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**REQUEST FOR PROPOSAL (RFP)**

**Reference Number: 1000150371A**

**CLOSING DATE: November 18, 2013**

**CLOSING TIME and TIME ZONE: 2:00 PM EST**

**PROJECT TITLE Educational Outreach to Health Professionals on the Air Quality Health Index (AQHI)**

**Branch/ Directorate** Health Environments and Consumer Safety Branch  
Safe Environments Directorate  
**Health Canada** Water, Air and Climate Change Bureau  
Air Quality Programs Division  
Air Quality Health Index

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:**

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**RFP Issue Date: November 1, 2013**

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**PART I****STATEMENT of WORK****1.0 Scope**

**1.1 Title:** Educational Outreach to Health Professionals on the Air Quality Health Index (AQHI)

**1.2 Introduction:** The AQHI is a health management tool, designed to help people make decisions to protect their health by limiting short-term exposure to air pollution. Specifically, individuals are advised to adjust their outdoor activity levels according to their level of risk from air pollution. There are separate health messages for the general population, and messages for at-risk groups, such as children, the elderly, people with chronic respiratory and/or cardiovascular disease and diabetics. These vulnerable populations are advised to protect themselves at higher levels of pollution. As such, the AQHI is helpful to health care professionals in counseling these high risk patients.

In general, it is difficult to reach busy health care professionals/practitioners (HCPs) with new program ideas and initiatives. Moreover, HCPs do not, in general, consider environmental factors when assessing and treating their patients and communities.

**1.3 Estimated Value:** The total value of any contract emanating from this request shall not exceed is \$217,500 over three fiscal years (\$65K FY 2013-2014, \$76,250 for FY 2014-2015, and \$76,250 for option FY 2015-2016). This amount includes travel and living expenses and all applicable taxes.

**1.4 The objectives of this initiative are as follows:**

- Increase awareness among health care professionals/practitioners (HCPs) about the link between health and the environment, particularly outdoor air quality
- To educate HCPs about the AQHI, so as to increase the likelihood that they will use the AQHI to counsel their at-risk patients
- Engage a wide variety of HCPs across the country, including pediatricians, family physicians (FPs), nurses, asthma educators and respiratory therapists (RTs), with the potential inclusion of health professionals in other fields, for a period of 2 years (3 years should the option year be awarded).
- Execute a train-the-trainer program: training HCPs to be ambassadors, educators, speakers, and/or champions of the AQHI; using evidence based on the AQHI and air pollution health effects; championing the AQHI in various regions and disciplines; and, encouraging the integration of heat health issues into outreach activities.

**1.5 Background and Specific Scope of the Requirement:** Air pollution can effect the health and well being of Canadians, especially those at-risk. The completed requirement will result in a network of trained AQHI experts who can speak knowledgably about the AQHI, air pollution human health impacts and who will champion the issue within their geographic area and area of specialization.

**Air Quality**

The Air Quality Health Index (AQHI), is available for over 70 locations in Canada, enables Canadians to stay informed, on a daily basis, about air pollution conditions in their communities. The tool provides real time data regarding current pollution levels in a community, and includes forecast values, to allow people to plan activities. The level of risk is translated into a number from

1 to 10 where the higher the number, the greater the risk and the greater the need to take precautions.

The Index pays particular attention to people who are sensitive to air pollution and provides them with specific advice on how to protect their health during air quality levels associated with low, moderate, high and very high health risks.

**Summary of initial AQHI Train the Trainer Project:** The original Train the Trainer Project contract (2010-2011) allowed the recruitment of 8 family doctors from across the country. The recruits were all leaders in their medical communities who had an interest in air quality and health, environmental health in general, or respiratory health.

## 2.0 Requirements

### 2.1 Tasks, Activities, Deliverables and Milestones:

Milestone	Recommended Timeline
Recruitment	In first month of contract
Develop evaluation	In first month of contract
Training	In first month of contract
Outreach	On-going throughout the year
Execute	On-going & nearing year-end
Interim/Final evaluation and reporting	Year-end

**2.1.1 Recruitment:** Health Care Practitioners, from a variety of different health care fields, in specific regions of the country with particular air quality concerns should be recruited. Those recruited will be leaders in their medical/ healthcare communities who have an interest in air quality and health, environmental health in general, or respiratory health. They will serve as “trainer delegates”. Trainers will be retained for the duration of the project.

