



REQUEST FOR PROPOSAL (RFP)

RFP#1000146338

CLOSING DATE: August 7, 2013

CLOSING TIME and TIME ZONE: 2:00 P.M. EST

PROJECT TITLE: Fume Hood Testing and Biological Safety Cabinet Certification – Annual Testing in Health Canada National Capital Region (NCR) Laboratories.

Health Canada
Corporate Services Branch
Real Property and Security Directorate
Cost Centre (125770)

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Senior Procurement and Contracting Officer
Brian Spero (613) 952-5146
brian.spero@hc-sc.gc.ca

RFP Issue Date: June 19, 2013

Delivery Instructions for Bid / Proposal

Bid submission envelopes are to be delivered to the following address prior to August 7, 2013
2:00 P.M. E.S.T:

Health Canada Bid Receiving Unit
Federal Records Centre Building, Tunney's Pasture
161 Goldenrod Driveway (Loading Dock),
Ottawa, Ontario K1A 0K9
Attention: Brian Spero
RFP Reference Number: 1000146338

Hours of Operation: 07h30 to 16h30 (EST)

Page i

***THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

TABLE OF CONTENTS

PART I STATEMENT OF WORK (SOW)

1.0 Scope

- 1.1 Title
- 1.2 Introduction
- 1.3 Estimated Value
- 1.4 Objectives of the Requirement
- 1.5 Background

2.0 Requirements

- 2.1 Tasks, Activities, Deliverables and Milestones
- 2.2 Specifications and Standards
- 2.3 Technical, Operational and Organizational Environment
- 2.4 Method and Source of Acceptance
- 2.5 Reporting Requirements
- 2.6 Project Management Control Procedures
- 2.7 Change Management Procedures
- 2.8 Ownership of Intellectual Property

3.0 Other Terms and Conditions of the SOW

- 3.1 Authorities
- 3.2 Health Canada Obligations
- 3.3 Contractor's Obligations
- 3.4 Location of Work, Work Site and Delivery Point
- 3.5 Language of Work
- 3.6 Health and Safety/Labour Codes
- 3.7 Security Requirements
- 3.8 Insurance Requirements
- 3.9 Travel and Living

4.0 Project Schedule

4.1. Expected Start and Completion Dates

4.2 Options to Extend Contract

4.3 Schedule and Estimated Level of Effort

5.0 Required Resources / Types of Roles to be Performed

6.0 Applicable Documents and Glossary

6.1 Applicable Documents

6.2 Relevant Terms, Acronyms, Glossaries

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions

7.1 General Information

7.1.1 Components, Language and Number of Copies

7.1.2 Bid Validity Period

7.1.3 No Payment for Pre-Contract Costs

7.2 Delivery Instructions for Bid/ Proposal

7.3 Non-Acceptance of Proposals by Facsimile or Electronic Means

7.4 Closing Date and Time

7.5 Time Extension to Closing Date

7.6 Non-Compliance / Unacceptable Proposals

7.7 Site Visit

7.8 Announcement of Successful Contractor

7.9 Rights of the Crown

7.10 Sample Long Form Contract

7.11 Employment Equity

7.12 Procurement Business Number (PBN)

7.13 Order of Precedence

8.0 Technical Proposal

8.1 General Information

8.2 Understanding of the Requirements

8.3 Approach and Methodology

8.3.1 General Approach

8.3.2 Methodology

8.3.3 Work Plan / Project Schedule

8.3.4 Performance and Quality Control

- 8.4 Proposed Team
 - 8.4.1 Personnel
 - 8.4.2 Contingency Plan
- 8.5 Contractor Profile
 - 8.5.1 Organization
 - 8.5.2 Relevant Work Experience
 - 8.5.3 References
- 8.6 Résumés of Personnel

9.0 Cost / Price Proposal

- 9.1 Price proposal
 - 9.1.1 Fixed price
 - 9.1.2. Initial Contract
 - 9.1.3 Option Period - Year 2
 - 9.1.4 Option Year – Year 3
 - 9.1.5 Total Cost
 - 9.1.6 Re-Testing Pricing
 - 9.1.7 Travel
 - 9.1.8 Other Expenses
 - 9.1.9 Harmonized Sales Tax
- 9.2 Price Justification

10.0 Enquiries

PART III BID SELECTION PROCESS

11.0 Introduction

12.0 Mandatory Requirements

- 12.1 Method of Evaluating
- 12.2 Mandatory Requirements

13.0 Rated Requirements

14.0 Conditions Precedent to Contract Award

15.0 Basis of Awarding Contract

PART I STATEMENT of WORK

1.0 Scope

1.1 Title

Fume Hood and Biological Safety Cabinet Certification Annual Testing in Health Canada (HC), National Capital Region (NCR) Laboratories.

