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**REQUEST FOR PROPOSAL (RFP)**

**Reference Number: 1000156802A**

**CLOSING DATE:** March 31, 2014

**CLOSING TIME and TIME ZONE:** 2:00 EDT

**PROJECT TITLE :** Air Quality Health Index Resource Distribution to Health Professionals

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

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:** Cheryl Moss  
**(Departmental Representative)**  
[cheryl.moss@hc-sc.gc.ca](mailto:cheryl.moss@hc-sc.gc.ca)  
**(E-mail address)**

**RFP Issue Date:** March 10, 2014

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**PART I STATEMENT of WORK**

**1.0 Scope**

**1.1 Title**  
Air Quality Health Index Resource Distribution to Health Professionals

**1.2 Introduction**  
Health Canada has a requirement to distribute AQHI publications and information specifically to health professionals.

This requirement and the resulting contract do not include any mandatory services provided exclusively by PWGSC (Public Opinion Research and Survey, Advertising Services and Audio Visual Services).

**1.3 Estimated Value**  
The total value of any contract emanating from this request shall not exceed is \$50,000.00. This amount includes travel and living expenses and all applicable taxes.

Fiscal Years 2014-2016: \$25,000  
Fiscal Year 2014-2015: \$13,000  
Fiscal Year 2015-2016: \$12,000

Optional Years 2016-2018: \$25,000  
Fiscal Year 2016-2017: \$13,000  
Fiscal Year 2017-2018: \$12,000

**1.4 Background, Assumptions and Specific Scope of the Requirement**

This is a multi-year contract to disseminate AQHI products such as: The Health Professional Resource Kit, tear pads; e-learning rack cards, brochures, posters and any additional and relevant publications or products to the health professional community.

Health Canada has estimated that approximately 5900 premature deaths per year in the eight largest Canadian cities are linked to exposure to air pollution. Other serious health effects of air pollution include asthma, bronchitis, and increased respiratory distress symptoms.

Certain populations are especially vulnerable to exposure to high levels of air pollution, including children, the elderly, and those with diabetes or those with pre-existing cardio-respiratory disease. Individuals who exercise or do strenuous activities outdoors are also susceptible to the negative effects of air pollution.

The Air Quality Health Index (AQHI), with readings available for over 70 locations in Canada, enables Canadians to stay informed, on a daily basis, about air pollution conditions in their communities. The tool provides real time data regarding current pollution levels in a community, and includes forecast values, to allow people to plan activities. The level of risk is translated into a number from 1 to 10 where the higher the number, the greater the risk and the greater the need to take precautions.

The AQHI (available at [www.airhealth.ca](http://www.airhealth.ca)) is a health management tool designed to help Canadians make decisions to protect their health by limiting short-term exposure to air pollution and deciding the best times to enjoy their outdoor activities. It also provides interesting facts on air pollution and health and advice on how they can improve the quality of the air in their community.

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

An evaluation of the National Air Quality Health Index Program in February, 2010, recommended the development of a strategy to prioritize outreach to at-risk populations, including the engagement of health care professionals. Engaging healthcare professionals in AQHI outreach and education is one of the most effective ways to reach at-risk populations. Healthcare professionals are able to deliver messages that have credibility and resonate strongly with at-risk populations. They may also have more opportunities for detailed and meaningful one-on-one promotion than other groups.

## 2.0 Requirements

- Manage the distribution of AQHI materials to health professionals, through order processing, via online or telephone.
- Provide marketing services to promote the availability of the AQHI Health Professional Resource kit and other pertinent and relevant materials to health professionals
- Provide tracking and order statistics on a monthly basis to Health Canada, for analysis.
- Evaluate and report on the service delivery quarterly and at the end of each fiscal year

### 2.1 Tasks, Activities, Deliverables and Milestones

- Inventory AQHI Health Professional Resource Kit and other applicable products
- Distribute products to health professionals as required
- Market the availability of AQHI materials on an on-going basis, especially to asthma and respiratory care professionals
- track distribution and provide statistics to Health Canada on the target market by region

### 2.2 Specifications and Standards

The Contractor is expected to send Health Canada a monthly report on products distributed during the work period.

