

BID SOLICITATION

Grand Challenges Canada

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Grand Challenges Canada®
Grands Défis Canada

BOLD IDEAS WITH BIG IMPACT®

Bid Solicitation Knowledge Product and Dissemination Strategy Development

**Submission Deadline:
January 27, 2020 – 17:00 EST**

**RFP Reference Number:
RFP-2020-01-01**

Part 1: Introduction

1.1 Grand Challenges Canada’s Objective

Grand Challenges Canada is seeking assistance with its activities to nurture the scalability and sustainability of global health innovations that Grand Challenges Canada supports.

The objective of this bid solicitation (“Bid Solicitation”) is to select bidder(s) (each a “Bidder”) to enter into a contract with Grand Challenges Canada to provide the services described in the Statement of Work, as defined in Appendix A. Appendix B defines the evaluation criteria that will be used during the selection process.

1.2 About Grand Challenges Canada

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, Grand Challenges Canada funds innovators in low- and middle-income countries and Canada. The bold ideas Grand Challenges Canada supports integrate science and technology, social and business innovation – known as Integrated Innovation®.

One of the largest impact-first investors in Canada, and with a feminist investment approach, Grand Challenges Canada has supported a pipeline of over 1200 innovations in more than 85 countries. Grand Challenges Canada estimates that these innovations have the potential to save up to 1.6 million lives and improve up to 51 million lives by 2030.

Grand Challenges Canada is hosted in Toronto at the Sandra Rotman Centre at the University Health Network.

For more information, please see: www.grandchallenges.ca, including our latest Annual Report under “Who We Are”.

Part 2: Standard Instructions, Clauses and Conditions

2.1 Submission of Proposal

- a. Grand Challenges Canada requests that each Bidder submit a bid (“Bid”) by email only, to the email address outlined in Paragraph 2.2, as early as possible, but **no later than the deadline stipulated in Appendix A; see “Deadline For Submission” (the “Closing Date”)**.
- b. The Bid must include the firm’s name, a contact name, address, telephone and fax numbers, and email address.
- c. Grand Challenges Canada requests that each Bid contain a covering letter signed by the Bidder or by an authorized representative of the Bidder. The covering letter should reference the RFP Reference Number, which is included on the cover page of this document. The Bidder’s signature indicates acceptance of the terms and conditions set out and/or referenced herein. The signatory must have authority to commit the organization by making such a proposal. A contract will not be awarded until a signed covering letter from the Bidder is received by Grand Challenges Canada. If the Bidder fails to provide a signed covering letter when requested to do so by Grand Challenges Canada, then the Bidder shall be disqualified from the bidding process and be declared non-compliant.
- d. It is the Bidder's responsibility to:
 - i. Obtain clarification of the requirements contained in the Bid Solicitation, if necessary, prior to submitting a Bid;
 - ii. Prepare its Bid in accordance with the instructions contained in this Bid Solicitation;
 - iii. Submit its Bid by the Closing Date;
 - iv. Send its Bid only to the Contracting Authority named in Paragraph 2.2 below;
 - v. Provide a contact name, address, telephone number and email address in its Bid, as indicated in 1b above; and
 - vi. Provide a comprehensible and sufficiently detailed Bid, including all requested pricing details that will permit a complete evaluation, in accordance with the criteria set out in this Bid Solicitation.
- e. Bids will remain **open for acceptance** for a period of not less than twenty-one (21) calendar days from the Closing Date of the Bid Solicitation. Upon notification to the responsive Bidders, Grand Challenges Canada reserves the right in its sole discretion to extend the bid validity period at any time for up to fourteen (14) calendar days.
- f. Bids and/or amendments thereto will only be accepted by Grand Challenges Canada if they are received at the email address indicated below in Paragraph 2.2, on or before the Closing Date specified herein.
- g. Bids received on or before the stipulated Closing Date will become the property of Grand Challenges Canada and will not be returned.

