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REQUEST FOR PROPOSAL (RFP)

Reference Number: 1000151445

ISSUE DATE: November 19, 2013

CLOSING DATE & TIME: December 30, 2013 at 14:00 (EST)

PROJECT TITLE Scanning of Documents for Health Canada

DIVISION Information Management and Information Technology

DIRECTORATE Internal Client Services and Transition

BRANCH First Nations and Inuit Health Branch

DEPARTMENT Health Canada

For any clarification or additional information, please e-mail:
FNIHB_CMU_GMC_DGSPNI@HC-SC.GC.CA

Bid Submission Envelopes are to be delivered only to the following address:

Health Canada Bid Receiving Unit
Federal Records Centre Building
161 Goldenrod Driveway
Address Locator 1801B
Ottawa, ON K1A 0K9

RFP Reference Number: 1000151445

Attention: Nick Metaxas (Contracting Officer)

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PART I STATEMENT of WORK

1. Scope

1.1. Title

Scanning of Documents for Health Canada

1.2. Introduction

Health Canada has approximately 153 boxes, with approximately half their content to be scanned into digital format (approximately 150,000 pages).

1.3. Objectives of the Requirement

Production of a digitized (electronic image) and searchable (addition of metadata that describe the images) set of documents from paper originals.

2. Requirements

2.1. Tasks, Activities, Deliverables and Milestones

1. Document preparation for scanning
 - a. Sort, remove bindings, fasteners, staples or clips
 - b. Identify and properly sequence documents for optical scanning
 - c. Identify single and double sided pages
 - d. Identify portrait or landscape
2. Image scanning: 8.5x11 @ 300 DPI TIFF CCITT G4
3. Image enhancements – Crop
4. Image enhancements – Deskew
5. Image enhancements - Despeckle
6. Document reconstruction : replace documents in binders or fasteners
7. Authoring the pub. Unitization
8. Authoring the pub. Features
9. Document Coding (300 characters per document) – approximately half of the contents of 154 boxes, or 150,000 pages
10. Saving data on DVD with a label identifying the project
11. Professional services – Project Management of this scanning project.

2.2. Specifications and Standards

Scanned and coded documents are to be provided on DVD with a label identifying the project.

Data File Format	<p>ASCII delimited file format:</p> <p style="padding-left: 40px;">Field Separator = () Pipe</p> <p style="padding-left: 40px;">Quote Character = null (no character - this guarantees that no conflict arises with (") quotes used within the field data)</p> <p style="padding-left: 40px;">Multi-Entry Delimiter = (;) semi-colon</p> <p style="padding-left: 40px;">Return Value in Data = (^) carat</p>
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IMAGE FILE FORMATS:

ITEM	DESCRIPTION
Composition of File	<p>Single-page TIF or JPG</p> <p>COLOUR FILE FORMATS (Preferred)</p> <ul style="list-style-type: none"> • JPEG (24-bit colour, 8-bit for grayscale) (compression = 4.2.2 or 4.2.0) (.JPG file extension) (do not use JPEG TIFF) -- usually used for photographs or compressed large maps • TIFF with LZW compression (.TIF file extension) -- for TIFs with colour - typically text documents with some colour, diagrams, graphics, very large colour maps, docs with greyscale that needs preserving in order to read it properly <p>BLACK & WHITE FILE FORMATS (Preferred)</p> <ul style="list-style-type: none"> • TIFF CCITT Group 4 (.TIF file extension)
Resolution of Image	Black and White Images – minimum 300dpi, or higher, depending on the legibility of the document.
Image Directory Structure	No standard image structure is necessary.
Colour images	Where feasible, colour images (e.g. photographs, illustrations, maps) will be scanned as colour images.

2.3. Technical, Operational and Organizational Environment

It is expected that the Offeror have the necessary technical expertise, machinery, and operational environment from which to scan and digitize up to 153 boxes, or 150,000 pages of documents. Health Canada will send the original documents to the Offeror for processing. The Offeror will return the original documents to Health Canada.

2.4. Method and Source of Acceptance

- A quality assurance process will be undertaken by Health Canada. This will involve a visual, side-by-side comparison of up to 25% of the documents scanned and coded to verify accuracy.
- The Offeror shall have a qualified person responsible for quality control and quality assurance with a minimum of one full year of experience in quality control and quality assurance procedures for items quoted.
- The Offeror shall maintain quality control and quality assurance procedures for items quoted.
- The Offeror shall assure that the images stored after optical scanning are of acceptable quality and are locatable by way of the index. The quality references are established on a per job basis
- once the entire optical scanning system of the Offeror has been determined to be providing the best possible results, as determined by the Offeror.

2.5. Reporting Requirements

- The Offeror will provide telephone and/or email updates as required by the project.
- The Offeror must submit one (1) electronic copy of a report to the Project Authority outlining the accomplishments for the given period, open issues and upcoming milestones on a weekly basis.

2.6. Project Management Control Procedures

Not applicable.

2.7 Ownership of Intellectual Property

Crown will own Intellectual Ownership

3. Other terms and Conditions of SoW

3.1. Authorities

To be disclosed at contract award.

