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REQUEST FOR PROPOSAL (RFP)

Reference Number: 1000157439

CLOSING DATE: May 1, 2014 **CLOSING TIME and TIME ZONE: 2:00 PM EDT**

PROJECT TITLE **Analysis of pesticide residues in various matrices**

Branch/ Directorate PMRA
Health Canada

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

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RFP Issue Date: March 20, 2014

TABLE OF CONTENTS

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions

7.1 General Information
- 7.1.1 Components, Language and Number of Copies
- 7.1.2 Bid Validity Period
- 7.1.3 No Payment for Pre-Contract Costs

7.2 Delivery Instructions for Bid/ Proposal
7.3 Non-Acceptance of Proposals by Facsimile or Electronic Means
7.4 Closing Date and Time
7.5 Time Extension to Closing Date
7.6 Non-Compliance / Unacceptable Proposals
7.7 Bidders Conference / Site Visits /Interviews
7.8 Announcement of Successful Contractor
7.9 Rights of the Crown
7.10 Sample Long Form Contract
7.11 Employment Equity
7.12 Procurement Business Number (PBN)
7.13 Order of Precedence

8.0 Technical Proposal

8.1 General Information
8.2 Understanding of the Requirements
8.3 Approach and Methodology
- 8.3.1 General Approach
- 8.3.2 Methodology
- 8.3.3 Work Plan / Project Schedule
- 8.3.4 Performance and Quality Control

8.4 Proposed Team
- 8.4.1 Personnel
- 8.4.2 Contingency Plan

8.5 Contractor Profile
- 8.5.1 Organization
- 8.5.2 Relevant Work Experience
- 8.5.3 References

8.6 Résumés of Personnel

9.0 Cost / Price Proposal

9.1 General Information
- 9.1.1 *Per Diems*
- 9.1.2. Travel
- 9.1.3 Other Expenses
- 9.1.4 Goods and Services Tax / Harmonized Sales Tax

10.0 Enquiries

PART III BID SELECTION PROCESS

PART I STATEMENT of WORK

1.0 Scope

1. 1 Title: Analysis of pesticide residues in various matrices

1.2 Introduction: The contractor will conduct pesticide residue analysis of samples of honeybees, soil, water, vegetation, honeycomb and pollen that are collected by Health Canada and report on the results.

1.3 Estimated Value: The number of samples that will require analysis are not known at this time. The samples will be collected over the next three years. The value of this contract depends on the number of samples that are provided to the contractor for analysis. The estimate value of the contract is between $25,000 and $500,000 over a 2 year period with a one year option. The total value of any contract(s) resulting from this RFP shall not exceed $500,000, including taxes and all other expenses. Travel and living expenses are not expected.

1.4 Objectives of the Requirement: The objectives of the requirement are to perform pesticide residue analysis of the collected samples, tabulate results and provide reports. The analytical results will be used by Health Canada in the evaluation of bee mortality incidents.

1.5 Background, Assumptions and Specific Scope of the Requirement: The Pest Management Regulatory Agency (PMRA) of Health Canada is conducting investigations into bee mortality incidents. A link between bee mortality and pesticide residue is being explored. In order to conduct a proper evaluation of the incidents, sample pesticide residue analysis is required. Samples will include bees, vegetation (dandelions, other flowers, leaves, etc.), soil, water, honeycomb (to be split prior to analysis into comb pollen and comb honey) and pollen. The samples will be collected throughout the year and will be submitted to the contractor's lab periodically. The contractor will be responsible for storing the samples until they can be processed. The contractor will process the samples, compile the results and submit analytical reports.

