

OSSU Response to interim-evaluation RFP questions

Below OSSU has provided the questions submitted around the interim-evaluation RFP, and our responses. The deadline for full proposals is June 30th at 5.00pm Eastern Time.

1. Does the proposal have to follow any specific format? Any page length restrictions etc.?
 - a. **No, there are no specific structures for the proposals in terms of page length etc. We would just like to ensure all aspects of the RFP are addressed.**

2. On Page 2 of the RFP, you indicate that ‘the evaluation will gather information from OSSU’s 12 Research Centres, the Coordinating Centre and OSSU Working Groups...’ and ‘‘However, it is not an evaluation of individual research Centres or Working Groups, other than in their contribution to overall goals of OSSU.’’ Is the intention to evaluate the specific activities of each of the groups/centres without attributing individual impact/output (i.e. aggregate data/information across activities)?
 - a. **The aim of the interim evaluation is to understand how the components of OSSU are contributing to SPOR Support Unit aims as a whole, rather than specifically evaluating each individual component of OSSU. To do this, information will need to be collected from individual groups, but the analysis of this information should be considered in light of OSSU as a whole.**

3. On Page 2 of the RFP, you indicate that the successful group/organization will have access to ‘‘...a small steering committee selected by OSSU that includes patient representation.’’ Could you elaborate on the envisioned role of the steering committee in this engagement (e.g. sourcing data/information, scheduling interviews, participating in project meetings)?
 - a. **The steering committee will support the successful applicant in delivering on the evaluation by providing guidance on how to access information, providing additional context on SPOR and Support Units, providing feedback on applicant questions and updates, etc.**

4. On Page 2 of the RFP, you indicate that ‘‘submitted proposals will outline the organization’s track record and capacity to deliver an evaluation report over a 9-month timeframe (July 2016 – March 2017)’’. Do you expect this engagement to require ~9 months or is March 2017 the absolute ultimate deadline and a significantly shorter timeline is welcome?
 - a. **March 2017 is the final deadline, if the applicant feels they can deliver an appropriate evaluation in a shorter timescale that proposal would also be considered equally to completing in March 2017.**