- h. All information within this Bid Solicitation is to be held in confidence.
- i. Grand Challenges Canada will regard and preserve as confidential and proprietary to the disclosing party all information, written, oral or computer-based, to which it has access as part of this bid solicitation, except with prior approval of the Bidder.
- j. Except as specifically provided otherwise in this Bid Solicitation, Grand Challenges Canada will evaluate a Bidder's Bid only on the documentation provided as part of its Bid. Grand Challenges Canada will not evaluate information not submitted with the Bid, such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the Bid.

2.2 Contracting Authority

Grand Challenges Canada

661 University Avenue, Suite 1720
MaRS Centre, West Tower
Toronto, Ontario, M5G 1M1

Attention: Becca Smith, Senior Manager, Knowledge Management and Translation

Telephone: (416) 727-5206

Email: Becca.smith@grandchallenges.ca

Email is preferred for all communications.

Bids and amendments will only be accepted by email.

If questions arise while preparing your Bid, please send them to becca.smith@grandchallenges.ca and copy sarah.meteke@grandchallenges.ca.

2.3 Late Bids

- a. The Bidder has sole responsibility for the timely receipt of a Bid by Grand Challenges Canada and cannot transfer this responsibility to Grand Challenges Canada.
- b. Grand Challenges Canada will return Bids delivered after the stipulated Closing Date referred to in **Appendix A**, under "**Deadline for Submission**", unless they qualify as a delayed bid.
- c. A Bid received after the Closing Date but before the contract award date may be considered by Grand Challenges Canada in its sole discretion, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by Grand Challenges Canada (a "delayed bid").
- d. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of Bids are not acceptable reasons for the Bid to be accepted by Grand Challenges Canada after the Closing Date.

2.4 Legal Capacity

- a. The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated, together with the registered or corporate name and place of business. This also applies to Bidders submitting a Bid as a joint venture.

2.5 Rights of Grand Challenges Canada

- a. Notwithstanding anything else in this Bid Solicitation, Grand Challenges Canada reserves the right, in its sole discretion, to:
 - i. Reject any or all Bids received in response to the Bid Solicitation;
 - ii. Enter into negotiations with Bidders on any or all aspects of their Bids;
 - iii. Accept any Bid in whole or in part without negotiations;
 - iv. During the evaluation, members of the evaluation team may, at their discretion, submit questions to or conduct interviews with Bidders, at Bidder cost, upon forty-eight (48) hours' notice, to seek clarification and/or verify any or all information provided by the Bidder with respect to this Bid Solicitation;
 - v. To award one or more contracts, if applicable;
 - vi. Not to accept any deviations from the stated terms and conditions;
 - vii. Conduct a survey of Bidders' facilities and/or examine their technical, managerial and financial capabilities to determine if they are adequate to meet the requirements of the Bid Solicitation;
 - viii. Contact any or all references supplied by Bidders to verify and validate any information submitted in their Bid, if applicable;
 - ix. Correct any mathematical errors in the extended pricing of financial bids by using unit pricing and the quantities stated in the Bid Solicitation;
 - x. Verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties deemed reliable by Grand Challenges Canada;
 - xi. Incorporate all or any portion of the Statement of Work, Bid Solicitation and the successful Bid in any resulting contract;
 - xii. Cancel the Bid Solicitation at any time without liability;
 - xiii. Reissue the Bid Solicitation without liability;
 - xiv. Extend the Bid Solicitation deadline without liability;
 - xv. If no compliant Bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the Bidders who bid to re-submit Bids within a period designated by Grand Challenges Canada;
 - xvi. Contract with vendors outside of the Bid Solicitation process; and
 - xvii. Not to award a contract in part or at all.

Bidders will have the number of days specified in the request by Grand Challenges Canada to comply with any request related to any of the above items. Failure to comply with the request may result in the Bid being declared non-responsive and disqualified from consideration.

2.6 Communications – Solicitation Period

- a. To ensure the integrity of the competitive bid process, all enquiries and other communications regarding the Bid Solicitation must be directed, by email, only to Grand Challenges Canada identified in the Bid Solicitation. Failure to comply can, for that reason alone, result in the disqualification of the Bid.
- b. To ensure consistency and quality of information provided to Bidders, significant enquiries received and the replies to such enquiries will be provided to all Bidders, without revealing the sources of the enquiries.

