



Solicitation #: 1920-0008058

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: **Statistics Canada**  
Propositions aux: **Statistique Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Solicitation No – N° de l'invitation :**  
**1920-0008058**

**Solicitation closes – L'invitation prend fin**

At – à : **14:00 heures** (Eastern Standard time / Heure avancée de l'est)

On – le : 20 June 2014 / le 20 juin 2014

**Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).**

**Name – Nom :**

**Title – Titre :**

**Date of Solicitation – Date de l'invitation:**

June 5th, 2014

**Address inquiries to – Adresser toute demande de renseignements à:**

[macs-bids@statcan.gc.ca](mailto:macs-bids@statcan.gc.ca)

**Area code and Telephone No.**

**Code régional et N° de téléphone**

**Facsimile No.**

**N° de télécopieur**

(613) 951-2073

**Send proposals to:**

**Statistics Canada  
MACS – Bids Receiving  
Distribution Centre  
Attn. of: Caleb Wallace  
Room 0702, Main Building  
150 Tunney's Pasture  
Driveway  
Ottawa, Ontario K1A 0T6  
RFP: 1920-0008058**

**Envoyer les propositions à :**

**Statistique Canada  
SMC – Réceptions de s  
soumissions  
Centre de distribution  
Attn. de : Caleb Wallace  
Immeuble Principal, pièce 0702  
150, promenade du Pré-Tunney  
Ottawa (Ontario) K1A 0T6  
DP : 1920-0008058**

**Instructions :**

Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

**Instructions:**

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

**Vendor Name and Address – Raison sociale et adresse du fournisseur**

**Facsimile No – N° de télécopieur :**

**Telephone No – N° de téléphone :**

**Signature**

**Date**



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**TITLE: Review of Vision Component Protocols**

## **PART 1 GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Task Authorization Form and any other annexes.

### **2. Summary**

The Health Statistics Division of Statistics Canada is conducting the fifth cycle of the Canadian Health Measures Survey (CHMS) with 5700 Canadians beginning in January 2016. As part of this survey, some respondents aged 3-79 years will be asked to complete a vision test during their visit to the CHMS mobile clinic. The vision component will consist of 5 different tests depending on the respondent's age group.

Due to the complexity of this component, it is required that a contractor be involved in the development of the vision tests which will ensure the collection of quality data. In order to meet developmental time constraints and to reduce costs, it is necessary to have a contractor who is not limited to a specialization in only one vision test but rather has the ability to review all of our tests simultaneously.

The contract starting from when it is awarded and terminating March 31<sup>st</sup>, 2017.

### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



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## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 1, Integrity Provisions – Services 2003 (2014-03-01) incorporated by reference above is deleted in its entirety

### **2. Submission of Bids**

Bids must be submitted only to Statistics Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **3. Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.



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## **5. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (1) hard copy and 1 soft copy on DVD.

Section II: Financial Bid (1) hard copy.

Section III: Certifications (1) hard copy.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) Use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

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 should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.



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The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in **Annex B – Basis of Payment**

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the Technical and Financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.



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1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

Ref. No	Mandatory Technical Criteria (M)	Cross Reference Bid Page No.
<b>Contractor</b>		
M1	<p><b><u>Bidder</u></b></p> <p>The Bidder must be currently providing clinical, educational and research services within the field of ophthalmology and for a minimum of 5 years.</p> <p>Description of work performed by the Bidder; Date of Services Provided (Start Date: Month/Year); Contact name; Phone # and e-mail address of the contact.</p>	
M2	<p><b><u>Bidder</u></b></p> <p>The Bidder must demonstrate that it performs clinical vision tests for visual acuity, intraocular pressure, visual field and retinal photography.</p> <p>Information can be provided by brochures, website or written letter from the Bidders manager or other authority.</p>	
<b>Resource</b>		
M3	<p><b><u>Bidder</u></b></p> <p>The Bidder must demonstrate that it has, on staff, a pool of qualified professionals who are available to meet the needs and requirements during the time frame specified. The qualified professionals must have the capacity to administer detailed training for the vision module, as well as training on the operation of specialized equipment.</p> <p>The vision module is comprised of the following tests:</p> <ul style="list-style-type: none"> <li>• Visual acuity test (administered with and without pinhole): Test visual acuity or clearness of vision</li> <li>• Visual field test: Eye examination that can detect dysfunction in central and peripheral vision</li> <li>• Intraocular pressure test: Pressure caused by fluid inside the eye that helps maintain the shape of the eye.</li> <li>• Retinal photography: Photograph the internal surface of the eye.</li> </ul> <p>Resource must also possess a minimum of 5 years of ophthalmology technician experience in visual field testing, IOP readings and retinal photography.</p> <p>Provide the name of the candidate(s), their number of years of experience</p>	



