this RFP.

1. **Question:** For the deliverable "Summary of best practices on using and creating evidence" can you clarify if you are looking for the vendor to create new materials (e.g., a how to guide that is specific to the Partnership's needs), or if this is intended to be more about curating/ assembling existing resources and best practices?

   Answer: We are looking for a vendor to curate existing resources and best practices and create a summary linking to these resources.

2. **Question:** For the deliverables listed under IT systems, is the proponent responsible only for researching and identifying a proposed approach to central access to knowledge products and evidence and tracking/cataloguing knowledge products, or is technical implementation expected as part of this as well?

   Answer: The proponent is only responsible for researching and identifying a proposed approach for an IT system. Technical implementation is not expected.

3. **Question:** For the deliverable "Establish a cancer control education plan to educate staff on programs and initiatives that are advancing the CSCC", does this include delivering education to staff, or is it focused on planning an approach to how information should be gathered and then disseminated to staff?

   Answer: This deliverable is focused on planning an approach to how information should be gathered and disseminated but does not include the delivery.

4. **Question:** The RFP mentions a recent evaluation of CPAC's Evidence Services program. Would the scope, and perhaps a summary of results or recommendations from this evaluation be available for review by potential bidders? In what ways was the current service not meeting the needs of the organization?

   Answer: A full analysis of the results and recommendations of the evaluation of CPAC's Evidence Services program will be provided to the successful proponent. Please find

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attached in Appendix 1, a brief deck that summarizes the expanded framework for Evidence Services.

5. **Question:** Can CPAC provide an overview of the existing Evidence Services Program? Useful details would include:

   - Is Evidence Services a formal program at CPAC? If so, how many staff (FTEs) currently work within the Evidence Services program? Does CPAC have a librarian on staff?
   - Who are the 'clients' of the Evidence Services program? Does it only support staff needs within CPAC, or does it also provide support to CPAC's partner organizations (e.g. provincial/territorial cancer programs and health ministries)
   - What are the types of deliverables that the Evidence Services Program provides to its clients? Examples might include: literature searches; copies of individual articles; evidence syntheses; systematic reviews, briefing notes.
   - Does CPAC, as an organization, currently subscribe to scientific journals or databases?
   - Does the organization maintain a central library and if so, what software is currently used to house its holdings?

   Answer:
   - Evidence Services is a formal program at CPAC and currently has the equivalent of one FTE shared across three staff roles. CPAC does not have a librarian on staff.
   - The clients of the Evidence Services program are currently internal CPAC teams with the intention of expanding the program to support CPAC partner organizations.
   - Deliverables of the Evidence Services Program include literature searches and strategies, and copies of articles.
   - CPAC currently subscribes to scientific journals and databases, a full list will be provided to the successful proponent.
   - The organization currently does not maintain a central library.

6. **Question:** The objective of this work appears to be to identify best practice for search strategies, processes, and tools related to the Evidence Services program at CPAC. However, some of the language in the RFP suggests that implementation of new program elements would also be in scope. Could you please clarify whether the work would include implementation of, for example, best practices, or would the endpoints be limited to plans, proposals and recommendations?

   Answer: This work would include the implementation of an updated process for accessing peer-reviewed publications. The endpoints for the following: horizon scanning, creating and using evidence, central access to and cataloguing knowledge products, commissioning external vendors, dissemination of knowledge products, cancer care education plan and sustainability planning is the development of plans, proposals, and recommendations.

7. **Question:** Does CPAC have a plan or preference as to what products and/or services would be procured and which would be developed in-house? If so, what are the knowledge products/services that would be outsourced to vendors?

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Answer: There is no preference for which products are outsourced or developed in-house. The decision for each knowledge product is made on a case-by-case basis. We welcome insights or recommendations in this area based on the expertise of the vendor.

8. **Question:** Would CPAC be able to indicate an approximate budget (or range) for the Evidence Services program – what is its current budget and what might be the ceiling for an enhanced program?

   Answer: The Evidence Services program is an evolving line of work for the Partnership. The Partnership is currently undergoing business planning for the period 2022 – 2027 and budgets are being developed. Historically the Partnership has spent approximately $50,000/year to support subscriptions, licenses, and consortium membership fees.

