



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to : **Statistics Canada**
Propositions aux: **Statistique Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No – N° de l'invitation :
1920-0000895

Solicitation closes – L'invitation prend fin
At – à : **14 :00 heures** (Eastern Standard Time/Heure normale de l'est)

On: 15-January-2014 – Le 15 janvier 2014

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).

Name – Nom :

Title – Titre :

Date of Solicitation – Date de l'invitation:

27 November 2013

Address inquiries to – Adresser toute demande de renseignements à: macs-bids@statcan.gc.ca

**Area code and Telephone No.
Code régional et N° de téléphone**
(613) 951-1015

**Facsimile No.
N° de télécopieur**
(613) 951-2073

**Send proposals to:
Statistics Canada
MACS – Bids Receiving
Distribution Centre
Attn. of: Béatrice Racine
Room 0702, Main Building
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6
RFP: 1920-0000895**

Envoyer les propositions à :
**Statistique Canada
SMC – Réceptions des
soumissions
Centre de distribution
Attn. de : Béatrice Racine
Immeuble Principal, pièce
0702
150, promenade du Pré-
Tunney
Ottawa (Ontario) K1A 0T6
DP : 1920-0000895**

Instructions :

Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Vendor Name and Address – Raison sociale et adresse du fournisseur

Facsimile No – N° de télécopieur :

Telephone No – N° de téléphone :

Signature

Date



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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist (for National Capital Region, and the Task Authorization Form.

2. Summary

The present request is to obtain a list of qualified contractors to undertake recruitment activities on behalf of the Questionnaire Design Resource Centre (QDRC) of Statistics Canada.

Statistics Canada intends to award up to a maximum of thirty (30) contracts, following this tender notice.

Services are to be provided from April 1st, 2014 up to March 31st, 2016, with the possibility of extending the contract for two (2) additional periods of two (2) years each, under the same terms and conditions.

The requirement is limited to Canadian goods and/or services.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada Peru Free Trade Agreement (CPFTA), the Canada Colombia Free Trade Agreement (CCFTA) and the Canada Chile Free Trade Agreement (CCFTA).

There is a security requirement associated with this requirement for the National Capital Region. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website."



There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.”

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

- (i) Delete: (d) send its bid only to Public Works and Government services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation
- (ii) Insert: (d) send its bid only to Statistics Canada Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

In Section 4 of Standard Instructions - Goods or Services - Competitive Requirements 2003, add Subsection 8 as follows:

8. A bid cannot be assigned or transferred in whole or in part.

The paragraph 8 of 2003, Standard Instructions – Goods or Services – Competitive Requirements, is amended as follows:

Delete: in its entirety

Insert: submission cannot be faxed

2. Submission of Bids

Bids must be submitted only to Statistics Canada (StatCan) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Statistics Canada will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.



Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4) hard copies and (1) electronic copy in a PDF format on a CD or DVD

Section II: Financial Bid (1) hard copy

Section III: Certifications (1) hard copy

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Note: In the case where a bidder wishes to submit a proposal for more than one region, a technical bid must be submitted for each region.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in **Attachment 1 to Part 3**. The total amount of Applicable Taxes must be shown separately.

Note: In the case where a bidder wishes to submit a proposal for more than one region, a financial proposal must be submitted for each region.



Section III: Certifications

Bidders must submit the certifications required under Part 5. Refer to Attachment 1 to PART 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated first on the basis of the mandatory requirements. Bidders must meet **ALL** of the mandatory requirements in order to be considered further. Failure on the part of the bidder to meet one (1) or more of the mandatory requirements will result in the proposal being deemed non-compliant and ineligible for any further consideration or evaluation. Compliant proposals (i.e., those that satisfy all these criteria) will be evaluated in accordance with point-rated requirements.

Refer to Attachment 1 to Part 4.

1.1.2 Point Rated Technical Criteria

Compliant proposals (i.e. those that meet **ALL** mandatory requirements) will be evaluated in accordance with the point-rated criteria in this RFP.

Refer to Attachment 1 to Part 4.

2. Basis of Selection – Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of **70 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **100 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



Financial Evaluation

The calculation to evaluate the **total cost per participant** by sample will be done as demonstrated in Table 1.

Example - Table 1

Description	Cost per participant who attends (A)	# of Participants who attend (B)	Total cost for participants who attend (C)=(A)*(B)	Fixed Costs (D)	Total cost by sample (E)=(C)+(D)	# of Participants who attend (F)	Total cost per participant who attend by sample (G)=(E)÷(F)
Sample A Cost Estimate	\$ 100	28	\$2,800	\$200	\$3,000	28	\$107.14
Sample B Cost Estimate	\$80	10	\$800	\$150	\$950	10	\$ 95.00
Sample C Cost Estimate	\$200	6	\$1,200	\$100	\$1,300	6	\$ 216.67

Once the **Total Cost Per participant by sample** is established for the three (3) samples, they will be weighted as follows:

1. **Sample A:** 45% (cost per participant for sample A)
2. **Sample B:** 45% (cost per participant for sample B)
3. **Sample C:** 10% (cost per participant for sample C).

The total overall financial score will then be established (See Example at Table 2) and will be used to calculate the rank of the bidder (See Example at Table 3).

Example: Table 2 – Overall Financial Score (per bid submitted)

Sample	Cost per participant (A)	Weight on a Total of 100% (B)	Overall Financial Score (C) = (A) * (B)
Sample A	\$107.14	45%	\$48.21
Sample B	\$95	45%	\$42.75
Sample C	\$216.67	10%	\$21.67
Total			\$111.50



Example: Table 3 – Bidder Rank Determination

Bidder Company Name	Financial Evaluation Score (A)	Technical Evaluation Score based on point-rated requirements (B)	Total Evaluation Score (C) = (A) / (B) (C)	Rank (D)
ABC Inc.	\$98.53	90	1.10	1
DEF Ltd.	\$111.50	85	1.31	2
GHI Corp.	\$110.28	80	1.38	3

Within each region, the top five (5) ranked bidders with a responsive bid shall be recommended for contract award. In the case of a tie, the bidder who obtained the higher technical evaluation score shall be ranked by this score.

Example: Table 4 – Estimated value of each contract awarded per responsive bidder per region for the first period of the contract (April 1st, 2014 to March 31st, 2016).