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	performing these tests as well as, a reference name, a reference telephone number and the email address of the reference.	
M4	<p><b><u>Bidder</u></b></p> <p>Resources/professionals assigned to the requirement must possess an active certification in the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) as a certified ophthalmic technician or a technologist familiar with visual field testing, IOP readings and retinal photography.</p> <p><i>Proof of certificate of course completion must be provided.</i></p>	

**2. Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive.

The responsive bid with the lowest evaluated price will be recommended for award of a contract.

**PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

**1. Mandatory Certifications Required Precedent to Contract Award**

**1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

**1.2 Additional 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.



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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.

**1.2.1 Federal Contractors Program - Certification**

If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming their adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form [LAB 1168](#), Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

( ) is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;

( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the [FCP](#) is available on the HRSDC Web site.

**1.2.2 Former public servant certification**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

**Definitions**

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or



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a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

*“lump sum payment period”* means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

*“pension”* means, in the context of the fee abatement formula, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

***Former public servant in receipt of a pension***

Is the Bidder a FPS in receipt of a pension as defined above? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

name of former public servant;  
date of termination of employment or retirement from the Public Service.

***Work force reduction program***

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

name of former public servant;  
conditions of the lump sum payment incentive;  
date of termination of employment;  
amount of lump sum payment;  
rate of pay on which lump sum payment is based;  
period of lump sum payment including start date, end date and number of weeks;  
number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

**PART 6 - RESULTING CONTRACT CLAUSES**



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

**1. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

**1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

**1.2.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

**1.2.2 Minimum Work Guarantee - All the Work - Task Authorizations**

In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means 3%

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

**2. Standard Clause s and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-)(<https://buyandsell.gc.ca/policy-and->



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guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

**2.1 General Conditions**

2035 (2014-03-01) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 41, Integrity Provisions – General Conditions – Higher Complexity – Services incorporated by reference above is deleted in its entirety

**3. Security Requirement**

There is no security requirement applicable to this Contract.

**4. Term of Contract**

**4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31<sup>st</sup>, 2017 inclusive

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: **Caleb Wallace**

Title: Contracting Advisor, Corporate Services Division.

Organization: Statistics Canada

Address: 150 Tunney’s Pasture Driveway, Main Building, room 1405-L,

E-mail address: [macs-bids@statcan.gc.ca](mailto:macs-bids@statcan.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**5.2 Project Authority**

The Project Authority for the Contract is: (to be completed on Contract award)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

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



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the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**5.3 Contractor's Representative** (Bidder to complete with bid)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment - Limitation of Expenditure - Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

**6.2 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

**6.3 Discretionary Audit**

SACC Manual clause [C0100C](#) (2010-01-11) Discretionary Audit

**6.4 Time Verification**

SACC Manual clause [C0711C](#) (2008-05-12) Time Verification

**7. Invoicing Instructions**



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1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices distributed as follows
  - a. One (1) copy must be forward to:  
**Finance Counter**  
Financial & Administrative Services Division  
RH Coats Bldg., Finance Counter (RHC6L)  
100 Tunney's Pasture Driveway  
Ottawa, ON, K1A 0T6, Canada  
[FinanceCounter@statcan.gc.ca](mailto:FinanceCounter@statcan.gc.ca)
  - b. One (1) copy must be forward to the contracting authority identified under the section entitled "Authorities" of Contract
  - c. One (1) copy must be forward to the Project authority identified under the section entitled "Authorities" of Contract

**8. Certifications**

**8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**9. Applicable Laws**

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

**10. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement;
- (b) The supplemental general conditions 2003 (2014-03-01); Standard Instructions - Goods or Services - Competitive Requirements
- (c) The general conditions 2035 (2014-03-01); General Conditions - Higher Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Task Authorizations Form;
- (g) The Contractor's bid dated \_\_\_\_\_; (*insert at the time of contract award*)

**11. Insurance**



Statistics Statistique  
Canada Canada

**Solicitation #: 1920-0008058**

SACC *Manual* clause [G1005C](#) (2008-05-12) - Insurance



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## **ANNEX "A" STATEMENT OF WORK**

### **SW.1.0 TITLE**

Vision Component review of protocols, assistance with the preparation of training materials and training of staff for the Canadian Health Measures Survey (CHMS).

