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REQUEST FOR PROPOSAL (RFP)

Reference Number: 1000162098

CLOSING DATE: August 12, 2014

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

PROJECT TITLE Canadian Residential Radon Mitigation Actions Follow-up Study

Branch/ Directorate Health Canada

Healthy Environments and Consumer Safety Branch

Environmental and Radiation Health Sciences Directorate

Radiation Protection Bureau

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**PART I STATEMENT of WORK****1. Scope****1.1. Title**

Radon Mitigation Actions Survey

**1.2. Introduction**

The Radiation Protection Bureau's National Radon Laboratory has conducted and supported two large national residential radon surveys. The Cross-Canada Survey of Radon Concentrations in Homes (REB 2009-0011) and the study entitled Determining Thoron Contribution in Indoor Radon Exposure –Thoron Survey in Metropolitan Areas (REB-2011-0060) measured radon levels in a total of roughly 17000 homes (13800 and 3200 respectively) across Canada. Approximately 2000 of these homes tested above the Canadian radon guideline value of 200 Bq/m<sup>3</sup>. The study seeks to interview a significant percentage of the participants from these 2000 homes having elevated radon levels to learn what steps they have taken to reduce their indoor radon exposure, to offer a free radon test to those who have mitigated to determine how effective their mitigation actions were, and to also gather information why radon levels have not been mitigated for this segment of study participants who agree to participate. The survey will gather national statistics on degree of radon mitigations undertaken by Canadians that would be used to inform the National Radon Program regarding prevailing mitigation rates, understanding the success rate of various mitigation techniques, targeting radon outreach, support the development of national radon mitigation standards currently under development with the Canadian General Standards Board and to provide guidance for the newly created Canadian certification program for radon professionals (Canadian National Radon Proficiency Program or C-NRPP) in terms of accessibility to mitigation professionals in different areas of the country.

**1.3. Estimated Value**

The total value of any contract resulting from this Request for Proposal (RFP) shall not exceed an all-inclusive sum of \$35,000 taxes extra.

#### 1.4. Objectives of the Requirement

Health Canada requires a survey on residential mitigation actions taken in Canada by following up with participating households from the two large national surveys who tested above the 200 Bq/m<sup>3</sup> radon guideline. This represents a total of roughly 2000 possible homes across Canada. Health Canada would like to conduct a short survey to gather national statistics on radon mitigation actions taken to address exposure to elevated indoor radon levels in Canadian homes. For households where radon mitigation was completed, a three month test will be offered to determine the effectiveness of the mitigation actions taken. For those households where no mitigation actions were taken, we also seek to gather valuable insights into radon risk perception that would guide future policies on radon reduction strategies.

The main objectives of the study are to:

1. Determine levels of action/behaviours taken to reduce radon exposure in homes.
2. Determine the proportion of respondents who have remediated and their reasons for taking action.
3. Obtain national statistics on radon mitigation actions in Canadian homes having indoor radon levels above the radon guideline of 200 Bq/m<sup>3</sup>.
4. Determine the success rate of various mitigation techniques and support the development of national radon mitigation standards work with the Canadian General Standards Board.
5. Inform radon education and awareness efforts and the Canadian National Radon Proficiency program (C-NRPP) for targeting outreach activities and measuring the current availability of radon mitigation services in Canada
6. Determine if financial barriers impact testing and remediation and gather insights into public perception on cost for remediation that would guide future policies in this direction.

The survey would gather data regarding which mitigation solution was applied in each participating home, and then classify each home into one of the several common mitigation strategy categories. This will provide valuable data on the percentage radon reduction achieved in each individual home, and the ranges in radon reduction achieved by each of the categories of mitigation techniques employed. The information gathered through the survey will further support the National Radon Program's mandate in focusing and implementing radon risk reduction strategies.



## 1.5. Background and Specific Scope of the Requirement

### Background and rationale

Long term exposure to indoor radon is the second leading cause of lung cancer after smoking, and is estimated to be responsible for roughly 16% of Canadian deaths from lung cancer annually.

The Radiation Protection Bureau's National Radon Laboratory (NRL) staff has recently conducted and supported two large national residential radon surveys. The Cross-Canada Survey of Radon Concentrations In Homes (REB 2009-0011) and the study entitled Determining Thoron Contribution in Indoor Radon Exposure –Thoron Survey in Metropolitan Areas (REB-2011-0060) measured radon levels in a total of roughly 17000 homes (13800 and 3200 respectively) across Canada. Roughly 2000 of these homes tested above the Canadian radon guideline value of 200 Bq/m<sup>3</sup>.

There is currently no knowledge of the degree of residential radon mitigation undertaken by Canadians, nor what the typical percentage radon reductions achieved by the various techniques employed are. Two small studies were conducted in the U.S.A. at a state level which yielded some statistics regarding mitigation rates. In addition, a hypothetical study intended to gather data on willingness to pay for radon mitigation was conducted in Winnipeg in the late 1990s when the radon guideline was at 800 Bq/m<sup>3</sup>. It is important for the National Radon Program to obtain actual Canadian statistics on radon mitigation since this will inform the program and Canadians regarding the success in achieving reductions in indoor radon exposure at this relatively early stage in the radon program.