The contractor must have access to and conduct the work in an accredited (ISO/IEC 17025) analytical lab. The pesticides required to be analyzed include thiamethoxam, clothianidin and imidacloprid. If residues of additional agricultural pesticides that are included in the list of pesticides provided can be included as part of a batch analysis in the results at little to no additional cost, this is considered to be an asset. The residue analysis of additional pesticides in separate batch analyses that are included in the list of pesticides provided will also be of interest for analysis for certain samples. For the three required pesticides, the limit of quantitation (LOQ) must be at or below 5 ppb for soil and at or below 1 ppb for all other matrices. The limit of detection (LOD) must at or below 0.1 ppb. The contractor will work with established and accepted pesticide residue analytical methodology. The contractor will have access to and use appropriate analytical instruments (such as gas chromatography-tandem mass spectrometry (GC-MS), liquid chromatography-mass spectrometry (LC-MS/MS), etc.).

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

- Receive samples for analysis
- Store samples in a freezer until processing
- Once 10 samples of the same matrix are available for analysis, conduct the analysis of pesticide residues in the samples
- Provide the analytical results for the batch of samples that has been run
- After analysis, store the remaining sample in freezer for 1 year and return upon request
- Eventual disposal of the samples is the responsibility of the laboratory

STREAM 1

- The pesticides **thiamethoxam, clothianidin and imidacloprid** must be included in the analyte list for Stream 1.
- Additional pesticides from the list presented in table 1 will provide additional points based on the rating criteria described in Section 13.

STREAM 2

Pesticides that are presented in Table 1 that are not captured in Stream 1, but are able to be analzyed by the lab using the same samples but employing a different methodology are to be identified. Stream 2 will be rated based on the criteria described in Section 13.

TABLE I Additional Pesticides for Analysis

Acetamiprid	Ipconazole
Amitraz	Iprodione
Azinphosmethyl	Malathion
Azoxystrobin	Metalaxyl (Metalaxyl-M)
Captan	Metconazole
Carbaryl	Methomyl
Carbathiin	Myclobutanil
Carbofuran	Oxalic acid
Chlorothalonil	Permethrin
Chlorpyrifos	Phosmet
Coumaphos	Propiconazole
Cyhalothrin-lambda	Prothioconazole
Cypermethrin	Spinetoram
Deltamethrin	Spirotetramat
Diazinon	Tau-fluvalinate
Dimethoate	Tebuconazole
Endosulfan	Tefluthrin
Febuconazole	Thiacloprid
Fenitrothion	Thiabendazole
Fipronil	Thiram
Fludioxonil	Trichlorfon
Formic acid	Trifloxystrobin

2.2 Specifications and Standards: The contractor must have an accredited laboratory, maintained for the length of the contract, for the analysis of pesticide residue samples. Samples must be analyzed using available standard methods on GC-MS, LC-MS/MS, or other accepted standard methodology. The pesticides that must be included in the analysis are as follows:

- Clothianidin
- Thiamethoxam
- Imidacloprid

Reporting results from the analysis of additional relevant agricultural pesticides (above and beyond the

three mentioned above) as part of a package of chemicals that are analyzed together, is a desirable asset. Pesticides that would be considered desirable and relevant for analysis are listed in section 13.2 “Point Rated Requirements”

Points will be allocated, as described in section 13.2 “Point Rated Requirements” for the desirable pesticides that are able to be analyzed as part of separate package analyses done by the lab. All bidders should list all pesticides that are able to be analyzed as part of package analyses done by the lab.

2.3 Technical, Operational and Organizational Environment: The contractor must have an accredited laboratory for the analysis of pesticide residue samples. Protocols used for pesticide analysis must be validated and accepted. Appropriate quality control measures must be in place. The level of detection (LOD) must be at or below 0.1 ppb and level of quantitation (LOQ) must be at or below 5 ppb for soil and below 1 ppb for all other matrices

2.4 Method and Source of Acceptance: The samples must be analyzed and the results of analysis (along with LOD and LOQ validation) reported in Microsoft Excel electronic spreadsheet format. Reports are to be submitted by e-mail as an attachment. Reports should indicate the sample reference number, the matrix (bee, vegetation, soil, water, pollen, etc.), the name of the pesticide(s) detected (or report no detection), the concentration measured and the limit of quantitation (LOQ) for the analysis.