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Evidence Services

Louisa Salemi

June 8, 2021

Innovation Respect Transparency Accountability Collaboration

Vision for Evidence Services

Existing Program
- Too narrow in scope
- Doesn't address staff needs
- Limited support for CSCC

Update Program
- Identify and address gaps
- Consistently apply evidence lens
- Develop enabling function

Future Program
- Expanded scope and rigor
- Improved access to evidence
- Evidence helps deliver CSCC

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Types of evidence that effectively enable an evidence-led decision-making approach

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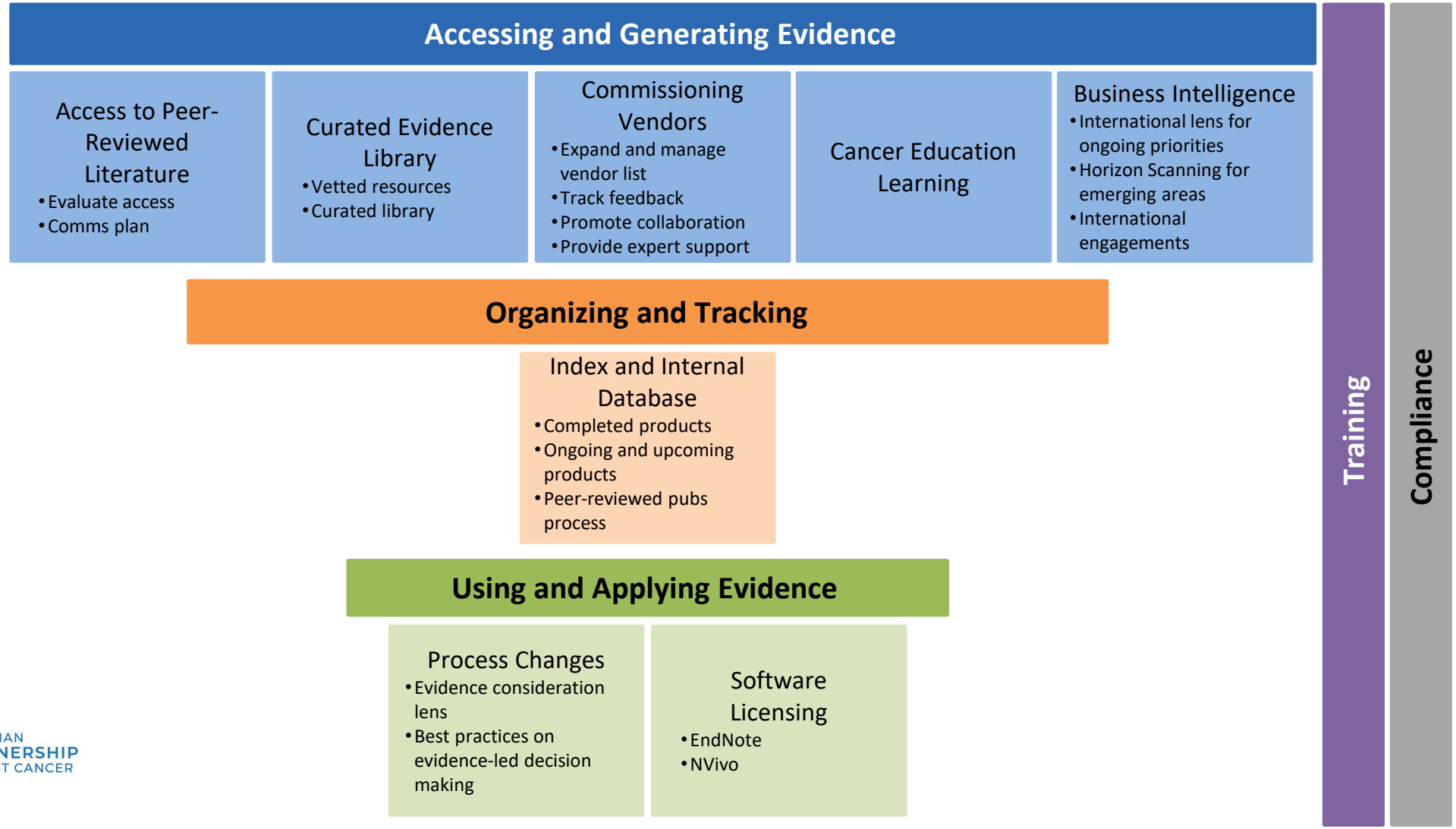
Evidence Services program requires an expanded scope



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An expanded Evidence Services program is essential to CPSI's role as an enabler

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Business Intelligence will identify emerging Canadian and international opportunities further establishing CPAC as an international leader

Key Activities

Application of international evidence to inform ongoing CSCC programs of work

Identifying additional opportunities to advance the strategy

Strategic management of international relationships and engagements

Outcomes

- International evidence and experience is actively sought out, considered, and applied during project planning, development, and implementation

- Identified gaps are used to inform strategic direction and complement delivery of the Strategy

- Recognized as a credible international leader, participation in international events, strong international relationships and collaborations

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