### **SW.2.0 BACKGROUND**

The Health Statistics Division of Statistics Canada is conducting the fifth cycle of the Canadian Health Measures Survey (CHMS) with 5700 Canadians beginning in January 2016. As part of this survey, some respondents aged 3-79 years will be asked to complete a vision test during their visit to the CHMS mobile clinic. The vision component will consist of 5 different tests depending on the respondent's age group. The pediatric vision scanner will be done on respondents ages 3-5, the visual acuity tests will be done on ages 6-19 and 40-79, the visual field test, intraocular pressure test and retinal photography will be done on respondents ages 40-79.

Vision is a new component introduced for Cycle 5. Due to the complexity of this component, it is required that a contractor be involved in the development of the vision tests which will ensure the collection of quality data. In order to meet developmental time constraints and to reduce costs, it is necessary to have a contractor who is not limited to a specialization in only one vision test but rather has the ability to review all of our tests simultaneously. Similar to other components in the CHMS (e.g. spirometry and hearing components), they have also undergone rigorous quality control procedures prior to the collection of respondents data.

The training of CHMS staff will consist of the initial training for cycle 5 which will take place at the beginning of January 2016. There will also be mid-cycle training of staff in January 2017 as well as, as per required training of new staff to the CHMS throughout the two cycles. All training will take place at CHMS head office located at Statscan in Ottawa and the Resource who are awarded this contract will need to be willing to travel to this location.

In order to ensure that the collection of quality data is enforced, it is essential that a third party who is well experienced in ophthalmology assists in the development of protocols and in the training of staff for the vision component. This would include assisting in the development of the protocols, reviewing protocols and providing feedback. There would also be required assistance with the development of training materials and providing the training to CHMS staff. The assistance from the third party will be in effect over multiple fiscal years with the contract starting from when it is awarded and terminating by March 31<sup>st</sup>, 2017. Any further delays in this contract could create major risks as it could affect the budget, available resources and time constraints.

### **SW.3.0 OBJECTIVES**

The main objectives are to 1) work in collaboration and assist in the development of training materials and the training of staff and 2) assist in the development of quality assurance/quality control procedures from the dates of when the contract is awarded to March 31<sup>st</sup>, 2017.

### **SW.4.0 PROJECT REQUIREMENTS**

#### **SW.4.1 Tasks, Deliverables, Milestones and Schedule**

The contractor will be responsible for the following on an as required basis:



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Tasks/Activities	Deliverables/Milestones	Hours Allotted	Anticipated Schedule	Deadlines
<b>Fiscal year 2014-2017</b>				
Review of the protocols for each vision test including providing any recommendations for special populations;	Report on the recommendations for protocols and special populations provided in Word format	80 hours	End of June 2014	End of March 2017
Review eligibility and exclusion criteria for each of the vision test including providing any recommendations for special populations;	Report on the recommendations for eligibility and exclusion criteria provided in Word format	2.5 hours	End of June 2014	End of June 2014
Review health and safety considerations for each of the vision test including providing any recommendations for special populations;	Report on the recommendations on health and safety considerations and special populations provided in Word format	2.5 hours	End of June 2014	End of June 2014
Identify training requirements and considerations, including resources, reference material and time;	Report on the recommendations for the vision training in terms of resources, reference materials and time allotment provided in Word format	25 hours	End of December 2014	End of March 2017
Review quality assurance/quality control practices and manuals including providing any recommendations	Report on the recommendations on quality assurance/ quality control manuals provided in Word format	65 hours	End of June 2014	End of March 2017



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Tasks/Activities	Deliverables/Milestones	Hours Allotted	Anticipated Schedule	Final Deadlines
<b>Fiscal year 2015-2017</b>				
Review the application manual and provide suggestions for updates;	Report on the recommendations of the application manual provided in Word format	10 hours	January 2015	End of March 2017
Assist with the development of training materials for the vision testing protocols;	Prepared vision training materials and schedule provided in Word format or PowerPoint	30 hours	January 2015	End of March 2017
Administer training (to either trainers and/or technicians) and provide feedback throughout the process;  -Prior to collection; and -Mid-Cycle re-training and/or training of new staff upon hiring	Trained staff for the CHMS vision component and provided recommendations for training in Word format or through discussions via telephone, email or in-person	85 hours	January 2015	End of March 2017