**2.1.2 Training:** The recruited delegates will participate in a training program, to become familiar with the evidence base regarding air pollution and its impact on health, vulnerable populations, and interventions to protect their patients. They will also learn about the AQHI; its scientific basis, and how it can be used as a risk communication tool in counseling their at risk patients. Training should consist of at least the required participation in the UBC on-line accredited program, *Outdoor Air Quality and Health and the Air Quality Health Index*, developed in partnership with Health Canada. However, it would also be beneficial if there were additional training opportunities (e.g. McMaster on-line accredited course for heat - <http://machealth.ca/programs/ehe/default.aspx>, training teleconferences, etc).

**2.1.3 Outreach:** Each “trainer” will be responsible for further dissemination of the AQHI and air pollution/health information to colleagues in their regions. They will be asked to conduct training sessions or related outreach activities on AQHI for each year of the program (e.g. speaking at conferences, writing in medical journals, hosting workshops, etc). This training will include information on the basics of air pollution and health, how this information can be effectively communicated to patients, and the benefits of this information for both HCPs within their specialization, their patients and the general public. Trainers will also be encouraged to integrate heat extremes content into their training and outreach activities ([www.extremeheat.ca](http://www.extremeheat.ca)), where possible/applicable.

**2.1.4 Evaluation:** Evaluation of the effectiveness of the initiative should be thorough and and on

–going and should follow the evaluation protocol of HC (to be discussed in greater depth upon award of the contract), in addition to that of the contractor's organization. As a minimum:

- Trainers keep a log of their activities within their regions. These will be collected and collated at the end of the project to estimate the numbers of family physicians and other healthcare professionals reached during the project.
- A conference call with the trainer delegates and Public Health professionals should be held once per year to gather information to report on in the interim and final reports about successes, failures and lessons learned.
- An evaluation questionnaire, to be developed by the contractor, in consultation with Health Canada, will be completed by each participant at each training session conducted throughout the project. These will be collated at the end of the project to form part of the evaluation report.
- Apply any additional evaluation methods which are relevant/applicable

**2.2 Specifications and Standards:** All deliverables identified within Section E2.1 must be delivered to the Project Authority in appropriate electronic format (e.g. Adobe pdf, Corel's WordPerfect, Microsoft Word, Excel, Powerpoint and/or other software or format), subject to the Project Authority's approval.

**2.3 Technical, Operational and Organizational Environment:** Contractor selection is based on some or all of the following criteria:

- Relevance of organizational mandate to environmental health
- Reach to defined campaign target audiences
- Geographic coverage – current AQHI reporting locations
- Ability to offer networking and training sessions to recruited trainers
- Ability and competence to participate in all program components
- Previous experience with delivery of similar initiatives
- Willingness to commit a point person for the initiative (staff support)

**2.4 Method and Source of Acceptance:** All deliverables and services rendered under this contract are subject to approval by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized

**2.5 Reporting Requirements:** In addition to the timely submission of all deliverables and the fulfilment of all obligations, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Authority. Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the work is progressing well and in accordance with expectations.

Communication may include: phone calls, email, faxes, mailings and meetings. Also, the Contractor is to immediately notify the Project Authority of any issues, problems, or areas of concern in relation to any work completed under this contract, as they arise.

Reporting will include the following items:

- Interim report: A year-end report after year 1 of the contract to provide an overview of progress of the project. Within this report, the contractor will include successes, failures, lessons learned, as well as any additional information gathered through the delegates conference call, and delegates' logs.
- Final report: A year-end report after year 2 of the contract to provide a summary of progress of the project. Within this report, the contractor will include successes, failures, lessons learned, as

well as any additional information gathered through the delegates conference call, and delegates' logs.

- Evaluation report: This can be submitted as a separate report, or can be included as part of the Final Report. It is a year-end report to summarize the evaluation of the project. Within this report, the contractor will include their evaluation of the project, as well as summaries of the questionnaire distributed throughout the year at each outreach event.

All reports will be submitted electronically in PDF format to Health Canada by the dates outlined in Section 2.1.

