



**A1. DEPARTMENTAL REPRESENTATIVE**

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**Request for Proposals (RFP)**  
**Best Value (Point Rated)**  
*This RFP contains a security  
requirement*

for

Performance of the Work described in  
Appendix “A” – Statement of Work of the  
draft contract.

<b>A2. TITLE</b> Process Evaluation of British Columbia Healthy Connections Project	
<b>A3. SOLICITATION NUMBER</b> 1000144461	<b>A4. DATE</b> August 15, 2013
<b>A5. RFP DOCUMENTS</b> <ol style="list-style-type: none"> <li>1. Request for Proposals (RFP) title page</li> <li>2. Submission Requirements and Evaluations (Section “I”)</li> <li>3. Price Proposal/Employment Equity Certification (Section “II”)</li> <li>4. General Instructions (Section “IIP”)</li> <li>5. Statement of Work (Appendix “A”)</li> <li>6. The attached draft Contract</li> </ol> <p>In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.</p>	
<b>A6. PROPOSAL DELIVERY</b> <p>In order for the proposal to be valid, it must be received no later than 1500 on September 25th, 2013 (Eastern time) referred to herein as the “Closing Date”.</p> <p>Proposal are to be sent ONLY to the following address:  Health Canada - Bid Receiving Unit  Federal Records Building #18 Loading Docks, 161 Goldenrod Driveway  Tunney's Pasture Ottawa, ON K1A 0K9 CANADA</p> <p>Attention: Karen Chubey  Telephone: 204-789-74339  Solicitation #: 1000144461</p> <p>Proposals sent by fax, telex, e-mail or telegraphic means will <b>not</b> be accepted  All proposals must be time stamped at the Bid Receiving Unit.  Proponents should ensure that their name, address, Closing Date, and solicitation number is clearly marked on their envelopes or parcels.</p>	
<b>A7. PROPOSAL CONTENT</b> <p>Proposal must be structured in the following manner:</p> <ul style="list-style-type: none"> <li>• One (1) copy of a Covering Letter, signed by an authorized representative of the proponent;</li> <li>• Four (4) copies of the Technical Proposal;</li> <li>• One (1) copy of Section “II” – “Price Proposal/Employment Equity Certification” including all the information required in section SR3 <b>sealed in a separate envelope marked “Price Proposal”</b>. No price or cost information is to appear on the Covering Letter and Technical Proposal.</li> </ul> <p>Failure to comply will result in the entire proposal being declared non-compliant and rejected from further consideration.</p>	
<b>A8. VALIDITY OF PROPOSAL</b> <p>Proposals must remain open for acceptance for a period of not less than one hundred twenty (120) calendar days after the Closing Date.</p>	
<b>A9. ENQUIRIES</b> <p>All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative defined in A1 no later than five (5) calendar days prior to the Closing Date and Time in order to allow sufficient time to provide a response.</p>	
<b>A10. BIDDERS CONFERENCE / SITE VISITS</b> <p>There will be no bidders conference for this RFP</p>	
<b>A11. CONTRACT DOCUMENTS</b> <p>The draft contract which the selected Proponent will be expected to execute is included with this RFP. Proponents are advised to review it in detail and identify any problematic clauses to the Departmental Representative defined in A1 in accordance with A9 - Enquiries. Her Majesty reserves the right not to make any amendment(s) to the Contract Documents.</p>	

**Section “I”  
Submission Requirements and Evaluation**

**SECTION “I” – SUBMISSION REQUIREMENTS AND EVALUATIONS**

**SR1 INTRODUCTION**

- 1.1 This section outlines the information Proponents are required to submit. To qualify, Proponents must meet the mandatory requirements set out in the RFP. Proposals not meeting the Mandatory Requirements will not be given any further consideration. Submissions meeting the Mandatory Requirements shall be evaluated according to the criteria and point rating set out in SR2 – Technical Proposal and SR3 – Price Proposal. Should Her Majesty elect to proceed with a contract, the Proponent with the highest score will be awarded the Contract.
- 1.2 The evaluation will be based solely on the content of the responses and any correctly submitted amendments. No assumptions should be made that Her Majesty has any previous knowledge of the Proponents’ qualifications other than that supplied pursuant to this RFP.
- 1.3 Security Requirements – The Bidder must meet the security requirements identified in the Draft Contract and security requirement checklist which are included in Appendix 1 Annex A of the RFP. This security requirement must be met prior to expected contract award date of contract.

**MANDATORY REQUIREMENTS**

**Method of Evaluation**

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.

