

# BID SOLICITATION

Grand Challenges Canada / Grands Défis Canada

MaRS Centre, West Tower, 661 University Avenue, Suite 1720, Toronto, Ontario, Canada M5G 1M1  
T 416.583.5821 F 416.978.6826 E info@grandchallenges.ca



Grand Challenges Canada®  
Grands Défis Canada

**BOLD IDEAS WITH BIG IMPACT®**

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## **Bid Solicitation Global Mental Health Platform**

**Submission Deadline:  
June 19, 2020 – 5:00PM EST**

**RFP Reference Number: RFP-MH-2020-04-14**

## Introduction

### GRAND CHALLENGES CANADA'S OBJECTIVE

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact®. Grand Challenges Canada is seeking a Learning Platform to support the Global Mental Health program for fiscal years 2020-2022, with the possibility of renewal or extension up to one year a maximum of three times, depending on the needs of Grand Challenges Canada.

The team of experts (the Global Mental Health Learning Platform/Youth Support Platform) will be responsible for providing non-financial support to the portfolio of innovators in the Global Mental Health program. The Global Mental Health platform will be expected to accelerate and track the impact of the Global Mental Health community of innovators. To do so, the Platform teams will support individual projects within the Global Mental Health program to work towards and achieve sustainable impact at scale, with the Youth Support Platform focusing the youth-led organizations. The Platform teams will be expected to use lessons and best practices arising from the Global Mental Health innovations to both improve the success of the Global Mental Health innovations, and to inform the wider community of innovators/learning, as well as external stakeholders.

The Platform supports could include but is not limited to: one-on-one venture advisory services (leadership building, communication support, government engagement tools, business mentoring and advice, monitoring and evaluation support), introductions to key networks and opportunities, online community platforms, face-to-face networking and co-learning group meetings.

The objective of this “**Bid Solicitation**” is to select a candidate to enter into a contract with Grand Challenges Canada to provide the services described in the Statement of Work, attached hereto as Appendix A. All bidders (“**Bidders**”) are invited to bid (“**Bid**”) for consideration by Grand Challenges Canada in accordance with the terms of this Bid Solicitation.

## Part 1: General Information

### 1.1 Objective

- a. The objective of this Bid Solicitation is to select a vendor(s) to enter into a contract with Grand Challenges Canada to provide the services described in the Statement of Work attached herein as Appendix A in a manner that will provide the best value for Grand Challenges Canada's funds.

### 1.2 Period of Contract

- a. The terms of the resulting contract will be from approximately **August 2020 to April 2022** [with the possibility of renewal or extension for successive a one-year terms up to a maximum of three times, depending on the needs of Grand Challenges Canada].

### 1.3 About Grand Challenges Canada

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact® in global health. Funded by the Government of Canada and other partners, Grand Challenges Canada is driven by the mission to catalyze innovation that saves and improves the lives of the most vulnerable in Canada and low- and middle-income countries. One of the largest impact-first investors in Canada, Grand Challenges Canada has supported a pipeline of over 1,000 innovations in 95 countries since its creation.

#### **Background: Global Mental Health program**

Poor mental health is a fundamental threat to the rights of the world's poorest and most vulnerable citizens. Strategies to identify and treat mental health challenges that are successful in higher income countries are often impractical, ineffective, and too resource intensive to succeed in low- and middle-income countries and with vulnerable populations. About three quarters of the global burden of mental illness is borne by populations in low resource settings, and yet only a small fraction of mental health needs (~10%) are met in those contexts, where scarce resources and a shortage of trained professionals limit access to evidence-based approaches to address mental health.

Recognizing this profound challenge, over the past five years, Grand Challenges Canada has supported one of the largest portfolios of global mental health innovations in the world, investing \$43.8M CAD to support 95 projects across more than 30 low- and middle-income countries. The current Global Mental Health program will build on past successes to help the most promising global mental health innovations transition to scale, and will put a stronger emphasis going forward on the mental health of youth, and in particular girls and young women who are disproportionately affected by common mental disorders.

There are two funding streams currently available in the Global Mental Health challenged: Seed funding supports the development and validation of innovative ideas, offering up to \$250,000 CAD over up to twenty-four months, and Transition To Scale funding which supports the refinement, testing, and implementation of innovative solutions that have already achieved proof of concept to bring them toward scale and sustainability. Grand Challenges Canada currently offers up to \$1 million CAD in Transition To Scale matched funding over 2-3 years through grant and non-grant funding mechanisms.

**Timeline for Global Mental Health Innovators:**

The Global Mental Health program is issuing a new call for proposals for seed grant projects (between 10 and 15 new grantees), anticipated to start by March 2021 and lasting approximately 18-24 months each.

Transition To Scale projects are brought forward to the Grand Challenges Canada Investment Committee and Board of Directors for funding consideration on a rolling basis, with approximately 2-3 new Global Mental Health investments considered each quarter. These projects can last from 1-3 years.

In order to support this growing community of seed and Transition To Scale innovators, Global Mental Health program is seeking to contract Global Mental Health Platform support.

For more information, please see: [www.grandchallenges.ca](http://www.grandchallenges.ca), including our latest Annual Report under “Who We Are”.

