

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Quebec
K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services 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 to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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 biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Acquisition of Information Products	
Solicitation No. - N° de l'invitation 51307-131008/A	Date 2014-04-07
Client Reference No. - N° de référence du client 51307-131008	
GETS Reference No. - N° de référence de SEAG PW-\$\$PI-008-64981	
File No. - N° de dossier pi008.51307-131008	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-04-23	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Rinaldo(pi008), Rosella	Buyer Id - Id de l'acheteur pi008
Telephone No. - N° de téléphone (819) 956-0001 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF VETERANS AFFAIRS 305 BLVD ANCIENS COMBATIANTS STE ANNE D BELLEVUE Quebec H9X1Y9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Information Products/Produits d'information
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III, 6B3
Gatineau
Quebec
K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

PART 1 - GENERAL INFORMATION

- 1 Introduction
- 2 Summary
- 3 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 1 Standard Instructions, Clauses and Conditions
- 2 Submission of Bids
- 3 Enquiries - Bid Solicitation
- 4 Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

- 1 Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 1 Evaluation Procedures
- 2 Basis of Selection

PART 5 - CERTIFICATIONS

- 1 Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

- 1 Requirement
- 2 Standard Clauses and Conditions
- 3 Term of Contract
- 4 Authorities
- 5 Payment
- 6 Invoicing Instructions
- 7 Certifications
- 8 Applicable Laws
- 9 Priority of Documents
- 10 Foreign National (Canadian Contractor)
- 11 Insurance

List of Annexes

- | | |
|---------|---------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Evaluation Criteria |

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six (6) 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 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, and the Evaluation Criteria.

2. Summary

This bid solicitation is being issued to satisfy the requirement of the Documentation Centre of Ste. Anne's Hospital (the "Client") for Subscriptions Acquisition, Subscriptions Management and Delivery of Subscriptions functions for one year for Information Products. It is intended to result in the award of a contract for 1 year, plus 1 one-year irrevocable options allowing Canada to extend the term of the contract.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

The Documentation Centre of Ste. Anne's Hospital subscribes to several journals specializing in research and clinical information in the areas of health. Subscriptions to periodicals allow users - clinicians and researchers - to keep up to date in areas that are in constant evolution.

3. Debriefings

After contract award, Bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

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 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of 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 eighty (180) days

Add Subsection 5.9 to 2003, Standard Instructions - Goods or Services - Competitive Requirements, Canada also reserves the following rights:

Although bids should be properly signed when submitted at bid closing, for this bid solicitation, if Canada determines that the Bidder has not signed the bid as required, Canada will provide the Bidder with an opportunity to submit a proper signature page. Bidders can sign their bids by copying the front page of this bid solicitation, signing it, and submitting it as part of their bid or by including a signature page in a prominent location in their bids.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bids sent directly to the Contracting Authority will not be considered.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Public Works and Government Services Canada will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later 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 the province of Ontario.

Bidders may, at their own 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 its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

5. **Withdrawal of Information Product with Third Party Terms and Conditions**

Bidder agrees that in the event the Client requests the supply of Online Information Products during the Contract period, that if a Publisher submits their own terms and conditions such as but not limited to; a License Agreement, by which the Client must sign in order to get access to the Online Information Product bought through the Contractor, the Contractor agrees that in such event, the Online Information Product(s) will be removed from any resulting contract and Canada will proceed to procure that Online Information Product directly with the Publisher. The Publisher is considered a Third Party with regards to the contract between Canada and the Contractor. Bidders who do not accept the terms of Canada's contract will be declared non-responsive.

6. **Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. **Bid Preparation Instructions**

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

SECTION I - FINANCIAL BID (1 hard copy)

SECTION II - 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>).

To assist Canada in reaching its objectives, bidders are encouraged to :

-
- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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: FINANCIAL BID

- 1.1 Bidders must submit their financial bid in accordance with the Service Fee Schedule found in Annex B section B5. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 SACC Manual Clauses

C3010T (2013-11-06), Exchange Rate Fluctuation Risk Mitigation

SECTION II: CERTIFICATIONS

Bidders must submit the certifications required under 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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Financial Evaluation - See Annex C, Section C.2.

