

## SECTION A

### BIDDER INSTRUCTIONS, INFORMATION AND CONDITIONS

This request for proposal (RFP) is issued by Human Resources and Social Development Canada (HRSDC).

#### ACCEPTANCE OF TERMS AND CONDITIONS

A proposal indicates that the Bidder agrees to be bound by the instructions, information and conditions in their entirety as they appear in this RFP. No other terms and conditions included in the Bidder's proposal will be applicable to the resulting contract notwithstanding the fact that the Bidder's proposal may become part of the resulting contract.

#### ENQUIRIES REGARDING THE BID SOLICITATION

To ensure the integrity of the competitive bid process, enquiries and other communication regarding this procurement are to be directed **only** to the Contracting Authority. Enquiries and other communication are not to be directed to any other government official(s). Failure to comply with this condition during the solicitation period may (for that reason alone) result in the disqualification of the proposal.

Enquiries **MUST** be received **no later than five calendar days** prior to bid closing date to allow sufficient time to provide a response. Enquiries received after that time may not be answered prior to the bid closing date.

To ensure consistency and quality of information provided to Bidders, provision will be made to provide, simultaneously to all Bidders to which this RFP has been sent, any information with respect to significant inquiries received and the replies to such inquiries without revealing the sources of the enquiries.

#### PROPOSAL COSTS

No payment shall be made for costs incurred in the preparation and submission of a proposal in response to this RFP.

No costs incurred before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resultant contract.

#### REVISIONS

After the RFP closing date, no revisions to the proposal will be accepted. During the evaluation, members of the Evaluation Team may, at their discretion, submit questions or conduct interviews with Bidders to obtain clarifications.

## **APPLICABLE LAWS**

Any resulting contract shall be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province of Ontario, Canada.

## **METHOD OF PAYMENT**

Payment shall be made within thirty (30) days following the date on which an invoice and substantiating documentation are received according to the terms of the contract.

## **INVOICING INSTRUCTIONS**

The invoice **MUST** clearly state the date, contract number and the description of work. Any amount to be levied against Her Majesty in respect of the GST/HST is to be shown separately on all invoices for goods supplied or services provided and will be paid by the Government of Canada. The Bidder agrees to remit any GST/HST paid or due to CRA.

## **SUBMISSION OF PROPOSALS**

All proposals to be submitted by e-mail to the following:

e-mail: [robert.hayman@servicecanada.gc.ca](mailto:robert.hayman@servicecanada.gc.ca)

**TERMS OF REFERENCE / STATEMENT OF WORK**  
**9755-08-0028**

**1. Research Project Title:** Youth and Technology Use: What are the impacts?

**2. Closing Date:**

This RFP will close on: April 20, 2009. Proposals will not be accepted after **16:00 (EST / EDT)**.

Proposals must be submitted to: Robert Hayman at: robert.hayman@servicecanada.gc.ca

**3. Purpose of Research Project:**

Given the increasing use of technology by Canadian youth (aged 13-19) and the potential negative and positive consequences of this increased use, the purpose of this project is to summarize existing knowledge on the impacts of technology use on youth developmental outcomes.

**4. Background:**

Human Resources and Social Development Canada (HRSDC) is interested in the successful development of Canada's children and adolescents. At both empirical and practical levels, it is believed that experiences in childhood and adolescence are related to later outcomes, including their overall well-being, educational attainment, labour market success, and civic participation.

The use of technology is on the rise in Canada, particularly by youth. The percentage of youth who use technology is high, as is the amount of time that youth spend using technology on a daily basis. The 2005 General Social Survey found that 90% of 15 to 19 year olds had used the internet on the survey day, and that time spent on the internet on a weekday was on average 99 minutes for girls and 95 minutes for boys.

Technology use may have impacts that are both positive (i.e. increased feelings of connection, preparation for a knowledge-based economy, etc.) or negative (i.e. decreased sleep, lower attention span, decreased social skills, etc.). This project should consider both positive and negative impacts of technology use. Impacts can include learning outcomes (e.g. reading and math achievement scores, high school graduation), health outcomes (e.g. sleep problems, drug and alcohol use, obesity), social outcomes (e.g. social skills, prosocial behaviour), and emotional outcomes (e.g. depression, life satisfaction).

The definition of technology is broad – including, but not limited to, computer and internet use, video games, television, instant messaging, texting, and cell phone use. Different types of technology use may have different impacts. For example, the effect of spending large amounts of time playing video games may be different from the impact of spending large

amounts of time on the internet. Effects may also vary by the content of the material when considering media use (video games, television, and internet).

