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**REQUEST FOR PROPOSAL (RFP)**

**Reference Number: 1000158152**

**CLOSING DATE: May 27, 2014**

**CLOSING TIME and TIME ZONE: 3:00 p.m. EDT**

**PROJECT TITLE** Information Gathering Services to Support Risk Assessment of Micro-organisms on the Domestic Substances List

**Branch/ Directorate** New Substances Assessment and Control Bureau  
Health Canada Safe Environments Directorate  
Healthy Environments and Consumer Safety Branch

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:**

Donna.Pettit@hc-sc.gc.ca

**RFP Issue Date: May 12, 2014**

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**PART I STATEMENT of WORK****1.0 Scope****1.1 Title:**

*Information Gathering Services to Support Risk Assessment of Micro-organisms on the Domestic Substances List.*

**1.2 Introduction**

The New Substances Assessment and Control Bureau (NSACB) of the Safe Environments Directorate (SED) plays a key role in identifying, assessing and managing the risks posed by micro-organisms. Under the Government of Canada's Chemicals Management Plan (CMP), NSACB conducts the screening assessments of 68 micro-organisms (herein referred to as existing micro-organisms) on the Domestic Substances List (DSL) to determine whether they are harmful to human health or the environment as defined under section 64 of the Canadian Environmental Protection Act, 1999 (CEPA 1999). These micro-organisms were on the DSL because they were in Canadian commerce and released into the environment between 1984 and 1986. The Ministers of Health and the Environment must conduct a screening assessment of these existing micro-organisms under section 74 of CEPA 1999 and publish screening assessment reports in Canada Gazette Part I. The assessment of whether an existing micro-organism poses a risk is based on readily available information, including information gathered from scientific literature, stakeholders (including industry) and ongoing research activities.

**1.3 Estimated Value**

The total value of any contract resulting from this Request for Proposal (RFP) shall not exceed the sum of \$150,000.00 CAD. This amount includes travel and living expenses (if applicable) taxes not included.

**1.4 Objectives of the Requirement**

The objective of the requirement is to prepare risk assessment support documents that will inform the assessment of specific micro-organisms on the DSL.

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

Under the CMP, a commitment was made to the Treasury Board to publish the final screening assessment reports for the remaining micro-organisms on the DSL by March 31, 2016. This commitment has reduced the time available for NSACB to complete the assessments of these micro-organisms by three years. Despite the progress made in moving forward to meet the timelines, it is imperative for NSACB to rely on external technical services and scientific support to gather needed information and to prepare risk assessment support documents, in relation to the human health and environmental risk assessment of three of the remaining DSL micro-organisms.

**2.0 Requirements****2.1 Tasks, Activities, Deliverables and Milestones**

The Contractor will assign a Project Manager to work closely with Health Canada's Technical Authority throughout the contract period to ensure that the deliverables are met. The Contractor must provide updates at routine check-in meetings, outlining accomplishments since the previous meeting, open issues and upcoming milestones.

The specific activities, deliverables and associated milestones are described as follows:

### 2.1.1

#### **Task 1: Preparation of a Work Plan**

The Contractor will review documents provided by Health Canada, including the Framework for Science-Based Risk Assessment of Micro-organisms Regulated under CEPA 1999, Risk Assessment Checklist, Risk Assessment Outline template, and the template for documenting literature searches. A planning meeting (teleconference) will be scheduled to discuss expectations of the technical scope of the work and the timeline for project delivery. These discussions will be documented in a work plan.

#### **Deliverable:**

Work Plan clearly laying out expectations of Health Canada and the Contractor (Word files in English).

### 2.1.2

#### **Task 2: Literature Search and Data Collection**

The Contractor will use a robust literature search methodology based on current Health Canada practice to ensure efficient in-depth coverage of the scientific literature and other sources of information on the micro-organism under assessment. The searches will be documented using a standardized template agreed to in the work plan, and the Contractor will ensure that its completeness and relevance are verified by senior scientists. From the literature search results, key study data will be distilled and captured using tables and text. The Contractor will advise Health Canada of any process changes or improvements for consistency across assessments.