### 2.3 Technical, Operational and Organizational Environment

As per 2.1

### 2.4 Method and Source of Acceptance

As per 2.2

### 2.5 Reporting Requirements

As per 2.2

### 2.6 Contractor Project Management Control Procedures

The Contractor is expected to send Health Canada a monthly report on products distributed during the work period.

**2.7 Change Management Procedures**

Any changes to the statement of work will be mutually agreed upon and will be in the form of a written contract amendment.

**2.8 Ownership of Intellectual Property**

Contractor will own the Intellectual property

**3.0 Other Terms and Conditions of the SOW**

**3.1 Authorities**

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

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

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

**3.2 Health Canada's Obligations**

- access to a staff member who will be available to coordinate activities
- provide other assistance or support.

**3.3 Contractor's Obligations**

As per 2.0

**3.4 Location of Work, Work Site and Delivery Point**

Work will be completed at the contractor's place of business

Due to existing workload and deadlines, all personnel assigned to this contract must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

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

**3.5 Language of Work**

Written and verbal communication must be in English and/or French. Products distributed by the Contractor shall be available both in French and English

**3.6 Special Requirements**

There are no special requirements associated with this requirement

**3.7 Security Requirements**

There is no security associated with this requirement.

**3.8 Insurance Requirements**

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

**3.9 Travel and Living Expenses**

There is no travel expected with this requirement.

**4.0 Project Schedule**

**4.1 Expected Start and Completion Dates**

Upon contract award to March 31, 2016. Health Canada reserves the right to exercise two (2) one (1) year option periods.

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

Twice a year, the Contractor will make AQHI products available in a catalog for ordering. The Contractor will send the products to the clients who order them, on an on-going basis.

**5.0 Required Resources or Types of Roles to be Performed**

The Contractor will provide qualified resources to fulfil the requirement.

**6.0 Glossary**

AQHI Air Quality Health Index  
RFP Request for Proposal

**PART II PROPOSAL REQUIREMENTS**

**7.0 Administrative Instructions for Completion of the RFP**

**7.0 Administrative Information**

**7.1 General Information**

**7.1.1 Components, Language and Number of Copies**

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

- one covering letter, signed by an authorized representative of your firm;
- *one electronic* copy of the Technical Proposal;
- one (1) copy of Certifications ( Appendix "A") and;
- *one* (1) copy of the Cost/Price Proposal (Appendix "B") ) **contained in a separate document.**

If the proposal is **greater than 20mb** then the bid submission must be returned to the address below and an email shall be sent to the Departmental Representative (found on page 1) stating it has been sent by courier. You **must** send an email to the Departmental Representative to ensure your bid will be included for this requirement. The RFP Reference Number and the name of the Departmental Representative must be marked on all documents, binders and respective envelopes. Your proposal must be structured in the following manner:

- one covering letter, signed by an authorized representative of your firm;
- four (4) copies of the Technical Proposal;
- one (1) copy of Certifications ( Appendix "A") and;
- *one* (1) copy of the Cost/Price Proposal (Appendix "B"), contained in a **separate sealed envelope.**

**To the following Address**

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

**Attention: Cheryl Moss**  
**RFP Reference Number: 1000156802**

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

**7.1.3 No Payment for Pre-Contract Costs**

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No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP. No costs incurred before receipt of a signed contract or specified written authorization from the Departmental Representative can be charged to the proposed contract.

**7.2 Delivery Instructions for Bid / Proposal**

As per section 7.1.1

The onus for submitting bids on time at the specified location rests with the bidder. It is the responsibility of the bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and proposal pages.

**7.3 Non-Acceptance of Proposal by Facsimile or Electronic Means**

Proposals sent by fax, telex and telegraphic means will **not** be accepted.

**7.4 Closing Date and Time**

All proposals must be received at the specified on the front page of this Request for Proposal. Proposals received after this time will be returned unopened. The onus for submitting bids on time at the specified location rests with the bidder. It is the bidder's responsibility to ensure correct delivery of its bid to the Crown.

**7.5 Time Extension to Closing Date**

A request for a time extension to the closing date will be considered only in exceptional circumstances. Any requests for extension must be received in writing by the identified Departmental Representative.

