

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> PTSD R&D STUDY	
<b>Solicitation No. - N° de l'invitation</b> W7719-135182/A	<b>Date</b> 2012-05-25
<b>Client Reference No. - N° de référence du client</b> W7719-135182	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-015-5928	
<b>File No. - N° de dossier</b> TOR-2-35038 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-06-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Abela, Aaron	<b>Buyer Id - Id de l'acheteur</b> tor015
<b>Telephone No. - N° de téléphone</b> (905) 615-2061 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 1133 SHEPPARD AVE W. TORONTO Ontario M3K2C9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Delivery Required - Livraison exigée</b> See herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment & Schedule of Milestones, and Evaluation Criteria.

### **2. Summary**

Defence Research and Development Canada - Toronto, Ontario requires services for the support of research aimed at assessing of Post Traumatic Stress Disorder (PTSD) among war fighters, returning from active combat duty to determine when they could be safely redeployed. "The study proposes to use a neuroimaging tool, magnetoencephalography (MEG), to facilitate the assessment of PTSD to develop a clinically validated non-invasive objective approach to confirm and monitor mental conditions for intervention therapy."

The purpose of the work is to assist with the efforts to resolve challenges in Canadian Forces mental health issues and addressing related requirements for mental health research are high priorities for the Surgeon General.

The maximum funding available for the Contract resulting from the bid solicitation is \$248,600.00 (Goods and Services Tax or Harmonized Sales Tax included, as appropriate).

The work is to commence on the date of contract award and be completed by February 28, 2014.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is subject to a preference for Canadian goods and/or services.

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

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## 1.2 SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

### 1.1 Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

Mandatory technical criteria are included in Annex "C".

#### 1.1.2. Point Rated Technical Criteria

Point rated technical criteria are included in Annex "C".

### 1.2 Financial Evaluation

#### 1.2.1 Mandatory Financial Criteria

- a) The maximum funding available for the Contract resulting from the bid solicitation is \$248,600.00 (Goods and Services Tax or Harmonized Sales Tax included, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.
- b) Bidders must submit their financial bid in accordance with the Basis of Payment & Schedule of Milestones at Annex B.
- c) The Bidder must submit a breakdown of the proposed budgets to complete each Task/ Milestone of the work including all applicable elements identified below.

**Labour:** For each individual and/or labour category to be employed on the project: indicate the proposed time rate and the estimated time to be spent by each.

**Facility:** For each facility indicate the proposed hourly (or daily) rate and the estimated time to be spent at each.

**Equipment:** The items required to complete the Work and identify the pricing basis inclusive of Customs Duty. These items will be deliverable to Canada upon completion of the project.

**Materials, Supplies and Miscellaneous Services:** General categories and the pricing basis. Indicate whether the items are likely to be used or consumed during the course of the Work.

**Travel and Living Expenses:** Estimated number and cost of journeys together with the basis of these costs in accordance with current Treasury Board Travel and Living, or if applicable, in accordance with the organization's travel guidelines not to exceed Treasury Board Guidelines.

**Subcontracts:** Identify proposed subcontractors and provide the same cost breakdown information detailed herein.

**Other Charges:** Any other direct charges anticipated such as long distance communication and rentals and provide the estimated costs and relevance to the proposed Work.

**Profit:** Proposed profit, if any, and the basis on which it is computed and applied.

**Total Price (excluding GST/HST)**

- d) The price used in the evaluation will be the aggregate price of all the tasks/milestones.

**2. Basis of Selection**

**2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:

- (a) Comply with all the requirements of the bid solicitation;
- (b) Meet all mandatory criteria; and
- (c) Obtain the required minimum of 70 points overall for the technical evaluation which are subject to point rating.

The rating is performed on a scale of 100 points.

- 2. Bids not meeting (a) and (b) and (c) above will be declared non-responsive.
- 3. The evaluation will be the highest responsive combined rating of technical merit and price. The ratio will be 90% for technical merit and 10% for the price.
- 4. To establish the technical merit score, the overall technical score for each technically responsive bid will be prorated against the maximum number of available points for technical merit and the ratio of 90%.
- 5. To establish the pricing score, the lowest evaluated price will be given the maximum pricing score of 10 and each responsive bid will be prorated against the lowest evaluated price and the ratio of 10%.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price, will be recommended for award of a contract provided that the total evaluated price for the firm requirement does not exceed the budget available for this requirement.