Name of regions	One (1) contract awarded. Value of the contract	Two (2) contracts awarded. Value of each contract	Three (3) contracts awarded. Value of each contract	Four (4) contracts awarded. Value of each contract	Five (5) contracts awarded. Value of each contract
The Atlantic Provinces	\$10,000	\$5,000	\$3,333	\$2,500	\$2,000
Québec (except for the NCR)	\$50,000	\$25,000	\$16,667	\$12,500	\$10,000
The National Capital Region (NCR)	\$60,000	\$30,000	\$20,000	\$15,000	\$12,000
Ontario (except for the NCR)	\$60,000	\$30,000	\$20,000	\$15,000	\$12,000
Manitoba/Saskatchewan/Alberta	\$15,000	7,500	\$5,000	\$3,750	\$3,000
British Columbia	\$5,000	\$2,500	\$1,667	\$1,250	\$1,000



PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

2. Additional Certifications Required with the Bid

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Canadian Content Certification

2.1.1. *SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

Security will apply for some specific projects that will require contractor personnel to perform the services from the Head Office of Statistics Canada in Ottawa.

1. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website.



PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within (five) 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority or Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and



"Minimum Contract Value" means 2.5%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement applies for some specific projects to be completed in the National Capital Region

- 3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.
 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
 2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
 3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
 4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
 5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).



4. Term of Contract

4.1 Period of the Contract

The period of the contract is from April 1st, 2014 up to March 31st, 2016, inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional two (2) years period- under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Béatrice Racine**
Title: Contracting Advisor
Statistics Canada
Corporate Services Division
Address: Main Building, room 1405-B,
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6
Telephone: 613-951-1015
Facsimile: 613-951-2073
E-mail address: macs-bids@statcan.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

(The Project Authority will be named in the resulting contract.)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____



The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants (to be determined at contract award)

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (TBD at Contract Award) . Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,



whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7.4 Discretionary Audit

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27), - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List (for National Capital Region);
- (f) Annex D, the signed Task Authorizations;
- (g) the Contractor's bid dated _____,

12. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

13. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

14. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the *Department of Public Works and Government Services Act* will review a complaint filed by (*the supplier or the contractor or the name of the entity awarded this contract*) respecting administration of this contract if the requirements of Subsection 22.2 (1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



ANNEX A STATEMENT OF WORK

SW.1.0 TITLE

RECRUITMENT OF PARTICIPANTS FOR QUALITATIVE RESEARCH

SW.2.0 BACKGROUND

The Questionnaire Design Resource Centre (QDRC) of Statistics Canada is responsible for the development and testing of questionnaires on behalf of many different program area divisions of Statistics Canada. As part of its mandate, the QDRC tests household, business, institutional and agricultural survey questionnaires using methods such as focus groups and cognitive techniques. In connection with this work, the QDRC must often contract out the recruitment of participants for focus groups and one-on-one, in-depth interviews.

SW.3.0 OBJECTIVES

The objective of this Statistics Canada initiative is to develop a list of qualified contractors to undertake recruitment activities on behalf of the QDRC.

In order to simplify the contracting out and bidding process, the QDRC is requesting that companies interested in doing recruiting jobs prepare a proposal which includes cost estimates for three (3) typical Statistics Canada recruitment projects (Sample A, Sample B or Sample C, see SW.6.1 Applicable Documents). Statistics Canada will form a qualifying list of up to thirty companies by choosing a maximum of five of the best proposals for each of six regions across Canada:

- The Atlantic Provinces (Newfoundland and Labrador, Prince Edward Island, Nova Scotia, and New Brunswick)
- Québec (except for the NCR)
- The National Capital Region (NCR)
- Ontario (except for the NCR)
- Manitoba, Saskatchewan and Alberta
- British Columbia.

SW.4.0 PROJECT REQUIREMENTS

SW.4.1 Deliverables, Tasks, Milestones and Schedule

Deliverables:

The QDRC is looking for contractors to perform the following tasks in the following Regions:

Tasks:

- Discuss work plans, schedules and recruiting specifications with the QDRC.
- Prepare screening questionnaires.
- Recruit participants for focus groups and/or one-on-one, in-depth interviews according to the recruiting specifications of each project.



- Provide names and profiles of all participants to the QDRC.
- Make follow-up telephone calls to ensure that participants attend focus groups and interviews.

Regions:

- The Atlantic Provinces (Newfoundland and Labrador, Prince Edward Island, Nova Scotia, and New Brunswick)
- Québec (except for the National Capital Region (NCR))
- The National Capital Region (NCR)
- Ontario (except for the NCR)
- Manitoba, Saskatchewan and Alberta
- British Columbia

Milestones and Schedules

As per Task Authorization issued. For examples of potential projects, see SW.6.1, Applicable Documents (Sample A, Sample B or Sample C).

SW.4.2 Reporting Requirements

Operational Requirements (Procedures):

Each qualifying company will follow the terms of the contract for each project they undertake throughout the year.

a) Work Plan:

For each project, the following work plan will be followed:

- The QDRC chooses the first qualified Contractor in line from the list of qualified companies to do recruiting for a given region and project. A rotation will be exercised for subsequent projects.
- The QDRC calls the Contractor and informs them that they will be receiving a Statement of Work for the project by e-mail. The contractor will have forty eight (48) hours to reply to the QDRC. If the contractor expresses disinterest in the project in writing, the QDRC will send a Statement of Work to the next contractor on the list of qualified contractors.
- The Contractor must reply within forty eight (48) hours to the QDRC, by e-mail, with a proposal and cost estimate for the project.
- The QDRC accepts or rejects the proposal and cost estimate, and informs the Contractor of their decision within twenty four hours.
- The Contractor discusses the work plan, schedule and recruiting specifications (from the Statement of Work) with the QDRC.
- The Contractor prepares a screening questionnaire for the recruitment of focus group and/or in-depth interview participants. This screening questionnaire takes into account factors outlined on the recruiting specifications such as sex, age, language spoken, occupation and other recruitment characteristics.
- The QDRC approves the screening questionnaire before any recruiting takes place.



- Using the screening questionnaire, the Contractor recruits participants. In almost all cases, the list of participant names must be generated by the company and is not provided by Statistics Canada.
- Approximately 24 hours before the scheduled focus group or interview time, the Contractor telephones each participant to confirm the date, time and location.
- If there are cancellations, the Contractor makes every reasonable effort to find replacements.
- The Contractor provides the names and profiles of all focus group/interview participants to the QDRC as described under “Deliverables” on the Statement of Work. The Statement of Work specifies the date when this information is required.

b) **Administration:**

The following administrative requirements will be in place for each project:

- The Contractor is monitored on performance throughout each project, according to federal government contract regulations, policies and guidelines, on aspects of the recruiting service such as timeliness of deliverables, attendance and quality of participants recruited.
- The Contractor’s final payment shall be based on the number of participants who attend each group and/or the number of completed in-depth interviews. ***The Contractor shall not be paid for any cancellations or “no shows.”***
- Payment for work performed is made at the completion of significant phases or tasks of each project. At these stages, invoices are to be submitted to Statistics Canada for approval and payment.
- The work for each project is carried out according to the Treasury Board policy for federal government information collection and public opinion research (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16491§ion=text>).

c) **Recruiting Specifications:**

There are several recruiting specifications that will apply to every QDRC recruiting project:

- The Contractor must not recruit persons or members of the immediate family of people who work for the federal government, including Statistics Canada (unless specifically asked to).
- The Contractor must not recruit persons who work in market research, marketing, advertising or the media (i.e., radio, television, newspapers, etc.) unless specifically asked to.
- The Contractor must not recruit persons who have taken part in a focus group or in-depth interview in the previous 12 to 24 months (exact time frame to vary by project).
- The Contractor must make every reasonable attempt to avoid recruiting persons who personally know any person who is doing the recruiting.
- The Contractor must not recruit persons who personally know each other.