**Mandatory Requirements**

<b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</b>			
<b>Criteria</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>
<p><b>SR2</b></p> <p>M1. Minimum educational requirement. Note a minimum of one (1) resource must be proposed for each of the senior and intermediate researcher categories with each meeting the mandatory and minimum score requirements for each of the resource categories for which they are bid.</p> <p><b>Senior Researcher</b></p> <ul style="list-style-type: none"> <li>• Graduation with a doctorate degree from a recognized university with an acceptable specialization in a health or science-related field.</li> <li>• Resource must: hold a bachelor degree in nursing or post-secondary training in nursing;</li> <li>• have completed Nurse Family Partnership (NFP) training at the National Service Office;</li> </ul> <p><b>Intermediate Researcher</b></p> <ul style="list-style-type: none"> <li>• An undergraduate/bachelors degree from a recognized university with an acceptable specialization in a health or science-related field.</li> </ul>			

**Section "P"**  
**Submission Requirements and Evaluation**

<p><b>M2. Proposed Resources experience</b> Requirements for the Researchers are as follows:</p> <ul style="list-style-type: none"> <li>- each Senior Researcher must have a minimum of three (3) years of experience doing research of similar nature or size.</li> <li>- each Intermediate Researcher must have a minimum of one (1) years of experience doing research of similar nature or size.</li> </ul>			
<p><b>M3. Each Senior Researcher must have conducted at least one process evaluation.</b> To facilitate evaluation state the resource's role in the project and project scope.</p>			
<p><b>M4</b> The bidder/resource must have an agreement with the (American) Nurse-Family Partnership (NFP) National Service Office in order to access and use their copy written material. To facilitate evaluation, please include a copy of the agreement or equivalent.</p>			

**SR2 TECHNICAL PROPOSAL (70 POINTS)**

Technical Proposals **must not** exceed fifty (50) single-sided pages of 8½ "x 11" paper, minimum type face 10 pts. All material shall be printed on 8.5" x 11" or A4 paper. Material exceeding the fifty (50) page maximum will **NOT** be considered. For the sake of clarity and comparative evaluation, Proponents should respond using the same subject headings and numbering structure in this document.

Proposals shall be submitted in English or French.

Proponents must obtain, at minimum, a rating of "adequate" on the criteria set out in SR2.1 and SR2.2. Note that "adequate" ratings are defined below for each evaluation component. Proposals not meeting this requirement will not be given any further consideration.

**2.1 Work Plan (40 points)**

**Intent:**

Evaluate the proponent's strategy for delivering the Project. Adequate response consists of an effective delivery strategy to meet the requirements of the Statement of Work and a clear description of how the team will be effectively managed. For a proposal to receive higher marks, it must elaborate on the strategy for delivering the Project and describe in detail how the various components of the Proponent Team relate to each other, assist each other and communicate with each other.

**Information to be submitted:**

- 2.1.1** a description of the overall approach and strategy to this project;
- 2.1.2** a description of the methodologies and techniques to be used, including any proprietary information which is proposed to be used in the program;
- 2.1.3** a breakdown of the work by phases including tasks, planned start/completion dates and estimated level of effort (i.e. person days) needed to complete each phases.
- 2.1.4** a description of the how the performance of the work will be monitored, including information on quality control methods and reporting mechanisms.
- 2.1.5** a short description of the roles of key stake-holders: Proponent team, sub-consultants and other specialists (including a description of the nature, extend and duration of the links in any partnerships / joint ventures).

**Rating:**

**Section “I”  
Submission Requirements and Evaluation**

Significantly exceeds the requirement  38-40	Exceeds the requirement  26-37	Adequate  14 - 25	Does not meet the requirement  0-13
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**2.2 Proposed Team (30 points)**

**Intent:**

Confirm that the proposed personnel meet the security clearance requirement defined in section C3 and 3.7 of the draft contract and evaluate the recent experience of the proposed personnel on projects of similar size and scope.

Adequate experience for the Senior Researcher consists of completion of three (3) recent projects (within the last ten (10) years) of similar nature or size or an equivalent combination of larger and smaller projects.

Adequate experience for the Intermediate Researcher consists of completion of one (1) recent project (within the last ten (10) years) of similar nature or size or an equivalent combination of larger and smaller projects.