The tables below illustrate an example where the contractor selection is determined by a 90/10 ratio of technical merit and price. Total available points: 100. Lowest price technically responsive bid: \$200,000.00

<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Scor</b>	90/100	80/100	75/100
<b>Bid Evaluated Price</b>	\$248,600.00	\$225,000.00	\$200,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$90/100 \times 90 = 81$	$80/100 \times 90 = 72$	$75/100 \times 90 = 67.50$
<b>Pricing Score</b>	$200/248 \times 10 = 8.06$	$200/225 \times 10 = 8.88$	$200/200 \times 10 = 10$
<b>Combined Rating</b>	89.06	80.88	77.5
<b>Overall Rating</b>	1st	2nd	3rd

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## 1. Certifications Precedent to Contract Award and Certifications Required with the Bid

Bidders must submit the certifications as provided below:

### 1.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid-non responsive.

#### 1.1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

(a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

### 1.1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

#### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- 
- (a) name of former public servant;
  - (b) conditions of the lump sum payment incentive;
  - (c) date of termination of employment;
  - (d) amount of lump sum payment;
  - (e) rate of pay on which lump sum payment is based;
  - (f) period of lump sum payment including start date, end date and number of weeks;
  - (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

#### **1.1.3 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

#### **1.1.4 Education and Experience**

SACC Manual Clause A3010T (2010-08-16) Education and Experience

### **1.2 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications with their bid.

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### 1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

- ( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

#### 1.2.1.1 SACC Manual Clause A3050T (2010-01-11) Canadian Content Definition

Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2040 (2012-03-02), General Conditions - Research & Development, apply to and form part of the Contract.

### 3. Term of Contract

#### 3.1 Period of the Contract

The period of the Contract is from upon contract award to February 28, 2014 inclusive.

Solicitation No. - N° de l'invitation

W7719-135182/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor015

Client Ref. No. - N° de réf. du client

W7719-135182

File No. - N° du dossier

TOR-2-35038

CCC No./N° CCC - FMS No/ N° VME

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#### **4. Authorities**

##### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Aaron Abela  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 33 City Centre Drive Suite 480C  
Mississauga, Ontario L5B 2N5  
Telephone: (905) 615-2061  
Facsimile: (905) 615-2060  
E-mail address: aaron.abela@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

##### **4.2 Project Authority**

(to be announced upon Contract award.)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

##### **4.3 Contractor's Representative (to be announced upon Contract award.)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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## 5. Payment

### 5.1 Basis of Payment - Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified in Annex "B" for a cost of \$ \_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 5.2 Milestone Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:

(a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(b) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;

(c) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;

(d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

### 5.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

## 6. Invoicing Instructions

### 6.1 Invoicing Instructions - Progress Claim

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

(a) all information required on form PWGSC-TPSGC 1111;

(b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

(c) the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a) a copy of time sheets to support the time claimed;
  - b) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - c) a copy of the monthly progress report.
2. The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

## 7. Certifications

- 7.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 7.2 SACC Manual Clauses

A3060C (2008-05-12) Canadian Content Certification

## 8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## 9. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2012-03-02) Research and Development;
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment & Schedule of Milestones;
- (e) the Contractor's bid dated \_\_\_\_\_

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## **10. Foreign Nationals (Canadian Contractor)**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

## **11. Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance

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## ANNEX A

### STATEMENT OF WORK

**TITLE:** Application of Non-invasive Magnetoencephalography (MEG) for Objective Assessment of Post Traumatic Stress Disorder (PTSD): A Pilot Study