2.5 Reporting Requirements: Electronic reports are to be submitted by e-mail to the Health Canada Departmental Representative after each batch of samples is analyzed. The frequency of reporting depends on the number of samples that are submitted. Processing of samples would be expected when a minimum of 10 samples from a specific matrix have been submitted for analysis. The estimated number of samples per year is 650. On request, the contractor will provide progress reports and timeline estimates for reporting.

2.6 Project Management Control Procedures: The Health Canada individual identified in the RFP as the Departmental Representative shall:

- As soon as possible, provide information to the lab as to when samples are being collected and when they will be delivered to the lab.
- Coordinate delivery of samples to the lab
- Work with the lab to resolve any issues
- Receive electronic reports by e-mail
- Review reports

2.7 Change Management Procedures: Any changes to the Scope of the work shall be agreed to in writing between the Standing Offer Holder(s) and the Departmental Representative and shall be in the form of a written amendment to the standing offer agreement.

2.8 Ownership of Intellectual Property: The Crown will own IP.

6.4 where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is:

6.4.1 to generate knowledge and information for public dissemination;

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:
Health Canada will have samples for analysis delivered to the location of the contractor. The samples will be frozen and of sufficient size for analysis.

3.3 Contractor's Obligations: Have all applicable permits necessary for receiving samples from the province of Ontario.
Have access to appropriate equipment (GC-MS, LC-MS, etc.)
Store samples frozen until processing.
Prepare and analyze samples using standard validated methods for pesticide residue analysis.
Report the results of the analysis to the Health Canada Departmental Representative in the required format.
Store samples after analysis for one year and return the samples on request.

3.4 Location of Work, Work Site and Delivery Point: Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.
The work will be conducted at the site of the contractor, in an accredited analytical laboratory. Samples for analysis will be delivered to this location by Health Canada.

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

3.5 Language of Work: Sample information will be submitted to the lab in English.
The contractor is to provide reports of the results in English.

3.6 Special Requirements: The analytical results are to be treated as confidential and shared only with Health Canada. The laboratory must be accredited and abide by standard good laboratory practices.

3.7 Task Authorization Procedures: Health Canada will enter into an individual Task Authorization up to a maximum not to exceed **$100,000.00 (**including Goods and Services Tax, Harmonized Sales Tax and all amendments), on the Project Authority's or designate's decision, based on operational requirements, supplier availability for a complete requirement.

3.8 Secuirty Requirement: There is no security associated with this requirement

3.9 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.

3.10 Travel and Living Expenses: No travel expected

4.0 Project Schedule

4.1 Expected Start and Completion Dates: The contract shall be upon award for 2 years with a 1 year option.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure): Upon receipt of a duly authorized Task Authorization from Health Canada, the Contractor shall provide the services in accordance with this Contract and the specific delivery requirements as described within the Task Authorization.
The amount of work will be directly related to the number of samples and the type of samples submitted to the laboratory. The laboratory should have sufficient capacity to accommodate the processing of 100 samples per month for the duration of the contract period. Samples will be provided periodically as they are collected. The contractor will be expected to analyze the samples of a given matrix when a minimum of 10 samples are available.

5.0 Required Resources or Types of Roles to be Performed: The successful Contractor or their resources (personnel) shall have the abilities and experience outlined in the Statement of Work of this RFP. This contract requires an accredited analytical laboratory, capable of conducting pesticide residue analysis in various matrices.
The laboratory must have sufficient capacity to analyze samples in a timely manner and submit reports quickly and confidentially to Health Canada.

6.0 Applicable Documents and Glossary

6.1 Applicable Documents: None

6.2 Relevant Terms, Acronyms and Glossaries

RFP	-	Request for Proposal
HC	-	Health Canada
LOD	-	Limit of Direction
LOQ	-	Level of quantitation

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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 and 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: 1000157439

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

7.1.3 No Payment for Pre-Contract Costs

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

7.2 Delivery Instructions for Bid / Proposal

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 by the date 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

The name of the successful bidder will be announced on the Buy and Sell Website only upon contract award and sign-off.

