



Grand Challenges Canada®
Grands Défis Canada

Frequently Asked Questions (FAQ)

PERFORMANCE MANAGEMENT ADVISOR REQUEST FOR PROPOSALS

*This document incorporates all queries as of **August 15th, 2018***

This document addresses questions received by Grand Challenges Canada with respect to the Performance Management Advisor Request-for-Proposals announced July 23rd, 2018. Additional questions must be submitted to abdul.mohamed@grandchallenges.ca. Updated FAQ document(s) will be posted periodically and up to the Request-for-Proposals deadline of August 24th, 2018 (11:59 p.m. ET).

General Questions

1. Does the 10 page limit on the technical bid include the cover letter (mentioned on Page 4 of the RFP)?

A. Yes. The cover letter is included 10-page limit for the technical bid. Often times the requirements of the covering letter mentioned on page 4 (signature, quoting the RFP, etc.) are encompassed within an executive summary page.

2. What level of specificity are you looking for in the proposed deliverables mentioned in Appendix B?

A. The PMA is not producing deliverables themselves, but rather assisting KF-Cameroon and the DIB team in achieving their tasks. It's best to interpret the 'proposed deliverables' in Appendix B as a 'proposed plan to accomplish the scope of work in Appendix A'.

3. How do you see the PMA functioning as the interface between GCC, the Project Board and the implementation team (as described in Section B.5 of Appendix A)? Will the PMA provide more intensive support for investor reporting in the first year, then be gradually taken over entirely by the implementation team and particularly the Country Program Director, with just light touch support/guidance from the PMA?

A. Certain tasks will be transferred to the implementation team (perhaps as a means of capacity development). You could articulate a plan for how this may happen in the 'proposed plan' outlined in question 3.

4. Do client references need to be written references from clients, or would it be alright just to put down their contact details i.e. name, organization, relationship with us, phone number and email address?

- A. Contact details with the information you've outlined is sufficient, no need for written references

5. *Who from GCC will be involved in selecting the PMA and what will the selection process look like in terms of timelines for evaluation of bids and interviews?*

- A. Our RFP evaluation process consists of at least three reviewers scoring proposals based on the rubric presented in Appendix B (experience, ability to effectively manage relationships in support of the DIB and fees). One of the three reviewers is to be a non-GCC staff member, but someone who is still familiar with GCC and part of our ecosystem.
- B. The reviewers meet, compare notes and their scores for each proposal. If required, reviewers may reach out to interested parties to ask clarifying questions. Typically this process can take 1-2 weeks or longer, depending on the nature of the RFP and the number of submissions.
- C. After a winning bid has been selecting, we then transition into negotiation a contract.
- D. The three reviewers have not been finalized yet, but they will include individuals who are familiar with the DIB.

6. *Is GCC able to provide an indicative range of acceptable fees for the PMA role?*

- A. We are unable to provide a range of fees and we believe that this would compromise the competitive nature of the Bid process. GCC is, however, committed to ultimately selecting the proposal that best meets the needs of the DIB. Fees, both the overall costs to perform the PMA role and the hourly rate, are only one component in the scoring rubric (reference Appendix B of the RFP).

ADDITIONAL QUESTIONS

Any additional questions should be sent to Abdul.mohamed@grandchallenges.ca

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