As well, certain factors may mediate the relationship between technology use and its impacts. For example, high use may lead to sleep difficulties which could be associated with decreased academic achievement, or high use may lead to decreased time spent in other activities such as face-to-face interactions which could lead to problems in social development.

## **5. Research Project Requirements:**

This paper, to be approximately 30-60 pages in length, will:

- 1) Synthesize inter-disciplinary (e.g. psychology, education, health) research and evidence on the impacts of technology use on youth, including research on the impacts of different types of technology used by youth. This review paper should seek to provide coverage of Canadian and international research literature.
- 2) Identify knowledge gaps and methodological limitations.
- 3) Create a theoretical or conceptual framework to organize the literature.
- 4) Identify research questions and directions to help guide this area of investigation in the future.

More specifically, the paper will respond to the following research questions and issues:

- 1) In what ways do youth use technology (e.g. entertainment, school-related, use of multiple types of technology simultaneously)? Are there differences in how youth with particular socio-demographic characteristics use technology?
- 2) What does the literature conclude about the impacts of technology use on youth, including both positive and negative impacts (e.g. school performance, peer relationships, mental health, prosocial behaviour)? How do impacts vary by intensity (duration, simultaneous use of multiple types of technology) and type (e.g. television watching vs. video games vs. internet) of use? What factors mediate the relationship between technology use and its impacts?
- 3) What literature is available indicating how technology use by youth has changed over the last 20 years? How do the usage rates in Canada compare to other countries? Has it increased uniformly for all youth, or are there certain groups who use technology more or less (e.g. recent immigrants, youth from low-income families)?
- 4) What are the gaps in the literature about technology use and its impacts on youth outcomes?
- 5) Based on the analysis of the literature and theoretical framework developed, what research questions are raised in terms of further inquiries and/or data needs?

The project is to be completed using existing published material. This means that proposals to analyze existing qualitative and/or quantitative data will not be accepted. Similarly, proposals in which the bidder suggests to collect new qualitative or quantitative data will not be accepted. New data includes the collection of quantitative (e.g. surveys, etc.) and/or qualitative (e.g. focus groups, key informant interviews, case studies, etc.) information.

## 6. Budget:

- The cost of the project shall not exceed the available budget of \$25,000 (excluding GST).
- An additional amount of up to \$2,000 (including GST) will be available for any travel and accommodation expenses related to the final presentation deliverable (see Section 8) as per Federal Government (Treasury Board) guidelines. More information can be found at:  
[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/menu-travel-voyage\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage_e.asp)

## 7. Schedule of Deliverables and Payments :

In undertaking the project, the contractor must produce the following deliverables:

Date	Event/Deliverable	Amount or percent of total contract*
TBD	Initial (in-person <u>or</u> telephone) meeting with the Project Authority (or designate) on the design of the project, timelines, and deliverables	\$0
July 9, 2009	Preliminary Report: this could include either a detailed workplan, status report, preliminary findings, literature review results, etc., as determined by the Project Authority	30%
September 3, 2009	Draft Report: this should be as complete as possible, i.e. it should address all of the research requirements and be presented according to HRSDC's style guide such that it is ready for internal (HRSDC) and external (academic) review.	30%
November 5, 2009.	Final Report: this should incorporate all of the changes suggested by internal (HRSDC) and external (academic) peer reviewers. The final report will be published as is with no further editing provided by HRSDC. Therefore, text editing and correctness of grammar and spelling will be the responsibility of the contractor. See Appendix B for all style and format guidelines.	30%

No later than January 23, 2010	Presentation to be made at HRSDC in Ottawa (and submission of PowerPoint presentation)	10%
--------------------------------	--	-----

\* i.e. total of professional service fees in contract

Payments will be based on the deliverables. Payment will be made within 30 days after receipt of an invoice and upon acceptance of each deliverable by the Project Authority after review and edits.

## 8. Contract Terms and Conditions:

**Copyright & Intellectual Property:** Intellectual property will remain with the contractor but no publication should be released without notifying HRSDC prior to its release. HRSDC requests the contractor allow HRSDC to publish the document on the internet as part of a series of papers commissioned through HRSDC.

**Language Requirements:** The report shall be produced in English or French.

**Work Environment:** HRSDC will **not** provide an office for the completion of this contract.

**Contractors Role:** The contractor will commence work upon signature of the contract and must complete the project by January 23, 2010. The contractor's role is to perform according to the project requirements and detailed description of work and deliver the acceptable deliverables to the Project Authority by the specified dates outlined as per the schedule of events.