7.9 Rights of the Crown

The Crown reserves the right to:

- reject any or all proposals received in response to this RFP;

- accept any proposal in whole or in part; and
- cancel and/or re-issue this requirement at any time.

7.10 Sample Long Form Contract

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

7.11 Employment Equity

Please see Appendix "A"

7.12 Procurement Business Number (PBN)

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

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

Visit the Contracts Canada Internet site at https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier 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 (sections 8.2 to 8.6):

8.2 Understanding of the Requirements

A brief statement that demonstrates that the contractor understands the requirements of the statement of work, 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 be taken by the contractor to complete 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, indicate individual(s) who will complete the work and *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. Provide descriptions of previous completed projects as required to respond to the evaluation criteria.

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 "C"

9.1 General Information

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

9.1.1 *Per Diem*

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

9.1.2 Travel - Not Applicable

9.1.3 Other Expenses

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

9.1.4 Goods and Services Tax / Harmonized Sales Tax

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

10.0 Enquiries

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

To ensure consistency and quality of information to Bidders, the Departmental Representative

will provide, simultaneously to all bidders to which this solicitation has been sent,

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

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

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

PART III BID SELECTION PROCESS

11.0 Introduction

There is a need to have separate mandatory and point-rated criteria against which the bidder must demonstrate that they met the requirements. It is important that the information contained in this section is clear and specific about how and where the bidder is to demonstrate that they met the requirement. It is to be written in a manner that it can be understood by the "average" bidder.

There can be no burden on the bidder to require additional or specialized information in order to understand how Health Canada will apply the specific criteria; or in the case of the point-rated, how the various points will be assigned. Consideration should be given to identifying mandatory and point-rated criteria in all three traditional categories being proposed.

- Company / Firm Experience;
- Approach; and
- Resources Experience

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

STREAM 1

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that addresses the requirement identified in the criteria.			
Criteria	**Page #**	**Yes**	**No**
M1. The laboratory must be ISO/IEC 17025 certified (or equivalent), must have been in operation for the last 5 years and must have experience conducting pesticide residue analysis projects. Provide information on accreditation/certification. Demonstrate that the analytical laboratory has been operational for at least 5 years. Demonstrate that the lab routinely conducts pesticide residue analysis, providing, as examples, a description of 2 projects.			

M2. Laboratory personnel who will be conducting the laboratory work and managing this project must have a University or College science degrees from recognized institutions and must have experience in conducting pesticide residue analysis in the lab. Identify the personnel who will work on this project and their responsibilities. Provide CVs for personnel who will work on the project which highlight their education and experience.			
M3. The laboratory must have proper equipment for conducting pesticide residue analysis of imidacloprid, thiamethoxam, clothianidin and other pesticides to be analyzed on various matrices and use established standard analytical protocols. **a) Limit of detection for the three pesticides targeted must be at or below 0.1 ppb.** **b) Limit of quantitation for the three pesticides targeted must be at or below 5 ppb for soil and at or below 1 ppb for all other matrices.** Laboratory equipment to be used in the analysis of pesticide residues (eg. Gas chromatograph, mass spectrometer, etc.) is to be identified by the Bidder. Provide a high-level explanation of the laboratory protocols to be used, including information on **M.3a)** limit of detection and **M.3b)** quantitation for imidacloprid, thiamethoxam, clothianidin and other pesticides to be analyzed in the required matrices (ie. bees, soil, water, vegetation, comb (to be split prior to analysis into separate samples of comb honey and comb pollen) and pollen). Provide a description of 2 projects that demonstrate access to and experience with established standard analytical protocols for the residue analysis of the pesticides **imidacloprid**, **thiamethoxam** and **clothianidin**.			

STREAM 2

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that addresses the requirement identified in the criteria.			
Criteria	**Page #**	**Yes**	**No**
M1. The laboratory must be ISO/IEC 17025 certified (or equivalent), must have been in operation for the last 5 years and must have experience conducting projects. Provide information on accreditation/certification. Demonstrate that the analytical laboratory that has been operational for at least 5 years. Demonstrate that the lab routinely conducts pesticide residue analysis, providing, as examples, a description of 2 projects.			