The Contractor must be aware that a project will often have additional recruiting specifications, not mentioned above, that are more specific to that project.

d) Information Provided to Participants:

During the recruitment of participants for a focus group/in-depth interview, the Contractor must provide the following information to each participant:

- the Contractor is recruiting on behalf of Statistics Canada
- the purpose of the focus group/in-depth interview
- the expected length of the focus group/in-depth interview
- the fact that all discussions at the interviews/focus groups will be private
- the focus group/in-depth interview will be conducted by Statistics Canada
- the amount of payment given to each participant following the focus group/in-depth interview (if applicable)
- the location and scheduled time of the focus group and/or in-depth interview
- the requirement to bring eyeglasses (if reading is required)
- the requirement that participants arrive 10 minutes early at the scheduled focus group/interview location
- the requirement that participants are comfortable speaking and reading the language of the focus group/interview

Additional information that is more project-specific must be conveyed to the participants, if requested by the QDRC.

Replacement of personnel:

Should the Bidder's resource identified in M4 of the Mandatory Requirements at any time be unable to provide services, the Contractor shall be responsible for providing replacement resources at the same cost who shall be equal (minimum two (2) years experience) or greater ability and attainment, and whom shall be acceptable to the Project Authority.

SW.4.3 Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection 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.

Samples of Statement of Work

In SW.6.1 Applicable Documents of this Request for Proposals, Statistics Canada provides three sample Statements of Work, Samples A, B or C. These are fictitious, yet typical examples of the type of project for which a Contractor would have to submit a proposal before approval to start a project.



For evaluative purposes (see details on the evaluation), please provide the following:

- **a cost estimate, per participant, for each of the three Samples A, B and C** - include all costs associated with recruiting (Such as: developing the screening questionnaire, project management cost), but do not include the cost of renting a focus group facility. Please note that the Goods and Services Tax (GST) is not to be included in the estimated cost for the three sample projects.
- **a screening questionnaire for Sample A only.**

SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

SW.5.1 Contractor's Other Obligations

In addition to the obligations outlined in Section 2 of this Statement of Work, the Contractor shall:

- keep all documents and proprietary information confidential;
- return all materials belonging to StatCan upon completion of the Contract;
- attend meeting with stakeholders, if necessary;
- maintain all documentation in a secure area.

SW.5.2 StatCan Obligations

The QDRC will make every reasonable attempt, given operational constraints, to rotate among the contractors on the qualified list from project to project for each region. However, the contracts awarded will only give an estimate of the dollar value of the work anticipated for the year, for all of Canada. The amount of work available will be based on operational requirements. In all cases, Statistics Canada is only obligated to pay for services rendered.

SW.5.3 Estimated Period of the Contract

The expected starting date for the first period of the contract will be April 1st, 2014 and the completion date will be March 31st, 2016. Statistics Canada reserves the right to exercise the option of two (2) additional two (2) year periods under the same terms and conditions.

Statistics Canada may exercise this option at any time, by informing the supplier in writing at least 30 calendar days prior to the expiration date of the contract. The option may only be exercised by the Contracting Authority of Statistics Canada, and any extension of the Contract will be evidenced through a formal Contract Amendment sent to the Contractor.

SW.5.4 Location of Work, Work Site and Delivery Point

The work is expected to be completed at the Contractor's place of business. Some specific projects in the National Capital Region will require Contractors to recruit from a Statistics Canada office (in the case where a list of names is provided by Statistics Canada).

SW.5.5 Language of Work

The Contractor must carry out all recruitment in English or French, depending on the region for which the work is to be conducted.



SW.5.6 Insurance Requirements

It is the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its 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.

Any insurance secured is to the benefit and protection of the Contractor and shall not be deemed to release or diminish its liability in any manner including as may be referenced elsewhere by the provisions of this Contract.

SW.5.7 Security

Security will apply for some specific projects that will require contractor personnel to perform the services from the Head Office of Statistics Canada in Ottawa.

If required to recruit from a Statistics Canada list, the contractor must fulfill the following requirements:

- Undergo an Enhanced Reliability Check as defined by Treasury Board Security Policy;
- Sign the oath/affirmation of secrecy required by the *Statistics Act*; acknowledge in writing that they have read and understood sections 17(1), 30 and 34 of the *Statistics Act* and documentation related to specified Statistics Canada policies and practices;
- Acknowledge having received and read documentation on the *Conflict of Interest and Post-Employment Code* and declare that they will comply with the Code.

SW.5.8 Environmental considerations

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers will be encouraged to transmit work requests electronically.

All non-electronic correspondence and deliverables should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content and processed chlorine free, whenever possible. Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The supplier will be encouraged to provide proofs for client review and approval either on-screen or by e-mail, CD, DVD or zip file, wherever possible. Should printed material be required, double-sided format will be the default unless otherwise specified by the client.

SW.5.9 Policy on the Use of Deemed Employees for specific projects in the National Capital Region.

Deemed Employee Policy (National Capital Region)

For some specific projects in the NCR, the contractors are subject to the STC Policy on Deemed Employees pursuant to the Statistics Act.

For more information also see: http://icn-rci.statcan.ca/10/10c/pdf/10c_046_e.pdf

5.9.1 Preamble

Sub-sections 5(2) and 5(3) of the Statistics Act make provision for the Minister to use the services of persons or incorporated contractors, and federal public servants to carry out any function or perform work pursuant to the Statistics Act. Similarly, section 10 of the Statistics Act allows for arrangements with the government of a province to use provincial officers to carry out any power or duty under the Act. When



acting in such a capacity, these persons, incorporated contractors, federal public servants or provincial officers are deemed to be employed under the Act and, therefore, have the status of “deemed employees” while performing these services. This policy is not intended to cover the hiring of temporary employees pursuant to sub-section 5(1) of the Statistics Act.