#### **Deliverable:**

Literature Search Results Report (Word file, in English) that documents the literature search, including databases searched, search terms used, and the downloaded results of the searches including abstracts where relevant.

### 2.1.3

#### **Task 3: Analysis of Retrieved Data and Information**

The Contractor will critically review the retrieved data and information, assess its reliability, determine its relevance to the risk assessment and identify key uncertainties. The Contractor will then capture key aspects of relevant studies in a risk assessment outline document. The Contractor will ensure that the relevance and accuracy of the key points is verified by senior scientists and that the outline report integrates the results across studies to communicate a cohesive picture of the potential risk associated with the micro-organism under assessment.

#### **Deliverable:**

Outline Report (Word file, in English) that outlines the structure of the DSL Screening Assessment with relevant points, data and information entered in bullet form, with the supporting references identified.

## 2.2 Specifications and Standards

The Health Canada Project Authority will review, comment on and approve the deliverables and reports etc., and provide revisions/feedback within one (1) week. Upon completion of the revisions, the Contractor will submit the final deliverables two (2) weeks of receiving the Project Authority's comments.

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### 2.3. Technical, Operational and Organizational Environment

Deliverables will support the environmental assessment of the existing micro-organisms. In addition to the Technical Authority, personnel from the Biotechnology Sections of Health Canada and Environment Canada may participate in conference calls, review documents and in formulating recommendations to the Contractor.

### 2.4 Method and Source of Acceptance

All deliverables and services rendered under this contract are subject to the inspection of the Project Authority. Should any deliverable and/or service not be to the satisfaction of the Project Authority, as submitted, the Project Authority shall have the right to reject it or require correction before payment shall be authorized.

### 2.5 Reporting Requirements

In addition to the timely submission of all deliverables and the fulfillment of all obligations, it is the responsibility of the Contractor to facilitate and maintain regular communications with the Project Authority. Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation and results of work, to ensure that the work is progressing well and in accordance with expectations. Communication may include: phone calls, emails and meetings. Also, the Contractor is to immediately notify the Project Authority of any issues, problems, or areas of concern in relation to any work completed under this contract, as they arise.

The Contractor must provide the Technical Authority with updates approximately every two (2) weeks at routine check-in meetings, outlining accomplishments since the previous meeting, open issues and upcoming milestones.

### 2.6 Project Management Control Procedures

The Project Authority will (as required) meet with the Contractor to discuss on-going tasks, activities, deliverables and/or milestones. The Project Authority will review all written materials submitted including monthly reports identifying all tasks and activities completed to-date and any proposed "next steps". The Project Authority will provide comments to the Contractor indicating any changes required.

### 2.7 Change Management Procedures

In the event that any unforeseen situations or issues arise that may become potential barriers to the conduct of the work outlined in the contract, the Contractor and the Project Authority will meet to address the situation. In the event that the Project Authority is unavailable, an alternative HC representative will meet with the Contractor.

HC does not anticipate any changes to the requirements detailed in this Statement of Work (SOW). However, should changes be requested it must be done in writing by the HC Contracting Authority, and a formal amendment must be prepared to reflect these changes.

In such a case, the contractor will need to clearly identify the proposed change(s) and justify why the change is being recommended. Should the change be approved, a formal proposal will be required from the contractor for the review and acceptance by HC and a formal written contract amendment will be processed accordingly. No change to the personnel identified in the proposal may occur without prior approval of the Technical Authorities and a formal amendment prepared and signed by both HC and the contractor.

### 2.8 Ownership of Intellectual Property

Ownership of intellectual property created especially for this project will reside with the Contractor.  
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13697&section=text#Toc490365256>.