**2.6 Contractor Project Management Control Procedures:** To ensure the contract will be brought in on time, on budget and of an acceptable quality, the Project Authority will (as required): meet with the Contractor to discuss on-going tasks, activities, deliverables and/or milestones; review all written material submitted and provide comments to the Contractor indicating any changes required.

Meetings may be held at HC facilities or take place via teleconference call. Required documents for discussion will be provided by the Contractor to the Project Authority in advance of the meeting or vice versa.

In the event that any unforeseen situations or issues arise that may become potential barriers to the conduct of the work outlined in the contract, the Contractor and the Project Authority will meet to address the situation. In the event that the Project Authority is unavailable, an alternative HC representative will meet with the Contractor. Any changes will be in the form of a written contract amendment.

**2.7 Change Management Procedures:** Any changes to the statement of work will be upon mutual agreement and in the form of a written contract amendment.

**2.8 Ownership of Intellectual Property:** "Intellectual Property" (IP) includes patents, copyright, industrial design, integrated circuit design, topography, plant breeders' rights, or any rights subject to protection under the law as trade secrets and confidential information. Current Treasury Board "[Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#)" states that IP ownership developed under government contracts will remain with the Contractor.

**The Contractor will own IP** - intended for normal use where a contractor will be building on a substantial body of the contractor's background, but is not creating what amounts to a completely new product for the Crown. An alternative, broader background is available for use in appropriate circumstances.

### 3.0 Other Terms and Conditions of the SOW

#### 3.1 Authorities

The Departmental Representative (or delegated representative) is the Health Canada Contracting Authority and is responsible for the management of this Contract. Any changes to the Contract must be authorized in writing by the Departmental Representative. The Contractor is not to perform Work in excess of or outside the scope of this Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned officer.  
TBD



The Project Authority (or delegated representative) is responsible for all matters concerning the technical content of the Work under the Contract. Any proposed changes to the scope of the Work are to be discussed with the Project Authority, but any resulting changes can only be confirmed by a Contract Amendment issued by the Departmental Representative.  
TBD

The person who will handle invoicing and administrative questions will be  
TBD

**3.2 Health Canada's Obligations:** The Project Authority shall provide to the Contractor:

- Relevant primary and secondary research;
- Expertise on environmental health messaging;
- Access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc;
- Provide support and expertise in conducting the training and educational activities; and,
- Provide other assistance or support in the recruitment process (an additional team of public health professionals with expertise in air quality and health will be recruited, to provide evidence-based backup and support to the trainer delegates).

**3.3 Contractor's Obligations:** The Contractor shall complete all obligations outlined within this SOW. Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this SOW.

The Contractor must inform the Departmental Representative and the Project Authority as soon as possible should anything arise impeding the progress of the agreed upon work.

**3.4 Location of Work, Work Site and Delivery Point:** The Contractor will complete all tasks, activities, deliverables and/or milestones at his/her work place. The Contractor will be expected to attend any meetings as requested by the Project Authority (either in person or by teleconference).

Any contract resulting from this RFP will be interpreted and governed by the laws of the Province of Ontario.

**3.5 Language of Work:** Reports and other communication will be in English. Health Canada representative can also communicate in French, if required.

**3.6 Security Requirements:** There is no security associated with this requirement.

**3.8 Insurance Requirements:** It shall be the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for their employees to fulfill the obligations under the contract and to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Contractor at its own expense.

**3.9 Travel and Living Expenses:** There is no travel associated with this requirement.

## 4.0 Project Schedule

**4.1 Expected Start and Completion Dates:** The services of the Contractor will be required for a period of two years upon contract award, with an option to extend the contract for one additional year.



## 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 electronic copies in either official language (English or French) of both the Technical and Cost Proposals. The RFP Reference Number and the name of the Requirement must be in the subject line your proposal must be structured in the following manner:

- one covering letter, signed by an authorized representative of your firm;
- *one electronic* copy of the Technical Proposal; and
- *one electronic* copy of the Cost/Price Proposal, contained in a *separate document*.