If a member of the team (including a sub-contractor) is replaced after the contract is signed, the contractor must advise PRD immediately in writing, and provide an appropriate justification of their competence of the proposed replacement. Failing to do so may result in the termination of the contract.

**Other:** HRSDC reserves the right to withdraw or amend the terms of this RFP at any time. Contracts that require access to a Statistics Canada Research Data Center or approval of the Databank Review Committee will be considered void if such permission/approvals are not granted.

## 9. Communications:

Prospective bidders may direct questions about this RFP to PRD. Any questions must be posed in writing, and all questions and answers will be shared with all known prospective bidders. Written questions may be directed to: robert.hayman@servicecanada.gc.ca

## 10. Proposal Requirements:

Proposals considered for contract award must:

- Provide a succinct project description and contextualize the proposed research;
- Present the conceptual/theoretical framework to be used in the research;
- Include a description of the research methods to be utilized. This should include a detailed framework outlining the author's own methods for selecting appropriate literature for the review, as well as an indication of all potential research limitations;
- A detailed statement of the work planned for carrying out this project, including the identification of specific outputs and a schedule for their completion.
- An outline of the activities to be carried out by the researcher(s), their personnel and any subcontractors involved in the project, along with the estimated time spent by each individual on each component of the project; and,
- Demonstrate how the researcher(s) is/are qualified to carry out the various components of the proposed research. CVs must be provided for the researcher(s), any sub-contractors, and research assistants/students (if available at time of proposal submission).
- Submit a detailed statement of the estimated costs associated with the proposed work and proposed level of effort.

Note: in an effort to ensure excellence of research that HRSDC funds, proposals may be subjected to external (academic) peer review, in addition to review by HRSDC staff.

## **11. Selection Criteria:**

### **a) Mandatory Requirements:**

- Does not exceed budget constraints.

### **b) Rated Requirements:**

Proposals will be assessed and awarded points to a maximum of 100 for the technical merit of the proposal and the contractor qualifications. The relative importance of certain criteria is reflected in the selection matrix in Appendix A.

Proposals will also be assessed on their proposed price.

### **Basis of selection:**

The basis of selection will be the highest **combined rating of technical merit and price:**

- A minimum score of seventy (70) percent is required in each of the technical sections and the contractor qualifications section of the proposal ratings. Proposals that do not meet the minimum 70 percent in either of these sections will not be considered for contract award. **See Appendix A for the evaluation criteria (technical and contractor qualifications sections) and objective ratings for each section.**
- The compliant bidder with the highest combined rating of technical merit (combination of technical sections and contractor qualifications sections) (**weighted at 80%**) and price (**weighted at 20%**) shall be selected as the preferred researcher(s) to implement the project. See the table below for the methodology to be applied to obtain final ratings.

Example of Best Value Determination			
	Bidder 1	Bidder 2	Bidder 3
Technical Merit Points	91	88	80
Price Quoted	\$50,000	\$40,000	\$47,000
CALCULATION			
	Technical Points	Rated Price Points	Total Points
Bidder 1	$\frac{91}{* 91} \times 80 = 80.00$	$\frac{**40}{50} \times 20 = 16.00$	96.00
Bidder 2	$\frac{88}{* 91} \times 80 = 77.36$	$\frac{**40}{40} \times 20 = 20.00$	97.36
Bidder 3	$\frac{80}{* 91} \times 80 = 70.32$	$\frac{**40}{47} \times 20 = 17.02$	87.34
* Represents the highest technical score			
** Represents the lowest priced proposal			

**Assumption:** Three valid bids have been received. The maximum technical score that can be obtained is 100 points. The highest technical score and lowest price proposal received “full rated” percentage and other proposals are pro-rated accordingly.

The winner is the bidder scoring the highest total points established by adding the technical and rated price points. Based on the above calculation, a contract would be awarded to Bidder 2, who attained the highest total score taking into consideration the technical merit and proposed price.

- Final awards will be decided by HRSDC upon completion of the review process. All bidders will be informed of the decision.