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### 3.0 Other Terms and Conditions of the SOW

#### 3.1 Authorities

##### 3.1.1 Departmental Representative - **To be completed at contract award.**

The Departmental Representative 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.

##### 3.1.2 Project Authority/ Technical Authority – **To be completed at contract award.**

The Project Authority for the Contract is to be identified at Contract award.

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

##### 3.1.3 Contractor's Representative - **To be completed at contract award.**

#### 3.2 Health Canada's Obligations

The individual identified in the proposal as the Technical Authority will:

- provide background documents and templates for deliverables to the Contractor;
- arrange planning conference calls to discuss the format for deliverables, establish a work plan;
- schedule regular check-in conference calls with the Contractor, approximately every two (2) weeks, to monitor progress and redirect efforts as required;
- review draft Literature Search Results Reports and draft Outline Reports from the Contractor and provide comments within two weeks of receipt.
- provide comments to the Contractor indicating any changes required to the deliverables, written reports, or processes.

The Technical Authority will provide comments to the Contractor on draft documents within one (1) week of receipt.

#### 3.3 Contractor's Obligations

The Contractor shall:

- complete all obligations as outlined within this SOW
- be available for the conference calls with the Technical Authority;
- work closely with the Technical Authority and other departmental staff;
- use its own equipment and software for the performance of the work described in this SOW; and
- inform the Technical Authority as soon as possible should anything arise impeding the progress of the agreed-upon work.

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

The Contractor will perform the work on their premises. Due to existing workload and deadlines, the Contractor and all personnel assigned to the contract must be ready to work in frequent contact with the Technical Authority and other departmental personnel via electronic media, telephone and teleconference.



### 3.5 Language of Work

Any interim or status update reports, completed draft reports and the final reports shall be prepared in English.

### 3.6 Security Requirements

There is no security associated with this requirement.

### 3.7 Insurance Requirements

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

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

### 3.8 Travel and Living Expenses

There is no travel and living associated with this requirement

## 4.0 Project Schedule

### 4.1 Expected Start and Completion Dates

The Contractor will conduct the work over a period of approximately six to eight months commencing upon Contract Award.

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

The work is to be conducted for the following three (3) micro-organisms:

- Bacillus megaterium
- Chaetomium globosum
- Micrococcus luteus

For each micro-organism, the work is to proceed as follows:

Task 1: Preparation of a Work Plan (up to two weeks for the first micro-organism; less than one week for subsequent micro-organisms)

Task 1a – Contractor reviews documents provided by Health Canada (or updates for subsequent micro-organisms)

Task 1a – Kick-Off Meeting with Health Canada

Task 1b – Contractor prepares work plan

Task 1c – Health Canada reviews work plan, comments due within 3 days of receipt

Task 1d – Contractor responds to questions/comments from Health Canada and finalizes work plan

Task 2: Literature Search and Data Collection (four weeks)

Task 2a – Contractor conducts literature search

Task 2b – Contractor reviews literature search results for relevance

Task 2c – Contractor drafts literature search report

Task 2d – Health Canada reviews draft literature search report, comments due within 1 week of receipt

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Task 2e – Contractor responds to Health Canada comments and finalizes literature search report  
Task 2f – Contractor retrieves references

Task 3: Analysis of Retrieved Data and Information (four weeks)

Task 3a – Contractor populates the outline based on information in the retrieved references

Task 3 b – Contractor prepares draft outline report of relevant data and information

Task 3c – Health Canada reviews draft outline report, comments due within 1 week of receipt

Task 3d – Contractor responds to any questions or comments from Health Canada and finalizes the outline report

Starting dates for each of the micro-organisms under investigation will be approximately as follows:

Bacillus megaterium June 2014

Chaetomium globosum July 2014

Micrococcus luteus September 2014

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

### 5.1. Project Manager

Role: responsible for project budget, allocation of technical personnel, adherence to project schedule; primary point of contact for Health Canada.

