

## ADDENDUM NO. 1

July 04, 2019

### Request for Proposals (RFP)

#### RP410-2019-02 for Public & Patient Engagement to Inform Action Plan for Elimination of Cervical Cancer in Canada

Delete and REPLACE Major Deliverables, noting the revised deliverable in red, issued with this Addendum and throughout the RFP.

Major Deliverables	Date Due
Bi-weekly project status update calls with the Partnership	Ongoing
Submission of a workplan and methodology	Early August 2019
Submission of discussion guides or related collateral to execute the engagement approach	Mid-August 2019
Execute Pan-Canadian online survey	Late August 2019
Hold 1 to 2 face-to-face engagement sessions in Toronto, Ottawa or Montreal* These sessions will be informed by the survey conducted and if/where a French session required.	Mid-September 2019
Submission of draft report to Partnership for feedback	Late September – Early October 2019
Final report summarizing the process and learnings from the engagement to be delivered to the Partnership	By October 14, 2019

Please see the answers below regarding any questions raised in relation to this RFP.

#### 1. Question:

French translation of the final products is considered out of scope for the Proponent; however, is French engagement and facilitation of a session expected? If so, would the Partnership support translation of session materials, and the Proponent conduct the sessions in French, or would the Proponent be expected to prepare French materials as well as facilitate?

#### Answer:

The Partnership is looking for Proponent's feedback on the number of engagement sessions required to reach the audience. Should a French language engagement session be required, the Partnership will provide support for translation of session materials, as well as simultaneous translation services for in-person engagement, in absence of translation capacity by the successful Proponent. If the Proponent is able to provide translation support, it should be factored into the proposed budget.

**2. Question:**

Regarding the survey, does the Partnership anticipate that the Proponent will develop the survey in both English and French?

**Answer:**

It is expected that the survey will be offered in both English and French formats. In absence of translation capacity by the Proponent, the Partnership will support translation of survey text and responses. If the Proponent is able to provide translation support, it should be factored into the proposed budget.

**3. Question:**

In terms of the topics to engage people on – are we generating new ideas or validating pre-developed ideas from the Action Plan process?

**Answer:**

The intent of the sessions is **not** to validate Action Plan content/findings, as the engagement sessions will be conducted early in the development of the Action Plan and a draft of the document will **not** yet be available. The sessions should gather information related to the following to weave into the writing of the Action Plan and ensure that the public and patient voice on elimination of cervical cancer in Canada is represented within:

- the values, priorities, and expectations of public and patients that have experience with HPV vaccination, cervical cancer prevention, screening and treatment broadly
- the development of an Action Plan focused on the elimination of cervical cancer in Canada
- Action Plan sections that will roughly be focused on increasing HPV immunization, implementing HPV primary screening and maintaining access to high quality cervical cancer treatment.

**4. Question:**

Will the Partnership identify stakeholders to be engaged throughout the process?

**Answer:**

The successful Proponent is expected to identify survey and focus group participants using communications outreach and advertising means for engagement. The Partnership may provide guidance to the Proponent to assist in the identification of patients and public to be engaged in the process, including the identification of existing patient and family advisors with an interest in cervical cancer.

**5. Question:**

Will the Partnership support communications outreach and advertising to increase reach and effectiveness of the engagement?

**Answer:**

The Proponent is expected to fund communications outreach and advertising to effectively recruit and share the engagement and should factor this cost into the proposed budget. The

Partnership will use its communication channels to bring awareness for the recruitment, and awareness of the findings from the engagement.

**6. Question:**

Will the Partnership be responsible for booking and funding the venues and refreshments for in-person sessions?

**Answer:**

The successful Proponent is expected to book and fund venues and refreshments for in-person sessions and should factor this cost into the proposed budget. If feasible based on scheduling and participant numbers, the Partnership is open to utilizing its office space to reduce venue costs.

**7. Question:**

Does the Partnership have a location in mind for the potential French-language session?

**Answer:**

The English language face-to-face session will be held in Toronto, ON. The French language face-to-face engagement session, if required, may also be held in Toronto, ON; however, we are open to alternate locations such as Ottawa, ON or Montreal, QC to best reach Francophone participants.

**8. Question:**

Request one point of clarification regarding language in RFP No. RP410-2019-02, *“Plan, execute and facilitate an effective engagement process, including one Pan-Canadian online survey and at least one face-to-face engagement session in Toronto, Ontario to gather the direct experiences, values and priorities of public and patients from August 1, 2019 to September 30, 2019. A second face-to-face engagement session may be required for French speaking participants.”*

Can the Partnership please clarify if face-to-face engagement in this case specifically refers to traditional public engagement (e.g., town halls, open forums with two-way communication), or if engagement in this respect means primary research (e.g., focus groups, in-depth interviews, etc.)?

**Answer:**

We seek the expert recommendations on scoped one-way or two-way methods to better understand patient priorities and experiences to amplify the survey results, including more open methods such as World Cafes or more primary methods such as focus groups as indicated. The goal is to provide a meaningful opportunity for a representative or a reflective group of patients to discuss, validate, and bring lived experience perspective to the survey findings in the best way possible. We are open to recommendations given the tight timeline.

End of Addendum No. 1.