If the proposal is **greater than 20mb** then the bid submission must be returned to the address below and an email shall be sent to the Departmental Representative (found on page 1) stating it has been sent by courier. You **must** send an email to the Departmental Representative to ensure your bid will be included for this requirement. 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
- *one* (1) copy of the Cost/Price Proposal, contained in a ***separate sealed envelope***.

#### To the following Address

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

**Attention: 1000150371A**

**RFP Reference Number:** Cheryl Moss

**Hours of Operation:** 07h30 to 16h30 (EST) Monday to Friday

**7.1.2 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: As per section 7.1.1

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 and telegraphic means will **not** be accepted.
- 7.4 Closing Date and Time:** All proposals must be received at the specified on the front page of this Request for Proposal. Proposals received after this time will be returned unopened. The onus for submitting bids on time at the specified location rests with the bidder. It is the bidder's responsibility to ensure correct delivery of its bid to the Crown.
- 7.5 Time Extension to Closing Date:** A request for a time extension to the closing date will be considered only in exceptional circumstances. Any requests for extension must be received in writing by the identified Departmental Representative.
- 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 Bidders Conference / Site Visits:** There is no site visit with this requirement
- 7.8 Announcement of Successful Contractor:** The name of the successful bidder will be announced on Government tendering system Buy and Sell 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:** Please see Appendix "A"
- 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, [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).

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 score identified for the Point Rated Requirements** in Section 13.0.

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 structured in weeks, reflecting milestones and deliverables, should 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:** Identify the proposed personnel, including **Project Manager**, 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 personnel résumés 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. *Attach résumés.*

## 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 (Not Mandatory):** If references for a firm or proposed resource are requested, identify the number of referenced; the criteria against which they will be applied; and the specific details which the reference will have to address. Caution should be taken when using references: they are not criteria in themselves but are instead ways of verifying compliance with a specific criteria. Further care should be taken to ensure that the person providing the reference is able to provide objective, useful and valid information.

**8.6 Résumés of Personnel:** Attach résumés of proposed personnel.

## 9.0 Cost / Price Proposal

**9.1 General Information:** The Price Proposal must contain a detailed breakdown of the **total quoted price**, by phase, or by major tasks, or both. The Price Proposal should address each of the following, if applicable:

**9.1.1 Per Diem:** For each individual and/or labour category to be employed on the project, including subcontractors, indicate the proposed time rate and the estimated time requirement. Although detailed support for the rates is not requested at this time, you should be prepared to substantiate the proposed rates.

**9.1.2 Travel:** Not Applicable

**9.1.3 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.).

**9.1.4 Goods and Services Tax / Harmonized Sales Tax:** Various items in your cost proposal may be subject to GST / HST or custom duties, and this charge must be included in the cost estimates where applicable.

## 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) working 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) working 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:** There is a need to have separate mandatory and point-rated criteria against which the bidder must demonstrate that they met the requirements.

**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**

<b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that addresses the requirement identified in the criteria.</b>			
<b>Criteria</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>
<p><b>M1.</b> The Bidder must provide a minimum 2 projects completed within the last 5 years of this RFP demonstrating their experience in:</p> <ul style="list-style-type: none"> <li>• Networking and contacting health professionals across Canada</li> <li>• Conducting Train the Trainer programs with health professionals (e.g. training health professionals to go out and further train and/or be ambassadors to other health professionals within their region/specialization)</li> <li>• Promoting development training and accreditation among health professionals (e.g. have experience working with health professionals in the development of their career through advanced education. Familiarity with accreditation bodies and medical training).</li> </ul> <p>All three elements above are not required for each project however the experience for all three elements above must be demonstrated within the two projects provided.</p>			



<p><b>M2.</b> The Bidder must provide evidence to demonstrate each of the following:</p> <ul style="list-style-type: none"> <li>• Relevance of organizational mandate to environmental health</li> <li>• Reach to defined campaign target audiences</li> <li>• Geographic coverage – current AQHI reporting locations</li> <li>• Ability and competence to participate in all program components</li> <li>• Willingness to commit a point person for the initiative (staff support)</li> </ul>			
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**13.0 Point Rated Requirements**

**13.1 Method of Evaluation:** State that a proposal with a score less than 60% for technical compliance in each section and/or as a whole will be considered **non responsive**, and eliminated from the competition.

