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REQUEST FOR PROPOSAL (RFP)

Reference Number: 1000159614

CLOSING DATE: June 24, 2014 **CLOSING TIME and TIME ZONE: 2:00 PM EDT**

PROJECT TITLE Detection of DNA adducts by ^{32}P-postlabeling with thin layer chromatography

Branch/ Directorate Healthy Environments and Consumer Safety Branch
Environmental and Radiation Health Sciences Directorate
Health Canada Environmental Health Science and Research Bureau
Mechanistic Studies Division

FOR ADDITIONAL INFORMATION PLEASE CONTACT: Cheryl Moss
(Departmental Representative)

Cheryl.moss@hc-sc.gc.ca
(E-mail address)

RFP Issue Date:
May 13, 2014

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PART I STATEMENT of WORK

1. Scope

1.1. Title
Detection of DNA adducts by ^{32}P-postlabeling with thin layer chromatography

1.2. Introduction
Health Canada is seeking a contractor to provide ^{32}P-postlabeling assay with thin-layer chromatography to detect DNA adducts in cells and tissues that have been exposed to individual chemical substances as well as complex chemical mixtures. This work will involve the detection of known adducts formed by compounds such as polycyclic aromatic hydrocarbons (PAHs), as well as the detection of yet unknown DNA adducts.

1.3 Estimated Value

The total value of any contract emanating from this request shall not exceed is $96,000.00 over three fiscal years ($32,000.00 FY 2014-2015, $32,000.00 for option 1 FY 2015-2016, and $32,000.00 for option 2 FY 2016-2017). This amount includes travel and living expenses and all applicable taxes.

1.4 Objectives of the Requirement
Canadians are regularly exposed to complex chemical mixtures in the environment. In order to evaluate the risks associated with exposure to these chemicals, Health Canada currently uses a targeted chemical approach that defines the chemicals of concern, and evaluates the cumulative risk of the known components. The work required by this contract involves the assessment of DNA adducts following exposure to single compounds, as well as complex mixtures, and simplified synthetic mixtures. The information obtained will be used in the evaluation of the additive response paradigm and will ultimately be used, along with existing data, to inform Health Canada's risk assessment practices. Secondarily, data obtained through this contract will assist in the investigation of empirical relationships between adduct frequency (a measure of internal, target tissue dose) and transgene mutation frequency (a measure of adverse genetic effect in target tissue).

1.5 Background and Specific Scope of the Requirement
One of Health Canada's principle responsibilities is to reduce the negative impacts of environmental contaminants on the health of Canadians. The Environmental Health Science and Research Bureau (EHSRB) within Health Canada helps achieve this objective by evaluating the hazards associated with exposure to complex mixtures of chemicals in the environment. Although Canadians are regularly exposed to highly complex chemical mixtures, traditional risk assessment has typically only considered the hazards stemming from single compounds, one at a time. Furthermore, assessments assume that the total hazard is the sum of the incremental contributions from each of the known compounds in a mixture. Recognizing the limitations of this approach, EHSRB researchers are undertaking research aimed at evaluating the hazards posed by mixtures, as compared to single substances. Specifically, EHSRB researchers are currently employing both in vitro and in vivo genetic toxicity assessment tools to assess the hazards associated with exposures to polycyclic aromatic hydrocarbons (PAHs). The work includes evaluations of single PAHs, as well as synthetic mixtures of PAHs that are sufficiently similar to complex environmental samples.

In its toxicity assessments, Health Canada considers genotoxicity as an important endpoint, and requires the evaluation of a substance's ability to damage DNA. The measurement of DNA adducts provides an indicator of DNA damage severity, and is a valuable metric that provides important information on the genotoxicity of both pure compounds and complex mixtures. Consequently, Health Canada is seeking a contractor to carry out measurements of DNA adduct frequency in tissues and cells exposed to single PAHs, synthetic mixtures of PAHs, and complex PAH-containing mixtures such as coal tar extract.

Since Health Canada has already completed a range of studies with PAHs and PAH-containing mixtures, compatibility and consistency with existing data is essential. Therefore, the successful contractor must be proficient in the use of thin-layer chromatography ^{32}P-postlabeling combined with Instant Imager Technology for the quantitation of DNA adducts. The contractor is expected to employ an established and validated assay protocol that requires only microgram quantities (i.e., 10-20 µg) of DNA, and is capable of detecting adducts at frequencies as low as 1 adduct in 10^{10} nucleotides. This work will involve the detection of known and yet unknown DNA adducts in tissue and cell samples provided by Health Canada, and requires the expertise to synthesize authentic standards, and/or prepare reference compounds where required. The contractor is also expected to provide strategic advice on the experimental setup, as well as expert advice on the interpretation of results for publication and presentation.