The data from this study will serve to further guide education and awareness efforts and may also provide guidance to the newly created Canadian certification program for radon measurement and mitigation professionals (Canadian National Radon Proficiency Program=C-NRPP) in terms of accessibility to mitigation professionals in different areas of the country. The results will also yield statistics on the frequency with which various radon mitigation techniques are employed and the average percentage radon reductions achieved by these radon mitigation techniques. This data will

be used to support national mitigation standards currently being developed under the National Radon Program in conjunction with the Canadian General Standards Board.

We will seek to interview a significant percentage of the participants from these 2000 homes with elevated radon levels to learn what steps they have taken to reduce their indoor radon exposure, to offer a free radon test to those who have mitigated, in order to determine how effective their mitigation actions were, and to also gather information why radon levels have not been mitigated for this segment of study participants who agree to participate.

The survey would also gather data regarding which type of mitigation solution was employed in each participating home. The study will group each home into one of several mitigation categories. By collecting the post-mitigation radon test data, this will allow the NRL to gather statistics on the percentage radon reduction achieved both in each individual home, and both the average and range of radon reduction achieved by each category of mitigation technique employed.

Since the 2 initial surveys were separated in time by 2-3 years, it will also be interesting to see if there are any differences in mitigation rates and statistics from the participants who tested high in each of these surveys.

## Methodology

The participants will be recruited by a contract research firm over the telephone. The survey will be explained to participants and they will be asked a series of questions regarding whether they want to participate in the study and to which degree. Informed consent will be gathered over the telephone as it was in both of the original residential radon surveys. If participants have mitigated they could choose to furnish information on what they (or their mitigation contractor) did to reduce the radon levels in their home and what their long-term post-mitigation radon levels were (if they already have results from a long-term post-mitigation radon test). If participants choose to fully participate, then they would agree to receive a radon test kit from the NRL, and test their home to verify what the current long term post-mitigation radon level is in their home. The intention will be to test the home in the same location as where the pre-mitigation radon test was conducted in the original surveys.

Test kits would be mailed out to study participants in the late fall, and participants would be reminded by the market research firm to both start their radon test, and to end their radon test roughly 3 months later.

Once the long-term detector analyses are completed, result letters will be mailed to all participants. If any homes are found to have indoor radon levels still above the 200 Bq/m<sup>3</sup> guideline value, then these homeowners will be informed of possible subsequent follow-up actions as part of the study.

## Recruitment

### Participants

Participation will be voluntary and will be confirmed via an initial telephone survey where the informed consent will be gathered by phone by the market research firm, as was done in the two recent residential radon surveys. Since recruitment involves attempting to contact all participants who tested above the 200 Bq/m<sup>3</sup> radon guideline in the 2 national surveys, the representation will be proportional at the design stage. The survey will attempt to gather statistics from all participants whether they have or have not mitigated.

### Duration

The duration of overall participation for the participants who participate fully with the long-term post-mitigation radon test, will be from late summer 2014 when the telephone contact is made by the recruitment firm, to the following spring of 2015 when those participants receive the result letters from their post-mitigation radon test. For those who have not mitigated, or who mitigated and conducted their own long-term post-mitigation radon test, or for those who do not wish to participate, all of their participation would end at the end of the initial recruitment telephone call when all or no relevant information has been gathered from them.

## 2. Requirements

### 2.1. Tasks, Activities, Deliverables and Milestones

The Contractor is required to create a survey instrument ((i.e. recruitment script, informed consent and survey questionnaire)) and recruiting guide, recruit participant households, collect and compile the acquired information as indicated below (excluding the radon concentration data) and perform follow-up calls to participants. All tasks and deliverables are specified in sections 2, 3 &4 of this Statement of Work.

For each of the deliverables listed in this section, the Contractor must submit a draft version of the deliverable to the Project Authority for review and approval two weeks prior the delivery date indicated. The Project Authority will review the draft and provide comments to the Contractor within one week of receipt. The Contractor must then integrate the Project Authority's comments into the draft deliverable and submit the final version of the deliverable at the date specified.

2.1.1 The Contractor shall complete the following tasks, all subject to approval of the Project Authority:

- Develop and finalize the quantitative research instruments (i.e. recruitment script, informed consent and survey questionnaire) in English and French
- The Contractor in consultation with Health Canada will revise and finalise the following survey instruments in both official languages:

2.1.2 **Recruitment script:**

- The Contractor must design an initial contact script to recruit participation of households for the survey: This script must:

- Inform respondents of the name of the Contractor and that Health Canada is sponsoring the survey;
- Inform respondents of the subject and purpose of the survey and the expected length of the interview;
- Inform respondents that the research study is contacting them since they were participants of the previous residential radon surveys whose homes tested above 200Bq/m<sup>3</sup> radon guideline and that the purpose of the study is to gather statistics on mitigation actions taken by Canadians,
- Inform respondents that their participation in the study is voluntary and the information provided will be administered according to the requirements of the Privacy Act; (<http://laws-lois.justice.gc.ca/eng/acts/P-21/>)
- Inform respondents that they can agree to answer as many questions as they want and can withdraw or end the interview at any time.
- Inform respondents of their rights under the Access to Information Act. (<http://laws-lois.justice.gc.ca/eng/acts/A-1/>)
  