**7.6 Non-Compliance / Unacceptable Proposals**

Failure to meet the mandatory requirements of this RFP will result in your proposal being declared non-responsive.

Proposals received after the proposal closing time will not be considered and will be returned unopened to the bidder. Further, for any proposals which are found to be non-compliant, the financial part of the bid or proposal will be returned unopened with a letter from Health Canada indicating that the bid/proposal was non compliant.

**7.7 Bidders Conference / Site Visits (not mandatory)**

There is no site visit with this requirement

**7.8 Announcement of Successful Contractor**

Health Canada will communicate to all bidders the name and address of the successful candidate as well as the total dollar value and award date for the contract only after contract sign-off.

**7.9 Rights of the Crown**

The Crown reserves the right to:

- reject any or all proposals received in response to this RFP;
- accept any proposal in whole or in part; and
- cancel and/or re-issue this requirement at any time.

**7.10 Sample Long Form Contract**

The successful bidder for this requirement will be expected to enter into agreement with Health Canada as per departmental contract terms and conditions.

**7.11 Employment Equity**

Please see Appendix "A"

**7.12 Procurement Business Number (PBN)**

Public Works and Government Services Canada (PWGSC) has adopted the Procurement Business Number (PBN) for all its purchasing databases, and now requires that its suppliers have one for each of their offices that may be awarded contracts. Register with Contracts Canada's Supplier Registration Information (SRI) service to obtain your PBN. As an existing or potential supplier to the Department, you must obtain a PBN to avoid possible delays of any contract award. It is Health Canada's intention to use this sourcing system for all its procurements of goods and services to which the trade agreements do not apply.

SRI is a database of suppliers who have registered to do business with the Government of Canada. The PBN is created using your Canada Customs and Revenue Agency Business Number to uniquely identify a branch, division or office of your company. Unlike many existing departmental vendor databases, your information in SRI is accessible to all federal government buyers. SRI can help to open up new opportunities with the federal government for requirements not posted on the electronic tendering service, [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).

Visit the Contracts Canada Internet site at <http://ssi-iss.tpsgc-pwgsc.gc.ca/pa-ap/nea-pbn-eng.html> for information and registration procedures. Alternatively, you may contact a Supplier Registration Agent at: 1-800-811-1148 or, in the National Capital Region, at 956-3440.

**7.13 Order of Precedence**

In the case of any dispute which may arise during the period which may be covered by any ensuing contract, the following documents will be considered in order of precedence in terms of importance in resolving any disputes between the parties:

- The Health Canada Contract;
- Any changes to the terms and conditions contained herein which have been approved by General Counsel for Health Canada;
- The Statement of Work in this RFP; and
- The terms identified in this RFP.

**8.0 Technical Proposal**

**8.1 General Information**

Your technical proposal must address all the requirements of the SOW and demonstrate that you are capable of meeting all obligations of the contractor specified in the same.

Your technical proposal must meet **all of the Mandatory Requirements** listed in Section

12.0, as well as the **minimum score identified for the Point Rated Requirements** in Section 13.0.

Furthermore, your technical proposal should include the following:

**8.2 Understanding of the Requirements**

A brief statement that demonstrates that the contractor understands the requirements of the SOW, including the objectives, scope of work and deliverables.

**8.3 Approach and Methodology:**

**8.3.1 General Approach**

A description of the overall approach and strategy to this project.

**8.3.2 Methodology**

Identify methodologies and techniques to be used, including identifying any proprietary information which is proposed to be used in the program.

**8.3.3 Work Plan / Project Schedule**

Break down the work by task - show phases, planned start, completion dates and the estimated level of effort (i.e. person days) needed to complete the task. The work plan may include a matrix and/or time line charts. A project schedule structured in weeks, reflecting milestones and deliverables, should be included.

**8.3.4 Performance and Quality Control**

Specify how you propose to deal with the performance and quality assurance of the work provided by your organization to the Crown. Include information about quality control methods and reporting mechanisms.

