

Request for Proposals (RFP)

The Canadian Institutes of Health Research Institute of Neurosciences, Mental Health, and Addiction (CIHR-INMHA) on behalf of the Canadian Brain Research Strategy (CBRS) Leadership Committee is seeking proposals to assist in the development of a Business Case/Model, as it pertains to the business development and launch of the CBRS. This RFP is a bidding solicitation for a service to be rendered (i.e. development of a Business Case/Model) and is not a research funding opportunity.

Timeline

May 23, 2018	<i>Request for Proposals (RFP) Release</i>
May 31, 2018	<i>Consultant questions due. Questions to be submitted by email to INMHA-INSMT@cihr-irsc.gc.ca</i>
June 7, 2018	<i>Proposal deadline. Proposals to be submitted via email to INMHA-INSMT@cihr-irsc.gc.ca</i>
June 8- June 13, 2018	<i>Selection process, may require interviews</i>
September 30, 2018	<i>Deliverables due</i>

Background

The Canadian Brain Research Strategy is a pan-Canadian initiative in brain and mental health that will significantly elevate fundamental scientific discovery along with health care, training, evidence-based policy making, and economic advancements for Canadians. This strategic and interdisciplinary plan was developed across multiple agencies and stakeholders and is being spearheaded by leading Canadian neuroscientists with support from CIHR-INMHA. More information on the strategy can be found at: <https://www.canadianbrain.ca>

Project

In 2018-2019, the CBRS Leadership Committee will be embarking on a business development and implementation process to bring the CBRS into reality. The process shall align the CBRS with the vision and efforts of the Canada Research Coordinating Committee (CRCC) and its members, and the visionary and pioneering leadership of the Canada First Research Excellence Fund program. To this end, the CBRS Leadership Committee is seeking an external consultant to perform the following duties between June 1 and September 31, 2018:

- Develop a Business Case/Model for the CBRS (minimum deliverable).
- Liaise with CIHR-INMHA and CBRS leadership for guidance and progress updates on a regular basis.
- Liaise with a CIHR-INMHA appointed science-writer, to inform the development of a lay document describing the CBRS business opportunity.
- Collect data from key stakeholder groups, as required and agreed upon with CIHR-INMHA.

Scope

The Business Case/Model will be tailored to a high-level government agency audience. It will describe the CBRS opportunity, based on its already developed research strategy, and will also document a feasibility analysis, a governance operating model, and a phased-implementation approach. The Business Case/Model will also include sustainability and evaluation plans, and a formal recommendation for the CBRS. Finally, the Business Case/Model will have a completed document page count of a

minimum of twenty-five (25) pages and a maximum of forty (40) pages and must not contain more than 30% graphic content. The final document must be written in English.

Required Experience

The consultant shall, at a minimum, demonstrate:

- Knowledge and appreciation of the Canadian and international brain and mental health research landscape including the academic and funding environments
- Experience developing business plans and/or cases
- Experience developing unsolicited proposals targeting the Government of Canada
- Advanced English-language proficiency

Application Process

The content and format for the RFP is outlined as follows:

- Section 1: Summary of proposal
- Section 2: Business Case/Model approach
- Section 3: Required resources/inputs
- Section 4: Estimated timeframe for the activities, including milestones and deliverables tied to these activities
- Section 5: Bid amount, along with a proposed payment schedule tied to milestones and deliverables
- Appendix 1: CV or resume for each consultant
- Appendix 2: At least two examples of written work related to the scope of the work requested in this RFP (proof of competency)

Submission length should not exceed four pages, single-spaced, excluding the appendices. Only complete proposals including Sections 1-5 and the appendices will be considered. The proposed timeline shall not exceed three consecutive months. Submissions may be made electronically only, written in English and in pdf format to INMHA-INSMT@cihr-irsc.gc.ca, Attention: Dr. Carolina Koutras.

Review Criteria

The proposals will be reviewed and evaluated based on the following criteria:

Qualifications (30 points)	<i>The consultant has the qualifications needed to successfully complete the scope of work including working knowledge of the Canadian brain research landscape and the Government of Canada/Tri-Council Agencies, as demonstrated by the relevance of the CV/Resume provided in Appendix 1.</i>
Experience (30 points)	<i>The consultant has prior experience working on similar projects as demonstrated by the relevance and quality of the exemplars provided in Appendix 2.</i>
Scope of the Proposal (30 Points)	<i>The proposal demonstrates an understanding of the project scope, desired deliverables, and includes an approach that will likely lead to the successful development of the Business Case/Model for the CBRs.</i>
Budget (10 Points)	<i>The proposal includes a detailed budget aligned with the scope of work and includes a detailed schedule of payments that is consistent with the expected milestones and deliverables. The proposed budget is transparent and reasonable.</i>

Deadline

The closing date for the RFP submission is May 29, 2018.

Terms and Conditions

This RFP is only an invitation for proposal and no contractual obligation on behalf of CIHR-INMHA or the CBRS Leadership Committee shall arise from this process unless a formal contract is signed between CIHR-INMHA and the successful applicant. This RFP does not commit CIHR-INMHA or the CBRS Leadership Committee to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services.

The applicant understands that the scope of work requested may be conducted by a single consultant, a consultant group, or by a partnership of consultants. The proposal should provide the name, title, address, telephone number, and email address for each person engaged in as part of the work requested in the RFP. Further, if a consultant group or partnership of consultants is proposed, the proposal should indicate who will serve as the primary point of contact for the purposes of this project. All consultants involved as part of the work requested in this RFP will have access to privileged information and must sign a confidentiality agreement and conflict of interest disclaimer.

CIHR-INMHA and the CBRS Leadership Committee reserve the right to accept or reject any proposals, to revise the RFP, to request re-submissions or clarification from applicants, or to cancel the process in part or in whole. No applicant is obligated to respond or to continue to respond to the RFP after submission and/or the closing date. This RFP is a one-time only opportunity with no possibility of renewal, and with an expected grant term of 5/6/2018 – 5/9/2018.

Contact

Please direct all inquiries regarding this RFP process to INMHA-INSMT@cihr-irsc.gc.ca