**Information to be submitted:**

To facilitate evaluation, information on the individual must include:

- 2.2.1 The title and brief description of the project(s) and its objectives accomplished by each resource;
- 2.2.2 A description of the services provided by the proposed resource in support of the project that are relevant to the requirements specified in this RFP;
- 2.2.3 The scope of the project (e.g. provincial/territorial, national);
- 2.2.4 The nature of the research methods (e.g., quantitative, qualitative);
- 2.2.5 The dates and duration of the project;
- 2.2.6 The \$-value of the project

**Rating:**

Significantly exceeds the requirement  30	Exceeds the requirement  21-29	Adequate  12-20	Does not meet the requirement  0-11
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**SR3 PRICE PROPOSAL (30 POINTS)**

**3.1 Fixed Price**

**3.2 All the information required in section SR3 must appear on Section “II” - Price Proposal/Certification ONLY and sealed in a separate envelope marked “Price Proposal”.** Failure to comply will result in the proposal being declared non-compliant and rejected from further consideration. Price Proposals will only be opened after the evaluation of the Technical Proposal is completed. If it becomes clear that the Price Proposal Score would not alter the standing of any proposal, that Price Proposal envelope will NOT be opened.

- 3.2.1 This requirement is comprised of four Phases. The successful bidder will complete all deliverables in Phases 1 - 4 . Phases 1 - 4 are described in detail in section 2.1 of the Statement of Work which forms part of the contract.
- 3.2.2 The bidder must provide fixed pricing for Phases 1 – 4. The Price must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFP, all costs resulting from the performance of any additional Work described in the Proponent’s proposal, all travel, living costs, and all all other costs (per 3.2.3.3)
- 3.2.3 Proponents must provide a detailed breakdown of the total quoted price, by phase, and address each of the following, if applicable:
  - 3.2.3.1 Per Diem

**Section “P”**  
**Submission Requirements and Evaluation**

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For each individual and/or labour category to be employed on the project, including subcontractors, indicate the proposed time rate and estimated time requirement.

**3.2.3.2** Travel

Estimate the cost of travel using the current Treasury Board Travel Directive.  
Estimate the cost of travel for the Senior Researcher and Intermediate Researchers as described in 3.8 using the current Treasury Board Travel Directive

**3.2.3.3** Other Expenses

List any other expenses which may be applicable, giving an estimated cost for each (e.g. long distance communications, reproduction, shipping, equipment, rentals, materials, etc.).

**Bidders must not submit expenses which are considered overhead costs**  
**Any proposal which includes overhead costs will be deemed non-compliant and will be given no further consideration in the evaluation of this Request for Proposal.**

**3.2.3.4** Goods and Services Tax/Harmonized Sales Tax

Various items in the price proposal may be subject to GST/HST or custom duties. These charges are to be included in the cost estimate where applicable.

- 3.2.4** Proponent shall complete the Employment Equity Certification section of the Price Proposal form;
- 3.2.5** All payments shall be made according to the terms of payment set out in the attached Contract;
- 3.2.6** Exchange rate fluctuation protection is not offered; and
- 3.2.7** Price Proposals not meeting above requirements will not be given any further consideration.

**3.3 Price Breakdown**

Her Majesty reserves the right to request a breakdown of the components of the Price Proposal should it believe that the price is unreasonable. Failure to provide an adequate breakdown, describing the rationale and expectation used to determine the cost of each component of the Work, may lead to disqualification.

**BASIS OF AWARDING CONTRACT**

**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%**

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

Where

$$\text{Bidder's Cost} = \text{Phase 1-4 Fixed Price} + \text{Travel} + \text{Other Expenses} + \text{Applicable Taxes}$$

$$\text{Total Score} = \text{Technical Score} + \text{Cost Score}$$

**The Contract will be awarded to compliant bidder with the highest total score.**

Financial Bids will only be evaluated after the evaluation of the Technical Bid is complete. If it becomes clear that the Financial Bid score would not alter the overall scoring of the bid, the Financial Bid will not be considered.

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**SECTION II FINANCIAL BID**

The following information is required with the Financial Bid.

**1.0 Legal name and Bidder's information**

(print clearly)

Bidder's Legal Name \_\_\_\_\_

Bidder's Complete Address

\_\_\_\_\_  
\_\_\_\_\_

Bidder's Phone number (\_\_\_\_\_) \_\_\_\_\_

Bidder's Authorized Representative \_\_\_\_\_

Bidder's Authorized Representative Phone number (\_\_\_\_\_) \_\_\_\_\_

Bidder's Authorized Representative e-mail \_\_\_\_\_

**2. 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.

**3.1 Certification of Education, Experience and Qualifications**

The Bidder certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the Work or part of the Work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.

Canada reserves the right to verify the above certification and to declare the bid non-responsive for any of the following reasons:

- an unverifiable or untrue statement; or
- unavailability of any person proposed on whose statement of education and experience the Canada relied to evaluate the Bid and award the contract.