**13.2 Point Rated Requirements**

Criteria	Page #	Points allocated for the criteria	Score
<p><b>R1.</b> Experience and knowledge in working with the AQHI</p> <p>0 (Provides no project examples of required experience or experience is not relevant to the Statement of Work )</p> <p>1 – 5 (Provides limited project examples of required experience, or related experience only partially relevant)</p> <p>6 – 15 (Provides detailed project examples of required experience and clearly outlines experience within examples)</p>		15	

<p><b>R2.</b> Bidder has demonstrated their capacity, capability and experience in providing strategic, creative and program execution of a Train-the-Trainer program within the two (2) projects submitted. Demonstration should include the following:</p> <p><b>Recruitment</b>          Recruiting a wide variety of health care professionals/practitioners (HCPs) from various locations across the country.          The degree to which the recruitment process demonstrates:</p> <ul style="list-style-type: none"> <li>• Experience managing a network of trained health professionals who can speak knowledgeably about the AQHI, air pollution human health impacts and who will champion the issue within their geographic area and area of specialization; and,</li> <li>• Experience mobilizing other HCPs through trainers' outreach activities.</li> </ul> <p><b>Development and Execution</b>          Development and execution of a (preferably AQHI) training program to train the recruited delegates.          The degree to which the approach:</p> <ul style="list-style-type: none"> <li>• Is appropriate for the target audience and is clearly aligned with the stated objectives;</li> <li>• Demonstrates program objectives and implementation methods;</li> <li>• Is innovative and has impact;</li> <li>• Creates synergy across all creative components;</li> <li>• Is followed-up with thorough and appropriate evaluation methods; and,</li> <li>• The use of both official languages is effective.</li> </ul> <p><b>Evaluation and reporting</b>          Experience evaluating and reporting on the trainers' activities.          The degree to which the evaluation process:</p> <ul style="list-style-type: none"> <li>• Demonstrates results achieved;</li> <li>• Demonstrates how the implementation of the program contributed to the achievement of the objectives; and</li> <li>• Demonstrates that the stated objectives have been met through post-surveys, client's reports, or other studies etc.</li> </ul> <p><b>A maximum of 10 points will be allocated for each of the 3 categories above (Recruitment, Development &amp; Execution, and, Evaluation &amp; Reporting) for each of the 2 projects</b></p>		<p>30/ per project for a total of 60</p>	

Total points		75	
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Sample Grid:

<b>Excellent 10 Points</b>	The Bidder's response to this criterion is in depth covering all of the factors exceeding the requirement. The knowledge, experience or approach demonstrated should ensure highly effective performance on this aspect of the work.
<b>Good 7-9</b>	The Bidder's response to this criterion addresses the requirement well missing a few key factors. The knowledge, experience or approach demonstrated should ensure more than adequate performance on this aspect of the work.
<b>Satisfactory 4-6</b>	The Bidder's response satisfactorily addresses this criterion missing many key elements. The knowledge, experience or approach demonstrated should meet the minimum needed for adequate performance on this aspect of the work.
<b>Minimal 2-3</b>	The Bidder's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.
<b>Poor 1 point</b>	The Bidder's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
<b>No Response</b>	The Bidder does not address the criterion.

**14.0 BASIS OF AWARDING CONTRACT**

**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.**

**CERTIFICATIONS**

**15.0** In order to confirm the authority of the person or persons signing the certifications or to establish the legal capacity under which the Bidder proposes to enter into Contract, any Bidder who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of:

- (a) such signing authority; and
- (b) the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this tender on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

**Note to Bidders:** The following certification requirements apply to this RFP. Bidders complete these certifications by filling in the appropriate spaces below and include them with their proposal.

**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\_\_\_\_\_

Bidder’s GST/HST Number \_\_\_\_\_

Bidder’s province in which he is incorporated. \_\_\_\_\_

**15.1. Bidder Certification**

We hereby offer to sell to Her Majesty, in accordance with the Health Canada terms and conditions referred to herein or attached hereto, the goods and/or services listed herein and on any attached sheets at the prices set out therein.