1.2 Introduction

The National Capital Real Property Division (NCRPD) of Health Canada requires services to verify all existing HC fume hoods. All verifications are to be carried out in accordance with PWGSC MD15128 (2013) "Laboratory Fume Hoods: Guidelines for owners, design professionals and maintenance personnel" as well as PWGSC MD15129 (2006) "Guidelines for Perchloric Acid Fume Hoods and their exhaust systems".

Health Canada requires a clear description of the testing methodology that will be used including a description of the equipment. This information is to be included in the Bidder's Proposal.

Health Canada will accept as per the MD15128 (2013) Guidelines, the testing is to be performed using a Smoke / Mist Commercial Generating Machine and a Smoke / Mist Diffuser that will be placed in the Hood as per the Guidelines.

Health Canada will only accept a testing procedure that can be reproduced, and follows the methodology set forth in the guidelines.

The type of equipment that will be used and procedure will be a requirement of the resulting contract.

RPFMD also intends to certify all Biological Safety Cabinets at Health Canada laboratories in the NCR in accordance with the latest NSF 49 specifications.

1.3 Estimated Value

The total value of the initial one year contract is estimated not to exceed \$75,000.00 (HST extra). The total amount including two (2) one (1) year options (if applicable) is estimated not to exceed \$225,000.00 (HST extra).

1.4 Objectives of the Requirement

Health Canada has a requirement to verify all Fume Hoods and certify all Biological Safety Cabinets, on an annual basis in four buildings located in the National Capital Region, Ottawa, Ontario. The four buildings are as follows;

1. Sir Frederick Banting Building, 251 Sir Frederick Banting Driveway.
2. Radiation Protection Building, 775 Brookfield Road.
3. Laboratory Centre for Disease Control, 100 Eglantine Driveway.
4. Environmental Health Centre, 50 Colombine Driveway .

1.5 Background

The Contractor will be required to verify all existing Fume Hoods in accordance with PWGSC MD15128 (2013) "Laboratory fume hoods: Guidelines for owners, design professionals and maintenance personnel" and PWGSC MD 15129 (2006) "Guidelines for Perchloric Acid Fume Hoods and their exhaust systems".

The Contractor will be required to certify all Biological Safety Cabinets in the NCR in accordance with the latest NSF 49 specifications. The verification of fume hoods and certification of biological safety cabinets will occur on an annual basis.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The Contractor shall perform the following duties:

- 2.1.1 Verify the following Laboratory Equipment on an annual basis in accordance with the guidelines stated in Section 1.5;
 - a) Perchloric Fume Hoods,
 - b) Laminar flow hoods
 - c) Glove boxes
 - d) Filter modules
- 2.1.2 Test and record equipment operation (High Volume Smoke test, velocity, cross drafts, pressurization, and others as needed) for fume hoods only.
- 2.1.3 Certify the following laboratory equipment on an annual basis in accordance with the guidelines stated in Section 2.2:
- 2.1.4 Biological Safety Cabinets.

2.1.5 The Contractor shall provide an electronic schedule 30 days prior to starting the testing or certification in each building. This schedule will include the following information;

- a) Facility location,
- b) Floor number,
- c) Lab number, identify the
- d) Name of the fume hood,
- e) Date, start time, and time of completion of each test or certification

2.1.6 The Contractor will also try to identify cases of reintraintment and possible energy savings when noticed. The firm will also record and provide performance reports and will review the reports with the project authority. All testing and certification will be performed during the day.

2.2 Specifications and Standards

2.2.1 The following are the specifications and standards that are required to verify and certify the fume hoods, per chloric hoods and biological safety cabinets listed under 2.2.3, 2.2.4 and 2.2.5 and located in their respective buildings:

- a) PWGSC, MD15128 (2013) - Mechanical Design Guidelines (See attached Annex "A").
- b) PWGSC, MD15129 (2006) - Perchloric Acid Fume Hoods and their Exhaust Systems (See attached Annex "A").