### 5.2. Senior Scientist

Role: responsible for quality assurance of key deliverables: literature search report and outline.

### 5.3. Scientist and/or Associate Scientist

Role: conducts literature review and analysis, identifies and selects key information elements for inclusion in the risk assessment outline report; drafts the risk assessment outline report to communicate a cohesive picture of the potential risk associated with the micro-organism under assessment.

### 5.4. Research Assistant/Support

Role: supports the scientist or associate scientist by conducting literature searches according to established protocols and retrieving literature.

## 6.0 Applicable Documents and Glossary

### 6.1 Applicable Documents

- Framework for Science-Based Risk Assessment of Micro-organisms Regulated under CEPA 1999  
<https://www.ec.gc.ca/subsnouvelles-news/subs/default.asp?lang=En&n=120842D5-1>

### 6.2 Relevant Terms, Acronyms and Glossaries

CEPA 1999: Canadian Environmental Protection Act, 1999

CMP: Chemicals Management Plan

DSL: Domestic Substances List

NSACB: New Substances Assessment and Control Bureau

SED: Safe Environments Directorate

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**PART II PROPOSAL REQUIREMENTS****7.0 Administrative Instructions for Completion of the RFP****7.1 General Information****7.1.1 Components, Language and Number of Copies**

Canada requests that bidders provide their offer in separately bound volumes as follows:

- a) VOLUME 1 - TECHNICAL PROPOSAL (MANDATORY) - four (4) hard copies required; and
- b) VOLUME 2 - FINANCIAL PROPOSAL (MANDATORY) - two (2) hard copies required; and
- c) VOLUME 3 - CERTIFICATIONS (MANDATORY) - one (1) hard copy required

**NOTE:**

- Proposal(s) can be submitted in either Official Language (English or French).
- The RFP Reference Number and the name of the Contracting Officer must be marked on all documents, binders and respective envelopes.
- Prices **must** appear in the financial proposal only. No prices must be indicated in any other volume of the proposal.

Canada requests that bidders follow the format instructions described below in the preparation of their proposal.

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

**VOLUME 1: TECHNICAL PROPOSAL**

In the technical proposal, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

Bidders must demonstrate their capability in a thorough, concise and clear manner for successfully carrying out the work as described in the "Statement of Work".

**VOLUME 2: FINANCIAL PROPOSAL**

In the financial proposal, bidders must submit their financial proposal in accordance with "Annex B, Financial Proposal Format". The total amount of the Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**VOLUME 3: CERTIFICATIONS**

Bidders must submit the certifications required as per Annex A.

**7.1.2 Bid Validity Period**

Please refer to Appendix "A"

### 7.1.3 No Payment for Pre-Contract Costs

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

## 7.2 Delivery Instructions for Bid / Proposal

Bid submission envelopes are to be returned to the following address:

Health Canada Bid Receiving Unit  
Federal Records Centre Building,  
161 Goldenrod Driveway (Loading Dock),  
Ottawa, Ontario K1A 0K9  
**Attention: Donna.Pettit@hc-sc.gc.ca**  
**RFP Reference Number: 1000158152**  
**Hours of Operation: 07h30 to 16h30 (EST)**

**CLOSING DATE: May 27, 2014**

**CLOSING TIME and TIME ZONE: 3:00 p.m. EDT**

All bids must be time stamped at the Bid Receiving Unit. Each bid submission envelope must include the RFP reference number and the name of the responsible Departmental Representative.

Proposals must be sent to the attention of the representative of the Department at the address as being that of "issuing office" on the cover page of this RFP.

The onus for submitting proposals 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 time and location as per section 7.2 and page 1. Proposals received after this time and date will be returned unopened.