M2. Laboratory personnel who will be conducting the laboratory work and managing this project must have a University or College science degrees from recognized institutions and must have experience in conducting pesticide residue analysis in the lab. Identify the personnel who will work on this project and their responsibilities. Provide CVs for personnel who will work on the project which highlight their education and experience.			
M3. The laboratory must have proper equipment for conducting pesticide residue analysis of pesticides to be analyzed on various matrices and use established standard analytical protocols. Laboratory equipment to be used in the analysis of pesticide residues (eg. Gas chromatograph, mass spectrometer, etc.) is to be identified by the Bidder. Provide a high-level explanation of the laboratory protocols to be used, including information on **M.3a)** limit of detection and **M.3b)** quantitation in the required matrices (ie. bees, soil, water, vegetation, comb (to be split prior to analysis into separate samples of comb honey and comb pollen) and pollen). Provide a description of 2 projects that demonstrate access to and experience with established standard analytical protocols for the residue analysis of pesticides.			

13.0 Point Rated Requirements

13.1 Method of Evaluation

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

Stream 1
The pesticides **clothianidin, thiamethoxam and imidacloprid** must be included in the list of pesticides that will be analyzed for this stream. Additional pesticides identified in the list below that can be analyzed using the same methodology at minimal/no cost may also be included.

Criteria	Page #	Points allocated for the criteria	Score
R.1 Demonstrate that the analytical laboratory that has been operational for at least 5 years. One (1) point per additional one year period (twelve (12) consecutive months) of operation of analytical laboratory (as per M.1) Maximum 5 points (10 years in operation)		5	
R.2 Provide CVs for the project lead highlighting their education and experience (as per M.2): University Degree 5 points/College Degree 3 points; Experience (number of projects) 1 point per project to maximum (5 Points)		10	
R.3 The pesticides **clothianidin, thiamethoxam and imidacloprid** must be included in the list of pesticides that will be analyzed for this stream. Additional pesticides identified in the list below that can be analyzed using the same methodology at minimal/no cost may also be included in stream 1. 0.25 points for each additional pesticide is awarded.		11	

Clothianidin	X	Formic acid	
Thiamethoxam	X	Ipconazole	
Imidacloprid	X	Iprodione	
Acetamiprid		Malathion	
Amitraz		Metalaxyl (Metalaxyl-M)	
Azinphosmethyl		Metconazole	
Azoxystrobin		Methomyl	
Captan		Myclobutanil	
Carbaryl		Oxalic acid	
Carbathiin		Permethrin	
Carbofuran		Phosmet	
Chlorothalonil		Propiconazole	
Chlorpyrifos		Prothioconazole	
Coumaphos		Spinetoram	
Cyhalothrin-lambda		Spirotetramat	
Cypermethrin		Tau-fluvalinate	
Deltamethrin		Tebuconazole	
Diazinon		Tefluthrin	
Dimethoate		Thiacloprid	
Endosulfan		Thiabendazole	
Febuconazole		Thiram	
Fenitrothion		Trichlorfon	
Fipronil		Trifloxystrobin	
Fludioxonil			

Total points STREAM 1		26	

Stream 2
Additional pesticides that can be analyzed (as part of a second package) in addition to those analyzed in Stream 1, but at extra cost, are to be identified in Stream 2. The pesticides in this package should be able to be analyzed together as part of a package.