*These PWGSC Guidelines above identified under a) and b) are to be observed and performed in accordance with the Health Canada Project Authority guidance and Health Canada testing requirements.

c) ASHRAE 110 - Method of Testing Performance of Laboratory Fume Hoods.

See website: <https://ashrae.org/> for copy of ASHRAE 110.

d) Latest NSF 49 specifications

See website: <http://www.techstreet.com/nsfgate.html> for copy of latest NSF 49.

2.2.2 In addition, PWGSC MD15128 (2013): Visualization Tests are required.

2.2.3 Fume Hoods

Environmental Health Centre, Tunney's Pasture - 35 Fume Hoods
Health Protection Building, Tunney's Pasture – 1 Fume Hood
Laboratory Centre for Disease Control – Tunney's Pasture – 12 Fume Hoods
Radiation Protection Building, 775 Brookfield Road – 43 Fume Hoods
Sir Frederick Banting Building, Tunney's Pasture – 147 Fume Hoods
Total 238

2.2.4 Per Chloric Fume Hoods

Environmental Health Centre, Tunney's Pasture – 0 Per Chloric Hoods
Health Protection Building, Tunney's Pasture – 0 Per Chloric Hoods
Laboratory Centre for Disease Control – Tunney's Pasture – 1 Per Chloric Hoods
Radiation Protection Building, 775 Brookfield Road – 0 Per Chloric Hoods
Sir Frederick Banting Building, Tunney's Pasture – 8 Per Chloric Hoods
Total 9

2.2.5 Biological Safety Cabinets

Environmental Health Centre, Tunney's Pasture – 11 Bio Safety Cabinets
Health Protection Building, Tunney's Pasture – 10 Bio Safety Cabinets
Laboratory Centre for Disease Control – Tunney's Pasture – 60 Bio Safety Cabinets
Radiation Protection Building, 775 Brookfield Road – 8 Bio Safety Cabinets
Sir Frederick Banting Building, Tunney's Pasture – 58 Bio Safety Cabinets
Total 147

2.3 Technical, Operational and Organizational Environment

The required Fume Hood verification and biological safety cabinet certification will be conducted in one of the four Health Canada custodial laboratories identified in Part 1, Section 1.4.

2.4 Method and Source of Acceptance

Health Canada will ensure that all requirements are met through frequent and regular communication between the Project Authority and the Contractor, including regular meetings, discussions and conference calls, as required. Written reports will be required for each fume hood and biological safety cabinet that is verified and certified.

2.5 Reporting Requirements

The Contractor will be reporting to the Project Authority on each phase and will provide written documentation on the following:

- a) Testing and performance reports on the client accepted form.
- b) Verification results posted on the appropriate Fume Hoods and Per Chloric Hoods.
- c) Certification results provided on the appropriate Biological Safety Cabinets.

*All reports are to be provided in MSWord, Excel or MS Project.

2.6 Project Management Control Procedures

The Project Authority will be responsible for making sure all the terms of the contract are respected. The Project Authority will be identified upon contract award.

2.7 Change Management Procedures

No amendment of the contract nor waiver of any of the terms and provisions shall be deemed valid unless effected by a written amendment raised by the Contracting Authority identified herein.

2.8 Ownership of Intellectual Property

There will be no Intellectual Property pertinent to the resulting contract.

3.0 Other Terms and Conditions of the SOW

3.1 Authorities

The Contractor shall interact with and obtain direction from the Project Authority who will be identified upon contract award.

3.2 Health Canada's Obligations

Health Canada's Project Authority will meet the Contractor to discuss issues and concerns. The Project Authority will review and approve the testing schedule.

Health Canada will provide the following:

- policies and procedures, publications, reports, studies, etc.
- access to each site facility and location of the units;
- access to a staff member who will be available to coordinate activities;
- provide comments on draft reports;
- provide other assistance or support.

3.3 Contractor's Obligations

The Contractor shall provide all the necessary labour, equipment, material and any other supplies required to carry out the verification of all Fume Hoods and the certification of all biological safety cabinets and equipment identified in Section 2.1 of this RFP in the Health Canada laboratories in the NCR.

The Contractor will also verify and test the fume hoods, verify and test the per chloric hoods and certify the biological safety cabinets as per the guidelines outlined in Section 2.2.