5.9.2 Policy Statement

It is the policy of Statistics Canada that the use of the provisions described above are limited to those individuals who fall in the following category and have a legitimate need for access to confidential statistical information in order to fulfill the responsibilities that Statistics Canada requires of them as deemed employees:

Persons or incorporated contractors, and their employees and agents, retained under contract to perform special services for Statistics Canada;

Before being provided access to sensitive statistical information, deemed employees must:

- receive Reliability Status as defined by the Government Security Policy;
- sign the oath/affirmation of secrecy required by the *Statistics Act*;
- acknowledge in writing that they have read and understood:
 - sections 17(1), 30 and 34 of the *Statistics Act*; and
 - documentation related to specified Statistics Canada policies and practices;
- acknowledge having received and read documentation on the *Values and Ethics Code for the Public Service*; and
- declare they will comply with the Code.

5.9.3 Oath/Affirmation of Secrecy

The oath/affirmation of secrecy pursuant to subsection 6(1) of the *Statistics Act* must be administered to **individuals** who are deemed to be employees before permitting access to sensitive statistical information or to areas where sensitive statistical information is used.

“6.(1) The Chief Statistician and every person employed or deemed to be employed pursuant to this Act shall, before entering on his duties, take and subscribe the following oath or solemn affirmation: I,, do solemnly swear (or affirm) that I will faithfully and honestly fulfil my duties as an employee of Statistics Canada in conformity with the requirements of the *Statistics Act*, and of all rules and instructions there under and that I will not without due authority in that behalf disclose or make known any matter or thing that comes to my knowledge by reason of my employment.”

The oath/affirmation of secrecy pursuant to subsection 6(3) of the *Statistics Act* shall be administered in the case of **incorporated contractors**.

“6(3) Where a person retained under contract to perform special services for the Minister pursuant to this Act is a body corporate, the chief executive officer thereof and such other officers, employees and agents thereof as are used to perform the special services shall, before entering on any of the duties required under the contract, take and subscribe the following oath or solemn affirmation: I,, do solemnly swear (or affirm) that I will faithfully and honestly fulfil my duties as an employee of (name body corporate) in respect of my employment in carrying out (identify here contract with Minister) in conformity with the requirements of the *Statistics Act*, and all rules and instructions there under and that I will not without due authority in that behalf disclose or make known any matter or thing that comes to my knowledge by reason of my employment as described therein.”



SW.6.0 APPLICABLE DOCUMENTS

SW.6.1 Applicable Documents

6.1.1 Sample A - Statement of Work

Recruitment of Participants in < *City X and Your Region* > to Participate in Focus Groups and One-on-One Interviews to Test Questions for the Canadian Community Health Survey (CCHS)

1. Background

Statistics Canada is conducting 2 focus groups and 8 one-on-one, in-depth interviews in < insert *City X, Your region* > to discuss the proposed questionnaire for the Canadian Community Health Survey (CCHS). The survey is a household survey that measures various aspects of Canadians' health such as mental and physical health, nutrition, and physical activity.

The objectives of the focus groups and one-on-one interviews include:

- To obtain feedback from respondents on their overall impressions of and reactions to the CCHS questionnaire and the interview process;
- To test respondents' understanding of specific questions, terminology and instructions;
- To test whether the questionnaire captures the varied experience of Canadians as far as health is concerned;
- To assess the respondent-friendliness and interviewer-friendliness of the questionnaire.

2. Description of Work

Two (2) focus groups will take place in < *City X, Your region* > at **Contractor's facility** from 7 p.m. to 9 p.m. on **Wednesday, April 23, and Thursday, April 24, 2014** (dates are subject to change).

In addition, a total of **8 one-on-one, in-depth interviews** will take place during the **mornings and afternoons of April 23 and 24** in the same location (4 interviews each day). Each interview is expected to last approximately one hour.

Focus Groups: Statistics Canada interviewers will administer the CCHS questionnaire over the telephone approximately 2 to 5 days prior to the focus groups. Each telephone interview is expected to last approximately 30 minutes

One-on-one interviews: The questionnaire will be administered face-to-face at the time of the scheduled interview appointment at the Contractor's facility, to be followed by a short follow-up discussion about the survey.

The Contractor shall prepare the screening questionnaire and recruit participants for focus groups and one-on-one interviews according to the specifications set out below.

The screening questionnaire is to be approved by the QDRC, Statistics Canada.



The Contractor shall telephone all participants to confirm the focus group and one-on-one interview times at least 24 hours in advance of the scheduled time.

The Contractor's final payment shall be based on the number of participants who attend each group and the number of completed in-depth interviews. *The Contractor shall not be paid for any cancellations or "no shows."*

3. Recruiting Specifications

1st focus group - 7:00 p.m., Wednesday, April 23, 2014:

- 10 participants
- Approximately 50% males and 50% females.
- Age range: a mix (between 21 and 70 years).
- About half of the participants should have children living at home.
- Participants should be from various labour force backgrounds (i.e., employed, unemployed, not in the labour force).
- Participants should be from various education levels and income ranges.
- **All participants need to have one of the following long-term or chronic conditions** that must be diagnosed by a health professional, and the condition is expected to last at least 6 months: diabetes, chronic pain, cardio-vascular condition, respiratory condition, disability, etc. A good mix of these conditions is required.

2nd focus group - 7:00 p.m., Thursday, April 24, 2014:

- 10 healthy participants (i.e., not having one of the above chronic conditions).
- Approximately 50% males and 50% females.
- Age range: a mix (between 21 and 70 years).
- About half of the participants should have children living at home.
- Participants should be from various labour force backgrounds (i.e., employed, unemployed, not in the labour force).
- Participants should be from various education levels and income ranges.

One-on-one interviews at Contractor's facility - Wednesday and Thursday, April 23 and April 24, 2014:

- 8 participants.
- Approximately 50% males and 50% females.
- Age range: a mix (between 21 and 70 years).
- About half of the participants should have children living at home.
- Participants should be from various labour force backgrounds (i.e., employed, unemployed, not in the labour force).
- Participants should be from various education levels and income ranges.
- At least 4 recent immigrants (landed in Canada since 2010 or later) from a variety of countries.
- **4 out of 8 participants must have one of the following long-term or chronic conditions** that must be diagnosed by a health professional, and the condition is expected to last at least 6 months: diabetes, chronic pain, cardio-vascular condition, respiratory condition, etc. A good mix of these conditions is required.



The one-on-one interviews should be scheduled at the following times, or at agreed times after consultation with QDRC, Statistics Canada:

Wednesday, April 23, 2014: 9:00 a.m., 10:30 a.m., 1:00 p.m., 2:30 p.m.
Thursday, April 24, 2014: 9:00 a.m., 10:30 a.m., 1:00 p.m., 2:30 p.m.