### 3.2 Certification of Availability and Status of Personnel

#### Availability of Personnel and Facility

The Bidder certifies that, should it be authorized to provide services under any Contract resulting from this RFP, the persons and facility proposed in its bid will be available to commence performance of the work within a reasonable time from Contract award and will remain available to perform the Work in relation to the fulfilment of this requirement.

#### Status of Personnel

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the Work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

During the evaluation of its bid, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all resources proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's offer from further consideration.

### 3.3 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 Secretariat of Canada policies and directives on contracts with FPS, Bidders must provide the information required below.

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

Is the Bidder a FPS in receipt of a pension as defined above?

YES ( )  
NO ( )

If the answer is YES, the Bidder must provide the following information:

- a. Name of former public servant; and
- 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 the answer is YES, 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; and
- 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.

### 3.5 Joint Venture/Partnership

A joint venture is not considered a "person" for registration purposes, whereas a partnership is. Therefore, a partnership can have a BN; a joint venture cannot. A joint venture is limited in scope; a partnership is generally an ongoing business relationship that exists between persons carrying on common business.

A joint venture is an arrangement where two or more persons (participants) work together in a limited and defined business undertaking. Ordinarily, all participants of the joint venture contribute assets, share risks, and have mutual liability.

The Bidder certifies that its bid is submitted to Canada as a: (please choose one)

Sole proprietorship [ ]  
A corporation [ ]  
Partnership [ ]  
A joint venture [ ]

\* In the case of a Joint Venture, the Bidder must provide the following details as part of its bid:

- a. the name of each member of the joint venture;
- b. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- c. the name of the joint venture, if applicable.

If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.

### 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.



SECTION "II" – PRICE PROPOSAL/EMPLOYMENT EQUITY CERTIFICATION

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

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 proponents 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):

- price proposal 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 proponents only. The Certificate of Commitment criteria and other information about the Federal Contractors Program for Employment Equity are available on the HRSDC Website at <http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>

Price Proposal

(in accordance with SR3): \_\_\_\_\_

Bidder's Cost = Phase 1-4 Fixed Price + Travel + Other Expenses  
(state amount in words)

Applicable taxes

(in accordance with SR3.2.3.4): \_\_\_\_\_  
(state amount in words)

*All amounts are in Canadian Dollars*

**Proponents are to provide a detailed breakdown of the price proposal as described in SR3.2.3 and include it in the Price Proposal envelope.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name and Capacity*

## SECTION "III" - GENERAL INSTRUCTIONS

**GI1 RESPONSIVENESS**

- 1.1 For a proposal to be considered valid, it must comply with all of the requirements of this RFP identified as mandatory. Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will".

**GI2 ENQUIRIES - SOLICITATION STAGE**

- 2.1 All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative as early as possible within the solicitation period. Enquiries and issues must be received within the timeframe described in A9 to allow sufficient time to provide a response. Enquiries received after that time will not be answered prior to the Closing Date.
- 2.2 To ensure consistency and quality of information provided to Proponents, the Departmental Representative will give notice, in the same manner as this RFP, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.
- 2.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the Departmental Representative named herein. Non-compliance with this condition during the solicitation period will (for that reason alone) result in the disqualification of your proposal.

**GI3 PROPONENT'S SUGGESTED IMPROVEMENTS DURING SOLICITATION PERIOD**

- 3.1 Should any Proponent consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Proponent is invited to make suggestions, in writing, to the Departmental Representative named herein. The Proponent must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Proponent will be given consideration provided they are received by the Departmental Representative within the timeframe described in article A9 to allow sufficient time to provide a response. Her Majesty reserves the right to accept or reject any or all suggestions.

**GI4 PROPOSAL PREPARATION COST**

- 4.1 The costs, including travel incurred by the Proponent in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract will be the sole responsibility of the Proponent and will not be reimbursed by Her Majesty.

**GI5 PROPOSAL DELIVERY**

- 5.1 Proposals and/or amendments thereto, will only be accepted by the Minister if they are received at the address indicated in A6, on or before the Closing Date and Time specified in A6.
- 5.2 Responsibility for proposal delivery: The Proponent has sole responsibility for the timely receipt of a proposal by Her Majesty and cannot transfer this responsibility to the Government of Canada. Her Majesty will not assume responsibility for proposals that are directed to a location other than the one stipulated in A6.
- 5.3 Late Proposals: The Minister will return unopened proposals received after the Closing Date and Time specified in A6.