***Note prior to contract award the Contractor will be required to perform a demonstration of their ability to test and certify equipment in accordance with Health Canada's requirements as described in this Statement of Work of this RFP. See Section 14.0 Conditions Precedent to Contract Award, Article C7.**

3.4 Location of Work, Work Site and Delivery Point

The location of work will be in the National Capital Region where the laboratories are located.

3.5 Language of Work

All work included in this contract must be conducted in English.

3.6 Health and Safety/Labour Codes

The Contractor is to supply the Technical Authority with a copy of their safety policy within 5 days of contract award as required by the applicable Provincial Occupational Safety and Health Regulations. The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the work is performed. The Contractor must provide a copy of their Health and Safety Plan in regards to the work described herein.

3.7 Security Requirements

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # 1000146338

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex A;
 - (b) Industrial Security Manual (Latest Edition).

3.8 Insurance Requirements

The Contractor is responsible for ensuring that they manage and have relevant financial protection against the risks to which they are exposed, especially those over which they have control. Consequently, the general policy of the Government is not to indemnify contractors against such risks. Normally, therefore, a general condition of every contract is that contractors indemnify and save the Crown harmless from all manner of claims and damages. As commercial insurance is one option available to and frequently used by responsible contractor for this purpose, it should always be understood that, in the first instance, insurance is for the protection of Contractor in support of their potential liability to indemnify the Crown and others, and only ultimately for the protection of the Crown. The Contractor must provide a copy of certificate from an insurance broker or an Insurance company licensed to operate in Canada stating that the Contractor, is insured in Accordance with the Commercial General Liability Insurance requirements specified in In the amount of \$5,000,000.00.

The Commercial General Liability Insurance must include the following:

- a) Additional Insured: Health Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract.
- b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c) Products and Completed Operations: Coverage for bodily or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest or Imprisonment and Defamation of Character.
- e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

- g) Employees, visitors and if applicable volunteers must be included as Additional Insured.
- h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB).
A copy of the certification must be provided to Health Canada upon request.
Prior to commencement of Work, the Contractor shall provide evidence of compliance with workers' compensation legislation applicable to the place of the work, including payments due thereunder.
- i) The Contractor must hold a valid WHIMS Certification and must provide a copy of their certificate upon request to Health Canada. At any time during the term of the Contract, when requested by Health Canada, the Contractor shall provide such evidence of compliance by the Contractor, its subcontractors and any other person at any tier and any other person performing part of the Work who is required to comply with such legislation. The Contractor must provide proof of a valid Certificate and number. Health Canada may call Worker's Compensation to verify the Contractor's status in this regard.
- j) Broad from Property Damage including Completed Operations: Expands Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- k) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- l) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- m) Non-owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Health Canada a certified true copy of all applicable insurance policies.

3.9 Travel and Living Expenses

There are no travel or living expenses applicable to this work.

4.0 Project Schedule

- 4.1 The services of the Contractor will be required for 12 months from date of contract award for a one year period.

4.2 Options

Health Canada reserves the right to raise two (2) one year options at their own discretion for up to a maximum total contract value estimated at \$225,000.00 HST extra.

4.3 Schedule and Estimated Level of Effort

Health Canada will provide the firm with a work breakdown once the contract is awarded.

5.0 Required Resources or Types of Roles to be Performed

Health Canada is looking for a Project Manager, Fume Hood technicians and certified biological safety cabinet technicians.

6.0 Applicable Documents and Glossary

- 6.1**
- 1) PWGSC, MD15128 (2013) - Mechanical Design Guidelines
 - 2) PWGSC, MD15129 (2006) - Perchloric Acid Fume Hoods and Their Exhaust Systems
 - 3) ASHRAE 110 - Method of Testing Performance of Laboratory Fume Hoods
 - 4) Latest NSF-49 specifications

6.2 Relevant Terms, Acronyms, Glossaries

Not Applicable

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions for Completion of the RFP

7.0 Administrative Information

7.1 General Information

7.1.1 Components, Language and Number of Copies

You are invited to submit four (4) written copies in either official language (English or French) of the Technical and two (2) Cost Proposals. The RFP Reference Number and the name of the Departmental Representative must be marked on all documents, binders and respective envelopes. Your proposal must be structured in the following manner:

- one covering letter, signed by an authorized representative of your firm;
- four (4) copies of the Technical Proposal; and
- two (2) copies of the Cost/Price Proposal, contained in a *separate sealed envelope*.