**APPENDIX A**  
**Selection Criteria Points**

<b>Criteria</b>	<b>Total Points</b>	<b>Minimum Points Required (70%)</b>
<b>TECHNICAL</b>		
<p><b>1. Completeness &amp; Clarity of the Research Proposal:</b> Evaluation of the proposal will be based on whether all project requirements outlined in the RFP have been addressed in the work-plan and the overall clarity with which they have been addressed. Bidders must:</p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of the project requirements and objectives (10 points);</li> <li>• Address all research issues from the project requirements section and provide a plan for how these questions will be addressed in the research (10 points).</li> <li>• Situate the proposal within existing literature on the topic by referencing all material used to assist in writing the proposal as well as other materials of relevance to the project (5 points)</li> </ul>	25	17.5
<p><b>2. Proposed Methodological and Conceptual/Theoretical Framework</b> Bidders will be evaluated on their proposed empirical and conceptual/theoretical approach. The bidder must:</p> <ul style="list-style-type: none"> <li>• Demonstrate that the conceptual/theoretical framework to be used in the research is appropriate and provide an understanding of how such a framework will meet the project objectives (10 points);</li> <li>• Demonstrate that the methodology, analytical approach, data source, data collection strategy, etc. to be used in the research are appropriate and provide an understanding of how such approaches will meet the project objectives (20 points);</li> </ul>	30	21
<p><b>3. Level of Effort &amp; Schedule for Deliverables</b> Proposals will be evaluated on the level of work allocated to each individual project member and on the feasibility of the schedule for completion of all major activities and deliverables. Proposals must:</p> <ul style="list-style-type: none"> <li>• Provide a detailed description of the roles and responsibilities of each individual identified in the proposal (10 points);</li> <li>• Outline the dates scheduled for completion of all major components of the plan (5 points).</li> </ul>	15	10.5
<b>TOTAL TECHNICAL</b>	70	49

<b>QUALIFICATIONS OF THE CONTRACTOR</b>		
<b>5. Relevant research experience</b> Bidders should have experience in the analysis & synthesis of information particularly as it pertains to the subject area. Bidders must provide: <ul style="list-style-type: none"> <li>• Details of relevant experience and competencies that clearly demonstrate the bidder's ability to complete the project requirements.</li> </ul>	20	14
<b>6. Relevant Policy-Oriented Writing Experience</b> Bidders should have experience of policy-oriented writing. Bidders must provide: <ul style="list-style-type: none"> <li>• Details of relevant projects that clearly demonstrate the bidder's experience and competencies in writing policy-oriented documents for various audiences.</li> </ul>	10	7
<b>TOTAL CONTRACTOR QUALIFICATIONS</b>	30	21
<b>TOTAL POINTS</b>	100	70

## Appendix B

### Presentation of Research Findings

The final report must be provided in the following formats:

- Two electronic versions of the report - one in MS Word and one in Adobe portable document format (pdf), including the source files of all electronic images, e.g. graphs, photographs, tables and images, included in the document (minimum 4X5, 300 dpi);
- a .pdf file of the completed document, and;
- a .doc source file for the text source files for all graphics.

The final report must include:

- An abstract (of no more than 200 words outlining the most significant information contained in the report);
- An executive summary ( 1-5 pages in length describing the purpose and scope of the document, research methods and data sources, results, conclusions and key research gaps);
- A table of contents;
- A list of figures;
- A list of tables, and;
- A bibliography, proper citations, and explanatory footnotes if required.
- The final report is to be of between 25 and 50 pages in length.

The author must also provide with the final report:

- Ten subject keywords for registering the publication with internet search engines. Without these keywords, the document will not be found on the HRSDC website. The keywords must be found in the Government of Canada Core Subject Thesaurus. The Thesaurus can be found on the Internet at:  
[http://en.thesaurus.gc.ca/these/thes\\_e.html](http://en.thesaurus.gc.ca/these/thes_e.html);
- A two-sentence description of the paper for use as an Internet summary;
- A short paragraph of Key Findings; and,
- A 2 page summary of the paper in a format to be provided by HRSDC

**In order to avoid the necessity for extensive changes, the contractor should follow the style guidelines provided when preparing the report, abstract and executive summary.**

*The Canadian Style*, published by Dundurn Press Ltd. in cooperation with Public Works and Government Services Canada Translation Bureau, can also be helpful in matters of punctuation, capitalization, and usage. *The Gage Canadian Dictionary* is the official standard for federal government spelling, but any reputable Canadian dictionary may be used as a reference. In matters of spelling, capitalization, and graphics, consistency is key.

Contractors will receive a manual entitled “***Publication Guidelines for Research Contractors***”. This manual offers a step-by-step guide to the preparation of all reports that will be published by the Department of Human Resources and Social Development Canada (HRSDC). Its aim is to ensure that all essential information is included and to promote uniformity of format. Contractors are advised to follow the format described in this manual and to adhere to the report requirements stipulated in the contract.