**8.4 Proposed Team**

**8.4.1 Personnel**

Identify the proposed personnel, including **Project Manager**, who will be assigned to this contract, describe the role they will be performing, including the amount of direct time dedicated to the project by principals and/or senior personnel, and explain why they are well suited for the work, referring to their qualifications, certifications, education and experience.

If applicable, include a list of proposed sub-contractors, with reference to their capabilities, experience and degree of involvement in the work.

The bidder must certify in the technical proposal that the information provided in all the personnel résumés has been verified to be true and accurate. In addition, for every resource proposed by the bidder who is not an employee of the firm, the actual resource must certify that they are aware that they are being bid as part of the bid/ proposal and state their relationship with the firm.

**8.4.2 Contingency Plan**

If the contract cannot be completed by the assigned personnel, the following individual(s) will complete the work. *Attach résumés.*

## 8.5 Contractor Profile

### 8.5.1 Organization

Provide background information about your company, including its legal name and the province in which the company is incorporated.

### 8.5.2 Relevant Work Experience

Describe your company's capacity and experience in this field.

### 8.5.3 References (Not Mandatory)

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

## 8.6 Résumés of Personnel

Attach résumés of proposed personnel.

## 9.0 Cost / Price Proposal Please see Appendix B

### 9.1 General Information

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

#### 9.1.1 Per Diem

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

#### 9.1.2 Travel

Not Applicable

#### 9.1.3 Other Expenses

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

#### 9.1.4 Goods and Services Tax / Harmonized Sales Tax

Various items in your cost proposal may be subject to GST / HST or custom duties, and this charge must be included in the cost estimates where applicable.

## 10.0 Enquiries

All enquiries or issues concerning this procurement must be submitted **in writing only** to the Departmental Representative named on the front cover page of this RFP document **not later than seven (7) working days prior to the bid closing date.**

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To ensure consistency and quality of information to Bidders, the Departmental Representative will provide, simultaneously to all bidders to which this solicitation has been sent,

- any information with respect to significant enquiries received, and
- the replies to such enquiries without revealing their sources,

**provided that such enquiries are received no less than seven (7) working days prior to the bid closing date.**

All enquiries and other communications with government officials throughout the solicitation and evaluation period are to be directed **only** to the Departmental Representative named on the front cover page of this RFP document. **Non compliance with this condition during the bid solicitation and evaluation period may be sufficient reason for bid disqualification.**

**PART III BID SELECTION PROCESS**

**11.0 Introduction**

There is a need to have separate mandatory and point-rated criteria against which the bidder must demonstrate that they met the requirements

**12.0 Mandatory Requirements**

**12.1 Method of Evaluation**

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by bidders to meet any of the mandatory requirements will render the bidder's proposal **non-responsive**. The treatment of mandatory requirements in any procurement process is absolute.

Proposers must meet **all** the mandatory requirements described below. This will be evaluated as either "**Yes**" or "**No**". Proposals not receiving "**Yes**" for any mandatory requirement will **not** be considered further.

**12.2 Mandatory Requirements**

<b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that addresses the requirement identified in the criteria.</b>			
<b>Criteria</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>
<p>M1. The Bidder must provide a minimum 1 project/program completed within the last 5 years of this RFP demonstrating their experience in:</p> <p>Management and dissemination of products/materials through a medium (e.g. catalogue) available to a wide variety of health professionals.</p> <ul style="list-style-type: none"> <li>• Demonstrated experience in distributing materials to interested health professionals across Canada (and internationally).</li> <li>• Manage the distribution of materials to health professionals, through order processing, via online or telephone.</li> <li>• Provide marketing services to promote the availability of pertinent and relevant materials to health professionals</li> <li>• Provide tracking and order statistics on a monthly basis, for analysis.</li> <li>• Evaluate and report on the service delivery.</li> </ul>			

<p>M2. The Bidder must demonstrate relevant organizational mandate, including:</p> <ul style="list-style-type: none"> <li>• Marketing and distribution of health professional materials as a core organizational competency</li> <li>• Reach to defined campaign target audiences</li> <li>• Geographic coverage</li> <li>• Ability and competence to participate in all program components</li> <li>• Willingness to commit a point person for the initiative (staff support)</li> </ul>			
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**13.0 Point Rated Requirements**