7.1.2 Bid Validity Period

Certify below that all pricing identified in the bid/ proposal will be valid for a period of one hundred and twenty (120) days from the closing date of the RFP.

Signature of Authorized Representative of the bidder

Date

7.1.3 No Payment for Pre-Contract Costs

No payment will 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 Departmental Representative can be charged to the proposed contract.

7.2 Delivery Instructions for Bid / Proposal

Bid submission envelopes are to be delivered to the following address:

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock), Tunney's Pasture
Ottawa, Ontario K1A 0K9

Attention: Brian Spero
RFP Reference Number: 1000146338

Hours of Operation: 07h30 to 16h30 (EST)

All bids must be time stamped at the Bid Receiving Unit. Each bid submission envelope must include

- the RFP reference number and
- the name of the responsible Departmental Representative

Proposals are to be submitted directly to the attention of the Departmental Representative and address shown as the "Issuing Office" on the cover page of this RFP package.

The onus for submitting bids on time at the specified location rests with the bidder. It is the responsibility of the bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and proposal pages.

7.3 Non-Acceptance of Proposal by Facsimile or Electronic Means

Proposals sent by fax, telex, e-mail and telegraphic means will **not** be accepted.

7.4 Closing Date and Time

All proposals must be received at the specified location by August 7, 2013 2:00 PM EST. Proposals received after this time will be returned unopened.

7.5 Time Extension to Closing Date

Requests for a time extension to the closing date will not be considered.

7.6 Non-Compliance / Unacceptable Proposals

Failure to meet the mandatory requirements of this RFP will result in your proposal being declared non-responsive.

Proposals received after the proposal closing time will not be considered and will be returned unopened to the bidder. Further, for any proposals which are found to be non-compliant, the financial part of the bid or proposal will be returned unopened with a letter from Health Canada indicating that the bid/proposal was non-compliant.

7.7 Site Visits (mandatory)

Bidders or their authorized representative(s) must attend a **site visit** scheduled on July 9, 2013 at 9:00 a.m. (Eastern Standard Time) at 251 Sir Frederick Banting Driveway, Sir Frederick G Banting Building, Tunney's Pasture, Ottawa, Ontario K1A 0K9. At least two working days prior to the scheduled site visit, bidders are asked to notify in writing the Health Canada Senior Procurement Contracting (by e-mail: brianspero@hc-sc.gc.ca) to confirm their attendance and to provide the name of their representative(s).

7.8 Announcement of Successful Contractor

The name of the successful bidder will be announced on MERX™ only upon contract award and sign-off.

7.9 Rights of the Crown

The Crown reserves the right to:

- reject any or all proposals received in response to this RFP;
- accept any proposal in whole or in part; and
- cancel and/or re-issue this requirement at any time.

7.10 Sample Long Form Contract

The successful bidder for this requirement will be expected to enter into agreement with Health Canada as per departmental contract terms and conditions.

7.11 Employment Equity

The Federal Contractors Program for Employment Equity requires that some organizations bidding for federal government contracts make a formal commitment to implement employment equity, as a pre-condition to the validation of their bids. All

bidders must check the applicable box(es) below. **Failure to do so may render the bid non-responsive.**

Program requirements do not apply for the following reason(s):

- bid is less than \$200,000;
- this organization has fewer than 100 permanent part-time and/or full time employees across Canada;
- this organization is a federally regulated employer;

or, program requirements do apply:

- copy of signed Certificate of Commitment is enclosed; or
- Certificate number is _____

***NOTE:** The Federal Contractors Program for Employment Equity applies to Canadian-based bidders only. The Certificate of Commitment criteria and other information about the Federal Contractors Program for Employment Equity are available in the PWGSC Standard Acquisition Clauses and Conditions (SACC) Manual, Section 2, and on the Government Electronic Tendering Service.*

7.12 Procurement Business Number (PBN)

Public Works and Government Services Canada (PWGSC) has adopted the Procurement Business Number (PBN) for all its purchasing databases, and now requires that its suppliers have one for each of their offices that may be awarded contracts. Register with Contracts Canada's Supplier Registration Information (SRI) service to obtain your PBN. As an existing or potential supplier to the Department, you must obtain a PBN to avoid possible delays of any contract award. It is Health Canada's intention to use this sourcing system for all its procurements of goods and services to which the trade agreements do not apply.