2 Requirements

2.1 Tasks, Activities, Deliverables and Milestones
The contractor shall employ thin-layer chromatography ^{32}P-postlabeling combined with Instant Imager Technology to assess the frequency of stable DNA adducts in samples of suitably purified genomic DNA. Assessment of adduct frequency shall use the established protocol described in Phillips and Arlt (2007, Nature Protocols 2:2772-2781). The contractor is expected to employ an established and validated assay that requires only microgram quantities (i.e., 10-20 µg) of DNA, and is capable of detecting adducts at frequencies as low as 1 adduct in 10^{10} nucleotides. This work will involve the detection of known and yet unknown DNA adducts in tissue and cell samples provided by Health Canada, and requires the expertise to synthesize authentic standards, and/or prepare reference compounds where required. The contractor shall provide the results for each sample in an MS Excel spreadsheet, and also submit copies of ^{32}P-postlabeling chromatograms on request. Results shall be submitted via e-mail within 60 calendar days of sample receipt to the scientific contact identified in advance by Health Canada. The contractor should have the capacity to analyze a large numbers of samples (e.g., ~1000 samples/year) within the contract period. The contractor must be able to analyze a sub-set of samples in a short period of time on request (< 4 weeks). The contractor will participate in semi-annual telephone conferences to discuss the design of the planned experiments, the preparation of samples for adduct frequency analyses, and the interpretation of adduct frequency data.

2.2 Specifications and Standards
Refer to Section 2.1, "Tasks, Activities, Deliverables and Milestones"

2.3 Technical, Operational and Organizational Environment
The contractor shall ensure that all necessary resources (e.g., computer hardware and software) will be available to meet the requirements for work completion.

2.4 Method and Source of Acceptance
Reports will be submitted by the contractor as specified in Section 2.1. Once submitted by the contractor, Health Canada representatives will have ten (10) working days to review the report. If, during that time, changes must be made to the report, Health Canada will advise the contractor, and they will then have an additional five (5) working days to submit a revised final report.

2.5 Reporting Requirements
The contractor will submit the reports as outlined in section 2.1. as an Excel spreadsheet with compound-specific adduct frequency values. For compounds that elicit multiple adducts, total adduct frequency values should be broken down, and the frequency of individual adducts also provided. The contractor should be prepared to provide electronic images of chromatograms on request.

2.6 Project Management Control Procedures
Any changes to the scope of the analyses outlined in the contract will need to be presented in writing for consideration by Health Canada. In such a case, the contractor will need to clearly identify the proposed change and justify why the change is being recommended outside the current SOW. Health Canada will respond within five (5) working days regarding the decision to approve or not approve the recommended change. If the change is approved, a formal proposal will be required from the contractor for the review and acceptance by Health Canada and in the form of a written contract amendment.

2.7 Change Management Procedures

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

2.8 Ownership of Intellectual Property

"Intellectual Property" (IP) includes patents, copyright, industrial design, integrated circuit design, topography, plant breeders' rights, or any rights subject to protection under the law as trade secrets and confidential information. Current Treasury Board "Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts" states that IP ownership developed under government contracts will remain with the Contractor.

The Contractor will own IP - intended for normal use where a contractor will be building on a substantial body of the contractor's background, but is not creating what amounts to a completely new product for the Crown. An alternative, broader background is available for use in appropriate circumstances.

3 Additional Information

3.1 Authorities
The Departmental Representative (or delegated representative) is responsible for the management of this Contract. The Contractor is not to perform Work in excess of or outside the scope of this Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned officer.
TBD

The Project Authority (or delegated representative) is responsible for all matters concerning the

technical content of the Work under the Contract. Any proposed changes to the scope of the Work are to be discussed with the Project Authority, but any resulting changes can only be confirmed by a Contract Amendment issued by the Departmental Representative.
TBD

Any changes to the Contract must be authorized in writing by the Contracting Authority.
TBD

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

3.2 Canada's Obligations
(1) Establish tasks and timeframes for the contractor
(2) Provide samples of purified DNA prepared in accordance with standard proceedures
(3) Provide a sample submission and chain of custody form with unique identifiers for each sample

3.3 Contractor's Obligations
Refer to Sections 2.1 through 2.8.

3.4 Location of Work, Work site and Delivery Point
All analyses described herein will be conducted on the contractor's premises. Due to the workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Health Canada representatives, and must be available for periodic meetings (i.e., teleconferences).