Administration and Invoicing Questions:

To be disclosed at contract award.

3.2. Canada's Obligations

Health Canada will provide the documents (Protected "A") to be scanned to the Offeror, and will be available to answer questions and address concerns.

3.3. Offeror's Obligations

- The Offeror must use its own equipment and software for the performance of this Statement of Work.
- Notwithstanding the fact that the documents under this Contract become vested in Canada, the documents must remain within the custody and control of the Offeror until such time as the Project Authority provides instructions for its delivery. During this period of time, the Offeror must take reasonable and proper care of the documents.

3.4. Location of Work, Work site and Delivery Point

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to

work in close and frequent contact with the Project Authority and other departmental personnel.

3.5. Language of Work
English or French

3.6. Special Requirements
Not applicable.

3.7 Security Requirement

3.7.1. The Offeror must, at all times during the performance of the Contract, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), with approved Document Safeguarding at the level of **PROTECTED "A."**

3.7.2 Contractor 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.

3.7.3 The Offeror **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information and/or perform production until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED "A."**

3.7.4 Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of CISC/PWGSC.

3.7.5 The Offeror must comply with the provisions of:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex A;
- b. Industrial Security Manual (Latest Edition)

3.7.6 Security Requirements for Partners or Third Party Entities Accessing, Storing and/or Processing Protected A Electronic Information Originating from Health Canada or the Public Health Agency of Canada (HC/PHAC)

Information Technology Security (ITS) Requirements
(Maximum Sensitivity Protected A)

All HC/PHAC partners and third party entities who are required to access, process and/or store sensitive information rated Protected A or lower are required to agree to the following criteria and provide the required ITS configuration details of their systems and facilities to HC/PHAC IT Security.

Requirements

- 3.7.6.1 Must permit security inspection and verification of its information technology infrastructure by the Government of Canada (GC) if/when required.
- 3.7.6.2 Employees of Partners or Third Parties:
 - i. Employees (including contractors) who are granted access to Protected A information or provide administrative, support or maintenance services for the information technology infrastructure and/or its information assets shall possess a valid minimum enhanced reliability security clearance as per Treasury Board Secretariat (TBS) Personnel Screening Standard.
- 3.7.6.3 Must have an IT Security program in place which employs the high-level administrative controls, concepts and risk management philosophies identified in TBS Operational Security Standard: Management of Information Technology Security (MITS).

3.7.6.4 Must employ the technical and process controls listed in ITSG-33 that are required to meet the PALL (Protected A-Low Availability-Low Integrity) security profile.

3.8 Insurance Requirements

The Offeror must obtain and maintain an appropriate level of professional liability insurance coverage.

3.9 Travel and Living

No travel will be required.

4. Project Schedule

4.1. Expected Start and Completion Dates

The services of the Offeror will be required for a period of approximately 1 month commencing on contract award. The expected completion date of this project is approximately 28, February, 2014.

4.2. Schedule and Estimated Level of Effort (Work and Cost Breakdown Structure)

The Offeror to provide cost per page for and estimated volume of 150,000 pages based on the Requirements listed in section 2.1 of this Annex. The Offeror to provide cost per page for additional volume beyond 150,000 pages based on the Requirements listed in section 2.1 of this Annex.

5. Required Resources or Types of Roles to be Performed – Project Manager

5.1. The Offeror must have a project manager with a minimum of one full year of experience in scanning policies and techniques for items quoted.

5.2. The Offeror's project manager is available to meet at the convenience of any Canadian Government user in the National Capital Region (NCR). In some instances, the Offeror's project manager may be required to go weekly at the user's location. No travel and living expenses will be paid to attend these meetings, even if the Offeror's project manager is from outside the NCR.

5.3. The Offeror's Project Manager tasks include:

- Define and document objectives;
- Help to determine budgetary requirements;
- Manage project during development, implementation and operation;
- Ensure the appropriate service bureau equipment is available in the appropriate timeframes;
- Report progress of the project on an ongoing basis;
- Identify potential trouble areas and provide recommendations;
- Interface with department officials and stakeholders; and
- Review all project documentation, plans, reports, schedules, etc.

6. Applicable Documents

6.1 The document *Objective Coding Manual* shall be an integral part of this contract.

6.2 The document *Questions and Answers* shall be an integral part of this contract.

7. Ability to Return Original Documents

Upon special request by a user who may need an original document back, the Offeror shall have the

ability to return, within 24 hours, the original document from its production location to the Canadian Government user location in the NCR.

8. Document Handling

The Offeror shall have an Offeror's address opened during normal business hours in the NCR where any Canadian Government user may choose to deliver or pick up its boxes of documents. The Offeror shall not charge shipping costs to deliver or pick up boxes of documents from that address.

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions for Completion of the RFP

7.1 General Information

7.1.1 Components, Language and Number of Copies

You are invited to submit written copies in either official language (English or French) of both the Technical and 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:

- **1 (one)** covering letter, signed by an authorized representative of your firm;
- **3(three)** copies of the Technical Proposal; and
- **1 (one)** copies of the Cost/Price Proposal, contained in a *separate sealed envelope*.
- **1 (one)** electronic copy (on USB or CD) of the technical and financial proposal.