- Solicit co-operation in receiving and deploying a radon detector in the home for those who have performed mitigation; and following up with those participants during the testing period to remind them to start and end their radon tests during the 3 - month testing period. Provide a 1-800 number that can be used for questions about the survey

**2.1.3 Qualifying criteria:** The qualifying criteria to determine eligibility to participate in the survey are outlined below:

1. Confirm the name of the current homeowner is the same as in the previous national surveys.
  - a. Confirm that the respondent address is the same as in the previous survey
  - b. Confirm that interview is being conducted with the owner of the dwelling
2. Contact information for shipping of the detector if they participate in the post-mitigation test.

3. Confirm Phone Number with Area Code (for follow-up call backs)
4. Confirm they are of legal age (over 18 yrs. of age)
5. Confirm their willingness to participate by agreeing to the verbal informed consent as in the previous national surveys

**2.1.4 Informed Consent:** In addition, the initial contact script must verify that they live at the same address and participated in either of the two previous National surveys and inform them that irrespective of whether they did or did not undertake any mitigation measures they will be solicited for the survey.

An informed consent script will be created to address the following with the respondent:

- Willingness to accept and place radon detectors in the home for a minimum period of 3 months
- Willingness to permit the detectors to be analyzed at the end of the test period, receive their result letter, and for HC to maintain the data in a non-public, secure database
- Willingness to allow the use of the results for any research publications, technical and education and awareness goals of the National Radon Program where the participant's personal information will be protected as per the Privacy Act and that only aggregate data will be utilized in any reports or scientific publications on the research. Agreement to complete a short paper field record sheet accompanying the radon detector which indicate the start and stop date of the test (and perhaps summarizing the mitigation actions undertaken).

**2.1.5 Questionnaire:** The questionnaire will be developed in conjunction with the Health Canada Project authority. The questionnaire will be in simple language and will be read over the phone by the recruitment firm to those who have given their consent to participate. The length of the interview should not exceed 10 minutes. All interviews must be conducted via telephone by the Contractor in either of the two official languages preferred by the respondent.

**Deliverable 1:** The Contractor must submit to the Project Authority the initial recruitment script and the final questionnaire in both official languages for review and approval prior to any recruitment commencing.

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### 2.1.6 Recruitment Process:

Health Canada will provide the Contractor with the list of approximately 2000 potential participants and their contact details from the previous two national surveys that tested above the guideline so that they can be contacted for recruitment to the survey. The Contractor will have to verify that the participants / occupants of the homes contacted for this survey are the same individuals that had participated in the previous two national surveys by validating it with the information as provided by Health Canada. Once confirmed that they are the same homeowners from the previous survey, the Contractor can proceed with an initial recruitment script that will need to be drafted by the contractor followed by the informed consent to participate in this survey. A survey questionnaire will need to be developed in conjunction with Health Canada. The Contractor will conduct the survey with the prospective participants and document the responses which will be populated into the Contractor's database. Appropriate quality control measures need to be in put into place to ensure that the information collected from the participants is accurate and precise.

The candidates that meet the qualifying criteria for post-mitigation testing and have agreed to participate in the post-mitigation testing aspect of the survey must be informed at the end of the call that they have been selected as a participant and will receive a radon detector with instructions in the mail.

The candidates that did not take any mitigation action will also be recruited for the survey to gather data on the reasons as to why they did not mitigate and to see if there is a correlation between variables like cost of mitigation, household income, and education level.

For both those who did and who did not mitigate, we will gather statistics to see if there are correlations between the pre-mitigation radon levels and the propensity to mitigate.

The contractor must attempt to contact all of the roughly 2000 previous participants during the summer of 2014 and the recruitment process must be completed within a 2 month timeframe. The contractor will need to document evidence (i.e. record of date, time and person contacted) of the number of call backs made to each participant if they cannot be reached initially.

**1-800 Number for Participant Inquiries:** The Contractor must supply a 1-800 number to qualifying participants during the initial interview. The purpose of the 1-800 number is to provide participants with a method to ask questions during the radon testing period. The Contractor must answer routine questions from a short list (to be provided by the Project Authority) or offer to take information and arrange for a call back if questions are not on the list. Information taken by the contractor which requires a call back must be provided to the Project Authority within 24 (twenty four) hours of the respondent's call. The 1-800 number must be made available during the time of the participant recruitment periods and testing periods from the hours of 8 am EST to 8 pm EST from Monday to Friday.

**List of Enrolled Participants:** Weekly lists of enrolled participants, with addresses and the corresponding data from the associated telephone recruitment interviews must be provided to the Project Authority. The Contractor must provide the information in electronic format (MS Word/MS Excel 97-2003) copies using standard protocols for transmittal of confidential information.

In addition to the above weekly lists, the Contractor must provide a list of the enrolled participants and addresses to the Project Authority on or before the dates indicated below. This data must be furnished in hardcopy and electronic format such as MS Excel 97-2003.

