

## CAREB-ACCER REQUEST FOR QUOTATION FOR

"Professional Consulting Services for Design, Development and Delivery of the CAREB-ACCER Anti-Black Racism Research Ethics Discussion & Education Series"

**RFQ#:** CAREB-ACCER RFQ#001

**Issue Date:** March 29, 2021

**Closing Date:** April 26, 2021 @ 10:00pm EST

### **INTRODUCTION:**

The Canadian Association of Research Ethics Boards/ L'Association canadienne des comités d'éthique de la recherche (CAREB-ACCER) is a grassroots national membership organization intended to represent the interests of all Canadian Research Ethics Boards ("REBs") and to reflect REB perspectives and concerns. The CAREB-ACCER Board of Directors ("BOD") has made a commitment to engage in cultural competency training and make accessible to its membership and the broader Canadian research ethics community, cultural competency training with an initial focus on anti-Black racism and equity education in support of its efforts to dismantle existing systems of oppression within the Canadian research ethics sector (the "Initiative").

### **OBJECTIVE**

As a national research ethics organization with a vision to: (1) promote professionalism through the sharing of expertise, experience, information and knowledge; (2) represent and communicate the perspectives and concerns of Research Ethics Board (REB) professionals in local, national and international policy development and implementation; and (3) provide education and resources needed to successfully promote the ethical conduct of research CAREB-ACCER is obligated to be part of leading the change in the Canadian Human Research Ethics field as it relates to Anti-Black Racism. In order to do this CAREB-ACCER, has embraced the important concepts of:

1. Accountability, specifically individual and organizational accountability; and
2. Learning

through this Initiative.

### **RATIONALE & PURPOSE**

Through a focus specifically on anti-Black racism, and a commitment to unlearning our own biases and minimizing our role in reinforcing systems of oppression CAREB-ACCER is equipped to lead the charge in the Canadian Human Research Ethics field as it relates to addressing anti-Black racism and all forms of racism and prejudice within the research ethics field.

Our focus on anti-Black racism is an important distinction given the absence of discussion, action and focus on this issue in the broader area of diversity and anti-oppression work in the Canadian Human Research Ethics space. With the work we have begun in our own learning and unlearning, the under representation of this issue in the Canadian research ethics context (both content and education) and our national and international reach, we are committed to addressing anti-Black racism. Through this work we strive to be an enabler in solving a lot of the systemic issues that affect populations that are victims of racism, oppression and prejudiced systems in the Human Research Ethics space through education, awareness and action. As a national organization and leader in research ethics, it is critical that we enable and encourage anti-Black racism discussions, education and action to equip research ethics boards and researchers on how to approach research with an equitable and diverse lens (the "Purpose").

### **SCOPE OF WORK**

This RFQ is being issued to obtain quotations for the design, development and delivery of anti-Black racism research ethics discussion and education series for the Canadian Research Ethics community in alignment with the Purpose.

The successful proponent(s) is expected to:

1. Design and develop a series of anti-Black racism education sessions relevant to the Canadian research ethics context that integrates the ethical principles within the *Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, December 2018 (TCPS2)* and creates a safe space to learn, discuss and consider the connections between intersectionality, the research process, and ethics as it relates to anti-Black racism ("Anti-Black Racism Research Ethics Educational Series").

2. Deliver the Anti-Black Racism Research Ethics Educational Series content through a CAREB-ACCER secure platform.

### The Deliverables

Deliverable 1: Completion and delivery of the first educational session in alignment with the Purpose.

Deliverable 2: Completion and delivery of the second educational session in alignment with the Purpose.

Deliverable 3: Completion and delivery of the third educational session in alignment with the Purpose.

Deliverable 4: Completion and delivery of the fourth educational session in alignment with the Purpose.

Deliverable 5: Completion and delivery of the fifth educational session in alignment with the Purpose.

### **APPROACH & BUDGET LIMIT**

This RFQ is open to a collaborative multi-proponent award approach in which one vendor may execute on certain deliverables and another vendor(s) executes on the remaining deliverable(s). Funding for this work was secured through a federal Secretariat on the Responsible Conduct of Research Education and Training Support (SETS) grant awarded to CAREB-ACCER. The budget allotted for this work (series of 5 sessions) is \$7,500.00. Proponent's proposal may outline an alternate approach for educational content delivery (e.g. alternate number of sessions). If a proponent cannot commit to all deliverables within the stated budgetary allotment, consideration will be given to alternate pricing proposed by a proponent for the full scope of work.

### **QUOTATION STRUCTURE**

In response to this RFQ, the proponent(s) will include in their Quotation the following information and evidence supporting the following sections:

#### **Section A - Proponent Profile & Qualifications**

In this section, the proponent should provide an overview of the proponent including, but not limited to the following:

1. Proponent overview, including legal name and experience with similar scope of work
2. Number of years in business
3. Lead consultant that will be assigned to the account
4. Project team qualifications
5. List of two (2) recently awarded similar engagements

#### **Section B - Proponent Approach & Anti-Black Racism Research Ethics Education Session Descriptions**

##### Approach

In this section, the proponent should describe the:

1. Overall approach and associated activities that will be taken to design, develop and deliver the Anti-Black Racism Research Ethics Education Sessions.
2. Provide a timeline with milestones for each of the deliverables
3. Outline the resources that will be required from CAREB-ACCER at each stage and the associated time commitments

##### Session Descriptions

In this section, the proponent should provide a description of each of the sessions, including:

1. Whether the session will integrate individual and/or organizational accountability dimensions
2. Whether the session will cover the intersection of research ethics and anti-Black racism
3. Whether the session will integrate the ethical principles within the TCPS2
4. The learning objectives for the session
5. Topic/focus of the session
6. Target audience for the session

#### **Section C - Budget**

In this section, the proponent is to use the below template to submit a budget with their quotation. Proponents are to add rows as necessary to fully describe the proposed budget to cover the scope of work.