**GI6 RIGHTS OF CANADA**

- 6.1 Her Majesty reserves the right:
- 6.1.1 during the evaluation, to submit questions to or conduct interviews with Proponents, at Proponents cost, upon forty eight (48) hours notice, to seek clarification or to verify any or all information provided by the Proponent with respect to this RFP;
- 6.1.2 to reject all proposals received in response to this RFP;
- 6.1.3 to accept any proposal in whole or in part without prior negotiation;
- 6.1.4 to cancel and/or re-issue this RFP at any time;
- 6.1.5 to award one or more contracts, if applicable;
- 6.1.6 not to accept any deviations from the stated terms and conditions;
- 6.1.7 to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful proposal in any resulting contract; and
- 6.1.8 not to contract at all.

**GI7 INCAPACITY TO CONTRACT WITH GOVERNMENT**

- 7.1 Canada may reject a proposal where the Proponent, including the Proponent's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:
- 7.1.1 Section 121, Frauds upon the Government;
- 7.1.2 Section 124, Selling or Purchasing Office; or
- 7.1.3 Section 418, Selling Defective Stores to Her Majesty.
- (Subsection 750 (3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.)
- 7.2 Where Canada intends to reject a proposal pursuant to a provision of paragraph 7.1, the Departmental Representative will so inform the Proponent

and provide the Proponent the ten (10) calendar days within which to make representations, prior to making a final decision on the proposal rejection.

**GI8 INCURRING OF COST**

- 8.1 No costs incurred before receipt of a signed Contract or specified written authorization from the Departmental Representative can be charged to any resulting contract. In addition, the Contractor is not to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any government personnel other than the Departmental Representative. The Proponent's attention is drawn to the fact that the Departmental Representative is the only authority which can commit Her Majesty to the expenditure of the funds for this requirement.

**GI9 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THE PROJECT**

- 9.1 Proponents must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.

**GI10 PROPERTY OF HER MAJESTY**

- 10.1 All correspondence, documents and information provided to the Minister by any Proponent in connection with this RFP will become the property of Her Majesty and may be released pursuant to the Canadian Federal Access to Information Act and the Privacy Act.

**GI11 RIGHTS OF UNSUCCESSFUL PROPONENTS**

- 11.1 Proponents are reminded that all materials submitted by them in either paper or electronic form, including architectural and engineering design drawings, specifications, photographs, etc. shall, upon opening of the envelope by Canadian officials at the local embassy or in Ottawa, become the property of the Canadian government. In consequence, they will not be returned to the unsuccessful Proponents of this tender competition. The keeping of such information by Canada is necessary to ensure that, in the event of a future internal audit of the tender process, or in the event of a challenge by one of the unsuccessful Proponents to this tender process, all the documents submitted by competing Proponents are available and not tampered with. Nevertheless, complete copyright in those materials will of course remain with the copyright owners of the materials submitted; Canada assures Proponents that it will at no time use those materials for any commercial purposes without the written consent of the authors.

**GI12 PRICE SUPPORT**

- 12.1 In the event that the Proponent's bid is the sole responsive proposal received, the Proponent must provide, on the Minister's request, one or more of the following price support if applicable:
- 12.1.1 a current published price list indicating the percentage discount available to the Minister;
- 12.1.2 copies of paid invoices for like services performed for other customers or for like items (same quantity and quality) sold to other customers;
- 12.1.3 a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., profit;
- 12.1.4 price or rate certification;
- 12.1.5 any other supporting documentation as requested by the Minister.

**GI13 INTERPRETATION**

- 13.1 In this RFP, "Her Majesty", "the Minister" or "Canada" means Her Majesty the Queen in right of Canada, as represented by the Minister of Health.

**GI14 ANNOUNCEMENT OF SUCCESSFUL CONTRACTOR**

- 14.1 If this RFP was advertised on MERX™, the name of the successful proponent will be announced on MERX™ upon contract award and sign off.
- 14.2 If this RFP was not advertised on MERX™, Her Majesty will communicate to all proponents the name and address of the successful candidate as well as the total dollar value and award date for the contract only after contract sign-off.

**GI15 PROCUREMENT BUSINESS NUMBER (PBN)**

- 15.1 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 The Minister's intention to use this sourcing system for all its procurements of goods and services to which the trade agreements do not apply.
- 15.2 Visit the Contracts Canada Internet site at <http://contractscanada.gc.ca/en/busin-c.htm> 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.

**GI16 PS ONLINE - TRADING PARTNERS AGREEMENT**

**16.1** If this RFP invite suppliers from the PS Online supply arrangements, the General Conditions, Supplemental General Conditions applicable to this requirement and Clauses of General application set-out in the Trading Partner Agreement shall form part of this Request for Proposal.