**Deliverable 2:** Names and addresses of the enrolled participants (minimum of 2000 participants): one month after contract award..

- 2.1.7 Collect and Compile Acquired Data:** The information collected by the Contractor from the phone interviews will be filled out in a field record sheet which will later be compiled in a secure electronic database. All electronic files are to be transmitted to Health Canada in a manner that ensures the protection of the personal information of the participants. All information will be treated and safeguarded in accordance with the Policy on Government Security, and all Directives and Standards stemming from that Policy.

The radon test kits will be mailed out by the National Radon Laboratory to each of the volunteer participants for the long term post mitigation test with specific instructions for



placement of detectors and a field records sheet to note the start & stop dates for the test. The field record sheet will also include a section where the homeowner can describe the details of the mitigation action taken. This is a valuable piece of information for statistical analysis on the success rate of the various mitigation techniques and will also validate the information collected by the Contractor through the survey questionnaire over the phone. A short questionnaire will accompany each radon detector kit mailed to participant mitigated homes by Health Canada. The questionnaire will solicit the following information:

- Address and phone number
- Recent renovations
- Location or placement of detector during test
- Testing period - start and end dates and times

**Deliverable 3:** Electronic files of the data compiled from the telephone survey to be sent on a weekly basis in a specified secure format to the Health Canada Project Authority. All information will be treated and safeguarded in accordance with the Policy on Government Security, and all Directives and Standards stemming from that Policy.

**2.1.8 Perform Follow-up Calls to Participants:** Two follow-up scripts must be developed by the Contractor for those participants who participate in the post-mitigation aspect of the survey:

The objective of the first follow-up script is to confirm receipt of the radon detector, remind participants to fill out the questionnaire that accompanied the detector, clarify contact information and arrange for re-sending of any detector kit related items if needed, answer routine questions from a short list (to be provided by the Project Authority at contract award) or offer to take information and arrange for a call back if questions are not on the short list. Average length of the call is estimated at 5 minutes.

The second follow-up script must be developed for a call to the participating household at the end of the 3-month radon test period to remind the homeowner to return the detector and the questionnaire in the pre-paid envelope that was provided with the shipment of the detector. The average length of this call is expected to be 3 minutes.

The Contractor must complete a first follow-up call to all participants 1-2 weeks after shipment of the radon detector kit. Radon detectors will be shipped to participants in a single wave and the Project Authority will provide this information to the Contractor. The Contractor must provide to the Project Authority a list of homeowners and addresses that have not received a detector and require a “re-send” on a weekly basis. Information or questions taken by the Contractor which requires a “call back” must be provided to the Project Authority within 24 hours of the call to the homeowner.

The Contractor must complete a 2<sup>nd</sup> follow-up call to all participants at the end of the testing period, to remind the participants to return the detector and the questionnaire in the pre-paid envelope provided to the participants.

Upon notification from the Project Authority, the Contractor must conduct further follow-up calls to any participants who have not returned the radon detector and questionnaire. The average length of each call is expected to be 2 minutes. A total of 3 calls to remind a household to return a detector may be required.

The follow-up calls must be done in accordance with the approved follow-up scripts.

*Deliverable 4:* The Contractor must submit to the Project Authority the two follow-up scripts in both official languages for review and approval by 2 weeks after contract award.

#### 2.1.9 Analysis and Reporting:

The returned test kits will be analyzed by the National Radon laboratory and a results letter will be mailed out to each participant household. In case there are any homes that have indoor post- mitigation levels that are still above the guideline, a copy of the Radon Reduction guide for Canadians will be included in the mail out that will provide them information on how & where to seek the services of a certified professional to address the high indoor radon levels.

Statistical analysis: Health Canada will compute the statistics on the percentage of radon reduction achieved by each of the participating households since it has the information on the pre-mitigation indoor radon levels of these mitigated homes. The data on percentage radon reduction will be sent to the Contractor using the codified CAT identification number so as to ensure the anonymity of the participant. The Contractor will need to classify each

mitigated home into the correct mitigation strategy (e.g. crack sealing, ventilation, ASD, other etc.) so that the average and range of percentage radon reduction can be computed for each mitigation strategy. The CAT ID system will assist in linking the percentage radon reduction achieved by each of the mitigation strategies without identifying the participants of this survey. Data gathered from this survey will provide valuable information on the success rate of each of these mitigation strategies.

The final close out report and any subsequent publications resulting from this research will not include any personal information (names or addresses of participants). All participant homes will be codified (alphanumeric) to preserve the anonymity of the participants.

The Contractor will analyze results and prepare draft overall report in English by two weeks after close of the project, and a final report by one week after comments from Project Authority.

*Deliverable 5:* Draft close-out report in English to be sent two weeks after close of the project. Final report to be sent by one week after incorporating input and comments from Project Authority. A final French translated copy of the Final report is also required.

## 2.2. Specifications and Standards

The Contractor must make sure that telephone operators are familiar with the several categories of radon mitigation strategies so that they can properly interpret, record, and classify the information furnished over the phone by each participant. The Project Authority will furnish technical information to the Contractor so that they can inform and train telephone operators prior to the start of the telephone recruitment stage. All work is to be performed to the satisfaction and subject to the acceptance of the Project Authority. Notwithstanding the foregoing provisions, the Contractor must be solely responsible for the quality of the work. The Contractor must ensure that adequate quality control procedures are in place and are being strictly followed, so as to ensure such quality of work.

