



**Canadian Executive Council on Addictions**  
**Conseil exécutif canadien sur les toxicomanies**

## **Request for Proposals**

# **Update of a Cross-Canada Scan of Methadone Maintenance Treatment Policy Developments**

**April 2016**

# 1.0 Introduction

The Canadian Executive Council on Addictions (CECA) is seeking proposals from qualified contractors to update the 2011 report, *A Cross-Canada Scan of Methadone Maintenance Treatment Policy Developments*. The successful contractor will provide two deliverables:

- A verbal presentation on key preliminary findings delivered to the CECA Board of Directors
- A written report

## 1.1 About CECA

The Canadian Executive Council on Addictions (CECA) is a national, non-governmental organization established in April 2002, to influence public policy on substance use. We offer:

- A forum in which to develop common positions on substance use issues in Canada;
- The ability to strengthen the capacity and knowledge of addictions executives at the federal, provincial/territorial and municipal levels;
- An environment of collaboration to integrate diverse issues and improve addiction services across Canada; and
- A means of delivering proactive advice to all three levels of government.

CECA is made up of senior executives of substance use agencies in Canada that have a legislated federal or provincial mandate or are recognized provincial authorities. Our founding members include the chief executive officers of the Kaiser Foundation (British Columbia), the Alberta Alcohol and Drug Abuse Commission, the Addictions Foundation of Manitoba, the Centre for Addiction and Mental Health (Ontario), and the Canadian Centre on Substance Abuse.

The members of CECA represent the Addictions Foundation of Manitoba, Alberta Health Services, British Columbia Mental Health and Addiction Services, Canadian Centre on Substance Abuse, Centre for Addiction and Mental Health, Newfoundland and Labrador Department of Health and Community Services, Thunderbird Partnership Foundation, Nova Scotia Department of Health and Wellness, and Saskatchewan Health Mental Health and Addiction Services.

## 1.2 Project Background

In 2010, CECA commissioned the Centre for Addiction and Mental Health (CAMH) to provide *A Cross-Canada Scan of Methadone Maintenance Treatment Policy Developments* in support of the National Treatment Strategy. Launched in 2011, the Report provides a comprehensive summary of methadone maintenance treatment (MMT) systems in the provinces and territories, First Nations communities and the federal correction system, as well as recommendations to improve the provision of MMT across Canada. The report was widely distributed to all levels of government, and to partners and stakeholders.

In 2015, CECA identified a need to update the report before moving forward with further dissemination, and moved to commission an update of the document in 2016.

## 1.3 Project Objective

This project aims to provide an update of the 2011 scan of MMT policy developments. The intent of the original project was to provide Canadian professionals in the substance use field with a scan of the provincial/jurisdictional reviews of methadone maintenance treatment and opioid dependence treatment.

## 2.0 Statement of Work

To accomplish this objective, the successful contractor will provide a report on a scan of federal, provincial and territorial system reviews of methadone maintenance treatment and opioid dependence treatment. The report should answer the following questions:

- What is the most effective and cost-effective way of meeting increased demand for opioid dependence therapy?
- What is the model for service delivery that increases access to treatment quickly, retains people in treatment as appropriate, and offers the best hope of long-term efficacy?
- What barriers exist to prescriber recruitment and retention, and what successful models have been established to promote prescriber recruitment and retention?
- What demographic and regional disparities exist with respect to access to MMT?
- Are there alternatives to MMT that should be actively pursued by jurisdictions with responsibility for addiction services?

Sources for the scan include federal, provincial and territorial system reviews of methadone maintenance treatment, and relevant policies and regulations, from 2010 to present. Reviews of individual methadone maintenance treatment programs are **not** required.

## 3.0 Project Milestones

The project milestones are as follows:

- Deadline for submission of proposals: Friday, May 6, 2016
- Award of contract: Friday, May 27, 2016
- Signing of contract: Friday, June 10, 2016
- Submission of preliminary findings, with presentation to CECA Board of Directors: September 2016 (meeting date TBD)
- Submission of final report: Two weeks following date of CECA meeting (September–October 2016)

## 4.0 Pricing and Invoicing

The total price proposed for this project will include all fees for professional services, administrative services, subcontractors, phone calls and all miscellaneous expenses. If travel is required to present the preliminary findings or final report to CECA members, this expense will be covered by CECA under a separate budget.

The contractor will submit an invoice for the total price of the contract to the Project Authority within seven working days of written acceptance of the final report from the Project Authority.

The total price of the contract will be a maximum of \$15,000, including applicable taxes.

## 5.0 Mandatory Proposal Requirements

Bidders must ensure that their proposal addresses the following mandatory requirements in sufficient detail to enable a thorough assessment of the proposal:

- Name and address of bidder, including business number, if applicable
- Name of each member of the proposed team, if applicable
- Résumés for each member of the proposed team indicating relevant experience and knowledge of the issues of problematic substance use in Canada
- Two client references with contact information
- Detailed approach and methodology
- Proposed work plan indicating the person-day levels of effort
- Financial proposal, including a firm fixed price that identifies the bidder's hourly or per diem rate and includes GST, and excludes potential travel and living costs
- Signature of authorized representative of the bidder

Proposals that do not provide this mandatory information will be deemed non-compliant and will not be considered further.

## 6.0 Proposal Evaluation Criteria

Proposals will be evaluated on a potential total rating of 20 points, as follows:

1. Experience of the bidder (and proposed team if applicable) in cross-Canada scans on issues of substance use (maximum of 10 points).
2. Completeness of proposed work plan, in compliance with both the Statement of Work (Section 2.0) and the Project Milestones (Section 3.0) (maximum of 10 points)
3. Compliance with Proposal Submission Requirement (Section 5.0) (maximum of 5 points)
4. Overall clarity and presentation of proposal (maximum of 5 points)

## 7.0 Selection of Contractor

Only proposals that meet all of the mandatory requirements (Section 5.0), with a minimum of six (6) points on each of the first and second rated criteria, and a minimum of three (3) points on each of the third and fourth rated criteria (Section 6.0) will be considered further.

The contract will be awarded to the bidder with the highest total sum of the four rated criteria.

If two or more bidders receive the same overall score, the contract award will be based on a determination of the best value by dividing the total price by the corresponding total points achieved by the bidder. The bidder that submits a compliant proposal with the highest score and the lowest cost-per point will be awarded the contract.

## 8.0 Negotiation

The Project Authority can undertake discussions with any or all of the bidders before or after the closing date in order to clarify the proposal.

## 9.0 Submission Process

All questions related to this Request for Proposals must be submitted to the Project Authority on or before May 2, 2016.

All proposals must be submitted as attachments in digital format through email and received on or before May 6, 2016 by 16:00 (EST).

The Project Authority, representing the members of CECA, is:

Lis Sondergaard  
Policy Officer  
Canadian Executive Council on Addictions  
Tel: 613.235.4048, ext. 225  
E-mail: [lsondergaard@ccsa.ca](mailto:lsondergaard@ccsa.ca)