**SHORT TITLE:** MEG for PTSD Assessment

#### 1.0 BACKGROUND

Resolving challenges in CF mental health issues and addressing related requirements for mental health research are of high priorities for the Surgeon General. Based on a recent CF Health Services survey report from Gagetown, the incidence of Post Traumatic Stress Disorder (PTSD) ranged from 8% (survey of 2,045 CF personnel, 2001-2001) to as high as 20% (survey of 792 front-line CF personnel, 2007) among war fighters, returning from active combat duty. While clinical diagnosis and follow up of PTSD patients are well established, there are currently no objective means of diagnosing and monitoring interventions in these patients, which is critical to be able in helping them with their recovery, and determine when they could be safely redeployed. Although clinical assessment remains the gold standard for diagnosing and managing PTSD, the development of a clinically validated non-invasive, objective neuroimaging tool could be exceedingly helpful in confirming and monitoring mental conditions for intervention therapy. This study proposes to use a neuroimaging tool, magnetoencephalography, to facilitate the assessment of PTSD.

Magnetoencephalography (MEG) measures the brain's magnetic signals and can be used to track on-going activity or task-related modulation of the brain signals. MEG analyses can quantify whole-brain or regional activity in response to a range of cognitive tasks. MEG has a number of important advantages over other neuroimaging techniques, as it provides high-resolution temporal and spatial information of ongoing brain function. Thus, MEG is the only non-invasive neuroimaging technique that tells where and when in the brain, neural processing activity is occurring. Another advantage of MEG is that it is a less intimidating than the very noisy MRI and is totally silent. This makes it easier for testing people, particularly those with mental health and stress-related issues.

MEG has been successfully applied to mapping perceptual and cognitive brain processes, and localizing regions affected by pathology before specific neuro-surgical procedures. MEG also accurately pinpoints sources in primary auditory, somatosensory and motor areas. The objective diagnosis of PTSD and related conditions is very difficult, as they are present without evidence of any brain damage on standard, routine clinical brain imaging assessments. Thus, in order to aid diagnosis, follow interventions, and validate the condition, it is critical to obtain reliable neuro-biomarkers of PTSD and mild Traumatic Brain Injury (mTBI). Unlike blood biomarkers which are normally very elusive and mostly non-specific, because of confounding causative variables contributing to uncertainty, neuro-biomarkers are very reproducible and highly specific for resting and evoked neural activities. The establishment of neuro-biomarkers will help in terms of the differential diagnosis for PTSD patients and, very importantly, will serve as a reliable means for monitoring the efficacy of any medical interventions.

Very reliable and reproducible MEG data to a number of different cognitive tasks that are pertinent to PTSD and mTBI can be obtained. These tasks allow the investigation of the functioning of the cortical, particularly frontal, brain areas and their links to subcortical brain regions.

MEG is the only available brain imaging technique that combines the advantages of MRI and EEG, providing accurate spatial and temporal localisation of brain function during a wide range of cognitive tasks that can tap the areas affected/deficient in PTSD and mTBI. This study proposes to use a series of

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established MEG protocols, to determine their efficacy in the assessment of PTSD and mTBI. The MEG data will be linked with high-resolution MRI scans, to assess possible subtle structural changes in grey and white matter in the brain.

## 2.0 OBJECTIVE

To validate the applications of MEG for assessing PTSD by acquiring MEG data from 3 study groups (Group 1: CF members diagnosed with PTSD; Group 2: CF members with no diagnosed mental illness; Group 3: Civilians with diagnosed mTBI; Group 4: Civilians with no diagnosed head injury) for a detailed measure of limbic and frontal lobe functions related to fear (emotional) processing, attention, memory, language and network analyses. MRI data will also be acquired to provide detailed measures of cortical thickness, sub-cortical structure volumes, and white matter tract integrity.

## 3.0 STATEMENT OF WORK

This is a contract that includes 5 tasks/milestones. The Contractor must provide all the deliverables for each task and receive the authorization of DRDC Toronto to proceed to the next task of the contract. The Contractor must submit progress reports in accordance with the Schedule of Deliverables under Section 4.0. The Project Authority will contact the Contractor to convene a meeting after the completion of each Task to discuss work progress. The work for the next Task cannot be undertaken without approval by the Project Authority. In case of changes proposed during the work, the Contractor must provide written recommendations to the Project Authority for approval of the proposed amended work. The Contractor will not undertake the work until the Project Authority has approved all the proposed changes and a Contract Amendment has been issued by the PWGSC Contracting Authority.