In the Financial Bid, the Bidder must provide their firm "all-inclusive" service fee based on the 4 scenarios presented. For example, if the Client were to procure only 40% of the requirement listed in Annex A - Statement of Work, Appendix 1 - List of Titles, then Contractor's service fee for the Subscription Acquisition, Management and Delivery Functions for Print Information Product Subscriptions will be: ____%. (Bidder to fill in the % in accordance with the ranges provided in the 4 scenarios in the table above).

The Financial Bid will be evaluated in accordance with Annex C.

2. Basis of Selection

2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) provide with Bid completed tables as detailed in Annex C, Section C.2.

2.2 Bids not meeting a) or b) above will be declared non-responsive.

2.3 The responsive bid with the lowest combined Bid Service Fee for Senario 4 (Initial Period plus Option Periods) will be recommended for award of a contract. In the event of identical Bid Service Fees, the same selection process will be conducted for Scenario 3, then if needed Scenerio 2 and then if needed Scenario 1 until the lowest Bid Service Fee is determined. If there are still identical bids after the selection process noted above, the successful bidder will be chosen using the Treasury Board Contracting Policy on identical bids.

<http://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/5/65>

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Rate Certification

The Bidder certifies that the service fee proposed is not in excess of the lowest fee charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity; and does not include any provision for discounts to selling agents.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Requirement

- a) The Contractor agrees to supply to the Client, on an "as a when requested basis", the goods described in the Contract and in accordance with the Statement of Work in Annex A, in accordance with, and at the service fee set out in, the Contract.
- b) **Client, otherwise referred to as "Project Authority"**: Under the Contract, the "**Client**" is the Documentation Centre of Ste. Anne's Hospital, Veterans Affairs Canada, and the "**Project Authority**" is named in Article 4.2 herein.
- c) The Contractor must provide the Client with access to the Contractor's client account management information system. The system must be Internet-based and accessible by the Client's appointed account users. The system must provide information and tracking on the status of current subscriptions, orders history, publisher account numbers, claims for missing publications processed and publication information, including price options.
- d) The Contractor must offer and make available to the Client at no additional cost any new or emerging practices or technologies that the Contractor may make available to any of its customers, such as but not limited to enhancements to existing technologies that are a part of the Contractor's service offering and reasonably understood to be part of the Work herein.
- e) With respect to Online Information Products, the licensee under the Contract is Her Majesty the Queen in right of Canada, acting through and represented by the Minister of Public Works and Government Services. The Client is merely the user.
- f) In the event a Publisher submits their own terms and conditions such as but not limited to; a License Agreement, to the Client, by which the Client must sign in order to get access to the Online Information Product bought through the Contractor, the Contractor agrees that in such event, the Online Information Product(s) will be removed from any resulting contract and Canada will proceed to procure that Online Information Product directly with the Publisher. The Publisher is considered a Third Party with regards to the contract between Canada and the Contractor.

1.2 Annual Usage Reports

The Contractor must compile and maintain records for all authorized Work under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted to the Contracting Authority no later than 15 days prior to Contract expiry date.

Reporting Requirement- Details

This report must contain:

- (i) a copy of the list of titles (line items) submitted by the Project Authority;
- (ii) the total estimated cost for each line item, GST or HST extra;
- (iii) the total amount, GST or HST extra, expended to date against each line item;
- (iv) the currency used and exchange rate with date of purchase of foreign funds, if applicable;
- (v) the start and completion date for each line item;
- (vi) the active status of each line item, as applicable;

- (vii) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized work; and
 (viii) the total amount, GST or HST extra, expended to date against all authorized work.

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 issued by Public Works and Government Services Canada.

(<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

2.1 General Conditions

the 2030 (2014-03-01), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

The period of contract is from Contract Award Date up to and December 31, 2014.

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period(s) 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.

least 10 Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 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.

limited The Client must provide both the Contractor and the Contracting Authority with a copy of their renewal list at least 60 days prior to renewal date. The renewal list must include, but is not limited to;

- (a) Title of Subscription,
- (b) current Publisher,
- (c) ISSN if applicable,
- (d) Quantity, and
- (e) Delivery Address if changed from previous.

3.3 Authorization for Delivery – Orders

The Project Authority may request delivery of the work by electronic correspondence or by any order form approved by the parties. Alternatively, delivery may be requested by telephone, if confirmed in writing, or by any other method if deemed acceptable by Canada and the Contractor.