The Contractor's Project Manager must in turn sign off each report and each deliverable submitted to the Project Authority, thereby certifying that the work was carried out in accordance with this Statement of Work.

### 2.3. Technical, Operational and Organizational Environment

The Contractor's own place of business or office will be the central location from which the Contractor will undertake the work.

The Contractor must conduct interviews in either of Canada's official languages, at the choice of the respondent being interviewed.

### 2.4. Method and Source of Acceptance

For each of the deliverables listed in section 2.1, the Contractor must submit a draft version of the deliverable to the Project Authority for review and approval two weeks prior the delivery date indicated. The Project Authority will review the draft and provide comments to the Contractor within one week of receipt. The Contractor must then integrate the Project Authority's comments into the draft deliverable and submit the final version of the deliverable at the date specified.

### 2.5. Reporting Requirements

Weekly progress reports must be provided to the Project Authority and include data relating to enrolled participants, candidates who declined to participate, and candidates who agreed to participate in the survey but did not meet qualifying criteria. A description of progress made to date and remaining work to be done, description of data compiled and a summary report analysing the results to date must also be included.

Weekly progress reports must include data on the two sets of follow up calls made following the shipping of detectors; the first to confirm receipt of the detectors and the second to remind participants to return the detector and questionnaire at the end of the testing period. These reports must include data relating to number of participants who confirmed receipt, required a re-send of the detector, confirmed the return of the detectors or indicated a problem or issue during the testing period and the number and types of questions asked.

Weekly teleconferences will take place between the Project Authority and the Contractor in order to make sure that any potential issues that may develop are dealt with in a timely fashion to keep the project on track.

**Final Report:**

The Final Report will be based on the data collected at the participant recruitment stage. The Report must be prepared in English except where noted and submitted by the Contractor to the Project Authority on or before 15 March 2015.

The Project Authority will provide comments back to the Contractor within 2 weeks of the receipt of the draft report. The Contractor must then integrate the comments and changes and submit the final version of the report for review and acceptance no later than 1 week after the comments are received from the Project Authority.

The final report must present:

- (i) A comprehensive account of the telephone survey operations,
- (ii) All of the survey recruit interview and participant questionnaire data, including their addresses in an electronic format such as MS Excel 97-2003.

The report must interpret the results based on the survey design, qualifying criteria and research objectives. The reports must be identified by the contract number. The contract number must be listed on the covering page, along with the date of submission of the final report, in the month and year format (mm/yyyy).

The following requirements apply for the Report:

- The entire report, including French and English narrative executive summaries and all relevant appendices must be provided in two different formats, MSWord or Adobe (pdf).
- The English and French executive summaries must also be provided in two separate PDF files. Each executive summary must include the Project Authority contact information.

A neutral heading ("Summary") should be on the executive summaries with the contract number clearly indicated in the top right hand corner and the department name and contractor appearing prominently (either beneath the registration number or below the heading).

As a guideline, the reports (in English except where noted) must include the following:

- A narrative executive summary of the key results and conclusions in English and French.

- A description of the background, objectives and methodology.
- Detailed findings with a statistical analysis of the percentage radon reduction achieved in each of the classified mitigation strategies as outlined in section 2.1.15. This analysis must include data in an electronic format such as MS Excel 97-2003 so that it can be easily ported to a database by Health Canada if desired.

#### Conclusions and Recommendations.

Appendices containing research instruments (i.e recruitment script, informed consent & the survey questionnaire) in both official languages, a full set of clearly understandable and properly weighted frequencies, a print set of tabulated data and a copy of the final data set in machine-readable format, a detailed description of the methodology, including sampling method, the confidence level, the margin of error, the weighting procedures, the call dispositions and response rate using recognized formulae such as the formula recommended by the Marketing Research and Intelligence Association (MRIA). Other accepted formulae are allowable as long as they provide information comparable to MRIA in order that similar information can be replicated by another firm in conducting tracking studies.

The narrative executive summary must include, at a minimum:

- A statement of the research purpose and objectives.
- A summary of the key findings.
- A brief description of the methodology used and the specifications.

Translation of all materials is the responsibility of the Contractor.

#### 2.6. Project Management Control Procedures

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

- Ensure that all deliverables are achieved on time and meet the quality standards as specified in the contract

- Be available to participate in teleconference meetings throughout the duration of the contract with the Project Authority.

## 2.7 Change Management Procedures

In the event of unforeseen situations or issues that may be obstacles to the continuation of the work described in the contract, the contractor and the project manager should meet to resolve the situation.

In the event that the Project Authority or Technical Authority is not available, an alternate representative from Health Canada must meet the contractor.

The contractor will propose (in writing) all changes to the scope of work so that they are reviewed and approved by the Project Authority or Technical Authority of Health Canada. For each listed change, the Contractor shall indicate why this change is recommended, an estimate of costs and resource implications (Contractor and Crown) and the deliverables in the project products. No changes will be made prior to obtaining approval of the project manager of Health Canada and a formal contract amendment signed by the Departmental Representative.