#### SW.4.2 Reporting Requirements

The deliverables will be met based on a pre-determined schedule of the development of new content for CHMS. Invoices for the services provided will be submitted to the financial office on a monthly basis. The Project Authority will ensure the contract will be brought in on time, on budget and of an acceptable quality through tracking of hours, invoices and review of work provided by the candidate selected from the Contractor. Correspondence between the selected contractor will be completed on an as required basis.

#### SW.4.3 Technical, Operational and Organizational Environment

The work shall be done within Statistics Canada Head office located in Ottawa or outside the premises of a Statistics Canada for Cycle 5.

#### SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

##### SW.5.1 Contractor's Obligations

In addition to the obligations outlined in Section 2 of this Statement of Work, the Contractor shall meet the following criteria:

1. The Contractor will need to be available to assist with the development and support of the vision module the following dates: June 16<sup>th</sup>, 2014 to March 31<sup>st</sup> 2017. The



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Contractor will be responsible for assisting with following tasks for the vision module:

- *Review and provide input on the designed vision protocols;*
  - *Provide input on the safety considerations for each vision test;*
  - *Provide input on the quality assurance/quality control procedures;*
  - *Assist in the training and re-training of our staff;*
2. Return all materials belonging to StatCan upon completion of the Contract;
  3. Submit all written reports in hard copy and electronic Microsoft Office Word;
  4. Participate in discussions via telephone, email or in-person, as needed;

**SW.5.2 StatCan Obligations**

The following StatCan obligations will be met in order to fulfill the contract:

1. Escorted access to facilities and the vision equipment at StatCan;
2. Provide comments on draft reports within five days and/or;
3. Provide other assistance or support.

**SW.5.3 Location of Work, Work Site and Delivery Point**

All work is expected to be completed at the Contractor or at StatCan located at 150 Tunney's Pasture. All work will be delivered to Statistics Canada Head Office.

**SW.5.4 Language of Work**

The work will be done in English.

**SW.5.5 Environmental considerations**

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers will be encouraged to transmit work requests electronically.

All non-electronic correspondence and deliverables should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content and processed chlorine free, whenever possible. Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The supplier will be encouraged to provide proofs for client review and approval either on-screen or by e-mail, CD, DVD or zip file, wherever possible. Should printed material be required, double-sided format will be the default unless otherwise specified by the client.



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**ANNEX “B”  
BASIS OF PAYMENT**

**1. Basis Of Payment**

The Bidder must submit firm, all inclusive prices for the services, as described in Annex A - Statement of Work. Prices submitted must be inclusive of all activities, personnel, equipment, and materials to prepare for delivery, customs and duties included, Harmonized Sales Tax excluded. Prices are to be inclusive of shipping costs.

<b>Review of Vision Component Protocols</b>			
Description of services	Hourly all inclusive rate	Estimated number of hours per service*	Total estimated cost for services
Development of Manuals and Procedures	\$	175	\$
Development of Training materials and training for Staff	\$	125	\$
Total Estimated cost of Contract			\$

\*Estimated number of hours are presented to show maximum level of effort and for evaluation purposes ONLY, and do not represent a guarantee of volume of work.

**2. TRAVEL AND LIVING EXPENSES**

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract. There is no travel and living expenses associated with this requirement.



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**ANNEX "C"**  
**TASK AUTHORIZATION FORM**

<b>TASK AUTHORIZATION</b>			
Contractor:		Contract Number:	
Task Number:		Date:	
<b>TA Request (For completion by Technical Authority)</b>			
1. Description of Services Required			
2. Number of service hours required (estimated)		Hours : _____	
<b>TA Proposal [For completion by Contractor]</b>			
<b>4. Estimated Cost Contract</b>			
Services required	Hourly Rate	Estimated # of Hours	Total Estimated Cost
	\$		\$
	\$		\$
	\$		\$
			GST/HST
			\$
			Total Estimated Cost
			\$
<b>TA Signing Approval</b>			
<b>5. Signing Authorities</b>			
Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor			Date
Name, Title and Signature of Project Authority			Date
Name, Title and Signature of Contracting Authority			Date