SRI is a database of suppliers who have registered to do business with the Government of Canada. The PBN is created using your Canada Customs and Revenue Agency Business Number to uniquely identify a branch, division or office of your company. Unlike many existing departmental vendor databases, your information in SRI is accessible to all federal government buyers. SRI can help to open up new opportunities with the federal government for requirements not posted on the electronic tendering service, MERX™.

Visit the Contracts Canada Internet site at <http://ssi-iss.tpsgc-pwgsc.gc.ca/pa-ap/nea-pbn-eng.html> for information and registration procedures. Alternatively, you may

contact a Supplier Registration Agent at: 1-800-811-1148 or, in the National Capital Region, at 956-3440.

7.13 Order of Precedence

In the case of any dispute which may arise during the period which may be covered by any ensuing contract, the following documents will be considered in order of precedence in terms of importance in resolving any disputes between the parties:

- The Health Canada Contract;
- Any changes to the terms and conditions contained herein which have been approved by General Counsel for Health Canada;
- The Statement of Work in this RFP; and
- The terms identified in this RFP.

8.0 Technical Proposal

8.1 General Information

Your technical proposal must address all the requirements of the SOW and demonstrate that you are capable of meeting all obligations of the contractor specified in the same.

Your technical proposal must meet **all of the Mandatory Requirements** listed in Section 12.0, as well as the minimum technical score in Section 13, Rated Requirements and the requirements specified in Section 14, Conditions Precedent to Contract Award.

Furthermore, your technical proposal should include the following:

8.2 Understanding of the Requirements

A brief statement that demonstrates that the contractor understands the requirements of the SOW, including the objectives, scope of work and deliverables.

8.3 Approach and Methodology:

8.3.1 General Approach

A description of the overall approach and strategy to this project.

8.3.2 Methodology

Identify methodologies and techniques to be used, including identifying any proprietary information which is proposed to be used in the program.

8.3.3 Work Plan / Project Schedule

Break down the work by task - show phases, planned start, completion dates and the estimated level of effort (i.e. person days) needed to complete the task. The work plan may include a matrix and/or time line charts. **A Project Schedule is required in MS Project in pdf format** structured in weeks, reflecting milestones and deliverables, is to be included.

8.3.4 Performance and Quality Control

Specify how you propose to deal with the performance and quality assurance of the work provided by your organization to the Crown. Include information about quality control methods and reporting mechanisms.

8.4 Proposed Team

8.4.1 Personnel –Project Manager/Supervisor and Technicians

Identify the proposed personnel, including the **Project Manager/Supervisor the Technicians and any other Resources** who will be assigned to this contract, describe the role they will be performing, including the amount of direct time dedicated to the project by principals and/or senior personnel, and explain why they are well suited for the work, referring to their qualifications, certifications, education and experience.

If applicable, include a list of proposed sub-contractors, with reference to their capabilities, experience and degree of involvement in the work.

The bidder must certify in the technical proposal that the information provided in all the information has been verified to be true and accurate. In addition, for every resource proposed by the bidder who is not an employee of the firm, the actual resource must certify that they are aware that they are being bid as part of the bid/proposal and state their relationship with the firm.

8.4.2 Contingency Plan

If the contract cannot be completed by the assigned personnel, the following individual(s) will complete the work. They must have equivalent experience and qualifications as described in this RFP.

8.5 Contractor Profile

8.5.1 Organization

Provide background information about your company, including its legal name and the province in which the company is incorporated.

8.5.2 Relevant Work Experience

Describe your company's capacity and experience in this field.

8.5.3 References (1) required as stated in the Mandatory Criteria (M2).

8.6 Résumés

Résumés of all other proposed personnel may be requested by Health Canada if required.