## 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>

## 3. 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**

- Health Canada will provide a draft questionnaire and informed consent letter to the Contractor and will work in conjunction with the Contractor to revise and create final copies of the survey script and questionnaire documents.
- Health Canada will be responsible for providing all radon detectors including all associated shipping and postage.
- Health Canada will also be responsible for receiving detectors shipped by participants, analysis of the detectors, and reporting results to participants including all associated shipping and postage
- Health Canada will be responsible for a call back to participants if the questions requested by participants are not on the short list as specified.
- Health Canada will provide the Contractor with a copy of each completed participant questionnaire received at the end of the testing period to enable the contractor to convert the questionnaires to an electronic format that can be furnished in the final report.



### 3.3 Contractor's Obligations

- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.
- The Contractor shall complete all work as outlined within this Statement of Work
- The Contractor must ensure that any personal information about identifiable individuals obtained in the course of executing this project is appropriately safeguarded and ultimately returned to Health Canada upon completion of this project.

Any personal information that is collected over the course of this work including the names of individual participants will be kept separate from the responses provided, so that the personal information included in the responses cannot be attributed to specific individuals. Any personal information that is collected must be protected in accordance to the Privacy Act. (<http://laws-lois.justice.gc.ca/eng/acts/P-21/>)

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

- Work will be completed by the contractor at their place of business.
- Any contract resulting from this RFP will be interpreted and governed by the laws of the Province of Ontario
- Work will be delivered to 775 Brookfield Road, Ottawa, Ontario K1A1 C1.

### 3.5 Language of Work

All reporting must be provided in English. Copies of the final report must be available in both English and French. The Contractor must conduct interviews in either of Canada's official languages, at the choice of the respondent being interviewed.

### 3.6 Protection of Work

- 3.6.1 The Contractor shall keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work, including any information that is confidential or proprietary to third parties, and all information conceived, developed or

produced by the Contractor as part of the Work where copyright or any other intellectual property rights in such information (except a licence) vests in Canada under the Contract. The Contractor shall not disclose any such information to any person without the written permission of the Minister, except that the Contractor may disclose to a subcontractor information necessary for the performance of the subcontract, on the condition that the subcontractor agrees that it will be used solely for the purposes of such subcontract. Information provided to the Contractor by or on behalf of Canada shall be used solely for the purpose of the Contract and shall remain the property of Canada or the third party, as the case may be. Unless the Contract otherwise expressly provides, the Contractor shall deliver to Canada all such information, together with every copy, draft, working paper and note thereof that contains such information, upon completion or termination of the Contract or at such earlier time as the Minister may require. This section does not apply to any information that:

- a is publicly available from a source other than the Contractor; or
- b is or becomes known to the Contractor from a source other than Canada, except any source that is known to the Contractor to be under an obligation to Canada not to disclose the information.

3.6.2 When the Contract, the Work, or any information referred to in 3.6.1 is identified as TOP SECRET, SECRET, CONFIDENTIAL or PROTECTED by Canada,

- a the Contractor shall, at all times, take all measures reasonably necessary for the safeguarding of the material so identified, including any other instructions issued by the Minister; and
- b the Minister shall be entitled to inspect the Contractor's premises and the premises of a subcontractor at any tier for security purposes at any time during the term of the Contract, and the Contractor shall comply with, and ensure that any subcontractor complies with, all written instructions issued by the Minister dealing with the material so identified, including any requirement that employees of the Contractor or of any subcontractor execute and deliver declarations relating to reliability screenings, security

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clearances and other procedures.

### 3.7 Security

At the date of **bid closing**, the following conditions must be met:

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding Capability (DSC) at the level of **PROTECTED B** issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
4. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex "C";
  - b) *Industrial Security Manual* (Latest Edition)

### 3.8 Insurance Requirements

The Contractor must obtain and maintain an appropriate level of professional liability insurance coverage.

### 3.9 Travel and Living

There is no travel and living associated with this contract.

### 4.0 Project Schedule

#### 4.1 Expected Start and Completion Dates

The project is expected to start immediately upon contract award and be completed on March 15, 2015.

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

Milestone No.	Deliverable	Due Date
1	2.1.2 Initial Recruitment script and the final questionnaire in both Official languages	Two weeks after contract award
2	2.1.2 Names and addresses of the enrolled participants (minimum of 2000 participants)	One month after contract award
3	2.1.3 Electronic files of the data compiled from the telephone survey to be sent on a weekly basis	Weekly from the start to the end of the survey
4	2.1.4 Follow-up scripts in both official languages for review and approval	Two weeks after contract award
5	2.1.5 Acceptance of Final Report	March 15, 2015.

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

As outlined within the Statement of Work

## 6.0 Applicable Documents and Glossary

### 6.1 Relevant Terms, Acronyms and Glossaries

CATI- Computer Assisted Telephone Interviewing

*CCRS* - Cross Canada Residential Radon Survey

SOW - Statement of Work

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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: 1000162098  
Hours of Operation: 07h30 to 16h30 (EST)

**CLOSING DATE: AUGUST 12, 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, email 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. 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.