Additional recruiting specifications:

- The Contractor shall not recruit persons or members of the immediate family of people who work for the federal government, including Statistics Canada.
- The Contractor shall not recruit health care professionals (doctors, nurses, health facilities administrators, etc.).
- The Contractor shall not recruit persons who work in market research, marketing, advertising or the media (i.e., radio, television, newspaper, etc.).
- The Contractor shall not recruit persons who have taken part in a focus group or cognitive interview in the previous 12 months.
- The Contractor shall not recruit persons who have taken part in previous focus groups or one-on-one interviews conducted by Statistics Canada.
- The Contractor shall not recruit any relatives or persons who personally know any person who is doing the recruiting.
- The Contractor shall not recruit persons who personally know each other.
- *Focus groups only:* The Contractor shall determine the best time for a Statistics Canada to conduct the telephone interview (e.g., instructions from participants for convenient times may include: Any evening after 6 p.m.; any day except Friday, Monday or Tuesday afternoon, etc.). Try to arrange for approximate times instead of exact times.

Information to be provided to participants during recruiting:

During recruiting, the Contractor shall provide the following information to each participant:

- The Contractor is recruiting on behalf of Statistics Canada.
- The purpose of the focus groups and one-on-one interviews is to test the proposed questionnaire for the Canadian Community Health Survey.
- All interviews and discussions will be completely private.
- All focus groups and one-on-one interviews will be conducted by Statistics Canada
- Location of the focus group and one-on-one interview.
- Participants should arrive at least 10 minutes before the scheduled focus group/interview time.



- Participants must be comfortable speaking and reading English, or French, depending on the language of the groups and interviews.
- Please bring eyeglasses, if necessary, since written material may have to be read.
- *Focus groups only:* Focus groups involved a **two-step process...**
 - (1) A few days before the scheduled focus group date, participants will receive a telephone call from a Statistics Canada interviewer, who will administer the questionnaire over the telephone. This interview is expected to last approximately 30 minutes.
 - (2) Participants will then take part in the scheduled focus group discussions, where they will have the opportunity to discuss the questionnaire and provide their opinions about the survey. The focus group discussion will last approximately 2 hours. (Note that Statistics Canada will not bring any completed questionnaires to the focus group session.)

A payment of \$75 will be provided to each participant at the conclusion of the focus group. Note that the term "incentive" must not be used.

- *One-on-one interviews only:* The interviews will be conducted by Statistics Canada (i.e., a face-to-face interview followed by a discussion about their reactions and feedback about the questions). These interviews will last approximately 1 hour.

A payment of \$60 will be provided to each participant. Note that the term "incentive" must not be used.

4. Deliverables

The Contractor shall provide Statistics Canada with the following information for each participant:

- Name
- Age and sex
- Profile according to the recruitment specifications
- Scheduled focus group or one-on-one interview time
- *Focus groups only:* Best time to call to administer questionnaire.

The Contractor shall provide these deliverables according to the following schedules:

- No later than 12 noon EST on **Friday, April 18, 2014** for the focus group participants.
- No later than 12 noon EST on **Monday, April 21, 2014** for the one-on-one interview participants.

5. Work Plan

Schedule:

- The project shall begin on April 7, 2014.
- The Contractor shall recruit participants from April 7 to April 17, 2014.



- The Contractor shall provide the deliverables to Statistics Canada according to the schedule provided under “Section 4. Deliverables.”
- The project shall be completed by April 25, 2014.

Project initiation:

- The Contractor shall discuss the work plan and schedule as well as clarify the recruiting specifications with the QDRC, Statistics Canada. The QDRC shall approve the screening questionnaire before any recruiting begins.

Recruitment of participants:

- The Contractor shall recruit the participants for the focus groups and one-on-one interviews according to the recruiting specifications described under “Section 3. Recruiting Specifications.”

Provide participants’ names and profiles:

- The Contractor shall provide the names and profiles of all participants to Statistics Canada as described under “Section 4. Deliverables.”

Confirm the focus group and interview times:

- The Contractor shall telephone each participant to confirm the focus group/interview time at least 24 hours in advance of the scheduled time.

6. Available Client Support

Participants who want to speak with someone at Statistics Canada about the focus groups and interviews should be asked to contact _____, Statistics Canada, at (613) 951-_____, or _____ at (613) 951-_____.
_____.

If clarification about any special situations that may arise during recruiting is required, then the Contractor should contact _____ at (613) 951-_____.

7. Constraints

The Contractor shall carry out the work in accordance with the Treasury Board Policy for Federal government information collection and public opinion research (www.tbs-sct.gc.ca/pubs_pol/ciopubs/tb_gih/chap3_1_e.html).

8. Language Requirements

The Contractor shall carry out all recruitment in English or French (depending on the region).

6.1.2 Sample B - Statement of Work

Recruitment of Persons in < City X, Your Region > to Participate in Focus Groups and One-on-One Interviews to Test Questions for the Canadian Census of Population



1. Background

Statistics Canada is conducting 10 one-on-one, in-depth interviews in < *City X, Your region* > to test and discuss the proposed electronic questionnaire (EQ) for the Canadian Census of Population.

The objectives of the one-on-one interviews include:

- To obtain feedback from respondents on their overall impressions of and reactions to the electronic Census questionnaire;
- To test respondents' understanding of specific questions, terminology and instructions;
- To assess the respondent-friendliness of the electronic questionnaire.

2. Description of Work

A total of **10 one-on-one, in-depth interviews** will take place in ***City X, Your region*** at ***Contractor's facility*** on **Wednesday, April 23rd and Thursday, 24th, 2014**, 5 interviews each day (dates are subject to change). Each interview is expected to last approximately one hour.

The Contractor shall prepare the screening questionnaire and recruit participants for the one-on-one interviews according to the specifications set out below.

The screening questionnaire is to be approved by the Questionnaire Design Resource Centre (QDRC), Statistics Canada.

The Contractor shall telephone all participants to confirm the one-on-one interview times at least 24 hours in advance of the scheduled time.



The Contractor's final payment shall be based on the number of completed in-depth interviews.
The Contractor shall not be paid for any cancellations or "no shows."

3. Recruiting Specifications

One-on-one interviews:

- 10 participants
- 5 males and 5 females
- Age range: a mix (between 21 and 70 years)
- About half of the participants should have children living at home
- Participants should be from various labour force backgrounds (i.e., employed, unemployed, not in the labour force).
- Participants should be from various education levels and income ranges

The one-on-one interviews should be scheduled at the following times, or at agreed times that are approved after consultation with the QDRC, Statistics Canada:

Wednesday, April 23, 2014: 9:30 a.m., 11:00 a.m., 1:30 p.m. 3:00 p.m., 5:00 p.m.

Thursday, April 24, 2014: 9:30 a.m., 11:00 a.m., 1:30 p.m. 3:00 p.m., 5:00 p.m.