**13.1 Method of Evaluation**

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

**13.2 Point Rated Requirements**

Criteria	Page #	Points allocated for the criteria	Score
<p><b>R1.</b> Ability to disseminate AQHI products such as: The Health Professional Resource Kit, tear pads; e-learning rack cards, brochures, posters and any additional and relevant publications or products to the health professional community.</p> <p>0 (Provides no project examples of required experience or experience is not relevant to the Statement of Work )                      1 – 5 (Provides limited project examples of required experience, or related experience only partially relevant)                      6 – 10 (Provides detailed project examples of required experience and clearly outlines experience within examples)</p>		10	

<p><b>R2. Ability to regularly make AQHI products available in a medium (e.g. catalogue) for ordering. The Contractor will send the products to the clients who order them, on an on-going basis.</b></p> <p>0 (Provides no project examples of required experience or experience is not relevant to the Statement of Work )                  1 – 5 (Provides limited project examples of required experience, or related experience only partially relevant)                  6 – 10 (Provides detailed project examples of required experience and clearly outlines experience within examples)</p>		10	
<p><b>R3. Demonstrated experience in including products in asthma-related, allergy &amp; immunology, and respiratory &amp; pulmonary related orders.</b></p> <p>0 (Provides no project examples of required experience or experience is not relevant to the Statement of Work )                  1 – 5 (Provides limited project examples of required experience, or related experience only partially relevant)                  6 – 10 (Provides detailed project examples of required experience and clearly outlines experience within examples)</p>		10	
<p>Total points</p>		30	

**14.0 BASIS OF AWARDING CONTRACT**

Dependent on the evaluation method used.

**Highest Compliant Combined Rating of Technical Merit and Price:**

It is understood by the parties submitting proposals that, to qualify, bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 70% of the bid and price at 30%.

**Contractor Ranking**

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

- Technical: 75%**
- Price: 25%**

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

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

The proposal will be awarded to **the highest total technical and price score.**

Appendix "A"

**CERTIFICATIONS**

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

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

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

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

**Legal name and bidder's information (print clearly)**

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

Bidder's Complete Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

Bidder's GST/HST Number \_\_\_\_\_

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

**15.1. Bidder Certification**

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

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

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

**15.2. Bid Validity Certification**

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

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

**15.3 Employment Equity (between 25K and 200K)**

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of

\$200,000 or more;

(d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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

\_\_\_\_\_  
Date

**15.4. Status of Resources**

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

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

\_\_\_\_\_  
Date

**15.5. Price Certification**

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

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

\_\_\_\_\_  
Date

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

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

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

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

proposal:

(a) indicate the type of joint venture:

- incorporated joint venture
- limited partnership joint venture
- partnership joint venture
- contractual joint venture
- other (explain)

(b) provide the legal names and addresses of all of the members of the joint venture (i.e. the legal name of the firm associated with the Business Number (BN) or Social Insurance Number (SIN) for sole proprietorships), as well as the legal name and address of the joint venture business entity.

Appendix "B"

Tableau "A1" – Contract award to March 31, 2016

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

Tableau "A2" – Option Year 1 April 1, 2016 to March 31, 2017

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

Tableau "A2" – Option Year 2 April 1, 2017 to March 31, 2018

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

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

Table "A4" - Contract award to March 15, 2016

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

Table "A5" - Option Year 1 April 1, 2016 to March 31, 2017

Item	Description	Total Estimated Miscellaneous Expense Cost
1		□
2		□
3		□
4		□
<b>Sub-Total 5:</b>		□

Table "A6" - Option Year 2 April 1, 2017 to March 31, 2018

Item	Description	Total Estimated Miscellaneous Expense Cost
1		□
2		□
3		□
4		□
<b>Sub-Total 5:</b>		□

Bidder total tendered price to perform the work from contract award to <b>March 31, 2018 (Total value of Tables A1, and A4 above).</b>	<b>\$</b>
Bidder total tendered price for optional periods (Total value of Tables A2, A3, A5 and A6 above)	<b>\$</b>
<b>TOTAL HST</b>	
Bidder total tendered price inclusive of optional periods.	<b>\$</b>