## 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.

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**7.7 Bidders Conference / Site Visits**

Not required

**7.8 Announcement of Successful Contractor**

The name of the successful bidder will be announced on BuyandSell 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. reissue the bid solicitation;
- seek clarification or obtain verification of statements made in a proposal;
- enter into negotiations with Bidders on any or all aspects of their proposal;
- verify any or all information provided by the Bidder with respect to the solicitation including references;
- retain all proposals submitted in response to the solicitation;
- declare a proposal non-responsive if Health Canada determines during the evaluation phase that the Bidder does not have the legal status, the facilities or the technical, financial and/or managerial capabilities to fulfill the requirements stated herein;
- discontinue the evaluation of any proposal which is determined, at any stage of the evaluation process, to be non-responsive.

**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**

*See Certifications Annex "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, <https://buyandsell.gc.ca/>.

Visit the internet site "Buy and Sell" at <https://buyandsell.gc.ca/> for information and registration procedures.

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### 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.

*Unless otherwise identified, the following description of what must be included in the Technical part of the proposal should be inserted.*

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.

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## 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 (As per 12.2)

## 8.6 Résumés of Personnel

Attach résumés of proposed personnel.

## 9.0 Cost / Price Proposal

### 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

See section 3.9, Part I, Statement of Work

### 9.1.3 Other Expenses

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

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

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

## 9.2 Price Justification

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

- a current published price list indicating the percentage discount available to Canada; or
- a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- price or rate certifications; or
- any other supporting documentation as requested by Canada.

## 10.0 Enquiries

All enquiries or issues concerning this procurement must be submitted **in writing only** to the Departmental Representative named on the front cover page of this RFP document **not later than five (5) 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 five working (5) 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**

**MANDATORY REQUIREMENTS**

A Health Canada evaluation team will evaluate all Proposals which have been received by the closing date and time stipulated on the cover page of this RFP. The evaluation will be based on the contents of the Bidder's submitted Proposal, and not on any prior knowledge of, or experience with, the Bidder or the Bidder's work, beyond that which is referred to in the Bidder's Proposal. It is therefore the Bidder's responsibility to ensure its Proposal is complete, clear, and provides sufficient detail to allow the evaluators to evaluate it on the basis of the Bidder's response to the RFP, including the Mandatory and Point Rated Requirements contained therein.

The bid evaluation process has three (3) main components, as follows:

1. assessment of the Proposal against Mandatory Requirements;
2. assessment of the Technical Proposal against Point Rated Requirements; and
3. assessment of the Financial Proposal

**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: Please 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>
<b>M1</b>	<p><b>Compliance</b></p> <p>The Bidder must provide within their proposal CV's of all team members proposed, including any back up resources.</p> <p>The Bidder must propose the following resources as a member of their team:</p> <p>Project Team (Individuals may fulfill one or more of the following roles and/or responsibilities)</p> <p>Project Manager: Senior Scientist Scientist and/or Associate Scientist Research Assisstant/Support</p>			

<p><b>M2</b></p>	<p><b>Resource(s) Team</b></p> <p><b>(Project Team must have the following qualifications)</b></p> <ol style="list-style-type: none"> <li>1. The Bidder must provide as a minimum one resource who holds a M.Sc. or Ph.D. in microbiology (or scientific field relevant to microbial risk assessment); a copy of the certification/diploma must be included in the Bidders proposal.</li> <li>2. The Bidder must provide as a minimum one resource demonstrating three (3) years' experience with microbial risk assessment within the last five (5) years from date of this RFP. Experience is to be demonstrated in months and years.</li> <li>3. The Bidder must propose as a minimum one resource demonstrating two (2) years' experience in providing scientific/technical or regulatory advice to government agencies or organizations within the last five (5) years from the date of this RFP. Experience is to be demonstrated in months and years</li> <li>4. The Bidder must propose a Project Manager demonstrating as a minimum of two (2) years' experience in project management; including but not limited to the following: <ul style="list-style-type: none"> <li>• responsibility for project budget,</li> <li>• allocation of technical personnel</li> <li>• adherence to project schedule</li> <li>• experience with international regulatory agencies or organisations in relation to risk assessment.</li> </ul> </li> </ol> <p>Experience must be demonstrated in months and years.</p>			
<p><b>M3</b></p>	<p>The Bidder must have at least one team resource with a subscription to or access to libraries that contain the following abstract and citation databases at bid closing: Elsevier Scopus and CABI CAB Abstracts.</p> <p>The Bidder must provide proof of subscription and/or proof of access to libraries that contain the above abstract and citation databases within their proposal.</p>			