3.4 Orders / Delivery

Orders against the Contract will be made as-and-when requested by the Project Authority during the period of the Contract.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for this Contract is:

Name: Rosella Rinaldo

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Commercial and Consumer Products Directorate - PI Division

Address: Place du Portage, Phase III, 6A2
11 Laurier Street
Gatineau, Québec K1A 0S5

Tel. #: (819) 956-0001

E-mail: rosella.rinaldo@tpsgc-pwgsc.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.

4.2 Project Authority (to be identified in any resulting contract)

The Project Authority for the Contract is:

Name:

Title:

Address:

Tel. #:

Fax Number:

E-mail:

The Project Authority named above 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.

4.3 Client Account Management Support (To be identified in any resulting contract.)

The Contractor must provide Client Account Management Support to manage the ongoing acquisitions, management and delivery functions to support the Client to the extent necessary to ensure that all requirements as specified in this Contract are satisfied. The Contractor must be responsible for providing efficient organization and effective planning and control systems.

i) Account Manager

Name:

Title:

Tel. #:

Facsimile:

E-mail:

The Account Manager is to act as the primary point of contact with the Project and Contracting Authorities. The Account Manager must manage the ongoing support functions to the Client and must be vested with authority within the Contractor's organization to make and communicate to the Client all decisions related to the Work and must provide the planning control for all aspects of the Work.

ii) **Customer Service resource**

Name:

Title:

Tel. #:

Facsimile:

E-mail:

The Contractor must appoint a customer service resource, as deemed required by the Contractor, and must identify, to the Contracting and Project Authorities, their role for interaction with the Client and the Contracting Authority.

5. **Payment**

5.1 **Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified via electronic correspondence, as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the Contract.

Canada's liability to the Contractor must not exceed the limitation of expenditure specified in the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the electronic correspondence and the Contract resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

5.2 **Basis of Payment - Limitation of Expenditure - Cumulative Total of all Authorized Work Via Electronic Correspondence**

1. Canada's total liability to the Contractor under the Contract for all authorized work, inclusive of any revisions, must not exceed the sum of \$(TBD). Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
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 electronic correspondences, 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.

5.3 Multiple Payments

SACC Manual Clause H1001C (2008-05-12)

5.4 Discretionary Audit Commercial Goods and/or Services

SACC Manual Clause C0100C (2010-01-11)

6. Invoicing Instructions

- 6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions, and in accordance with any additional provision detailed in Annex A - Statement of Work. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of the electronic correspondence requesting the authorized work;
 - (b) a copy of the list of titles (line items) from the Project Authority; (if one was provided separately as opposed to listing the requirements directly in the electronic correspondence);
 - (c) the Publisher's published list price of each title (GST extra) in the currency (CAD\$, USD, Euro, GBP) charged to the Contractor.
 - (d) the exchange rate used by Contractor in determining CAD\$ currency if foreign funds were purchased to pay in accordance with Article 5.3 above.
- 6.2 The exchange rate is not affected by any revision to an Invoice. If a revised Invoice is requested due to errors in the Invoice by the Contractor, the exchange rate used at the time the initial Invoice was issued does not change.

6.3 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown in the electronic correspondence for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract, if requested.

7. Certifications

7.1 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.

8. Applicable Laws

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

9. 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) Articles of Agreement;
- (b) General Conditions 2030 (2014-03-01);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Authorized Work Via Electronic Correspondence; and
- (f) Contractor's bid dated (to be determined at the time of contract award).

10. Foreign Nationals - Canadian Contractor

SACC Manual clause A2000C (2006-06-16) Foreign Nationals - Canadian Contractor

11. Insurance

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

ANNEX A STATEMENT OF WORK

1.0 Background

The Documentation Centre of Ste. Anne's Hospital subscribes to several journals specializing in research and clinical information in the areas of health. Subscriptions to periodicals allow users – clinicians and researchers – to keep up to date in areas that are in constant evolution.

2.0 Requirement

The contractor shall provide the Documentation Centre of Ste. Anne's Hospital with subscriptions to the journals listed on the provided spreadsheet for the period of Contract Award Date December 31, with a renewal option for January 1, 2015 to December 31, 2015, and the option of amending 50% of the titles for the option year.