### **7.7 Bidders Conference / Site Visits**

Not required

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## 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"*

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## 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.

## 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.

## 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

There is no travel and living associated with this requirement.

### 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

### 12.0 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

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.				
Criteria		Page #	Yes	No
M1	<p>M1 The Bidder must provide references from the Project Lead of the organization(s) in which the service was provided for a minimum of two (2) national (covering at least 80% of Canada) telephone surveys successfully performed in the last ten (10) years from the closing date of this RFP involving a sample size of 2,000 participants or more. The projects submitted by the Bidder must provide the following information demonstrating the above information and experience:</p> <ol style="list-style-type: none"> <li>1) Name and location of the organization in which the service was provided;</li> <li>2) Name, address, e-mail and phone number of the Project Lead from the organization in which the service was provided;</li> <li>3) Brief description of the services provided;</li> <li>4) Beginning and end date of the provision of the services.</li> </ol> <p><i>*Note: Health Canada reserves the right to check references for all information provided in this RFP 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>			

<p>M2</p>	<p>The Bidder must provide a Work Plan detailing how work will be carried out from date of contract to award to final delivery of the completed survey/final report.</p> <p>The Bidder must identify and provide in their proposal the name of the resource who will act as Project Manager and primary point of contact for the services provided under this project. The Bidder must include within their proposal a detailed curriculum vitae (C.V.) for each of the Bidder=s proposed resources named in the proposal.</p> <p>The following must be included for each of the proposed team members:</p> <ul style="list-style-type: none"> <li>• Role of each resource including the amount of directed time dedicated to the project</li> <li>• Background experience and skills</li> <li>• Full and complete information (including academic qualifications, certifications, work experience, training, association memberships, references etc.)</li> </ul>			
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<p>M3</p>	<p>The Bidder has provided 3 projects within the past 10 years from date of this RFP for similar work as outlined in the Statement of Work where the Project Manager has headed the projects.</p> <p>For all referenced projects the Bidder must provide:</p> <ul style="list-style-type: none"> <li>• Name, phone number, and e-mail address of the client.</li> <li>• Start and End dates of the project.</li> <li>• Name of project and a brief description of the work involved.</li> <li>• Role and length of involvement of the proposed resource on the project.</li> </ul> <p>The Bidder must provide references for all three projects. The references must be from the client Lead or Project Manager of the surveys provided.</p> <p><i>*Note: Health Canada reserves the right to check references for all information provided in this RFP 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>			
<p>M4</p>	<p>The Bidder must have a minimum of two (2) years experience within the last ten (10) years from the closing date of this RFP conducting surveys utilizing computer assisted telephone interviewing (CATI) at the national level within Canada.</p> <p>Experience must be in month and years.</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 minimum number of points specified for R6 and obtain an overall of 60% of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately and clearly referenced and linked with the relevant page numbers within the proposal submitted by the contractor.

## 13.2 Point Rated 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.

Req#	Criteria	Page #	Points allocated for the criteria	Minimum points required
R1	The Bidder has experience in managing large scale national (covering at least 80% of Canada) telephone surveys within Canada that required follow-up calls and activities by providing detailed examples of the projects. Experience to be demonstrated in month and years		One (1) point for each year of experience to a maximum of 15 points.	
R2	As per M2 the Bidder has demonstrated the suitability of the Project Manager for this project, by providing details of his or her experience, education and qualifications.		Degree in relevant field and over 10 years relevant experience - 15 points  Diploma in relevant field and over 12 years relevant experience - 10 points  Any other training in relevant field plus at least 10 years relevant experience - 5 points  No professional qualifications and less than 10 years experience = Nil  All experience must be demonstrated in month and years.	

R3	<p>As per M2 the Bidder has demonstrated each resource(s) training and experience for this project (not including the Project Manager).</p>		<p>2 points for each resource with relevant experience over 5 years to a maximum of 10 points</p> <p>All experience must be demonstrated in month and years.</p>	
R4	<p>As per M2 the Bidder has provided a work plan demonstrating their breakdown of the project into reasonable logical tasks in areas such as but not limited to;</p> <ul style="list-style-type: none"> <li>• content and scheduling</li> <li>• volume of work and time assigned</li> <li>• management control system</li> <li>• realistic estimation of level of effort</li> <li>• other relevant details or assets not mentioned above required for a successful project management.</li> </ul>		<p>3 points will be awarded for each element for a total of 15 points.</p>	
R5	<p>As per M3 the Bidder has demonstrated that the proposed Project Manager has experience in a role similar to that described in the Statement of Work through referenced projects.</p> <p>For the projects referenced under M3, points will be awarded based on the Project Managers:</p> <ol style="list-style-type: none"> <li>a) Experience and ability in successfully performing project planning and scheduling for survey call center activities (3 points).</li> <li>b) Experience and ability in successfully recruiting and overseeing the work of survey call center staff (3 points).</li> <li>c) Experience and ability in acting as primary</li> </ol>		<p>3 points will be awarded per project for each of the three criteria for a maximum of 27 points (9 points per project)</p>	