Additional recruiting specifications:

- The Contractor shall not recruit persons or members of the immediate family of people who work for the federal government, including Statistics Canada.
- The Contractor shall not recruit persons who work in market research, marketing, advertising or the media (i.e., radio, television, newspaper, etc.).
- The Contractor shall not recruit persons who have taken part in a focus group or one-on-one interview in the previous 12 months.
- The Contractor shall not recruit persons who have taken part in previous focus groups or one-on-one interviews conducted by Statistics Canada.
- The Contractor shall not recruit any relatives or persons who personally know any person who is doing the recruiting.
- The Contractor shall not recruit persons who personally know each other.

Information to be provided to participants during recruiting:

During recruiting, the Contractor shall provide the following information to each participant:

- The Contractor is recruiting on behalf of Statistics Canada.
- The purpose of the one-on-one interviews is to test the proposed electronic questionnaire for the Canadian Census of Population.
- All interviews and discussions will be completely private.



- All one-on-one interviews will be conducted by Statistics Canada.
- The one-on-one interviews will last approximately one hour.
- The location of the one-on-one interview.
- Participants should arrive 10 minutes early at the scheduled interview location.
- Participants must be comfortable speaking and reading English or French, depending on the language of the interviews.
- Please bring eyeglasses, if necessary, since material may have to be read.
- A payment of \$60 will be provided to each participant at the conclusion of the interview. Note that the term “incentive” must not be used.

4. Deliverables

The Contractor shall provide the QDRC, Statistics Canada with the following information for each participant:

- Name
- E-mail address
- Age and sex
- Profile according to the recruitment specifications
- Scheduled one-on-one interview times

The Contractor shall provide these deliverables no later than 12 noon EST on **Friday, April 18, 2014.**

5. Work Plan

Schedule:

- The project shall begin on April 7, 2014.
- The Contractor shall recruit participants from April 8 to April 17, 2014.
- The Contractor shall provide the deliverables to Statistics Canada according to the schedule provided under “Section 4. Deliverables.”
- The project shall be completed by April 25, 2014.

Project initiation:

- The Contractor shall discuss the work plan and schedule as well as clarify the recruiting specifications with the Questionnaire Design Resource Centre, Statistics Canada. The Questionnaire Design Resource Centre shall approve the screening questionnaire before any recruiting begins.



Recruitment of participants:

- The Contractor shall recruit the participants for the one-on-one interviews according to the recruiting specifications described under “Section 3. Recruiting Specifications.”

Provide participants’ names and profiles:

- The Contractor shall provide the names and profiles of all participants to the QDRC, Statistics Canada as described under “Section 4. Deliverables.”

Confirm the interview times:

- The Contractor shall telephone each participant to confirm the interview time at least 24 hours in advance of the scheduled time.

6. Available Client Support

Participants who want to speak with someone at Statistics Canada about the interviews should be asked to contact _____, Statistics Canada, at (613) 951-_____, or _____ at (613) 951-_____.
_____.

If clarification about any special situations that may arise during recruiting is required, then the Contractor should contact _____ at (613) 951-_____.

7. Constraints

The Contractor shall carry out the work in accordance with the Treasury Board Policy for Federal government information collection and public opinion research:
(<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16491§ion=text>).

8. Language Requirements

The Contractor shall carry out all recruitment in English or French (depending on the region).



6.1.3 Sample C - Statement of Work

Recruitment of Participants for One-on-One Interviews to Test Questions for a Manufacturing Survey

1. Background

Statistics Canada is conducting 6 one-on-one, in-depth interviews in < *your City X* > to test and discuss a proposed questionnaire to be completed by the accountant or controller of manufacturing companies.

The objectives of the one-on-one interviews include:

- To obtain feedback from respondents on their overall impressions of and reactions to the proposed questionnaire and the interview process;
- To test respondents' understanding of specific questions, terminology and instructions;
- To determine the ease of obtaining and reporting the financial administrative information required by the questionnaire;
- To assess the respondent-friendliness of the questionnaire.

2. Description of Work

A total of **6 one-on-one, in-depth interviews** will take place in < *City X* > on Wednesday, April 23 and Thursday, April 24, 2014 (dates are subject to change): 3 interviews will take place each day, at 10:00 am, 1:00 pm and 3:00 pm.

Each interview will take place at the participant's place of business and is expected to last approximately 1 hour and 30 minutes. The questionnaire will be administered face-to-face at the time of the scheduled appointment, to be followed by a short follow-up discussion about the questionnaire.

The Contractor shall prepare the screening questionnaire and recruit participants for the one-on-one interviews according to the specifications set out below.

The screening questionnaire is to be approved by the Questionnaire Design Resource Centre, Statistics Canada.

The Contractor shall telephone all participants to confirm the one-on-one interview times at least 24 hours in advance of the scheduled time.

The Contractor's final payment shall be based on the number of completed in-depth interviews. The Contractor shall not be paid for any cancellations or "no shows."



3. Recruiting Specifications

One-on-one interviews in < City X, Your region >, Canada - Wednesday and Thursday, April 23 and 24, 2014:

All 6 companies must :

- be manufacturing companies
- be in business for at least a year
- have a minimum of 10 full-time employees
- be situated within < City X, Your region >

There must be 2 companies each with the following number of full-time employees:

- 2 companies with between 10 and 50 employees
- 2 companies with between 51 and 100 employees
- 2 companies with over 100 employees

The one-on-one interviews should be scheduled at the following times, or at agreed times that are approved after consultation with QDRC, Statistics Canada:

Wednesday, April 23, 2014: 10:00 a.m., 1:00 p.m. and 3:00 p.m.

Thursday, April 24, 2014: 10:00 a.m., 1:00 p.m. and 3:00 p.m.

Additional recruiting specifications:

- The Contractor shall not recruit persons or members of the immediate family of people who work for the federal government, including Statistics Canada.
- The Contractor shall not recruit persons who work in market research, marketing, advertising or the media (i.e., radio, television, newspapers, etc.).
- The Contractor shall not recruit persons who have taken part in a one-on-one interview in the previous 24 months.
- The Contractor shall not recruit persons who personally know any person who is doing the recruiting.
- The Contractor shall make every reasonable attempt to avoid recruiting persons who personally know each other.

Information to be provided to participants during recruiting:

During recruiting, the Contractor shall provide the following information to each participant:

- The Contractor is recruiting on behalf of Statistics Canada.
- The purpose of the one-on-one interviews is to test a proposed questionnaire for manufacturing companies.
- The interviews will be conducted by a Statistics Canada consultant (a face-to-face interview followed by a discussion about their reactions and feedback about the



- questions). These interviews will last approximately 1 hour and 30 minutes. Another person from Statistics Canada will be accompanying the consultant as an observer.
- All interviews and discussions will be completely private.
 - Participants must be comfortable speaking and reading English or French, depending on the region.
 - Participants should bring eyeglasses, if necessary, since written material may have to be read.