3.0 Tasks and Deliverables

- 3.1** Providing full subscriptions to the journals listed on the provided spreadsheet for the period of Contract Award Date to December 31, 2014, in either print or print + online formats, as indicated.
- 3.2** Option year 1 - Providing full subscriptions to the journals listed on the provided spreadsheet for the period of January 1, 2015 to December 31, 2015, in either print or print + online formats, as indicated. The Documentation Centre has the option to change (cancel, substitute, add) up to 50% of the number of titles. The Documentation Centre must be consulted before renewals take place.
- 3.3** Providing continued access to titles that split, merge, or are superseded after consultation with the Documentation Centre.
- 3.4** Providing customer service during normal business hours (0900 – 1700 EDT/EST).
- 3.5** Providing access to a subscription management system via a Web site.

Appendix 1 of Annex A can be made available in MS Word or MS Excel (as applicable) format, if requested by the Bidder by email to the PWGSC Contracting Authority.

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.

B.1 Information Products (Subscriptions)

The Contractor will be paid an "all inclusive amount", no greater than in accordance with the Publisher's Published Price List in CDN for delivery of the Information Products to Canada for the applicable subscription period, less any discounts offered by the Contractor that are not already incorporated into the Contractor's firm all-inclusive Service Fee. Published Price List prices do not include GST/HST (i.e. GST/HST is extra).

"All inclusive" means that in addition to the price being no greater than the Publisher's Published Price List in CDN, the price includes all other taxes, charges for packaging, handling, shipping and delivery, administration, costs and risk of transport, and all custom duties and excise taxes, if applicable, as specified herein.

B.2 Shipping Instructions - Delivery at Destinations

The Contractor is responsible for paying all charges for packaging, handling, shipping and delivery, administration, costs and risk of transport, and all customs duties and excise taxes, as applicable.

Shipment for all deliverables shall be consigned to the location specified on the front page of the resulting contract and in any electronic correspondence approved and issued under the Contract, and shall be delivered on a DDP (Delivered Duty Paid) basis to the same applicable destinations (Incoterms 2000).

B.3 Travel and Living Expenses

Canada will not accept any travel and living expenses incurred by the Contractor under the Contract.

B.4 GST/HST

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated GST or HST of \$ (to be identified in any resulting contract) is included in the total estimated cost shown on page 1 of this Contract. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and Claims for Progress Payment. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices and Claims for Progress Payment. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.

B.5 Pricing Table: Initial Contract Period and Option Periods (to be completed upon contract award)

Column A - 4 possible scenarios with respect to a portion of the requirement that may be procured as per Annex A - Statement of Work.		Column B - Subscription Acquisition, Management and Delivery Services for Information Product Subscriptions	
		Contractor's Firm "all-inclusive"* Service Fee, expressed as a %, GST/HST extra, if applicable.	
		Initial Period	Option Periods
			Option Period #1
		Contract Award Date to Dec. 31, 2014	Jan. 1, 2015 to Dec. 31, 2015
Scenario 1		_____ %	_____ %
0% - 24.99% of the requirement			
Scenario 2		_____ %	_____ %
25% - 49.99% of the requirement			
Scenario 3		_____ %	_____ %
50% - 74.99% of the requirement			
Scenario 4		_____ %	_____ %
75% - 100% of the requirement			

ANNEX C FINANCIAL EVALUATION CRITERIA

C.1 EVALUATION PROCEDURES

C.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) provide with Bid completed tables as detailed in Annex C, Section C.2.

C.1.2 Bids not meeting a) or b) above will be declared non-responsive.

C.1.3 The responsive bid with the lowest combined Bid Service Fee for Senerio 4 (Initial Period plus Option Periods) will be recommended for award of a contract. In the event of identical Bid Service Fees, the same selection process will be conducted for Scenerio 3, then if needed Scenerio 2 and then if needed Scenerio 1 until the lowest Bid Service Fee is determined. If there are still identical bids after the selection process noted above, the successful bidder will be chosen using the Treasury Board Contracting Policy on identical bids.