9.0 Cost / Price Proposal

9.1 Price Proposal

9.1.1 Fixed Price

The Price Proposal must contain a **total quoted price for the Work as described in Part 1, Statement of Work of this RFP**, by year. The Price Proposal should address each of the following:

9.1.2 Initial Contract Period Year 1

All inclusive Firm Fixed Price

\$ _____ HST \$ _____

Total including HST \$ _____

9.1.3 Option Period - Year 2

All inclusive Firm Fixed Price

\$_____ HST \$_____

Total including HST \$_____

9.1.4 Option Period - Year 3

All inclusive Firm Fixed Price

\$_____ HST \$_____

Total including HST \$_____

9.1.5 Total Cost \$_____ HST \$_____

Total with HST \$_____

9.1.6. Re-Testing Pricing

The Contractor is to provide firm all inclusive fixed pricing in case of re-testing requirements on an as and when required basis for quantity of one of each as follows:

9.6.1.1 Fume Hoods 1 of Each \$_____ HST \$_____

9.6.1.2 Per Chloric Hood 1 of Each \$_____ HST \$_____

9.6.1.3 Bio Safety Cabinet 1 of Each \$_____ HST \$_____

For each individual and/or labour category to be employed on the project, including subcontractors, the rates are not requested at this time, although you should be prepared to substantiate the pricing upon request.

9.1.7 Travel

All travel costs including transportation to and from Health Canada Laboratories are to be included in the Contractor's price identified in Section 9.1 Price Proposal.

9.1.8 Other Expenses

All other expenses which may be applicable are to be included in the Contractor's price identified in Section 9.1 price Proposal.

9.1.9 Harmonized Sales Tax

Various items in your cost proposal may be subject to HST or custom duties, and this charge must be included in the cost estimates where applicable.

9.2 Price Justification

The Bidder must provide, on Canada's request, one or more of the following price justification:

- a current published price list indicating the percentage discount available to Canada; or
- a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- price or rate certifications; or
- any other supporting documentation as requested by Canada.

10.0 Enquiries

All enquiries or issues concerning this procurement must be submitted **in writing only** to the Departmental Representative named on the front cover page of this RFP document **not later than seven (7) calendar days prior to the bid closing date.**

To ensure consistency and quality of information to Bidders, the Departmental Representative will provide, simultaneously to all bidders to which this solicitation has been sent,

- any information with respect to significant enquiries received, and
- the replies to such enquiries without revealing their sources,

provided that such enquiries are received no less than seven (7) calendar days prior to the bid closing date.

All enquiries and other communications with government officials throughout the solicitation and evaluation period are to be directed **only** to the Departmental Representative named on the front cover page of this RFP document. **Non compliance with this condition during the bid solicitation and evaluation period may be sufficient reason for bid disqualification.**

PART III BID SELECTION PROCESS

11.0 Introduction

12.0 Mandatory Requirements

12.1 Method of Evaluation

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by bidders to meet any of the mandatory requirements will render the bidder's proposal **non-responsive**. The treatment of mandatory requirements in any procurement process is absolute.

Proposers must meet **all** the mandatory requirements described below. This will be evaluated as either "**Yes**" or "**No**". Proposals not receiving "**Yes**" for any mandatory requirement will **not** be considered further.

12.2 Mandatory Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.			
Criteria Identify the criteria in sufficient detail that the bidder will understand how to demonstrate that the requirements are met and where in the bid document it must demonstrate it met the requirement).	Page #	Yes	No
<p>M1 Bidders or their authorized representative(s) must attend a site visit scheduled on July 9, 2013 at 9:00 a.m. (Eastern Standard Time) at 251 Sir Frederick Banting Driveway, Sir Frederick G Banting Building, Tunney's Pasture, Ottawa, Ontario K1A 0K9. At least two working days prior to the scheduled site visit, bidders are asked to notify in writing the Health Canada Senior Procurement Contracting (by e-mail: brianspero@hc-sc.gc.ca to confirm their attendance and to provide the name of their representative(s).</p>			
<p>M2 The Bidder must provide proof of competency of certification of biological safety cabinets and testing of Fume Hoods.</p> <p>One (1) References is required and should include:</p> <p>a) Name, organization, phone number and email (if available) address of client. b) Description of the services provided. c) Location of where the services were provided.</p> <p>*Any past project submitted by the bidder must have been performed by the bidder and/or any of the proposed sub-contractors. Sub-contractors must be indicated in the proposal.</p>			
<p>M3 The Bidder must demonstrate and show proof their Technicians have 2 -3 years' experience in certification of biological safety cabinets and testing of Fume Hoods.</p> <p>The technicians must also have certifications in both a) and b) as follows:</p> <p>a) NSF 49 Certified – National Sanitation Foundation Standard Number 49 b) ASHRAE 110 Method of Testing Performance of Laboratory Fume Hoods.</p>			

--	--	--	--

13.0 Rated Requirements

Bidders are recommended to provide as much of the following information as possible with their bid. All of the following information will be rated with your bid.