### 3.1 Task I - Preparatory and Consultation Work for the MEG Study

In task I, the Contractor must:

- 3.1.1 conduct a literature review of existing studies, if any, on the application of MEG for PTSD and TBI assessments;
- 3.1.2 attend a consultation meeting with the Project Authority at the US Veterans Affairs Medical Center, Salisbury NC, to discuss subject research collaborations with DRDC's United States counterparts;
- 3.1.3 prepare an MEG study protocol, in collaboration with DRDC and the Canadian Forces Health Services (CFHS);
- 3.1.4 submit jointly developed research protocol to the Contractor's Institutional Ethics Committee and DRDC's Human Research Ethics Committee for approval.

Task II will not proceed until DRDC and the Contractor's Institutional Ethics Committee have approved all the protocols.

### 3.2 Task II - Arrangements for Subject Recruitment and Assessments

In task II, the Contractor must:

- 3.2.1 set up a Standard Operating Procedure (SOP) for the recruitment of subjects for the MEG study, in co-ordination with DRDC/CFHS and in accordance with institutional and regulatory guidelines;
- 3.2.2 recruit at least 7 subjects from each of the 4 study groups (for a total of 28 subjects) that meet the MEG study protocol inclusion and exclusion criteria;

3.2.3 complete the assessments of the 28 recruited subjects, submit a research progress report to DRDC, and discuss with Project Authority on study successes and challenges.

Task III will not proceed without the approval from DRDC.

### **3.3 Task III - Continuation of Subject Recruitment and Assessments**

In task III, the Contractor must:

3.3.1 recruit at least 8 subjects from each of the 4 study groups (for a total of 32 subjects) that meet the MEG study protocol inclusion and exclusion criteria;

3.3.2 complete the assessments of the 32 recruited subjects, submit a research progress report to DRDC, and discuss with Project Authority on study successes and challenges.

Task IV will not proceed without the approval from DRDC.

### **3.4 Task IV - Completion of Subject Recruitment and Assessments**

In task IV, the Contractor must:

3.4.1 recruit at least 7 subjects from each of the 4 study groups (for a total of 28 subjects) that meet the MEG study protocol inclusion and exclusion criteria;

3.4.2 complete the assessments of the 28 recruited subjects;

3.4.2 Prepare and submit a summary of the study outcome of all the 88 recruited subjects (22 subjects x 4 groups) for discussions with Project Authority.

Task V will not proceed without the approval from DRDC.

### **3.5 Task V - Organization of an MEG Study Workshop and Submission of Final Report**

In task V, the Contractor must:

3.5.2 organize a workshop on "Magnetoencephalography and Non-invasive Technologies for Mental Health Research", in collaboration with DRDC and CFHS;

3.5.3 submit a Final Report to DRDC;

Regarding the dissemination of information or knowledge about the MEG study, the Contractor must seek and obtain approval from DRDC before any submission of material for presentation or publication, and where necessary, revise the material in a manner consistent with the recommendations of DRDC.

All publications, abstracts, or public presentations as a result of the contract shall be co-authored by the contractor and DRDC/CFHS staff who contributed to the project. All co-authors will have the opportunity to review and approve the documents before they are submitted for publication or public presentation.

## **4.0 SCHEDULE OF DELIVERABLES -**

Based on a proposed contract award date of 01 July 2012 or earlier, the timeline for the deliverables for this contract include reports described under 3.1 - 3.5 as follow:

1. Progress Report by 31 Aug 2012 on the outcome of the preparatory and consultation work for the MEG study under Task I.

2. Progress Report by 31 Dec 2012 on the study results of the first group of recruited subjects under Task II.

3. Progress Report by 30 Apr 2013 on the study results of the second group of recruited subjects under Task III.

4. Progress Report by 31 Aug 2013 on the study results of all recruited subjects under Task IV.

5. Final Report by 28 Feb 2014 to include all study findings, successes, challenges, and recommendations for future directions.