<http://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/5/65>

Example below:

BIDDER A

Column A - 4 possible scenarios with respect to a portion of the requirement that may be procured as per Annex A - Statement of Work.	Column B - Subscription Acquisition, Management and Delivery Services for Print Information Product Subscriptions		
	Contractor's Firm "all-inclusive" Service Fee, expressed as a %, GST/HST extra, if applicable.		
	Initial Period	Option Periods	
		Option Period #1	Option Period #2
	Apr 1, 2013 to Mar 31, 2014	Apr 1, 2014 to Mar 31, 2015	Apr 1, 2015 to Mar 31, 2016
Scenario 1 0% - 24.99% of the requirement	0 %	0%	0%
Scenario 2 25% - 49.99% of the requirement	0%	0%	0%
Scenario 3 50% - 74.99% of the requirement	-1%	-1%	-1%
Scenario 4 75% - 100% of the requirement	-3%	-3%	-3%

BIDDER B

Column A - 4 possible scenarios with respect to a portion of the requirement that may be procured as per Annex A - Statement of Work.	Column B - Subscription Acquisition, Management and Delivery Services for Print Information Product Subscriptions		
	Contractor's Firm "all-inclusive"* Service Fee, expressed as a %, GST/HST extra, if applicable.		
	Initial Period	Option Periods	
		Option Period #1	Option Period #2
	Apr 1, 2012 to Mar 31, 2013	Apr 1, 2013 to Mar 31, 2014	Apr 1, 2014 to Mar 31, 2015
Scenario 1 0% - 24.99% of the requirement	-1%	-1%	-1%
Scenario 2 25% - 49.99% of the requirement	0%	0%	0%
Scenario 3 50% - 74.99% of the requirement	2%	2%	2%
Scenario 4 75% - 100% of the requirement	-5%	-5%	-5%

Bidder A for Scenario 4 = $(-3) + (-3) + (-3) = -9$

Bidder B for Scenario 4 = $(-5) + (-5) + (-5) = -15$

Bidder B is the winner and the service fees are -5.

C.2 FINANCIAL EVALUATION CRITERIA

PWGSC will conduct the financial evaluation based on the methodology detailed below.

The Bidder must quote a firm "all-inclusive" Service Fee expressed as a percentage (%) on each of the scenarios provided in the table incorporated below under Subsections C.2, GST/HST extra if applicable. (For the purposes of the Financial Bid, Bidders may reproduce the table, in their entirety, completed according to the instructions herein.)

Column A - 4 possible scenarios with respect to a portion of the requirement that may be procured as per Annex A - Statement of Work.		Column B - Subscription Acquisition, Management and Delivery Services for Information Product Subscriptions	
		Contractor's Firm "all-inclusive"* Service Fee, expressed as a %, GST/HST extra, if applicable.	
		Initial Period	Option Periods
			Option Period #1
		Contract Award Date to Dec. 31, 2014	Jan. 1, 2015 to Dec. 31, 2015
Scenario 1		_____ %	_____ %
0% - 24.99% of the requirement			
Scenario 2		_____ %	_____ %
25% - 49.99% of the requirement			
Scenario 3		_____ %	_____ %
50% - 74.99% of the requirement			
Scenario 4		_____ %	_____ %
75% - 100% of the requirement			