The deliverables will be sent to Health Canada, Ottawa, to a specific address specified in the contract.

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

3.5 Language of Work
Reports and other communication will be in English.

3.6 Security Requirements
There is no security for 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.

3.8 Travel and Living
Not applicable

4 Project Schedule

4.1 Expected Start and Completion Dates

The services of the Contractor will be required for a period of approximately 7.5 months commencing on or about August 1, 2014. The expected completion date of this project is March 20, 2015. Health Canada reserves the right to exercise two subsequent single option years.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)
It is anticipated that a maximum of 1000 purified DNA samples per year will be sent to the Contractor for adduct frequency analysis. The DNA samples will be submitted to the Contractor throughout the year in small batches of approximately 100 samples each. The contractor is expected to analyze the samples and send the results to Health Canada within 60 days of receipt.

5 Required Resources or Types of Roles to be Performed

The contractor must identify a team that will be responsible for carrying out the work described in this Statement of Work. This team must be comprised of at least two people, and must include, but not necessarily be limited to a research scientist and a laboratory technician.

The research scientist must have a minimum of 10 years experience conducting laboratory research that includes DNA adduct analysis by ^{32}P-postlabeling.

The laboratory technician must have a minimum of 5 years experience measuring DNA adduct frequency via ^{32}P-postlabeling.

6 Applicable Documents and Glossary

6.1 Applicable Documents

Phillips and Arlt (2007, Nature Protocols 2:2772-2781)

6.2 Relevant Terms, Acronyms and Glossaries

EHSRB	Environmental Health Science and Research Bureau
PAHs	polycyclic aromatic hydrocarbons
RFP	Request for Proposal

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions for Completion of the RFP

7.0 Administrative Information

7.1 General Information

7.1.1 Components, Language and Number of Copies

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

- one covering letter, signed by an authorized representative of your firm;
- *one electronic* copy of the Technical Proposal; and

- *one electronic* copy of the Cost/Price Proposal, contained in a *separate document*.

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

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

To the following Address

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock),
Ottawa, Ontario K1A 0K9
Attention: Cheryl Moss
RFP Reference Number: 1000159614

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

7.1.2 No Payment for Pre-Contract Costs

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

7.2 Delivery Instructions for Bid / Proposal

As per section 7.1.1

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

7.3 Non-Acceptance of Proposal by Facsimile or Electronic Means

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

7.4 Closing Date and Time

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

7.5 Time Extension to Closing Date

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

7.6 Non-Compliance / Unacceptable Proposals

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

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

7.7 Bidders Conference / Site Visits

There is no site visit with this requirement

7.8 Announcement of Successful Contractor

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

7.9 Rights of the Crown

The Crown reserves the right to:

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

7.10 Sample Long Form Contract

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

7.11 Employment Equity

Please see Appendix “A”

7.12 Procurement Business Number (PBN)

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

SRI is a database of suppliers who have registered to do business with the Government of Canada. The PBN is created using your Canada Customs and Revenue Agency Business Number to uniquely identify a branch, division or office of your company. Unlike many existing departmental vendor databases, your information in SRI is

accessible to all federal government buyers. SRI can help to open up new opportunities with the federal government for requirements not posted on the electronic tendering service, www.buyandsell.gc.ca.

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

7.13 Order of Precedence

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

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

8.0 Technical Proposal

8.1 General Information

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

Your technical proposal must meet **all of the Mandatory Requirements** listed in Section 12.0, and will be rated using **the Point Rated Requirements** in Section 13.0.

Furthermore, your technical proposal should include the following:

8.2 Understanding of the Requirements

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

8.3 Approach and Methodology:

8.3.1 General Approach

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

8.3.2 Methodology

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

8.3.3 Work Plan / Project Schedule

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

8.3.4 Performance and Quality Control

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

8.4 Proposed Team

8.4.1 Personnel

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

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

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

8.4.2 Contingency Plan

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

8.5 Contractor Profile

8.5.1 Organization

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

8.5.2 Relevant Work Experience

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

8.5.3 References (Not Mandatory)

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

8.6 Résumés of Personnel

Attach résumés of proposed personnel.