	point of contact for client and ensuring work is completed in accordance with client's specific requirements coming in on time and on budget (3 points).			
R6	<p>The Bidder has demonstrated for all three projects provided under M3 a clear understanding of the privacy and security issues as it applies to the Information to Privacy Act (<a href="http://laws-lois.justice.gc.ca/eng/acts/P-21/">http://laws-lois.justice.gc.ca/eng/acts/P-21/</a>) related to the collection and securing of data. Points will be awarded based on:</p> <ul style="list-style-type: none"> <li>a) Description of the contractor's infrastructure and support services for the above two elements (3 points)</li> <li>b) The contractor's ability to provide detailed description of the measures that will be undertaken to ensure the privacy &amp; security elements related to the survey are well respected (3 points)</li> </ul>		3 points will be awarded per project for each of the two criteria for a maximum of 18 points (6 points per project)	A minimum of 10 points is required for this criteria
R7	<p>The Bidder has demonstrated their capability to support each of the three criteria :</p> <ul style="list-style-type: none"> <li>a) Processes to support efficient database management (3 points)</li> <li>b) Processes to support data integrity and security (3 points)</li> <li>c) Quality control measures to ensure the accuracy and precision of the information collected during the phone calls, follow-up activities and verification procedures (3 points)</li> </ul>		3 points will be awarded per project for each of the three criteria for a maximum of 27 points (9 points per project)	
<b>Total Points</b>			<b>127</b>	<b>76</b>



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Legend

Unsatisfactory 0 points	Information not provided. Did not meet the requirement.
Poor 1 point	The Bidder has demonstrated limited description of capability to meet the specific criteria. Considered weak and incomplete, major deficiencies exist. The knowledge, experience or approach is insufficient for the effective performance of the work
Good 2 points	The Bidder provides a detailed description on how they meet the criteria however are missing one or more key elements. The demonstrated knowledge, experience or approach should ensure adequate performance on this aspect of the work
Excellent 3 points	The Bidders response is Clear & in-depth with 3 or more examples of how they meet the criteria. Covering all of the factors and exceeding the requirement. The demonstrated knowledge, experience or approach should ensure exemplary performance on this aspect of the work

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%.

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 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	88	82	92
Bid Evaluated Price	\$60,000	\$55,000	\$50,000
<b>Calculations</b>	<b>Technical Merit Points</b>	<b>Price Points</b>	<b>Total Score</b>
Bidder 1	$88 / 100 \times 70 = 61.60$	$50,000 / 60,000 \times 30 = 25.00$	86.60
Bidder 2	$82 / 100 \times 70 = 57.40$	$50,000^* / 55,000 \times 30 = 27.27$	84.67
Bidder 3	$92 / 100 \times 70 = 64.40$	$50,000^* / 50,000 \times 30 = 30.00$	94.40

\* 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

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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 \_\_\_\_\_

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**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

\_\_\_\_\_  
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

\_\_\_\_\_  
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 30% 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 \$35,000.00 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.	\$		\$
<b>Sub-Total 1:</b>			<b>\$CAD</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.	\$CAD
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ANNEX "C"

SECURITY REQUIREMENT CHECKLIST



Government of Canada / Gouvernement du Canada



Contract Number / Numéro du contrat  
1000162098

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Health Canada	
2. Branch or Directorate / Direction générale ou Direction		HECSB-SED-RPB-RHAD	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Conduct a survey of follow-up mitigation actions by approx. 1900 homeowners who participated in two previous national residential radon surveys across Canada.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	





**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		✓														
IT Media / Support TI / IT Link / Lien électronique		✓														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.


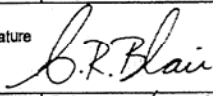
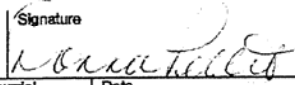

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>1000162098</b>
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme		Signature	
Name (print) - Nom (en lettres moulées)	Title - Titre		
Telephone No. - N° de téléphone 613	Facsimile No. - N° de télécopieur 613	E-mail address - Adresse courriel	Date May 29, 2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme		Signature	
Name (print) - Nom (en lettres moulées) Curtis Blair	Title - Titre Senior Training and Awareness Officer		
Telephone No. - N° de téléphone 613-946-7752	Facsimile No. - N° de télécopieur 613-941-2396	E-mail address - Adresse courriel curtis.blair@hc-sc.gc.ca	Date 2014-06-05
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) DONNA PETTIT		Title - Titre SR. PROCUREMENT CONTRACTING OFFICER	Signature 
Telephone No. - N° de téléphone 613-954-2584	Facsimile No. - N° de télécopieur 613-954-0737	E-mail address - Adresse courriel donna.pettit@hc-sc.gc.ca	Date 2014-06-05
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name Paul Lepinski		Signature 	
Telep Agent à la Sécurité des contrats   Contract Security Officer Secteur de la Sécurité industrielle   Industrial Security Sector Paul.Lepinski@tpsgc-pwgscc.gc.ca Téléphone : 613 957-1294	Address - Adresse courriel		Date 05-JUN-2014

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASSIFIED**

Canada