## Part 2: Standard Instructions, Clauses and Conditions

### 2.1 Submission of Bid

- a. Grand Challenges Canada requests that each Bidder submit a Bid to the email address outlined in Paragraph 2.2, as early as possible, but **no later than June 19, 2020 at 5:00PM EST (“Closing Date”)**. For greater certainty, Bids will only be accepted from April 14, 2020 at 12:00 pm EST until June 19, 2020 at 5:00 pm EST (bid solicitation period).
- b. The Bid must include the firm or vendor’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. 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 Bid. 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 the Bid Solicitation;
  - iii. Submit by Closing Date;
  - iv. Send its Bid only to the **“Contracting Authority”** at the email address set out in Paragraph 2.2 below;
  - v. Provide a contact name, address, telephone number and email address in its bid, as indicated in 2.1b 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 by Grand Challenges Canada** for a period of not less than twenty-eight (28) 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 Closing Date at any time for up to twenty-eight (28) 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 and time specified therein.

- g. Bids received 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. Except as specifically provided otherwise in the 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: Nicole Bardikoff, Program Officer, Global Mental Health  
Email: [nicole.bardikoff@grandchallenges.ca](mailto:nicole.bardikoff@grandchallenges.ca)

## 3.1 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 Paragraph 2, sub-paragraph 1a, unless they qualify as a "delayed bid" in paragraph (c) below.
- c. A Bid received after the Closing Date but before the contract award date may be considered, 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 a delayed bid and accepted by Grand Challenges Canada.

## 4.1 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 Grand Challenges Canada, 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.

### **5.1 Rights of Grand Challenges Canada**

- a. 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 Bidders' 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 in the awarded contract;
  - 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.
  
- b. 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.

### **6.1 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.

### **7.1 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 specified by Grand Challenges Canada in the final contract.

### **8.1 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**

### **1.0 Format of Bid**

#### **Section 1: Technical Bid**

In its technical bid, the Bidder must demonstrate its understanding of the requirements described in the Bid Solicitation, as well as demonstrate how the Bidder will meet the requirements of 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, attached herein as Appendix C. 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.

### **2.0 Evaluation Procedures**

- Bids will be assessed against all mandatory and rated requirements identified herein and evaluated in accordance with the evaluation criteria specified in Appendix B.
- 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

### A. Title

This Bid Solicitation seeks to engage an individual for hire in the role of:

- Global Mental Health Platform
- Youth Support Platform

### B. Scope of Work and Deliverables

Vendor(s) may select to bid for one or more of the portions of the scope of work outlined below. Vendor(s) must clearly identify which area(s) of the scope of work are included in submitted proposals.

The Global Mental Health Platform will be expected to:

#### 1. Enable individual projects within the Global Mental Health program to work towards and achieve sustainable impact at scale

- Maximize the potential for success of projects to achieve impact and scale. This could include supporting projects to develop strong implementation strategies, developing theories of change, using Integrated Innovation, and applying fast-cycle learning.
- Create the resources and provide support to innovators to demonstrate the impact of their innovations: Support innovators in the development and execution of rigorous monitoring and evaluation frameworks, selection and use of appropriate metrics and assessments that can best demonstrate the impact of their innovations on mental health; support innovators to identify and apply metrics that could refine their intervention or could influence stakeholders' interest (e.g., government, private sector, other public sector players, etc.) in later uptake of the innovation at scale; support innovators to develop and apply rigorous data analysis plans, keeping in mind key core metrics; help innovators communicate the results of their intervention to relevant audiences; determine the return on investments to support the long term uptake and scale of innovations.
- Develop the resources and provide support needed for effective and evidence-based innovations to achieve uptake at scale: Seed grants should be "investment ready" by the end of their grants (i.e. be well-placed to apply to the Transition To Scale program, and/or to obtain support from external stakeholders and funders). Innovators may require support identifying and establishing smart partnerships, developing government engagement strategies, developing and implementing financial sustainable models or fundraising strategies, and identifying and developing team capacities needed for their innovations to scale.

Anticipated distribution of resources across activities: 20% Seed, 30% Transition To Scale; Total activity 50%

**2. Collect lessons and best practices arising from the Global Mental Health community of innovators to improve the success of the Global Mental Health innovations and to inform the wider community of learning**

- Support a learning community within Global Mental Health where innovators learn from the strategies, approaches, challenges and successes of others in the Global Mental Health program and from other innovative learning communities. Includes the development and execution of periodic in person innovator learning meetings.
- Develop and relaunch the Global Mental Health learning track at annual Grand Challenges meetings to inform the wider Grand Challenges network.
- Harvest, synthesize, articulate, and disseminate clear lessons, best practices to strategies to be used by Global Mental Health innovators, the Global Mental Health program and partners, and other global actors.