Proposals with a score less than 70% for technical compliance in each section and/or as a whole will be considered **non responsive**, and eliminated from the competition.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.			
Criteria Identify the criteria in sufficient detail that the bidder will understand how to demonstrate that the requirements are met and where in the bid document it must demonstrate it met the requirement).	Page #	Yes	No
R1 – The Firm (10 Points Total) - Relevant past accomplishments and technical expertise (5 Points) - Related experience (5 Points)			
R2 – The Resource(s) Relevant Technical Experience (15 Points Total) - Project Manager’s related experience and expertise (7.5 Points); - Other Team member(s) related experience (7.5 Points).			
R3 – Strategy, Approach (15 Points total) - Understanding of the Requirements and Objectives in the SOW (5 Points) - Strategy proposed; (5 Points) - Demonstration of expertise in order to achieve objective (5 Points);			

<p>R4 - Testing Methodology (30 Points Total)</p> <ul style="list-style-type: none"> - Understanding of the methodology required and solution proposed. (5 Points) - Demonstrated compliance to requirements detailed in the SOW, including guidelines, testing methods and specifications. (5 Points) - Quality of testing process. (10 Points) - Equipment to be Used for Testing (Quality, Usefulness) (10 Points) <p>*Health Canada requires a clear description of the testing methodology that will be used including a description of the equipment. This information is to be included in the Bidder's Proposal.</p>			
<p>R5 – Project Management (15 Points)</p> <ul style="list-style-type: none"> - Organization; (5 Points) - Workplan/Scheduling (5 Points) - Reporting. (5 Points) 			
<p>R6 - Quality Control (15 Points)</p> <ul style="list-style-type: none"> - The Firm's Quality Management Strategy (5 Points) - Demonstration of the system, processes and practices in order to manage the quality control of the services required under the SOW of this RFP (5 points) - recognition of problems and solutions proposed (5 Points) 			

*Bidders must achieve a minimum overall score of 70% overall (70/100 Points) under the Rated Criteria identified herein.

Highest Compliant Combined Rating of Technical Merit and Price:

It is understood by the parties submitting proposals that, to qualify, bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 70% of the bid and price at 30%.

Contractor Ranking

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the price component to establish a total percentage score:

Technical: 70%

Price: 30%

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{\text{Maximum Points}} \times 70\% \quad \text{Cost Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 30\%$$

Total Score = Technical Score + Cost Score

The proposal will be awarded to **the highest total technical and price score that meet the Conditions Precedent to Contract Award.**

14.0 Conditions Precedent to Contract Award

Bidders are recommended to provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.			
	Page #	Yes	No
C.1 Bidders must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the RFP, can be insured in accordance with the Commercial General Liability Insurance requirements specified in Section (Insurance Conditions) Part 1, Section 3.8 of the RFP, and in the amount of \$5,000,000.00.			
C2. Bidders must provide copies of all applicable trade certifications/licenses prior to contract award.			
C3. Bidders must provide assurance that they are in compliance with and their employees have received adequate instruction in the WHIMS regulations.			
C4. Bidders must provide a valid Workplace Safety and Insurance Board (WSIB) number and clearance certificate.			
C5. The Bidder must provide a copy of their Health and Safety Policy and Program and site specific safety plan for the proposed work 5 days after contract award.			

C6. The Bidder must provide Résumés (upon request) indicating the names and telephone numbers for all trades persons proposed to do the work.			
C7. The Bidder will be required to perform a demonstration of their ability to test and certify equipment in accordance with Health Canada’s requirements as described in the Statement of Work of this RFP. Health Canada’s Technical Authority must provide approval prior to contract award.			
C8. The Bidder must certify they are fully cognisant of contents in MD 15128-Guidelines for Laboratory fume hoods and MD 15129 Perchloric Acid Fume Hoods and their Exhaust Systems referenced herein.			

15.0 BASIS OF AWARDING CONTRACT

To be declared responsive, a bid must:

- i. Comply with all the requirements of the RFP; and
- ii. Meet all mandatory evaluation criteria, minimum point scoring for the rated criteria and meet the conditions precedent to contract award criteria.

Bids not meeting (i) or (ii) will be declared non-responsive. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations.