Patented Medicine Prices Review Board
Conseil d'examen du prix des médicaments brevetés

Green Alert - Duplex printing of this document will save paper

REQUEST FOR PROPOSAL (RFP)

Reference Number: 15NL020

CLOSING DATE: October 28, 2014 **CLOSING TIME and TIME ZONE: 12:00 EDT**

PROJECT TITLE: Scientific Literature Search

ISSUING OFFICE: Regulatory Affairs and Outreach Branch
Patented Medicine Prices Review Board (PMPRB)
Box L40 - Standard Life Centre
333 Laurier Avenue West, Suite 1400
Ottawa ON K1P 1C1

Bid submission envelopes are to be delivered only to the following address:

Patented Medicine Prices Review Board (PMPRB)
Box L40 - Standard Life Centre
333 Laurier Avenue West, Suite 1400
Ottawa ON K1P 1C1
Attention to: Nadia Laneve

It is essential that the outside of each bid submission envelope include the following information: the RFP reference number, and the name of the contact person: Nadia Laneve

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Nadia Laneve
Chief, Administrative Services
nadia.laneve@pmprb-cepmb.gc.ca

RFP Issue Date: September 17, 2014

TABLE OF CONTENTS

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions

7.1 Bid Preparation Instructions
- 7.1.1 Section I: Technical Bid
- 7.1.2 Section II: Financial Bid
  - 7.1.2.1 Price Justification
- 7.1.3 No Payment for Pre-Contract Costs
- 7.1.4 Section II: Certifications

7.2 Delivery Instructions for Bid/ Proposal
7.3 Non-Acceptance of Proposals by Facsimile or Electronic Means
7.4 Closing Date and Time
7.5 Time Extension to Closing Date
7.6 Non-Compliance / Unacceptable Proposals
7.7 Improvement of Requirement During Solicitation Period
7.8 Announcement of Successful Bidder
7.9 Rights of the Crown
7.10 Sample Long Form Contract
7.11 Procurement Business Number (PBN)
7.12 Order of Precedence

8.0 Technical Proposal

8.1 General Information
8.2 Understanding of the Requirements
8.3 Approach and Methodology
- 8.3.1 General Approach
- 8.3.2 Methodology
- 8.3.3 Work Plan / Project Schedule
- 8.3.4 Performance and Quality Control

8.4 Proposed Team
- 8.4.1 Personnel
- 8.4.2 Contingency Plan

8.5 Contractor Profile
- 8.5.1 Organization
- 8.5.2 Relevant Work Experience

8.6 Résumés of Personnel

9.0 Cost / Price Proposal – Please see Appendix C

PART I STATEMENT of WORK

1.0 Scope

1. 1 Title

Scientific Literature Search services for the Patented Medicine Prices Review Board.

1.2 Introduction

Since the mandate requires the review of the introductory price of any new drug product introduced on the Canadian market, the PMPRB requires the expertise of Drug Information Centres in terms of research of all scientific literature and the understanding of the place in therapy of the new product under review. As a result, the PMPRB is seeking to establish up to two (2) contracts for these services.

1.3 Estimated Value

It is the intention of the PMPRB to establish up to two (2) contracts to fulfill this requirement. The total value of all contracts combined resulting from this RFP shall not exceed $400,000.00, including travel and living expenses (if applicable), other expenses and all applicable taxes associated with the requirement over the one year period and the one (1) one (1) year option period. The individual value of each contract will be determined by the evaluation results of this Request for Proposal (RFP). It is estimated that the total number of medicines to review in a year is sixty-four (64), approximately 16 per quarter (May, September, November & February)

1.4 Objectives of the Requirement

Review appropriate references concerning patented medicines specified by the PMPRB and provide a report in the prescribed format as described in the Statement of Work. The PMPRB is seeking to establish up to two (2) contracts for scientific literature services for a one year period with one (1) one (1) year option period.

1.5 Background, Assumptions and Specific Scope of the Requirement

Overview of the PMPRB

The Patented Medicine Prices Review Board (PMPRB) is an independent, quasi-judicial body established by Parliament in 1987 under the *Patent Act*.

The PMPRB protects the interests of Canadian consumers by ensuring that the prices of patented medicines sold in Canada are not excessive. It does this by reviewing the prices that patentees

charge for individual patented drug products in Canadian markets. If a price appears to be excessive, the Board can hold public hearings and order price reductions and/or the offset of excess revenues. The PMPRB is also responsible for reporting on trends in pharmaceutical sales and pricing for all medicines and for reporting research and development (R&D) spending by patentees.

The Minister of Health is responsible for the pharmaceutical provisions of the *Patent Act* (Act) as set out in sections 79 to 103. The PMPRB is part of the Health Portfolio, which also includes Health Canada, the Public Health Agency of Canada and the Canadian Institutes of Health Research. The Health Portfolio supports the Minister of Health in maintaining and improving the health of Canadians.

Although part of the Health Portfolio, the PMPRB carries out its mandate at arm's length from the Minister of Health. It also operates independently of other bodies such as Health Canada, which authorizes the sale of drugs in Canada after their assessment for safety, efficacy and quality; federal, provincial and territorial public drug plans, which are responsible for listing reimbursement decisions for their respective plans; and the Common Drug Review, administered by the Canadian Agency for Drugs and Technologies in Health, which provides listing recommendations to participating public drug plans based on cost-effectiveness.

Jurisdiction

Regulatory

The PMPRB is responsible for regulating the prices that patentees charge for prescription and non-prescription patented drugs sold in Canada to ensure that they are not excessive. It includes sales to wholesalers, hospitals, pharmacies or others for both human and veterinary use. The PMPRB regulates the price of each patented drug product. This includes each strength of an individual, final dosage form of a medicine.

The Board's jurisdiction is not limited to drug products for which the patent is on the active ingredient. Rather, the Board's jurisdiction also covers drugs for which the patents relate to, but are not limited to, the processes of manufacture, the delivery system or dosage form, the indication/use and any formulations.

Patented drug products are not limited to brand-name products. A number of generic companies fall under the Board's jurisdiction by virtue of being licensees selling the same drug product as the brand company or because of manufacturing or processing patents, which various generic companies also hold.

The PMPRB has no authority to regulate the prices of non-patented drugs and does not have jurisdiction over prices charged by wholesalers or pharmacies, or over pharmacists' professional fees. Also, matters such as whether medicines are reimbursed by public drug plans, their distribution and prescribing are outside the purview of the PMPRB.

Under the Act, patentees are required to inform the PMPRB of their intention to sell a new patented drug product. Upon the sale of such a patented drug product, patentees are required to file price and sales information at introduction and, thereafter, twice a year for each strength of each dosage form of each patented drug product sold in Canada.

Although patentees are not required to obtain approval of the price before a drug is sold, they are required to comply with the Act to ensure that the prices of patented drug products sold in Canada are not excessive. In the event that the Board finds, after a public hearing, that a price is or was excessive in any market, it may order the patentee to reduce the price and take measures to offset any excess revenues it may have received.

Reporting

The PMPRB reports annually to Parliament through the Minister of Health on its activities, on trends relating to the sales and prices of medicines, and on R&D spending by patentees.

Through the National Prescription Drug Utilization Information System (NPDUIS) program, the PMPRB provides critical analyses of price, utilization and cost trends in Canada to support decision making by participating federal, provincial and territorial public drug plans.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The Contractor will:

A. Review appropriate references concerning patented medicines specified by the PMPRB and provide a report in the prescribed format that shall include the following information:

1. The approved indication(s) for the patented medicine under review (or the proposed indication/use if the drug is not yet approved);

2. The primary use of the patented medicine under review if more than one approved indication; or where appropriate, the primary use of the individual strengths or dosage forms(generally the DIN) of the patented medicine if the therapeutic use is different for each DIN;

3. The usual recommended dosage regimen for the primary use of the patented medicine under review, and for the individual DINs of the patented medicine unless specified otherwise by Board Staff;

4. A list of comparable medicines for the DIN under review specifying the company, brand name, generic name, DIN, dosage form, strength and ATC code for each.

Comparable medicines must be considered CLINICALLY EQUIVALENT and generally have COMPARABLE DOSAGE FORMS. They must be selected in accordance with the PMPRB's Guidelines (reference PMPRB Compendium of Policies, Guidelines, and Procedures: Scientific Review Procedures, please refer to www.pmprb-cepmb.gc.ca. The contractor must indicate if the accepted use of the comparable medicine is NOT an approved indication.

5. For each comparable medicine listed, the dosage regimen that is required to produce a clinically comparable effect to the DIN under review when the latter is administered according to the dosage regimen identified in paragraph 3 above. Any references relied upon or assumptions made in determining the proposed dosage regimens must be clearly documented in the report such that it is clear how the comparable dosage regimes were derived.

6. A list of the references used to support the information provided in paragraph 1 through 5 above, as well as electronic copies of pertinent references used in the review. The file name for each electronic copy should start with the reference number, followed by last name of first author, initial and year. For example: "Ref 1-Smith J 2014". Any additional references considered should be listed at the end of the report using the alphabet for numbering. The electronic copy of such information should be saved as "A- Jones E 2014".

B. An electronic copy of the completed report and all pertinent references used in the review must be submitted to the PMPRB within 30 calendar days from the request or as otherwise negotiated with the PMPRB at the time the request is made. The template for the report is provided in Annex C. A bidder can request a sample completed report from the contract person stated on the first page of this RFP.

C. In addition, for specified drug product reviews, the contractor shall provide on request:

1. Any further clarification or explanation of the report submitted by the contractor as requested. There will be no additional charge to the PMPRB for this activity however time spent should be noted in the invoice report.

2. Copies of any additional references pertaining to the review completed, as requested.

D. The Human Drug Advisory Panel (HDAP) meets on a quarterly basis. The Scientific Literature Search is one element that the HDAP considers. Patentees are required to file product monographs or information similar to that included in a product monograph about 14 weeks prior to the HDAP meeting. Upon receipt of the product monograph/information, the scientific literature is to commence. The scientific literature search for all medicines to be discussed at the particular HDAP meeting must be completed no later than six (6) weeks

before the HDAP meeting. There are approximately sixteen (16) medicines considered at each quarterly HDAP meeting. See table below for approximate timeframes.

HDAP MEETING	Request sent for scientific literature 3.5 months prior to the HDAP meeting	All scientific literature searches to be received 6 weeks before the HDAP meeting
February 9, 2015		
May 4, 2015		
September 14, 2015		
November 30, 2015		

E. The Contractor will provide other drug information on request (e.g., specific Medline searches), to be submitted to the PMPRB within 2 working days from the request or as otherwise negotiated with the PMPRB at the time the request is made.

F. The Contractor will keep a detailed record which identifies the nature of the work completed for the PMPRB including:

i. Drug name, number of DINs and number of comparators identified (where applicable);
ii. Total time required to respond to each request;
iii. Identity of pharmacist who completed the research/review;
iv. Date work completed;
v. Total time spent in the month for which the invoice was submitted plus cumulative time to date.

This record will be submitted to the PMPRB on a monthly basis along with the invoice for payment.

G. The Contractor shall, on request, give written or verbal evidence under oath before the Board in the course of any proceedings under the Patent Act respecting patented drug products which have been reviewed by the contractor.

2.2 Specifications and Standards

The work is to be delivered and will be measured in accordance with the written confirmation provided by the contractor before the work was begun including any specific reference to details and qualitative and quantitative measures which will be used by the Technical Authority to determine completion and satisfaction with the work.

2.3 Method and Source of Acceptance

All deliverables and services rendered under the contract are subject to inspection by the Technical Authority or a designated representative. Should any deliverable not be to the satisfaction of the Technical Authority, as submitted, the Technical Authority will reserve the

right to reject it or require correction before payment will be authorized by the Technical Authority.

Should any of the Contractor's personnel at any time be unable to provide services, the Contractor shall be responsible for providing replacement personnel at the same cost who shall be of similar or greater ability and attainment, and whom shall be acceptable to the Technical Authority.

Under no circumstance shall the Contractor allow the performance of services by a replacement resource that has not been authorized by the Technical Authority.

2.4 Reporting Requirements

See details provided in the above section 2.1

2.5 Contractor Project Management Control Procedures

The PMPRB individual identified in the RFP as the Technical Authority shall control the work through reviews of the completed report and references.

2.6 Change Management Procedures

Any proposed changes to the specifications and scope of the work will be mutually discussed and agreed upon by both parties in the form of a written contract amendment.

2.7 Ownership of Intellectual Property

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

Section 6 of the Policy states that Under the Crown Procurement Contract the Crown may own the Foreground for the following reason:

> **6.4** Where the main purpose of the Crown procurement contract, or the deliverables contracted for, is:
>
> **6.4.3** to deliver a component or subsystem that will be incorporated into a complete system at a later date (not necessarily by the original Contractor), as a prerequisite to the planned transfer of the complete system to the private sector (not necessarily to the

original Contractor), through licensing or assignment of ownership, for the purposes of Commercial Exploitation

The Contractor shall not dispose of said work without the prior written consent of the Technical Authority.

3.0 Other Terms and Conditions of the SOW

3.1 Authorities

The Technical Authority:

The Technical 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 Technical Authority; however, the Technical 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. The Technical Authority is To Be Announced (TBA).

Contracting Authority:

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

3.2 PMPRB's Obligations

The Technical Authority will:

Ensure the appropriate subject matter experts from within their organization are available to the Contractor to discuss and provide content, source, and/or reference material, as well as to facilitate cooperation with other representatives of their organization as required;
Provide the Contractor with both physical and electronic delivery addresses, to which deliverables are to be submitted.

3.3 Contractor's Obligations

To perform the work as per 2.1 of the Task, Activities, Deliverable and Milestones

3.4 Location of Work, Work Site and Delivery Point

The work will be performed at the Contractor's location.

3.5 Language of Work

All deliverables are to be provided in English.

3.6 Applicable Laws

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

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

3.7 Security Requirements

It is a condition that, prior to performance of any obligation under any contract resulting from this RFP, the Contractor and sub-contractors and their employees assigned to the performance of such contract will be security cleared by the federal government at the **enhanced reliability** level.

If the successful bidder does not have the required reliability level prior to performance of any obligation under any contract resulting from this RFP, the PMPRB will sponsor the security screening for the Contractor and sub-contractors and their employees assigned to the performance of such contract until it is obtained.The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, **hold a valid Designated Organization Screening (DOS),** issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS,** granted or approved by CISD/PWGSC.

The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:

(a) Security Requirements Check List and security guide (if applicable), attached at Annex A;
(b) Industrial Security Manual (Latest Edition).

3.8 Insurance Requirements

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

3.9 Travel and Living Expense

There will be no travel or living expenses. No miscellaneous expenses are expected.

3.10 Firm fixed Rates

Payment will be based on the fixed rates quoted by the Contractor in the Price Proposal.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The services of the Contractor will be required for a period of approximately one year upon contract award. The expected completion date of this project is March 31, 2015. The Crown reserves the right to extend the period of the contract by up to one (1) additional one (1) year period.

5.0 Required Resources

At a minimum, the resources performing the work must be accredited pharmacists who have experience in analyzing scientific literature.

6.0 Applicable Documents and Glossary

Not applicable

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Information

7.1 Bid Preparation Instructions

(a) The PMPRB requests that bidders provide their bid in separately bound sections as follows:

(i) Section I: Technical Bid (4 hard copies)

(ii) Section II: Financial Bid (2 hard copies), **sealed in a separate envelope**

(iii) Section III: Certifications (1 hard copy)

Prices must appear in the financial bid **only**. Prices must **not** be indicated in any other section of the bid.

(b) The PMPRB requests that bidders follow the format instructions described below in the preparation of their bid:

(i) use 8.5 x 11 inch (216 mm x 279 mm) paper;

(ii) use a numbering system that corresponds to the bid solicitation;

(iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and

(iv) Include a table of contents.

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

1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

(c) Multiple bids from the same bidder are not permitted in response to this bid solicitation. Each bidder must submit only a single bid. If any bidder submits more than one bid, the PMPRB will choose in its discretion which bid to consider.

The RFP Reference Number and the name of Nadia Laneve must be marked on all documents, binders and respective envelopes.

7.1.1 Section I: Technical Bid

(a) In their technical bid, bidders will demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders will demonstrate their capability in a thorough, concise and clear manner for carrying out the work. The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, the PMPRB requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The technical bid consists of the following:

(i) **Résumés for Proposed Resources**: Unless specified otherwise in the RFP, the technical bid must include résumés for the resources identified in the bid solicitation that demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to résumés and resources:

(A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work(Refer to Appendix A , Certifications). For educational requirements for a particular degree, designation or certificate, the PMPRB will only consider educational programmes that were successfully completed by the resource by the time of bid closing.

(B) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the

time of bid closing and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and Contract Period.

(C) For work experience, the PMPRB will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

(D) For any requirements that specify a particular time period (e.g., 2 years) of work experience, the PMPRB will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date).

(E) For work experience to be considered by the PMPRB, the résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

7.1.2 Section II: Financial Bid

(a) Pricing: **Bidders must submit their financial bid in accordance with Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.**

(b) The Financial Bid must be sealed in a separate envelope.

(c) All Costs to be Included: The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option year. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

(d) Blank Prices: Bidders are requested to insert "$0.00" for any item for which it does not intend to charge or for items that are already included in other

prices set out in the tables. If the Bidder leaves any price blank, the PMPRB will treat the price as "$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, $0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is $0.00 will be declared non-responsive.

(e) 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.

(f) 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.).

(g) SACC Manual Clauses Regarding the Exchange Rate:

(h) **C3010T (2008-05-12), Exchange Rate Fluctuation**

7.1.2.1 Price Justification

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

- a current published price list indicating the percentage discount available to the PMPRB; 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 the PMPRB.

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 Contracting Authority can be charged to the proposed contract.

7.1.4 Section III: Certifications

Bidders must submit the certifications required in Appendix A.

7.2 Delivery Instructions for Bid / Proposal

Bid submission envelopes are to be submitted directly to the attention of Nadia Laneve at the following address:

Patented Medicines Prices Review Board
Box L40, Standard Life Centre
333 Laurier Avenue West, Suite 1400
Ottawa, Ontario K1P 1C1
Attention: Nadia Laneve
RFP Reference Number: 15NL020

All bids must be time stamped at the Mail Room. Each bid submission envelope must include

- the RFP reference number and
- the name of the person identified on the first page of this RFP.

7.3 Non-Acceptance of Proposal by Facsimile or Electronic Means

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

7.4 Closing Date and Time

All proposals must be received at the specified location at the specified time on the front page of this RFP Proposals received after this time 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 sent in writing to the contact person stated on the first page of this RFP, no more than five (5) working days prior to the bid closing date.

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 the PMPRB indicating that the bid/proposal was non-compliant.

7.7 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work (SOW) contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". The PMPRB will have the right to accept or reject any or all suggestions.

7.8 Announcement of Successful Bidder

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

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under $25,000 for goods and under $100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo.boa.gc.ca.

7.9 Rights of the Crown

The Crown reserves the right to:

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

7.10 Sample Long Form Contract

The successful bidder(s) for this requirement will be expected to enter into agreement with the PMPRB as per the PMPRB contract terms and conditions.

7.11 Procurement Business Number (PBN)

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent

7.12 Order of Precedence

In the case of any dispute that 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 PMPRB Contract;
- Any changes to the terms and conditions contained herein which have been approved by General Counsel check for new title for the PMPRB;
- 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.