The Financial Proposal (hard copy and electronic) must be submitted in a separate, sealed envelope or other packaging. There must be no financial information on any hard copy or electronic copy of the covering letter or the Technical Proposal.

7.1.2 Bid Validity Period

Please refer to Section 16.0 Certifications.

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 returned to the following address:

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock),
Ottawa, Ontario K1A 0K9
Attention: Nick Metaxas
RFP Reference Number: 1000151445

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 Contract Officer

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 the date and time indicated on page 1 of this RFP. 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 Bidders Conference / Site Visits

Not Applicable

7.8 Announcement of Successful Contractor

The name of the successful bidder will be announced on Buyandsell.gc.ca 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://contractscanada.gc.ca/en/busin-e.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.

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;
- The terms identified in this RFP; and
- The Contractor's Proposal (technical and price).

8.0 Technical Proposal

8.1 General Information

The technical proposal must address all the requirements of the SOW and demonstrate that the Bidder is capable of meeting all obligations of the contractor specified in the same.

The technical proposal must meet **all of the Mandatory Requirements** listed in Section 12.0, as well as the **minimum scores identified for the Point Rated Requirements** in Section 13.0.

Furthermore, the 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

The Bidder must 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

If applicable, identify all 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

If applicable, 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.

8.6 Résumés of Personnel

Attach résumés of proposed personnel.

9.0 Financial Proposal

9.1 General Information

The Financial Proposal must contain a detailed breakdown of the **total quoted price**, by phase, or by major tasks, or both. The Financial 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.

9.2 Price Justification

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

- a current published price list indicating the percentage discount available to Health 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 Health 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

The Bid review committee will evaluate bids which have been received by the closing date and time stipulated in Section 7.4, on the basis of the contents of the Bidder's submitted proposal and not on any prior knowledge or experience with the Bidder or the Bidder's work. It is, therefore, the Bidder's responsibility to ensure the proposal is complete, clear and that it provides sufficient detail to allow the evaluators to assess it on the basis of the **Mandatory Requirements** and **Point Rated Requirements**. Relevant supporting documents should be provided, when required, as Annexes.

The bid evaluation process has three main components:

- (1) Assessment of the Technical Proposal against Mandatory Requirements (Section 12.2).
- (2) Assessment of the Technical Proposal against Point-Rated Requirements (Section 13.2).
- (3) Assessment of the Financial Proposal.

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	Page #	Yes	No
M1. The Bidder must have at least two years of knowledge or experience working in their area of expertise. The Bidder must demonstrate this experience by providing three examples of similar projects completed.			
M2. The Bidder must demonstrate this experience by providing a minimum of three examples of completed projects similar in scope as detailed in the Statement of work.			

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

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	Page #	Points allocated for the criteria	Score
The rated criteria should be based on the SOW, in sufficient detail.			
R1. The proposed company should be readily able to process a large volume of material. A large volume is defined as 153 boxes, or 150,000 pages. <i>25 points will be awarded for meeting this criteria</i>		25	
R2. The proposed company should be able to complete the project within 25 business days. <i>25 points will be awarded for meeting this criteria</i>		25	
Maximum 50 points			
Total			

14.0 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 60% of the bid and price at 40%.

Example 1 - Contractor Ranking

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

Technical: 60%

Price: 40%

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{\text{Maximum Points}} \times 60\% \qquad \text{Cost Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 40\%$$

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

The contract will be recommended to **the highest total technical and price score**.

15.0 DEBRIEFING

A debriefing will be provided, on request, only following entry by Health Canada into a contractual arrangement with the successful Bidder. Should a Bidder desire a debriefing, the Bidder must contact the name identified on the front cover of the RFP **no later than 30 days** after being notified of their bid being deemed unsuccessful. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

16.0 CERTIFICATIONS

Compliance with Terms and Conditions

The Bidder by signing below hereby certifies that it has read the RFP in its entirety, including the Statement of Work, and signifies compliance with and acceptance of all the articles, clauses, terms and conditions contained or referenced in this RFP document.

Signature of Authorized Representative of the bidder	Date

Certification of Education and Experience

To be considered responsive, the proposals must contain the following certification:

“The Bidder hereby 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.”

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

- a) unverifiable or untrue statement;
- b) unavailability of any person proposed on whose statement of education and experience the Crown relied to evaluate the offer and award the Contract.

Signature of Authorized Representative of the bidder	Date

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 solicitation, the persons and facility proposed in its offer will be available to commence performance of the work within a reasonable time from Contract award, of within the time specified herein and will remain available to perform the work in relation to the fulfilment of this requirement.

Signature of Authorized Representative of the bidder	Date

Bid Validity Period:

Certify below that all pricing identified in the bid/ proposal will be valid for a period of not less than ninety (90) days from the closing date of the RFP.

Signature of Authorized Representative of the bidder	Date