4. Deliverables

For each participant, the Contractor shall provide Statistics Canada with the following information by no later than 12 noon EST on **Monday, April 21, 2014**:

- Name
- E-mail address
- Exact office address
- Profile according to the recruitment specifications
- Scheduled interview time

5. Work Plan

Schedule:

- The project shall begin on April 7, 2014.
- The contract shall recruit participants from April 8 to April 17, 2014.
- The Contractor shall provide the deliverables to Statistics Canada according to the schedule provided under "Section 4. Deliverables."
- The project shall be completed by April 25, 2014.

Project initiation:

- The Contractor shall discuss the work plan and schedule as well as clarify the recruiting specifications with the Questionnaire Design Resource Centre, Statistics Canada. The Questionnaire Design Resource Centre shall approve the screening questionnaire before any recruiting begins.

Recruitment of participants:

- The Contractor shall recruit the participants for the one-on-one interviews according to the recruiting specifications described under "Section 3. Recruiting Specifications".

Provide participants' names and profiles:

- The Contractor shall provide the names and profiles of all participants to Statistics Canada as described under "Section 4. Deliverables".



Confirm the interview times:

- The Contractor shall telephone each participant to confirm the interview time at least 24 hours in advance of the scheduled time.

6. Available Client Support

If clarification about any special situations that may arise during recruiting is required, then the Contractor should contact _____ at (613) 951-____.

7. Constraints

The Contractor shall carry out the work in accordance with the Treasury Board Policy for Federal government information collection and public opinion research:
(<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16491§ion=text>).

8. Language Requirements

The Contractor shall carry out all recruitment in English or French (depending on the region).



**ANNEX B
BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract. All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

The Work or a portion of the Work to be performed under the Contract will be on an "**as and when requested basis**" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract as outlined in each project statement of work provided to the contractor.

The Project Authority will negotiate a price at the time where a Task Authorization (TA) is issued for a particular project. The price increase for each project shall not exceed the Consumer Price Index (CPI) produced by Statistics Canada. Statistics Canada reserves the right to refuse a price increase requested by the supplier.

Name of the Region: _____

Description	Cost per participant who attends	Fixed Costs	Total cost per participant by sample
	(A)	(B)	(C) = (A) + (B)
Sample A - Cost Estimate	\$	\$	\$
Sample B - Cost Estimate	\$	\$	\$
Sample C - Cost Estimate	\$	\$	\$



ANNEX C

SECURITY REQUIREMENTS CHECK LIST FOR NATIONAL CAPITAL REGION

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1920-0000895
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) / LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Statistics Canada		2. Branch or Directorate / Direction générale ou Direction Methodology	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Recruitment of participants for focus groups			
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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ANNEX C

SECURITY REQUIREMENTS CHECK LIST FOR NATIONAL CAPITAL REGION

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
1920-0000895
Security Classification / Classification de sécurité UNCLASSIFIED

PART A - CONTRACTOR / PARTIE A - SUBS

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux: _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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Security Classification / Classification de sécurité UNCLASSIFIED
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ANNEX C

SECURITY REQUIREMENTS CHECK LIST FOR NATIONAL CAPITAL REGION

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1920-0000895
Security Classification / Classification de sécurité UNCLASSIFIED

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Security Classification / Classification de sécurité UNCLASSIFIED
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ANNEX C

SECURITY REQUIREMENTS CHECK LIST
FOR NATIONAL CAPITAL REGION



Contract Number / Numéro du contrat 1920-0000895
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Thibodeau, Jacques		Title - Titre DSO	Signature
Telephone No. - N° de téléphone 613-951-8426	Facsimile No. - N° de télécopieur 613-951-2534	E-mail address - Adresse courriel jacques.thibodeau@statcan.gc.ca	Date 2013/09/13
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Thibodeau, Jacques		Title - Titre DSO	Signature
Telephone No. - N° de téléphone 613-951-8426	Facsimile No. - N° de télécopieur 613-951-2534	E-mail address - Adresse courriel jacques.thibodeau@statcan.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Nancy Cryan Contract Security Officer CISD, PWGSC nancy.cryan@tpsgc-pwgsc.gc.ca Telephone: 613-957-1018		Date 2013-09-17

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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**ANNEX "D"
TASK AUTHORIZATION FORM**

TASK AUTHORIZATION			
Contractor:		Contract Number:	
Work Order Number:		Date:	
TA Request (For completion by Technical Authority)			
Description of Services Required as per Statement of Work Background, Objectives, Description of work recruiting specifications, Deliverables, Work Plan, Constraints and Language Requirement			
2. PERIOD OF SERVICES		From:	To:
3. Work Location & Address			
TA Proposal [For completion by Contractor]			
4. Estimated Cost of TA			
	Cost per participant who attends	Fixed Cost	Total Cost
Quote - Cost per participant who attends	\$	\$	\$
GST/HST			\$
Total Estimated Cost			\$
TA Signing Approval			
5. Signing Authorities			
Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor			Date
Name, Title and Signature of Individual Authorized to Sign on Behalf of Statistics Canada (Project Authority)			Date
Name, Title and Signature of Individual Authorized to Sign on Behalf of Statistics Canada (Contracting Authority)			Date



**ATTACHMENT 1 TO PART 3
PRICING SCHEDULE**

Bidders must complete **Table 1** below and submit it in a separate, sealed envelope. **In the case where a bidder wishes to submit a proposal for more than one region, a separate financial proposal must be submitted for each region in separately sealed envelopes.** The proposed cost must exclude all taxes. Taxes will be included in the total amount of the contract at the time of contracts award.

Column A: Cost per participant who attends

For each of Samples A, B and C, the Total Cost per Participant shall be established by assuming the following:

- **Sample A: Attendance of 28 participants** – (2 focus group X 10 participants/group = 20 participants + 8 participants for one-on-one interviews = 28 participants). See the Statement of Work, SW6.1 Applicable Documents.
- **Sample B: Attendance of 10 participants** – (10 participants for one-on-one interviews). See the Statement of Work, SW6.1 Applicable Documents.
- **Sample C: Attendance of 6 participants** - (6 one-on-one interviews). See the Statement of Work, SW6.1 Applicable Documents.

Column B: Fixed costs

- **The fixed costs** may include: Screening questionnaire design, screener translation (if applicable), project management that are not included in the cost per participant. **Do not include** costs associated with facility rental, refreshments, DVD recording, and participant fee handling.