Criteria	**Page #**	**Points allocated for the criteria**	**Score**
R.4 Additional pesticides that can be analyzed in addition to those analyzed in Stream 1, but at extra cost, are to be identified in Stream 2. 0.25 point per pesticide will be awarded. Do not include pesticides identified in stream 1. Include only pesticides that can be analyzed as part of a package analysis in the lab. Score from R.3 will be added to R.4.		11	

Clothianidin	N/A*	Formic acid	
Thiamethoxam	N/A	Ipconazole	
Imidacloprid	N/A	Iprodione	
Acetamiprid		Malathion	
Amitraz		Metalaxyl (Metalaxyl-M)	
Azinphosmethyl		Metconazole	
Azoxystrobin		Methomyl	
Captan		Myclobutanil	
Carbaryl		Oxalic acid	
Carbathiin		Permethrin	
Carbofuran		Phosmet	
Chlorothalonil		Propiconazole	
Chlorpyrifos		Prothioconazole	
Coumaphos		Spinetoram	
Cyhalothrin-lambda		Spirotetramat	
Cypermethrin		Tau-fluvalinate	
Deltamethrin		Tebuconazole	
Diazinon		Tefluthrin	
Dimethoate		Thiacloprid	
Endosulfan		Thiabendazole	
Febuconazole		Thiram	
Fenitrothion		Trichlorfon	
Fipronil		Trifloxystrobin	
Fludioxonil			

Total points		11	
Total points STREAM 2 (Score R.3 + Score R.4)		11	

* N/A = Not applicable

14.0 BASIS OF AWARDING CONTRACT

Highest Compliant Combined Rating of Technical Merit and Price:

It is understood by the parties submitting proposals that, to qualify, bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 60% of the bid and price at 40%.

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: 60%
Price: 40%

Technical Score = Bidder's Points R1+R2+R3 **x** 55% + Bidder's Points R4 X 5%

Cost Score = $\left(\frac{\text{Lowest Bid A1}}{\text{Bidder's Cost A1}} \times 35\%\right) + \left(\frac{\text{Lowest Bid B1}}{\text{Bidder's Cost B1}} \times 5\%\right)$

Total Score = Technical Score + Cost Score

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

CERTIFICATIONS

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

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

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

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

Legal name and bidder's information (print clearly)

Bidder's Legal Name _____

Bidder's Complete Address _____

_____

_____

Bidder's Phone number (_____)_____

Bidder's Authorized Representative _____

Bidder's Authorized Representative Phone number (_____)_____

Bidder's Authorized Representative e-mail_____

Bidder's GST/HST Number _____

Bidder's province in which he is incorporated. _____

15.1. Bidder Certification

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

We certify that all information provided herein is accurate. Furthermore we have satisfied ourselves that the personnel proposed by us for this requirement are capable of satisfactorily performing the requirements

described herein. In addition, we certify that individuals proposed will be available until completion of the project. Also, that the work specified herein can be met in a timely manner, and will be achieved with the time frame allocated.

_____ _____

Signature of the Authorized Representative of the Bidder Date

15.2. Bid Validity Certification

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

_____ _____

Signature of Authorized Representative of the bidder Date

15.3. Federal Contractors Program for Employment Equity

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

Program requirements do not apply for the following reason(s):

( ) bid is less than $200,000;

( ) this organization has fewer than 100 permanent part-time and/or full time employees across Canada;

( ) this organization is a federally regulated employer;

or, program requirements do apply:

( ) copy of signed Certificate of Commitment is enclosed; or

( ) Certificate number is _____

NOTE: *The Federal Contractors Program for Employment Equity applies to Canadian-based bidders only. The Certificate of Commitment criteria and other information about the Federal Contractors Program for Employment Equity are available in the PWGSC Standard Acquisition Clauses and Conditions (SACC) Manual, Section 2, and on the Government Electronic Tendering Service.*

15.4. Status of Resources

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

_____ _____

Signature of the Authorized Representative of the Bidder Date

15.5. Price Certification

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

_____ _____

Signature of the Authorized Representative of the Bidder Date

15.6. Joint Venture Information (if applicable)

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

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

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

(a) indicate the type of joint venture:
- incorporated joint venture
- limited partnership joint venture
- partnership joint venture
- contractual joint venture
- other (explain)

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

Appendix "B"

