

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des soumissions -**  
**TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Science Procurement Directorate/Direction de  
l'acquisition de travaux scientifiques  
11C1, Phase III  
Place du Portage  
11 Laurier St. / 11, rue Laurier  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> CSTADS	
<b>Solicitation No. - N° de l'invitation</b> H4133-122931/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> H4133-122931	<b>Date</b> 2013-08-07
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$-071-26261	
<b>File No. - N° de dossier</b> 071ss.H4133-122931	<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 2013-08-19</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 type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Pageau, Francois	<b>Buyer Id - Id de l'acheteur</b> 071ss
<b>Telephone No. - N° de téléphone</b> (819) 956-3563 ( )	<b>FAX No. - N° de FAX</b> (819) 956-7994
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

---

**TITLE: CSTADS**

The purpose of this amendment is to amend the solicitation document in order to move the Research Ethics Boards approvals from Milestones 1 to Milestones 2 and to insert more Questions and Answers at ATTACHMENT "A".

Amendment 002 should have made reference to the "Request For Proposal" instead of the "Call For Proposals".

At page 19, under 6.3 - Schedule of Milestones:

At Milestones 1:

**REMOVE:**

"Submission of the CSTADS and approval by the HC REB - as per Annex A SOW Para 4.5.2"

**INSERT:**

"Submission of the CSTADS to the HC REB - as per Annex A SOW Para 4.5.2"

At Milestones 2:

**REMOVE:**

"Conduct Pilot Sessions as per Annex A SOW Para 4.6.1"

**INSERT:**

"Receive Approval by the HC REB and Conduct Pilot Sessions as per Annex A SOW Para 4.6.1"

At page 23, under Attachment 1 to Part 3 - Financial Spreadsheet:

Milestones 1:

**REMOVE:**

"Submission of the CSTADS and approval by the HC REB - as per Annex A SOW Para 4.5.2"

**INSERT:**

"Submission of the CSTADS to the HC REB - as per Annex A SOW Para 4.5.2"

Milestones 2:

**REMOVE:**

"Conduct Pilot Sessions as per Annex A SOW Para 4.6.1"

**INSERT:**

"Receive Approval by the HC REB and Conduct Pilot Sessions as per Annex A SOW Para 4.6.1"

At page 51, under Annex A - Statement of Work:

**DELETE:**

Paragraph 4.5.2 - Research Ethics Boards Approvals entirely

**INSERT:****4.5.2 - Research Ethics Boards Submissions**

The Contractor must submit the CSTADS questionnaires to the Health Canada Research Ethics Board; information is available on the Health Canada website (<http://www.hc-sc.gc.ca/sr-sr/advice-avis/reb-cer/index-eng.php>) or from the Technical Authority. In addition, some Ministries of Education or school boards may require that research ethics boards review the CSTADS questionnaires. The Contractor must submit the CSTADS questionnaires to all of the required research ethics boards.

**Delivery:**

Original Contract: 6 weeks after Contract Award

Option Period 1: 6 weeks after exercising Option Period 1

Option Period 2: 6 weeks after exercising Option Period 2

At 4.6.1 Pilot Testing Sessions:

**ADD BEFORE FIRST PARAGRAPH:**

Prior to implementing the survey, including the pilot testing, the Contractor must obtain approval from all the required research ethics boards.

**AT ATTACHMENT "A" - QUESTIONS AND ANSWERS, TO THE REQUEST FOR PROPOSAL SOLICITATION DOCUMENT, INSERT THE FOLLOWING QUESTIONS AND ANSWERS:**

**Q4** At page 37, to what does "Contract Name" refer? How is this different from Project Title? Should contract name actually be Contract Source, which is not listed in the set of requested information?

**A4** The 'Contract Name' could be the same as the "Project Title" or it could make reference to the "Contract Source" if relevant.

**Q5** At page 40, when stating "No monitoring is required to ensure project is managed effectively", are you referring to the fact that there will be no monitoring required on the part of Health Canada or PWGSC? Can you further explain how monitoring is defined in this sentence?

**A5** The monitoring refers to Health Canada Technical Authority having (or not) to oversee the project to ensure its success. For example, the Technical Authority should not have to remind the Contractor about deadlines, ethical issues, or raise attention to potential problems unforeseen by the Contractor.

**Q6** At page 13, the link provided to verify that any of the Bidder's members are not named on the FCP Limited Eligibility to Bid list states: "As a result of the implementation of the redesigned Federal Contractors Program (FCP) the names of all the organizations have been removed from this list." Can further instruction be provided on how we are to verify that bidding members are not listed on the FCP Limited Eligibility to Bid list to ensure we are meeting this expectation in our proposal?

**A6** For more information, please email: ee-eme@hrsdc-rhdsc.gc.ca

**Q7** At page 19 & 20, in the past, the REB has requested the submission of Appendix I - Previously approved by an external Research Ethics Board the CSTADS ethics application upon approval by the ORE application form, following approval from the Office of Research Ethics. Given the time required to submit and have applications reviewed by the ORE, is it an option to move this item to Milestone 2 instead of Milestone 1 in the Schedule of Milestones?

**A7** Approval from HC REB has been moved from Milestones 1 to Milestones 2. The approval must be received before pilot testing is conducted. The Schedule of Milestones, the Financial Spreadsheet and the Statement of Work have all been amended.

**Q8** At page 27, this portion of the RFP requests that the Bidder should provide a short introduction demonstrating their level of understand of the project and how they view:

- the relevance of their approach;
- the pertinence of the examples provided in support of the application in relation to the project;
- development challenges;
- technical gaps; &
- technology trends.

Would you be able to provide further description and provide definitions for the terms used within each of the 5 bullet points?

---

**A8** The Bidder should demonstrate their understanding of the project and how their proposal relates to it. The Bidder should briefly discuss their approach and how the examples provided in their application are relevant to the objectives of the project. In demonstrating their understanding of the scope and objectives of the project, the Bidder should also briefly discuss challenges that may be faced when developing the project as well potential technical gaps (e.g. factors that may affect the validity of the study) and technology trends (e.g. data transfer technology).

**THERE ARE NO OTHER CHANGES TO THE SOLICITATION**