<p><b>M4</b></p>	<p>The Bidder must provide two references from previous work/projects within their proposal.          The references must be a Project Authority from a previous project. At least two of the four resources proposed under the Project Team as per M1 must have worked on each of the projects. One of those resources must be the Project Manager.          The Bidder must provide the following:</p> <ol style="list-style-type: none"> <li>1. Name of reference</li> <li>2. Title of reference</li> <li>3. Email address of reference</li> <li>4. Telephone number of reference.</li> </ol> <p><i>*Note: Health Canada reserves the right to check references by contacting one or all of the references provided. Health Canada also reserves the right to reject a bidder should one or more of the references provided not be available within one week from completion of bid evaluation and if in checking references they do not confirm the resources work experience, quality of work and information provided by the bidder.</i></p>			
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**13.0 POINT RATED REQUIREMENTS**

**13.1 Method of Evaluation**

Only those proposals meeting ALL of the Mandatory Requirements shall be deemed responsive and shall be evaluated by HC on the basis of the Point-Rated Requirements. It is the responsibility of the Bidder to ensure the completeness, clarity, and provision of sufficiently detailed evidence to enable the HC Evaluation Committee to evaluate the Bidder's proposal. Proposals which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the overall required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately

A proposal with a score less than 60% for technical compliance as a whole will be considered **non responsive**, and eliminated from the competition.

**13.2 Point Rated 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>Req#</b>	<b>Page #</b>	<b>Page #</b>	<b>Points allocated for the criteria</b>	<b>Minimum points required</b>
<b>R1</b>	<b>Project Team (individuals may fulfill one or more of the following roles and/or responsibilities). The Bidder must clearly demonstrate the resource's experience under each resource category in order to be awarded points:</b>  <b>Project Manager: (10 points)</b>  The Bidder has proposed a Project Manager with experience in project management (e.g., responsibility for project budget, allocation of technical personnel, adherence to project schedule) and experience with international regulatory agencies or organisations in relation to risk assessment. One (1) point will be allocated for each year over the mandatory 2 years as per M4 up to a maximum of ten (10) points. Experience is to be demonstrated in months and years.		10	
<b>R2</b>	<b>Scientific Team: (20 points)</b>  <b>Senior Scientist</b>  The Bidder has proposed a Senior Scientist demonstrating their experience in conducting microbial risk assessments by providing previous projects in relation to the reviewing of scientific reports and publications. Acceptable documentation includes but is not limited to scientific reports, journal publications, etc. One (1) point will be allocated for each project up to a maximum of fifteen (15) points.		15	
<b>R3</b>	<b>Scientist and/or Associate Scientist</b>  The Bidder has provided a Scientist and/or Associate Scientist demonstrating their experience by providing previous projects in relation to the gathering of information or literature review,		10	