Deliverables	Team/Role (team or roles on project team)	Hourly Rate \$ (CAD)	Est. # of Hours	Total Cost \$(CAD)
Deliverable 1				
Deliverable 2				
Deliverable 3				
Deliverable 4				
Deliverable 5				

**QUOTATION SUBMISSION**

To be eligible for consideration in this RFQ process, a response should be received **by email** by the closing time of **April 26, 2021 at 10:00 PM EST**.

Quotations must be delivered to:

Delilah Ofosu-Barko  
 President, CAREB-ACCER  
 Email: [president@careb-accr.org](mailto:president@careb-accr.org)

## **RFQ PROCEDURES**

### Clarification and Questions

The deadline for submitting clarifications and questions is April 15, 2021 at 10:00 PM EST. Proponents may request clarification of this RFQ by submitting all requests by email to [president@careb-accer.org](mailto:president@careb-accer.org).

### Questions and Answers

CAREB-ACCER will provide proponents with written responses to questions that are submitted in writing. Questions and answers will be distributed in numbered addenda to proponents that have submitted a quotation or a notice of intention to submit a quotation. All addenda shall form part of this RFQ. In answering the proponent's questions, CAREB-ACCER shall include in the addenda all questions but not attribute the questions to any proponent.

### Notification to Other Proponents of Award

Once an agreement is executed between the successful proponent(s) and CAREB-ACCER, the other proponents will be notified by CAREB-ACCER in writing of the award of the contract to the successful proponent.

### Clarification of Proponent's Quotation

CAREB-ACCER shall have the right at any time after quotation submission to seek clarification from any proponent in respect of that proponent's quotation, without contacting other proponents. In the clarification process, no change in the substance of the quotation will be offered or permitted. Subject to the qualification in this section, any written information received by CAREB-ACCER from a proponent in response to a request for clarification from CAREB-ACCER shall be considered part of the proponent's quotation.

### Pricing

Prices should be quoted in Canadian dollars. Prices shall not be subject to adjustment for fluctuations in foreign exchange rates. All prices quoted, unless otherwise instructed in this RFQ, shall remain firm for the period set out in the quotation and in the subsequent agreement put in place with the successful proponent(s). All prices should be quoted exclusive of the goods and services tax and federal or provincial taxes or other similar taxes, each of which, if applicable, should be stated separately.

## **TERMS AND CONDITIONS**

### Confidentiality

CAREB-ACCER acknowledges and anticipates the disclosure of information may be confidential and/or proprietary to the proponent(s) on a confidential bases for the purpose of this RFQ process. CAREB-ACCER will maintain in confidence any confidential and/or proprietary information of the proponent(s) that it receives during this RFQ process, and not to disclose or use such information other than in connection with its activities in running this RFQ process, and the Initiative.

### Ownership and Disclosure of Quotation Documentation

The documentation comprising any quotation submitted in response to this RFQ, along with all correspondence, documentation and information provided to CAREB-ACCER by any proponent in connection with, or arising out of this RFQ, once received by CAREB-ACCER shall become the property of CAREB-ACCER and may be appended to the agreement executed with the successful proponent(s).

### Conflict of Interest

The proponent shall not have any actual or potential conflict of interest or any other type of unfair advantage in submitting its quotation, except to the extent any such conflict of interest or unfair advantage are set out in the quotation.

### No Liability

CAREB-ACCER shall not be liable to any proponent, person or entity for any losses, expenses, costs, claims or damages of any kind:

- a. Arising out of or by reason of or attributable to the proponent responding to this RFQ
  - b. As a result of the use of any information, error or omission contained in this RFQ document, provided during the RFQ process;
- and

- c. Which may occur between quantities of work actually done or supplied and the estimated quantities set out in this RFQ.

Intellectual Property Rights

The proponent warrants that the information contained in its/his/her quotation does not infringe any intellectual property right of any third party and agrees to indemnify and save harmless CAREB-ACCER its directors, members, volunteers, students, and staff, if any, against all claims, actions, suits and proceedings, including all costs incurred by CAREB-ACCER brought by any person or entity in respect of the infringement or alleged infringement of any patent, copyright, trademark, or other intellectual property right in connection with its/his/her quotation.

**APPENDIX A**

**AGREEMENT & CONSENT FORM**

By submitting a quotation, I/we agree and consent to the terms and conditions of the RFQ. I/we declare that neither the proponent or its/his/her employees and/or contractors have a situation with CAREB-ACCER that may be interpreted as a conflict of interest or potential conflict of interest.

<b>Name of Proponent:</b>	
<b>Address:</b>	
<b>Principal Contact Name:</b>	
<b>Principal Contact Title:</b>	
<b>Principal Contact email:</b>	
<b>Principal Contact Phone:</b>	
<b>Authorized Signature:</b>	
<b>Date:</b>	
I have authority to bind the proponent	