## 5.0 REPORT CONTENT AND FORMAT

Upon completion of the contract, three (3) copies of a written Final Contract Report will be submitted upon completion of Task V. The final report should include all elements of the progress reports, highlighting the main findings and proposing future directions. It should also contain an **Abstract** and an **Executive Summary** (one page) to provide the background of the work described, the reasons for undertaking it and any conclusions and recommendations, especially for those of interests to the military, arising from the study.

5.1 Electronic copies of the final report, abstract and executive summary in Microsoft Word are also required. The Contractor must provide ONE electronic copy in Word via e-mail. The DRDC report formatting style and outline, provided by the Contract Authority, will be used for all reports.

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5.2 The clarity of the written communication in the reports must meet the approval of the Project Authority. The contractor must perform technical editing to meet DRDC Toronto and scientific journal publication standards and support the publication process.

## 6.0 SECURITY CLASSIFICATION

The work to be carried out is not classified and the contractor will work off-site.

## 7.0 DEFINITIONS

CFHS Canadian Forces Health Services  
 DRDC Defence Research and Development Canada  
 EEG Electroencepalography  
 HST Harmonized Sales Tax  
 MEG Magnetoenceplalography  
 mTBI mild Traumatic Brain Injury  
 MRI Magnetic Resonance Imaging  
 PTSD Post traumatic stress disorder  
 PWGSC Public Works and Government Services Canada

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**ANNEX B**

**BASIS OF PAYMENT and SCHEDULE OF MILESTONES**

The milestone schedules for which payments will be made, in accordance with the contract, is detailed below. Each claim for payment will include a 10% hold back.

**1. Task I - Preparatory and Consultation Work for the Study**

To be completed from the time of contract award to 31 Aug 2012.

Milestone 1  
Progress Report  
Due : 31 Aug 2012

Firm all inclusive lot price Task I \$ \_\_\_\_\_

**2. Task II - Arrangements for Subject Recruitment and Assessments**

To be completed during the period from 1 Sep 2012 to 31 Dec 2012.

Milestone 2  
Progress Report  
Due: 31 Dec 2012

Firm all inclusive lot price - Task II \$ \_\_\_\_\_

**3. Task III - Continuation of Subject Recruitment and Assessments**

To be completed during the period from 1 Jan 2013 to 30 Apr 2013.

Milestone 3  
Progress Report  
Due: 30 Apr 2013

Firm all inclusive lot price - Task III \$ \_\_\_\_\_

**4. Task IV - Completion of Subject Recruitment and Assessments**

To be completed during the period from 1 May 2013 to 31 Aug 2013.

Milestone 4  
Progress Report  
Due: 31 Aug 2013

Firm all inclusive lot price - Task IV \$ \_\_\_\_\_



**ANNEX C****EVALUATION CRITERIA**

In order to be declared responsive, bidders must demonstrate how they meet the following mandatory criteria:

**1. Mandatory Criteria**

<b>No.</b>	<b>Criteria</b>	<b>Identify page number in bid proposal the information is stated</b>
<b>1</b>	The Principal Investigator must be a researcher in the area of diagnostic neuroimaging and mental health research with at least 10 open-literature publications.	
<b>2</b>	The bidder must have been awarded research funding for existing mental health research projects from other research funding agencies and have published in the area of magnetoencephalography (MEG) and neuroimaging in open literature.	
<b>3</b>	The bidder must have access to MEG and MRI facilities	
<b>4</b>	The bidder must have access to research-lab and office space to run experiments and conduct literature search and data analyses. This includes lab equipment and computers equipped with software (e.g., Microsoft products)	
<b>5</b>	The bidder should have the resources to ensure that all aspects of the work will be effectively managed.	

## 2. Point-Rated Technical Criteria

The proposal must achieve a minimum score of 70 out of 100 on the following rated requirements.

Each bid that meets all the mandatory requirements specified above will be evaluated and scored using the following evaluation grid.