2.7 Costs

- a. No payment will be made for costs incurred in the preparation and submission of a Bid in response to the Bid Solicitation. Costs associated with preparing and submitting a Bid, as well as any other costs incurred by the Bidder associated with the evaluation of the Bid, are the sole responsibility of the Bidder.
- b. No costs incurred relating to the work outlined in Appendix A: Statement of Work (“Work”) before the receipt of a signed contract or specified written authorization from Grand Challenges Canada can be charged to any resulting contract. In addition, the successful Bidder is not to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any Grand Challenges Canada personnel other than those persons specified by Grand Challenges Canada in the final contract.

3.1 Governing Law

This Bid Solicitation and any resulting contract for services shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein. Each Bidder agrees that any and all disputes, actions or proceedings relating to this Bid Solicitation whether as to interpretation, validity, performance or otherwise, shall be subject to the exclusive jurisdiction of the courts of the Province of Ontario and each Bidder and Grand Challenges Canada irrevocably attorn to the jurisdiction of the courts of such province.

Part 3: Bid Preparation Instructions and Evaluation Procedures

3.0 Format of Bid

All Bids should include the following two clearly identified sections:

Section 1: Technical Bid

In its technical bid, the Bidder must demonstrate its understanding of the requirements described in Appendix A of the Bid Solicitation, as well as demonstrate how the Bidder will meet the requirements of the Evaluation Criteria and Basis of Selection, as described in Appendix B. The technical bid **must not exceed 10 pages**, including the cover sheet and any appendices.

Section 2: Financial Bid

The Bidder must submit its financial bid in accordance with the **basis of fees**, as indicated in Paragraph 3.1 (a), below. The total amount of any taxes (e.g., the Harmonized Sales Tax (HST), Goods and Services Tax (GST), etc.) is to be shown separately, if applicable.

3.1 Mandatory Criteria for Technical and Financial Bid

- a. The Bidder shall provide:
 1. **Basis of fees**, which will be evaluated separately based on the submission
 - a. Bidders are required to provide their estimated fees in Canadian dollars, excluding applicable taxes, for each deliverable listed in Appendix A.
 2. **History of the firm and location**, affiliation with any relevant partners or networks, size, etc.
 3. **Description of support team** (see 3.2 (d), below), including bios, relevant experience and specific expertise that they will bring to this role. This section should demonstrate the ability of the firm to deliver on the specific items outlined in **Deliverables** in Appendix A.
 4. **Description of support process**, including specifics regarding the level of responsiveness that Grand Challenges Canada can expect on a regular basis. This section should include details about measures in place for when the primary contact/support staff are not available.
 5. **Two (2) client references ONLY**, for whom you have provided the services described in the statement of work – any Bidder who provides less or more than (2) references will be automatically disqualified from the bidding process and be given no further consideration
 6. **Value-added services**, including whatever the Bidder may want to add to its proposal.

3.2 Evaluation Criteria and Procedures

- a. Bids will be assessed against all mandatory and rated requirements identified herein and evaluated in accordance with the evaluation criteria specified in Appendix B.
- b. Only those Bids that meet all mandatory requirements identified in this Bid Solicitation will be further evaluated, based on the criteria listed in Appendix B.
- c. The Bid should be concise and should address, at a minimum, all mandatory criteria identified herein. It is suggested that the Bidder address these criteria in sufficient depth in the Bid.
- d. The Bid must identify the qualifications and experience of the **firm** and the **proposed resource personnel** who will carry out the tasks, by systematically addressing each of the experience criteria, as detailed below.
 - i. The firm's profile and resume for each proposed resource must be included in the Bid.
 - ii. For each resume submitted, the Bidder should ensure that:
 - The name of the individual is clearly indicated.
 - The resume clearly demonstrates where, when and how the stated qualifications and/or experience of the individual were acquired. For evaluation purposes:
 - **Where** means the name of the institution, as well as the position/title held
 - **When** means the start date and end date (e.g., from January 2000 to March 2002) of the period during which the individual acquired the qualifications/experience
 - **How** means a clear description of activities performed and the responsibilities assigned to the individual in this position and during this period.