9.0 Cost / Price Proposal

9.1 General Information

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

9.1.1 *Per Diem*

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

9.1.2 Travel

Not Applicable

9.1.3 Other Expenses

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

9.1.4 Goods and Services Tax / Harmonized Sales Tax

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

10.0 Enquiries

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

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

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

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

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

PART III BID SELECTION PROCESS

11.0 Introduction

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

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

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

12.0 Mandatory Requirements

12.1 Method of Evaluation

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

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

12.2 Mandatory Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that addresses the requirement identified in the criteria.			
Criteria	**Page #**	**Yes**	**No**
M1. The bidder must have completed 5 projects of similar scope, size and complexity within the last 8 years prior to the closing date. The bidder must provide a summary of 1000 words or less describing the 5 projects.			
M2. The research scientist must have a minimum of 10yrs experience and the laboratory technician must have a minimum of 5yrs experience in conducting DNA adduct analysis by ^{32}P-postlabeling. The Bidder must provide an appropriate curriculum vitae (CV) for each proposed project team member with information on the relevant projects.			

M3. The bidder must show that the project team has experience using ^{32}P-postlabelling with thin-layer chromatography combined with Instant Imager Technology. The bidder must have experience using a validated assay that requires only microgram quantities (i.e., 10-20 µg) of DNA, and is capable of detecting adducts at frequencies as low as 1 adduct in 10^{10} nucleotides. The bidder must show that the project team is capable of analyzing large numbers of samples (e.g., 1000/yr).			

13.0 Point Rated Requirements

13.1 Method of Evaluation

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

13.2 Point Rated Requirements

Criteria	Page #	Points allocated for the criteria	Score
R1 For each additional year of experience above the mandatory number of years one point will be given to the research scientist up to a maximum of five (5) points and one point will be given to the laboratory technician up to a maximum of five (5) points.		10	
R2. Indicate the number of international collaborative research projects involving genetic toxicity assessment within the last 10 years. One point will be assigned for each collaboration, up to a maximum of five (5) points.		5	
R3. Each of the five projects of similar scope and size will be evaluated against section 2.1 of this RFP with a maximum of five (5) points per project.		25	
R4 Indicate the number of publications in peer-reviewed scientific journals that include assessment of DNA adduct frequency using ^{32}P-postlabeling methods. One point will be assigned for each publication, up to a maximum of ten (10) points.		10	

R5. Health Canada will award up to two (2) points to bidders for presenting proposals in a clear and logical fashion that facilitates evaluation. Proposal should be logically structured, clearly written and environmentally friendly.		2	
Total points		52	

Sample Grid:

Excellent **10 Points**	The Bidder's response to this criterion is in depth covering all of the factors exceeding the requirement. The knowledge, experience or approach demonstrated should ensure highly effective performance on this aspect of the work.
Good **7-9**	The Bidder's response to this criterion addresses the requirement well missing a few key factors. The knowledge, experience or approach demonstrated should ensure more than adequate performance on this aspect of the work.
Satisfactory **4-6**	The Bidder's response satisfactorily addresses this criterion missing many key elements. The knowledge, experience or approach demonstrated should meet the minimum needed for adequate performance on this aspect of the work.
Minimal **2-3**	The Bidder's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.
Poor **1 point**	The Bidder's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
No Response	The Bidder does not address the criterion.

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 70% of the bid and price at 30%.

Contractor Ranking

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

Technical: 70%

Price: 30%

Technical Score = Bidder's Points / Maximum Points **x** 70% **Cost Score** = Lowest Bid / Bidder's Cost **x** 30%

Total Score = Technical Score + Cost Score

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

CERTIFICATIONS

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

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

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

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

Legal name and bidder's information (print clearly)

Bidder's Legal Name _____

Bidder's Complete Address _____

_____

_____

Bidder's Phone number (_____)_____

Bidder's Authorized Representative _____

Bidder's Authorized Representative Phone number (_____)_____

Bidder's Authorized Representative e-mail_____

Bidder's Procurement Business Number _____

Bidder's province in which he is incorporated. _____

15.1. Bidder Certification

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

We certify that all information provided herein is accurate. Furthermore we have satisfied ourselves that the

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

_____ _____

Signature of the Authorized Representative of the Bidder Date

15.2. Bid Validity Certification

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

_____ _____

Signature of Authorized Representative of the bidder Date

15.3. Federal Contractors Program for Employment Equity

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

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

( ) bid is less than $200,000;

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

( ) this organization is a federally regulated employer;

or, program requirements do apply:

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

( ) Certificate number is _____

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

15.4. Status of Resources

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

Signature of the Authorized Representative of the Bidder Date

15.5. Price Certification

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

Signature of the Authorized Representative of the Bidder Date

15.6. Joint Venture Information (if applicable)

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

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

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

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

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