Appendix 1 - List of Titles

Title	ISSN	Publisher	Quantity	Format
Actualité Médicale, L'	0229-9429		1	paper
American journal of occupational therapy, The	0272-9490	Amer Occupational Therapy Assn	1	paper & online
Journal of Geriatric Physical Therapy (paper)	1539-8412	Amer Physical Therapy Assn	1	paper
Physical therapy	0031-9023	Amer Physical Therapy Assn	1	paper & online
AHFS drug Information	1063-8792	Amer Soc Health System Pharm	1	paper
American journal of clinical hypnosis	0002-9157	Amer Soc of Clinical Hypnosis	1	paper & online
American journal of psychiatry, The	0002-953X	American Psychiatric Publ Inc.	1	paper & online
Gérontoise, La	1183-8051	AQJIG	1	paper
Vie et vieillissement	1707-0104	Assn Quebecoise Gerontologie	1	paper
ASP - Liaisons	1156-6914	Associations de Soins Palliatifs	1	paper
Canadian nurse, The	0008-4581	Canadian nurses Association	1	paper & online
Infirmière canadienne	1492-5494	Canadian Nurses Association	1	paper & online
Canadian journal of psychiatry	0706-7437	Canadian Psychiatric Assn	1	paper
Canadian journal of respiratory therapy	1205-9838	Canadian Soc Respir. Therapists	1	paper
Nutrition action health letter	0885-7792	Center Science Public Interest	1	paper
International Journal of Emergency Mental Health	1522-4821	Chevron Publishing Corporation	1	paper
British journal of occupational therapy, The	0308-0226	College Occupational Therapist	1	paper & online
Plein soleil (Diabète Québec)	0384-7810	Diabète Québec	1	paper
Canadian journal of dietetic practice and research	1486-3847	Dietitians of Canada	1	paper
Éthique publique	1488-0946	Editions Nota Bene	1	paper
Pain	0304-3959	Elsevier BV	1	paper
Physiotherapy	0031-9406	Elsevier BV	1	paper
Journal of The Academy of Nutrition and Dietetics	2212-2672	Elsevier BV	1	paper
Soins Gérontologie	1268-6034	Elsevier Masson	1	paper
Journal of dementia care, The	1351-8372	Esco/trinity House	1	paper
Drug interaction facts (Loose leaf)	0899-4951	Facts & Comparisons	1	paper
Revue Internationale de Gestion (Gestion : Revue internationale ...)	0701-0028	Gestion/HEC	1	paper
Infection control and hospital epidemiology	0899-823X	Gouv. Rate \$549.00	1	paper & online
Ostomy wound management	0889-5899	HMP Communications	1	paper & online
Food technology	0015-6639	Institute Food Technologists	1	paper & online
JAMA Journal of the american medical association	0098-7484	Jama Network	1	paper
JAMA Psychiatry	2168-622X	Jama Network	1	paper
Depression and anxiety	1091-4269	John Wiley & sons inc./cust ser	1	online
Journal of Traumatic Stress (paper & on-line)	0894-9867	John Wiley & sons inc./cust ser	1	paper & online
Journal of Orthopaedic & Sports Physical Therapy (paper & on-line)	0190-6011	JRNL Orthop & Sports Phys Ther	1	paper & online
Journal of Palliative Care (paper)	0825-8597	Lab Recherche Éthique et Viel	1	paper

Alzheimer disease and associated disorders	0893-0341	Lippincott Williams & Wilkins	1	paper
Clinical journal of pain, The	0749-8047	Lippincott Williams & Wilkins	1	paper
Journal of Nervous and Mental Disease (paper)	0022-3018	Lippincott Williams & Wilkins	1	paper
Journal of Patient Safety	1549-8417	Lippincott Williams & Wilkins	1	paper
Nursing	0360-4039	Lippincott Williams & Wilkins	1	paper
Nursing made incredibly easy	1544-5186	Lippincott Williams & Wilkins	1	paper
Topics in clinical nutrition	0883-5691	Lippincott Williams & Wilkins	1	paper
Topics in geriatric rehabilitation	0882-7524	Lippincott Williams & Wilkins	1	paper
Soins	0038-0814	Masson Editions	1	paper & online
Medical letter on drugs and therapeutics, The	0025-732X	Medical Letter	1	paper & online
Effectif	1485-371X	Ordre Conseillers Rel Indus qué	1	paper
Journals of Gerontology Series B	1079-5014	Oxford University Press	1	paper & online
PC world	0737-8939	PCW Communications	1	print
Journal of clinical psychiatry, The	0160-6689	Physicians Postgraduate Press	1	paper & online
Revue française de psychanalyse	0035-2942	Presses Univ France / Dept revue	1	paper
Nursing older people	1472-0795	RCN Publishing Company	1	paper & online
Revue québécoise de psychologie	0225-9885	Revue Quebecoise D Psychologie	1	online
Santé mentale au Québec	0383-6320	Revue Santé Mentale au Québec	1	paper
British journal of psychiatry, The	0007-1250	Royal College of Psychiatrists	1	paper & online
Journal of Nutrition Health and Aging (paper & on-line)	1279-7707	Serdi	1	paper & online
Military psychology	0899-5605	American Psychology Association	1	paper & online
Physiotherapy Canada	0300-0508	Univ. Toronto Press Jrnls Dept	1	paper & online
Respiratory care	0020-1324	Univ. Toronto Press Jrnls Dept	1	paper & online
Clinics in geriatric medicine	0749-0690	WB Saunders CO/Fulfillment Dpt	1	paper
Medical clinics of North America, The	0025-7125	WB Saunders CO/Fulfillment Dpt	1	paper
Lois du travail = Labour laws	2-89127-036-3	Wilson & Lafleur Ltd	1	paper
Nurse Practitioner	0361-0817	Wolters Kluwer/Lippincott	1	paper
PC magazine Digital Edition	0888-8507	Ziff Davis	1	online
01 NET	2266-7989		1	online