Listing experience without providing any supporting data will not be considered to be "demonstrated" for the purpose of this evaluation. Full details should be included that describe the number of projects completed and in progress, the period of the work performed in number of months and years in past and present employment, etc.
- e. Based on the evaluation of the **technical bid** and the **financial bid**, competitive Bids could be invited for an interview. The purpose of the interview would be to further assess the capacity of the Bidders to best deliver the scope of work.
- f. The selected firm(s) will report to Grand Challenges Canada, and will define the process and implement the infrastructure needed to provide the contracted services.
- g. Any firm currently providing audit services to Grand Challenges Canada cannot be considered for this Bid Solicitation, due to the need for independence and perception of independence.

Appendix A: Statement of Work

1. OVERVIEW

1.1 Title

Knowledge Product and Dissemination Strategy Development

1.2 Period of Contract

The resulting contract will be in effect from approximately February 1, 2020, to March 31, 2021, with the option to renew for up to three (3) additional one-year terms, if so desired by Grand Challenges Canada.

1.3 Deadline for Submission

Grand Challenges Canada requests that each Bidder submit a Bid by email only, to the email address outlined in Paragraph 2.2, as early as possible, but **no later than** January 27, 2020, at **17:00 Eastern Time**.

2. SCOPE OF WORK

Grand Challenges Canada is seeking the services of a supplier for the development of high quality, compelling knowledge and learning products.

Over the past decade, Grand Challenges Canada has provided financial investments and technical assistance to hundreds of innovators in low- and middle-income countries and in Canada. Our extensive experience as innovation impact investors has generated a wealth of data and insights of relevance to governments, funders, and innovators globally. We are now seeking the services of a supplier to support Grand Challenges Canada in more effectively packaging and disseminating our knowledge to reach diverse audiences in Canada and abroad.

Grand Challenges Canada funds innovators under three pillars: Development Innovation (with a focus on reproductive, maternal, newborn, and child health in low- and middle-income countries), Humanitarian Innovation, and the Indigenous Innovation Initiative. Knowledge management and uptake of learnings and evidence are core aspects of Grand Challenges Canada's work as a leader in the field of development innovation.

Grand Challenges Canada's Innovation Platform for MNCH (IP4MNCH) enables new innovations to catalyze improved reproductive, maternal, newborn and child health (RMNCH) and gender equality outcomes among the most vulnerable in low- and middle-income countries (LMICs). The platform supports innovators through the following portfolios: Stars in Global Health, funding exploratory ideas to achieve proof of concept; Saving Brains, promoting early brain and child development; Saving Lives at Birth, promoting the health and survival of women and newborns at the time of birth; Global Mental Health; and Transition to Scale, supporting promising innovators to achieve larger and more sustainable impact.

The Humanitarian Grand Challenge is supported by Grand Challenges Canada, the U.S. Agency for International Development, the UK Department for International Development, the Government of the Netherlands Ministry of Foreign Affairs. It identifies and supports ground-breaking solutions that engage the private sector and draw from the experiences of affected communities in order to significantly improve and save the lives of vulnerable people affected by conflict.

The Indigenous Innovation Initiative (I3) is an Indigenous innovation platform delivered in partnership with Women and Gender Equality Canada, the McConnell Foundation and Johnson & Johnson. Our goal is to enable Indigenous innovators and communities to identify and solve their own challenges, transform lives and drive inclusive growth and health outcomes.

This consultancy will support Grand Challenges Canada in delivering against five (5) strategic objectives related to Knowledge Management and Translation:

- 1) Continuously learn and share lessons
- 2) Create information products
- 3) Demonstrate Canadian and international leadership on development innovation
- 4) Optimize past and ongoing Government of Canada investments, including drawing out and sharing lessons learned
- 5) Explore new approaches for improving grand challenge models

The selected Bidder will work in collaboration with Grand Challenges Canada to deliver strategic and influential knowledge products and position Grand Challenges Canada as a thought leader in the global development innovation space. The selected Bidder will support the production of knowledge products for the celebration of Grand Challenges Canada's 10th year anniversary in May 2020. Where appropriate, the selected Bidder may also develop knowledge products for the Humanitarian Grand Challenge and/or Indigenous Innovation Initiative, or products that speak to all three innovation pillars.