	analyzing information, and writing reports to support the conduct of microbial risk assessments from multiple sources. Acceptable documentation includes but is not limited to scientific reports, journal publications, etc. One (1) point will be allocated for each project up to a maximum of ten (10) points.			
<b>R4</b>	<b>Research Assistant/Support</b>  The Bidder has provided a Research Assistant/Support resource demonstrating their experience by providing previous projects in relation to gathering information or literature review from multiple sources (including scientific journal databases, library catalogues). Acceptable documentation includes but is not limited to scientific reports, letters of reference, etc. One (1) point will be allocated for each project up to a maximum of five (5) points. Five (5) points will be allocated for B.Sc. Degree.		10	
<b>R5</b>	<b>Team as a whole: (5 points)</b>  The Bidder has provided within their references as per M4 at least one (1) reference including a Federal, Provincial, Municipal or Territorial Government client. References should not be older than five (5) years from date of this RFP.		5	
<b>R6</b>	The Bidder has proposed two (2) reports or guidance documents related to microbial risk assessment prepared by any team member for national or international companies or regulatory agency. Five (5) points will be allocated for each document.		10	
<b>R7</b>	The Bidder has provided a record of publishing, such as copy of a journal article or accessible web hyperlink to an article citation, in peer reviewed scientific literature on issues relating to microbial risk assessment. Each scientific article or publication receives one (1) point up to a maximum of five (5) points.		5	
<b>R8</b>	Five (5) points will be awarded for each degree in microbiology (or scientific field relevant to microbial risk assessment) held by each proposed Team member over and above the minimum mandatory requirement under M2 of one resource who holds a M.Sc. or Ph.D. in microbiology (or scientific field relevant to microbial risk assessment) to a maximum of 10 points. Points will not be awarded for the Degree submitted by the Bidder for the resource proposed under M2.		10	
<b>Total Points</b>			<b>75</b>	<b>45</b>

#### 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 75% of the bid and price at 25%.

The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of

technical merit and price, in descending order of the overall scores obtained for all the technical evaluation criteria subject to point rating detailed in Part III Bid Selection Process; the responsive bid obtaining the highest overall score being ranked the highest will be recommended for award of a contract.

The table below illustrates an example where the selection of the contractor is determined by a 75/25 ratio of the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (75%) and Price (25%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	<b>60</b>	<b>65</b>	<b>73</b>
<b>Bid Evaluated Price</b>	<b>\$60,000</b>	<b>\$55,000</b>	<b>\$50,000</b>
<b>Calculations</b>	<b>Technical Merit Points</b>	<b>Price Points</b>	<b>Total Score</b>
<b>Bidder 1</b>	$60 / 100 \times 75 = 45.00$	$50,000 / 60,000 \times 25 = 20.83$	65.83
<b>Bidder 2</b>	$65 / 100 \times 75 = 48.75$	$50,000^* / 55,000 \times 25 = 22.73$	71.48
<b>Bidder 3</b>	$73 / 100 \times 75 = 54.75$	$50,000^* / 50,000 \times 25 = 25.00$	79.75

\* represents the lowest evaluated price

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**ANNEX "A"****BIDDER'S INFORMATION AND CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a Contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications Bidders provide to Canada is subject to verification by Canada during the bid evaluation period (**before award of a contract**) and **after award of a contract**). The Contracting Authority will have the right to ask for additional information to verify Bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

**Certifications Precedent to Contract Award**

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

**1. Compliancy with Terms and Conditions**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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 Health 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(s) 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.

**2 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 Procurement Business Number \_\_\_\_\_

Bidder’s Province in which he is incorporated. \_\_\_\_\_

**3. Compliance with Terms and Conditions**

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

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

**4. Certification of Education, Experience and Qualifications**

Proposal, to be considered responsive, must contain the following certification:

“The Bidder hereby certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the work or part of the work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.”

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

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

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

Date \_\_\_\_\_



**5. Certification of Availability and Status of Personnel**

***Availability of Personnel and Facility***

The Bidder certifies that, should it be authorized to provide services under any Contract resulting from this solicitation, the persons and facility proposed in its offer will be available to commence performance of the work within a reasonable time from Contract award, and will remain available to perform the work in relation to the fulfillment of this requirement.

***Status of Personnel***

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement and to submit such person's résumé to the Contracting Authority.

During the offer evaluation, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's offer from further consideration.