Description	Cost per participant who attends (A)	Fixed Costs (B)
Sample A - Cost Estimate See Statement of Work, SW6.1 Applicable Documents, Sample A	\$	\$
Sample B - Cost Estimate See Statement of Work, SW6.1 Applicable Documents, Sample B.	\$	\$
Sample C - Cost Estimate See Statement of Work, SW6.1 Applicable Documents, Sample C.	\$	\$



**ATTACHMENT 1 TO PART 4
EVALUATION PROCEDURES**

Mandatory Requirements

Proposals will be evaluated first on the basis of the mandatory requirements. Bidders must meet **ALL** of the mandatory requirements in order to be considered further. Failure on the part of the bidder to meet one (1) or more of the mandatory requirements will result in the proposal being deemed non-compliant and ineligible for any further consideration or evaluation. Compliant proposals (i.e., those that satisfy all these criteria) will be evaluated in accordance with point-rated requirements.

Ref. #	Mandatory Criteria (M)	Cross Reference Bid Page #
M1	<p><u>Bidder</u> Bidders must demonstrate that they have a minimum of 5 years of experience recruiting participants for focus groups and one-on-one interviews, in the region(s) for which they are bidding. To demonstrate these criteria, the bidder must provide the following information:</p> <ul style="list-style-type: none"> - Date established and number of years of experience recruiting - Office location(s) in Canada - List of the types of services offered 	
M2	<p><u>Bidder</u> Bidders for Quebec and/or the National Capital Region (NCR), must demonstrate experience in recruiting both English and French speaking participants for focus groups and one-on-one interviews. The bidders must provide a minimum of ten (10) projects carried out over the past five (5) years in recruiting English and French speaking participants, in Quebec or the NCR. The projects must be spread over the duration of the five (5) year period. To demonstrate these criteria, the bidder must provide the following information for each project:</p> <ul style="list-style-type: none"> - Name of the organization - Brief description of the project - Estimated number of English and French participants - Start and end date of the project 	
M3	<p><u>Bidder</u> Bidders must clearly identify in both their Technical and Financial proposals the name of the Region for which they are bidding. Separate proposals are required for each region for which they are bidding. Regions include the following:</p> <ul style="list-style-type: none"> • The Atlantic Provinces (Newfoundland and Labrador, Prince Edward Island, Nova Scotia, and New Brunswick) • Québec (except for the National Capital Region (NCR)) • The National Capital Region (NCR) • Ontario (except for the NCR) • Manitoba, Saskatchewan and Alberta • British Columbia 	



<p>M4</p>	<p><u>Bidder</u> The Bidder must identify in their proposal the name of the Manager of recruiting projects who will be the contact person for projects with Statistics Canada. The bidder must clearly demonstrate in the Manager’s resume that the Manager has a minimum of two (2) years experience in managing recruiting projects.</p> <p>The resume must contain as a minimum the following information:</p> <ul style="list-style-type: none"> - Name of the organization - Name of the project manager - Job title - Dates of employment 	
<p>M5</p>	<p><u>Bidder</u> The bidder must complete Attachment 2 to PART 4: Bidder’s Information</p>	

Point-rated requirements

The bidder must achieve the **minimum score of 70 points** of the point-rated technical requirement to be considered for further evaluation. The rating is performed on a **scale of 100 points**.

Ref. #	Point-Rated Criteria (R)	Cross Reference Bid Page #
<p>R1</p>	<p>The bidder should demonstrate their experience in recruiting for a diversity of types of projects.</p> <p>To demonstrate a diversity of types of projects for which participants were recruited, bidders must provide a list of ten (10) recruiting projects that they completed in the last two (2) years, covering a variety of topics. Examples of diverse types of projects may include (but are not limited to) topics such as: Health, Education, General Social Surveys, Service Industries, Finance, Agriculture, etc.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> - Name of the project - A brief description of the project (maximum half a page) - Start and end date of the project <p>Points will be distributed per project as follows: Two (2) points for each different type of project.</p> <p>Maximum to be awarded: 20 points</p>	
<p>R2</p>	<p>The bidder should demonstrate their experience recruiting participants from hard-to-recruit populations.</p> <p>To demonstrate experience recruiting participants from hard-to-recruit populations, for three (3) of the recruiting projects, the bidders must</p>	



	<p>describe three (3) <u>different hard-to-recruit population groups</u> that presented them with some level of difficulty in recruiting, beyond simply recruiting from the general population. For example, the project may have required participants with rare characteristics (e.g., specific health conditions, occupations, or household composition, etc.).</p> <p>The recruiting difficulty must be described for each hard-to-recruit population group (maximum of half a page).</p> <p>Points will be distributed as follows: 10 points for each <u>different hard-to-recruit population group</u> for which recruiting difficulty has been demonstrated.</p> <p>(10 points per different hard-to-recruit group x 3 groups = 30 points).</p> <p>Maximum to be awarded: 30 points</p>	
<p>R3</p>	<p>Screening questionnaire for Sample A</p> <p>Bidders must provide a screening questionnaire for recruiting participants that are required in Sample A. The screening questionnaire will be evaluated as to how well it meets the requirements outlined in the Statement of Work, SW6.1 Applicable Documents, Sample A.</p> <p>Points will be distributed as follows:</p> <ul style="list-style-type: none"> - Screener script introduction = maximum 5 points - Meeting the recruiting specifications = maximum 21 points - Meeting schedule specifications = maximum 3 points - Generic criteria listed in Sample A under “Additional Recruiting Specifications” = maximum 8 points - Telephone interview prior to focus groups = maximum 3 points - Information to be provided to participants during recruitment = maximum 10 points <p>Maximum to be awarded: 50 points</p>	
<p>Total Maximum points: 100 points Minimum score of 70 points must be achieved</p>		



**Attachment 2 to PART 4
Bidder's Information**

Please provide the requested information in the following table:

SECTION 1 - INFORMATION GÉNÉRALE		
<u>Bidder 's Legal name and address</u>		
<u>Telephone number</u>	<u>Procurement Business Number</u>	
<u>Fax number</u>	<u>E-mail address</u>	
SECTION 2 – MANAGER OF RECRUITMENT		
Name of the Manager of recruiting projects who will be the contact person with Statistics Canada (M4 – Mandatory requirements)	Name:	
	Telephone #:	
	E-mail:	
SECTION 3 - SECURITY		
Name of Personnel	Security Clearance Number, if available	Date of birth



**ATTACHMENT 1 TO PART 5
MANDATORY CERTIFICATION**

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

Signature of the authorized Representative

Date

Print Name

2. Additional Certifications Required with the Bid

2.1 Canadian Content Certification

2.1.1. SACC *Manual* clause A3050T (2010-01-11) Canadian Content Definition

Signature of the authorized Representative

Date

Print Name

2.2 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 policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian



Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- 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 so, 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;
- 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.

Signature of the authorized Representative

Date

Print Name

2.3 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's website](#).

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- () A1. The Bidder certifies having no work force in Canada.
- () A2. The Bidder certifies being a public sector employer.
- () A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- () A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- () A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

- () A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award,



proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

() B1. The Bidder is not a Joint Venture.

OR

() B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Signature of the authorized Representative

Date

Print Name