Specific tasks will include:

- Advising on strategic approaches, messaging, and product formats tailored to specific audiences;
- Conceptualizing the content and format of a selection of strategic knowledge products, with inputs from Grand Challenges Canada staff and leadership;
- Developing communication and dissemination strategies for specific products;
- Identifying new networks for dissemination and/or advising on deepening linkages within existing networks (e.g. International Development Innovation Alliance, Canadian Partnership for Women and Children's Health, etc.) for disseminating knowledge products;
- Developing narrative and/or visual content for knowledge products; and
- Copy editing, graphic design and formatting of knowledge products.

Required profile:

- Expertise in strategic communications for knowledge-generating organizations;
- Experience in developing and implementing communications strategies for public sector, civil society, academic, and private sector audiences, ideally specific to the health sector;

- Expertise in translating strategic objectives into tangible knowledge products
- Proven ability to produce high quality knowledge products, including copywriting, graphic design, and formatting skills
- Excellent English and French writing and translation skills are an asset

3. DELIVERABLES

- A workplan of identified set of key knowledge products and production timelines agreed with Grand Challenges Canada, agreed within the first month of the consultancy and reviewed on a quarterly basis
- Dissemination strategy for all proposed knowledge products, identifying key audiences and corresponding appropriate formats and distribution channels to reach those audiences
- An estimated 3-5 knowledge products to be finalized and delivered within the contract period according to agreed schedules, to include:
 - Impact Report for distribution as part of Grand Challenges Canada's 10th anniversary celebrations in May 2020. The draft report will be due by 23 March 2020 and the final digital version is to be delivered by April 15, 2020.
 - A series of Innovator Briefs highlighting the stories and achievements of 10-12 selected innovators from across different portfolios, to be finalized by April 30, 2020.
 - Examples of other potential products include:
Briefs synthesizing learnings from different innovation portfolios;
Thought pieces on how to support innovations to transition to scale;
Case studies of innovator success stories; etc.

Key audiences for knowledge products include but are not limited to: the Government of Canada, particularly Global Affairs Canada; foreign governments including the UK, US, and Netherlands; innovators funded by Grand Challenges Canada; partner organizations and networks working in the fields of global health and development innovation; and the Canadian public.

The selected Bidder will have regular meetings in person or via videoconference with Grand Challenges Canada staff on a biweekly basis.

The selected Bidder will report to Becca Smith, Senior Manager, Knowledge Management and Translation and will involve collaboration with the broader Knowledge Management and Translation, Communications, and Program teams.

Appendix B: Evaluation Criteria and Basis of Selection

EVALUATION CRITERIA

SCORING RUBRIC FOR EVALUATION

1. Experience (55%)

- a. Functional, technical, sectoral or geographic – does the Bidder have the:
 - i. Functional, technical or vertical expertise needed to accomplish their proposed deliverables?
 - ii. Sectoral/problem or issue-set expertise needed to accomplish their proposed deliverables?
 - iii. Geographic/location-based expertise needed to accomplish their proposed deliverables?
 - iv. Client/user expertise needed to accomplish their proposed deliverables?
- b. Is the Bidder an effective, results-driven leader/team with the proven capacity to deliver on their objectives?

2. Ability to deliver on tight timelines to achieve program goals (25%)

- a. Does the Bid show strong feasibility to move forward at least one of the key deliverables? On schedule?
- b. Does the Bid clearly articulate the key activities needed to achieve these deliverables?
- c. Will the completion of the proposed activities and deliverables help the program achieve its goals?

3. Fees (20%)

- a. Are the scope of the proposed work and the funds requested reasonable and commensurate with the proposed goals?
- b. Does the Bid represent a particularly thoughtful and efficient use of resources?