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

Date \_\_\_\_\_

**6. Bid Validity Period**

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

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

Date \_\_\_\_\_

**7. Employment Equity**

The Federal Contractors Program for Employment Equity requires that some organizations bidding for federal government contracts make a formal commitment to implement employment equity, as a pre-condition to the validation of their bids. All Bidders must check the applicable box(es) below. Failure to do so may render the bid non responsive.

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

- 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.

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

\_\_\_\_\_  
Date

**8. Conflict of interest**

The Offeror certifies that it has no ACTUAL, APPARENT or POTENTIAL conflict of interest in submitting a proposal on this RFP.

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

\_\_\_\_\_  
Date

**9. Joint Venture/Partnership/Aboriginal business**

A joint venture is not considered a "person" for registration purposes, whereas a partnership is. Therefore, a partnership can have a PBN; a joint venture cannot. A joint venture is limited in scope; a partnership is generally an ongoing business relationship that exists between persons carrying on common business.

A joint venture is an arrangement where two or more persons (participants) work together in a limited and defined business undertaking. Ordinarily, all participants of the joint venture contribute assets, share risks, and have mutual liability.

The Bidder certifies that his bid is submitted to the Crown as a: (please choose one)

Individual [ ]

A company [ ]

A Joint Venture (bidder must provide detail) [ ]

Partnership (bidder must provide detail) [ ]

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

\_\_\_\_\_  
Date

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**ANNEX "B"**  
**FINANCIAL PROPOSAL FORMAT**

**\*\*\*This Cost/Price Proposal is to be submitted separately.**

Bidders meeting ALL Mandatory Requirements and achieving at least the required minimum score on the Point Rated Requirements will be evaluated on the basis of their Financial Proposal.

The Financial Evaluation will be carried out by the Contracting Authority independent of the Evaluation Committee responsible for evaluating the Technical Proposal. Financial Proposals will be evaluated based on the methodology detailed below.

***All of the information required in this section MUST appear in the Bidder's Financial Proposal ONLY. The Bidder's Financial Proposal MUST be submitted in a sealed envelope, separate from the Bidder's Technical Proposal. The Bidder's failure to comply with this condition could result in the Bidder's Proposal being declared non-compliant and being given no further consideration.***

Failure on the part of the Bidder to provide the information required within the Financial Proposal Table(s) will result in HC deeming the Bidder's Proposal to be non-compliant, with the Proposal being given no further consideration by HC.

Rates provided by Bidders should not include such things as travel and administration for evaluation of the Cost/Price Proposal. Similarly, per diems should be exclusive of the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST). All Bidder rates/per diems are to be exclusive of the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST).

#### **Resource Category Per Diems**

Using Table "A" below, for each Resource Category, the Bidder **MUST** provide a firm, all-inclusive per diem rate (CAD) for which their resources have been proposed for the term of the Contract(s). The per diem rate is inclusive of all costs and profits required for the proposed individual to complete the work (note: per diem rates are not to be quoted as ranges).

The firm, all-inclusive per diem rate is to be exclusive of the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST). Such amounts will be added upon Award by HC.

The Financial Proposal will be used to calculate 25% of the overall score.  
Bidders should indicate the proposed per diem rate for all members of the proposed project team.

**The rates and prices specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:**

- a. **all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;**
- b. **any travel expenses for travel between the Contractor's place of business and the NCR; and**
- c. **any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.**

**The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.**

The total value of any contract resulting from this Request for Proposal (RFP) shall not exceed the sum \$150,000.00 CAD. This amount includes travel and living expenses (if applicable) taxes not included.

**Professional Services:**

Tableau "A1" –6 to 8 months commencing upon Contract Award

A	B	C	D (BxC)
Category of Personnel Insert rows as required	Per Diem Rate(s)	Estimated 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>			<b>\$CAD</b>

<b>Bidder total tendered price to perform the work for a period of six to eight months (6 – 8 ) months commencing upon Contract Award (Total of Table A1,) taxes not included.</b>	<b>\$CAD</b>
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