### 2.1 Technical proposal (Maximum 50 points)

<p><b>a)</b> The proposal should include a brief discussion of research and literature in the topic area to demonstrate that the bidder understands the scope, objectives and implications of the work</p>	<p><b>Poor understanding</b> of the scope, objectives, and implications of required work, as evidenced by one of the following aspects: review of neuroimaging in the literature, the need for the project, and the benefits of the work to Canadian Forces</p>	<p><b>Good understanding</b> of scope, objectives, and implications of required work, covering two of the following aspects: neuroimaging in the literature, the need for the project, and the benefits of the work to Canadian Forces.</p>	<p><b>Excellent understanding</b> of scope, objectives, and implications of required work, based on all following aspects: neuroimaging in the literature, the need for the project, and the benefits of the work to Canadian Forces.</p>
<p><b>10 points</b></p>	<p>0-3 point(s)</p>	<p>4-7 points</p>	<p>8-10 points</p>
<p><b>b)</b> The Bidder should clearly outline the approach and proposed methodology to meet the requirements. Sufficient detail should be provided to demonstrate the feasibility of the Bidder's approach and competence to complete the work</p>	<p><b>Poor</b> Little or no discussion of the Bidder's proposed approach and methodology. Failure to demonstrate the feasibility of the approach and their competence to complete the work.</p>	<p><b>Good</b> Good discussion of the Bidder's proposed approach and methodology but lacking some details to fully demonstrate the feasibility of the approach and to achieve full confidence in the process.</p>	<p><b>Excellent</b> Excellent discussion of the Bidder's proposed approach and methodology demonstrating fully the feasibility of the approach, achieving a high degree of confidence in the process.</p>
<p><b>20 points</b></p>	<p>0-5 point(s)</p>	<p>6-12 points</p>	<p>13-20 points</p>
<p><b>c)</b> The proposal should include a discussion of potential limitations and issues that might affect the outcome of the project to indicate the bidder's recognition of the problems and solutions in the conduct of the work.</p>	<p><b>Poor</b> Little or no indication of the limitations and issues that might affect the outcome of the project.</p>	<p><b>Good</b> Good discussion of the limitations and issues that might affect the outcome of the project with no solutions provided.</p>	<p><b>Excellent</b> Full indications of the limitations and issues that might affect the outcome of the project with realistic solutions</p>
<p><b>10 points</b></p>	<p>0-3 point(s)</p>	<p>4-7 points</p>	<p>8-10 points</p>

<b>d)</b> The proposal should include a detailed work plan, including any needs for technical support, specific tasks, deliverables, and a schedule for delivery.	<b>Poor</b> One or none of the following components are provided in the work plan: technical support, specific tasks, deliverables, and a schedule for delivery.	<b>Good</b> Two or three of the following components are provided in the work plan: technical support, specific tasks, deliverables, and a schedule for delivery.	<b>Excellent</b> All of the components are provided: technical support, specific tasks, deliverables, and a schedule for delivery.
<b>10 points</b>	0-3 point(s)	4-7 points	8-10 points

## 2.2 Proposed Team (Maximum 30 points)

<b>a)</b> The team should have a broad spectrum of skills/ experience. The bidder should list team members and submit their CVs including education, work experience, awards, research activities, and a list of publications (theses, manuscripts, conference abstracts, and patents either as a principle author or a co-author)	<b>Poor</b> The team has the expertise and experience in one of the following 3 areas: - successful in competing for research projects, totaling over \$500K - publishing papers in MEG research - more than one team member with neuroimaging expertise	<b>Good</b> The team has the expertise and experience in two of the following 3 areas: - successful in competing for research projects, totaling over \$500K - publishing papers in MEG research - more than one team member with neuroimaging expertise	<b>Excellent</b> The team has the expertise and experience in all of the following 3 areas: - successful in competing for research projects, totaling over \$500K - publishing papers in MEG research - more than one team member with neuroimaging expertise
<b>30 points</b>	10 points(s)	20 points	30 points

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### 2.3 Facilities and Resources (Maximum 20 points)

<b>a)</b> The team members should have access to scientific literature in both natural and social sciences.	Access - with full capability of use for each database - to each of the following databases: Scopus, EMBASE, Web of Science, MEDLINE, BIOSIS
<b>20 points</b>	(4 points per database)
<b>Total Score (minimum 70 points)</b>	<b>/100</b>