Financial Proposal

TABLE A-1

PACKAGE 1 (All stream 1 pesticides)- The pesticides **clothianidin, thiamethoxam and imidacloprid** must be included in the list of pesticides that will be analyzed for this package. Additional pesticides identified from the list provided that can be analyzed using the same methodology at minimal/no cost may also be included.		
Year	**Estimated number of samples for evaluation purposes only** **Pakage ID** _____	**Firm Unit Cost (per sample)**
Year 1	1000	$
Year 2	1000	$
	ESTIMATED TOTAL COST	$

TABLE A-2

STREAM 1 OPTION PERIOD		
Option Year	**Estimated number of samples for evaluation purposes only** **Package ID** _____	**Firm Unit Cost (per sample)**
Option year	1000	$
	ESTIMATED TOTAL COST	$

TABLE B-1

STREAM 2 - Additional pesticides that can be analyzed in addition to those analyzed in Stream 1, but at extra cost, are to be identified in Stream 2. All pesticides included in stream 2 should be part of a package analysis done by the lab.		
Year	**Estimated number of samples for evaluation purposes only**	**Firm Unit Cost (per sample)** **PACKAGE ID** _____
Year 1	1000	$
Year 2	1000	$
		$

TABLE B-2

STREAM 1 OPTION PERIOD		
Option Year	**Estimated number of samples for evaluation purposes only** **Package ID** _____	**Firm Unit Cost (per sample)**
Option year	1000	$

ESTIMATED TOTAL COST	$

Bidder total tendered price to perform the work from contract award to May 31, 2017 to (Total value of Tables A1, B1, above,).	$
Bidder total tendered price for optional periods (Total value of Tables A2, B2, above,).	$
TOTAL HST	
Bidder total tendered price inclusive of optional periods.	$

APPENDIX "C" – MODEL TASK AUTHORIZATION

Purpose of TA: Services to be provided under the Contract are on an as-and-when-requested basis will be ordered by Canada using a Task Authorization **("**TA").

Process for Issuing a TA: Task Authorization will be raised as required during the contract period according to the following process:

Identification of required services to the Contractor:

When services identified in the "Statement of Work" are required, the Project and/or Technical Authority will initiate the Task Authorization (TA) process by completing the "TA Request" portion of the TA form and submit it via e-mail to the Contractor.

TASK AUTHORIZATION			
Contractor:	**Contract Number:**		
Commitment Number:	**Financial Coding:**		
Task Number:	**Date:**		
TA Request **(For completion by Technical Authority)**			
1. Description of Work to be Performed **Statement of Work** **Description of any Deliverable(s) required** (including the required format and media)			
2. PERIOD OF SERVICES	**From:**	**To:**	
3. Work Location			
4. Travel Requirements			
5. Other Conditions /Restraints			
6. Task Proposal (insert rows as required) Check (☐):	**Estimated Cost**	**Fixed Price**	
7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL			
☐ Reliability Status ☐ Secret ☐ Top Secret ☐ Other			

TASK AUTHORIZATION		
8. BILINGUALISM (if applicable)		
	☐ **YES**	☐ **NO**
List of the categories of personnel for whom the bilingualism is required:		

TA Proposal (For completion by Contractor)				
9. Estimated Cost Contract (insert rows as required)				
Category (Level) and Name of Proposed Resource	**PWGSC Security File Number**	**Firm Per Diem Rate**	**Estimated # of Days**	**Total cost**
Professional services estimated cost			**Total**	
			GST	
			Grand Total	
Travel & Living			**Estimated Cost**	
			GST	
			Total Travel & Living Cost	
			Grand Total for Labour and Travel	

TA APPROVAL		
10. Signing Authorities		
Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor (type or print)	Contractor	Date
Project/Technical Authority Name, Title and Signature of Individual Authorized to Sign on Behalf of Health Canada	<Client Department>	Date
Contract Authority Name, Title and Signature of Individual Authorized to Sign on Behalf of Health Canada		

11. Basis of Payment & Invoicing

In Accordance with the article entitled "Basis of Payment" in the Contract.

Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the grand total.

Original invoices shall be sent to the Project/Technical Authority. One copy of each invoice, together with attachments, shall be sent to the Contracting Authority.