

**Questions received as of January 3, 2007.**

**1) Would out of province companies be considered?**

Yes, we have worked with contractors from other provinces and even other countries. Distance is not a problem as long as the contractor has access to the Internet, e-mail and a phone.

**2) Is the RMAF available on the PHAC website?**

The program specific RMAF's are not available on the PHAC website as they are currently internal documents. The successful contractor would receive a copy of the RMAF. The contractor will be examining projects progress on outcome areas identified in the RMAF's.

**3) Under the scope of the requirements in the CPNP RFP, for the second point on developing a method of gaining participants input, would participants be directed to participate in the survey by the PHAC?**

Participant input would be solicited through a method proposed by the contractor and agreed upon by PHAC. Participants would be asked to participate in the project through a formal consent process. Participants would not be directed to participate, only if participants agree or provide consent would they participate in the project.

**4) Does the presentation part of the RFP require the contractor to personally present the findings?**

No, the contractor would not be required to personally present the findings. As part of the project the contractor will develop a presentation that summarizes the key findings.

**5) I am planning to submit a proposal for two of the RFP's (CAPC and CPNP). Would you prefer two separate proposals or one combined?**

We would prefer separate proposals for each RFP that was posted. The reason we would like to have separate proposals is because there will be a separate review committee for each of the RFP's posted.

**6) Is it possible for you to share examples of previously completed reports, and/or samples of the data that is referenced in the RFP to get a further sense of the volume and scope of the analysis, overall project, etc.?**

We have not included sample reports as this project will be different from the type of work that has been carried out in the past so there is no "one example" that we can provide.

There are a number of different tools and data for each program area. As they are large files we didn't attach the tools to this message but have included a brief description of each tool below.

The following tools would be included as part of the assessment. **\*\*Please note-** not all questions and/or areas in each of the tools would be examined as part of this project. The PHAC Technical Authority and the contractor would determine together which questions and/or sections of the tools would be reviewed for the purposes of this project. Upon review of the tools the contractor would also determine in consultation with PHAC where additional participant-level input would be required and the method for gaining feedback.

## **CAPC**

**National Program Profile (NPP)-** Is a process survey completed by all CAPC projects annually. The survey consists of 14 closed-ended and 8 open-ended questions. The quantitative data has been entered into SPSS, the qualitative data is in a Microsoft Word file.

**Participant Card-** Completed by all CAPC participants for a one month census. The survey consists of 14 closed-ended questions. The data has been entered into SPSS.

**Project Indicator Tool-** Is an assessment tool completed by all PHAC program consultants to assess strengths and weaknesses of projects. There are 12 sections in total with closed-ended indicators and open-ended comments per section.

**Annual Evaluation Report-** Completed by all CAPC projects annually. Mostly closed-ended questions, some are open-ended. The quantitative data has been entered into SPSS, the qualitative data is in a Microsoft Word file. Preliminary analysis has been conducted on some of the data.

## **CPNP**

**Individual Client Questionnaire (ICQ)-** Is a client level form that consists of about 30 mostly closed-ended and a few open-ended questions related to birth outcomes. The quantitative data has been entered into SPSS, the qualitative data is in a Microsoft Word file.

**Individual Project Questionnaire (IPQ)-** Completed at the project level, consists of about 24 mostly closed and a few open-ended questions. The quantitative data has been entered into SPSS, the qualitative data is in a Microsoft Word file.

**Welcome Card-** Is a client level form that consists of 7 closed-ended demographic questions. The data has been entered into SPSS.

**Project Indicator Tool-** Is an assessment tool completed by all PHAC program consultants to assess strengths and weaknesses of projects. There are 12 sections in total with closed-ended indicators with open-ended comments per section.

## AHS

**National Process Survey-** Is an annual survey completed by all AHS projects that consists of 11 sections of closed-ended questions. The data has been entered into SPSS.

**Annual Evaluation Report-** Completed by all AHS projects annually. There are 32 questions, most are closed-ended, some are open-ended. The quantitative data has been entered into SPSS, the qualitative data is in a Microsoft Word file. Preliminary analysis has been conducted on some of the data.

**7) The CPNP RFP mentions “secondary national and provincial” data. Please clarify whether the secondary data refers to IPQ data or ICQ reports that have been generated to summarize project and provincial level data.**

The secondary data for CPNP that is referred to in the RFP is from the above-mentioned CPNP tools.

**8) At the end of the first point in the CPNP RFP, the use of “three national evaluation tools” is mentioned. Please clarify if the ICQ and ICQ2 are to be combined in the analysis. Also please confirm that the other national evaluation tools include the IPQ and welcome card.**

The tools for CPNP that are referred to in the RFP are from the above-mentioned CPNP tools.

**9) “Qualitative data has been compiled into a MS Word file”. Please elaborate on the level of analysis that is expected for qualitative data because in-depth examination and summarization of these data will significantly impact the hours of work attributed to qualitative data in the workplan.**

This will be determined in consultation with the PHAC Technical Authority, several questions from the above-mentioned tools will require qualitative analyses, however the majority of the work will be focused on quantitative analyses.