Anticipated distribution of resources across activities: 20%

**3. Track and disseminate the individual and collective impact of Global Mental Health innovations within the community and to relevant external stakeholders.**

- Track and analyze the impact of the Global Mental Health innovations and the Global Mental Health portfolio, including the review and refinement of Grand Challenges Canada's Global Mental Health health outcomes for the seed funding scope of work.
- Effectively communicate and disseminate the impact of the Global Mental Health innovations across Global Mental Health internal and external stakeholders, including policy makers in order to push mental health as a priority area.
- Attract investors and smart partners (private, non-governmental, and government) to support the scaling of Global Mental Health innovations.
- Collect and synthesize information to articulate the collective impact of the portfolio of Global Mental health innovations against relevant agendas (e.g., WHO Comprehensive Mental Health Action Plan).

Anticipated distribution of resources across activities: 20%

The Youth Support Platform will be expected to:

## 1. Support the funding of youth-led organizations

- Develop a plan to support a number of youth-led organizations as autonomous innovators within the Global Mental Health program
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- Create the resources necessary to empower and support youth-led organizations to implement innovations within the Global Mental Health program, including: work with youth-led organizations to build organizational and individual capacity, develop any necessary policies and frameworks, provide technical expertise as needed to roll out programming, develop strong implementation plans; support youth-led organizations to develop partnerships and continue to secure funding in order to ensure sustainability.
- Support youth-led organizations to develop and apply rigorous data analysis plans, including rigorous monitoring and evaluation frameworks and the use of appropriate metrics. Help youth innovators communicate the results of their work to relevant audiences including government, private sector and other public sector actors.

Anticipated distribution of resources across activities: 10%

**NOTE: The percentage allocations are to indicate the initial proposed distribution of resources across the above goals only and are not final.** Grand Challenges Canada will finalize this based on the proposals and comments received.

The contractor will be required to communicate over email, phone or meet face-to-face, as needed. We expect the majority of the engagement between the platforms and the Global Mental Health innovators will be conducted through audio/video conference with periodic in person innovator community learning workshops.

### Overview of Support

The selected Global Mental Health Platform and Youth Support Platform will report to Grand Challenges Canada and will define the process and implement the infrastructure needed to provide the contracted services.

## Appendix B: Evaluation Criteria and Basis of Selection

### Evaluation Criteria and Process

Only those Bids that meet all mandatory requirements identified in this Bid Solicitation will be further evaluated, based on the criteria listed below.

The Bid should be concise and should address, at a minimum, all mandatory criteria identified below. It is suggested that the Bidder address these criteria in sufficient depth in the bid.

The Bid must identify the qualifications and experience of the personnel who will carry out the tasks, by systematically addressing each of the experience criteria as detailed below.

The firm's profile and resume for each proposed resource must be included in the Bid.

For each resume submitted, the Bidder should ensure that:

- i. The name of the individual is clearly indicated; and
- ii. The resume clearly demonstrates where, when and how the stated qualifications/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; and
- **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, years in past and present employment, and other relevant information.

### Mandatory Criteria for Technical and Financial Bid

In addition to those elements described above, the Bidder shall also provide:

1. **Basis of fees**, which will be evaluated separately, as described in Appendix C
2. **History of the firm and location**, affiliation with any relevant partners or networks, size, etc.
3. **Description of support team**, 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.

## Scoring Rubric for Evaluation

### 1. Experience (60%)

- a. Functional, technical, sectoral and geographic – does the bidder have expertise in relevant:
  - i. Functional expertise needed to accomplish their proposed deliverables (i.e. monitoring and evaluation, theory of change, public sector engagement, scaling interventions, etc.)?
  - ii. Technical expertise needed to accomplish their proposed deliverables (youth mental health, global mental health landscape, mental health assessment tools for diverse settings, etc.)?
  - iii. Sectoral expertise: has worked with or shows demonstrated understanding of global external stakeholders, strategies and developments within the field?
  - iv. Geographic/location-based expertise and bilingual (French and English) language competency necessary to accomplish their proposed deliverables (i.e. in low- and middle-income countries, low resource settings, with vulnerable communities)?
  - v. Last mile/base of pyramid client/user expertise needed to accomplish their proposed deliverables?
  - vi. Experience working effectively within complex governance structures?
- b. Is the bidder an effective, results-driven leader/team with the proven capacity to deliver on their objectives?
- c. Is the team structure appropriate with clear management and accountability structures?

### 2. Fees (20%)

- a. Are the scope of the proposed work and the funds requested reasonable and commensurate with the proposed goals?
- b. Does the proposal represent a particularly thoughtful and efficient use of resources?
- c. Is there an appropriate balance of resources between senior and other team members?

### 3. Ability to achieve program goals (20%)

- a. Does the proposal show strong feasibility to move forward the key deliverables on schedule?
- b. Does the proposal 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?

Evaluation of Bids will also be guided by the Objective and Principles of Grand Challenges Canada's Contracting & Procurement Policy, found at [www.grandchallenges.ca/funding-opportunities/resources/](http://www.grandchallenges.ca/funding-opportunities/resources/).

Based on the evaluation of the criteria described above, 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 outlined in the Bid Solicitation.

## **Appendix C: Fees**

Bidders are required to provide their estimated fees in Canadian dollars, excluding applicable taxes, for each deliverable listed in Appendix A. Bidders are requested to provide the hourly fee for personnel involved in delivering the proposed deliverables.