We certify that all information provided herein is accurate. Furthermore we have satisfied ourselves that the

personnel proposed by us for this requirement are capable of satisfactorily performing the requirements described herein. In addition, we certify that individuals proposed will be available until completion of the project. Also, that the work specified herein can be met in a timely manner, and will be achieved with the time frame allocated.

\_\_\_\_\_  
Signature of the Authorized Representative of the Bidder      Date

**15.2. Bid Validity Certification**

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

\_\_\_\_\_  
Signature of Authorized Representative of the bidder      Date

**15.3. Federal Contractors Program for Employment Equity**

All bidders must check the applicable box(es) below.

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.*

**15.4. Status of Resources**

If we have proposed any person in fulfillment of this requirement who is not an employee (of the Bidder), the we hereby certify that we have the written permission from the person to propose his/her services in relation to the Work to be performed in fulfillment of this requirement.

\_\_\_\_\_  
Signature of the Authorized Representative of the Bidder      Date

**15.5. Price Certification**

We certify that the price quoted in this Proposal is not in excess of the lowest price charged anyone else, including its most favoured customer, for like quality and quantity of the products/services, does not include an element of profit on the sale in excess of that normally obtained on the sale of products/services of like quality and quantity, and does not include any provision for discounts to selling agents. **Furthermore, we certify that our total bid price is not in excess of any funding limitations set out herein.**

\_\_\_\_\_  
Signature of the Authorized Representative of the Bidder      Date

**15.6. Joint Venture Information (if applicable)**

A joint venture is an association of two or more parties who temporarily combine their money, property, knowledge, or other resources in a joint business enterprise. There are two primary types of joint ventures, the incorporated joint venture and the contractual joint venture, i.e. formed through a contractual agreement between the parties.

If a contract is awarded to a contractual joint venture, all members of the joint venture shall be jointly and severally or solitarily liable for the performance of the Contract.

If the Bidder is submitting a type of joint venture, the Bidder must provide the following information in the proposal:

- (a) indicate the type of joint venture:
  - incorporated joint venture
  - limited partnership joint venture
  - partnership joint venture
  - contractual joint venture
  - other (explain)
- (b) provide the legal names and addresses of all of the members of the joint venture (i.e. the legal name of the firm associated with the Business Number (BN) or Social Insurance Number (SIN) for sole proprietorships), as well as the legal name and address of the joint venture business entity.

**Financial Basis of Payment**

**Tableau “A1” – Contract award to 31<sup>st</sup> of March 2015**

A	B	C	D (BxC)
Category of Personnel Insert rows as required	Per Diem Rate(s)	Level of Effort/Number of Days Required	Total Costs for Professional Fees TAXES NOT INCLUDED
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
<b>Sub-Total 1:</b>			\$

**Tableau “A2” Option Year - 1<sup>st</sup> of April 2015 to 31<sup>st</sup> of March 2016**

A	B	C	D (BxC)
Category of Personnel Insert rows as required	Per Diem Rate(s)	Level of Effort/Number of Days Required	Total Costs for Professional Fees TAXES NOT INCLUDED
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
<b>Sub-Total 2:</b>			\$

**Miscellaneous Expenses** *(if applicable and requires Health Canada pre-authorization):*

**Table “A3” - Contract award to 31<sup>st</sup> of March 2015**

Item	Description	Total Estimated Miscellaneou s Expense Cost
1		\$

2		\$
3		\$
4		\$
<b>Sub-Total 5:</b>		\$

Table "A4" Option Year - 1<sup>st</sup> of April 2015 to 31<sup>st</sup> of March 2016

Item	Description	Total Estimated Miscellaneous Expense Cost
1		\$
2		\$
3		\$
4		\$
<b>Sub-Total 6:</b>		\$

<b>Bidder total tendered price to perform the work from contract award to 31<sup>st</sup> of March 2015 (Total value of Tables A1 and A3 above,).</b>	<b>\$</b>
<b>Bidder total tendered price to perform the work for option year from 1<sup>st</sup> of April 2015 to 31<sup>st</sup> of March 2016 (Total value of Tables A2 and A4 above,).</b>	<b>\$</b>
<b>Bidder total tendered price (Total value of Tables )</b>	<b>\$</b>
<b>TOTAL HST</b>	
<b>Bidder total tendered price inclusive of optional periods.</b>	<b>\$</b>