Furthermore, your technical proposal should include the following:

8.2 Understanding of the Requirements

Include 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.

8.6 Résumés of Personnel

Attach résumés of proposed personnel.

9.0 Cost / Price Proposal (Please see Appendix C)

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 Firm, All-Inclusive Hourly Rate

For each individual and/or labour category to be employed on the project, including subcontractors, indicate the proposed firm, all-inclusive hourly rate. 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 and Living Expenses

Not Applicable

9.1.3 Other expenses

Not Applicable

9.1.4 Goods and Services Tax / Harmonized Sales Tax

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

10.0 Enquiries

All enquiries or issues concerning this procurement must be submitted **in writing only** to the contact person identified on the front cover page of this RFP document **not later than four (4) working days prior to the bid closing date.** Enquiries received after that time may not be answered.

(i) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable the PMPRB to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as

such except where the PMPRB determines that the enquiry is not of a proprietary nature. The PMPRB may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by the PMPRB.

To ensure consistency and quality of information to Bidders, the PMPRB contact 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

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

PART III BID SELECTION PROCESS

11.0 Introduction

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

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

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

12.0 Mandatory Requirements

12.1 Method of Evaluation

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

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

12.2 Mandatory Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.			
Criteria	**Page #**	**Yes**	**No**
M1 Bidder Experience: The Bidder must demonstrate that it has expertise and experience in the offering of the services relevant to the requirements of the RFP, provide some examples.			
M2 Reporting: The Bidder must provide a report (using template provided in – Appendix B) in the prescribed information as stated in the RFP.			
M3 Education: The Bidder must have accredited pharmacists who have experience in researching, analyzing and summarizing scientific literature.			

13.0 Point Rated Requirements

13.1 Method of Evaluation

A proposal with a score less than 70% for technical compliance in each section and/or as whole will be considered **non responsive,** and eliminated from the competition

13.2 Point Rated Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.				
Criteria	**Page #**	**Points allocated for the criteria**	**Minimum points required**	**Score**
R1 Understanding of the Requirement: The Bidder should demonstrate knowledge and understanding of both the objectives and scope of the work to be undertaken. Refer to the below scoring grid		10	7	
R2 Approach: The Bidder should outline the methodology and specific tasks and steps proposed to complete all aspects of the evaluation as identified in the Statement of Work. Refer to the below scoring grid		10	7	
R3 Resource Qualifications and Experience: The Bidder should demonstrate expertise, professional qualification and experience on similar projects. . Refer to the below scoring grid		15	10	
R4 Scheduling: The Bidder should demonstrate that the organization is able to meet the deadlines describe in the RFP. . Refer to the below scoring grid		15	10	
Total:		**50**	**34**	

RATING SCALE 10 (15)				
BELOW STANDARD		STANDARD	ABOVE STANDARD	
1-3 (1-5)	4-6 (6-9)	7 (7-10)	8-9 (11-14)	10 (10-15)
Does Not Meet Expectations • Bidder's proposal is unsatisfactory in regard to requirement	**Partially Meets Expectations** • Bidder's proposal is inadequate in certain areas of the requirement and bidder would likely be ineffective in carrying out task • Bidder's proposal covers some areas partly or inadequately • Bidder's proposal has demonstrated difficulties that could handicap carrying out task	**Meets Expectations** • Bidder's proposal is adequate; expectations have been met • Overall, proposal addresses requirement in sufficient manner • Bidder may have demonstrated some weaknesses but none of major significance	**More Than Meets Expectations** • Bidder's proposal is above average and reflects more than adequate ability to perform • Proposal addresses requirement, without any significant exceptions, in a complete manner • There is a more than moderate probability of success in the task	**Exceeds Expectations** • Bidder's proposal is exceptional and should ensure extremely effective performance • Proposal is complete and all aspects of requirement are more than fully addressed • No weaknesses demonstrated; there is a high probability of success in the task

14.0 BASIS OF AWARDING CONTRACT

Highest Compliant Combined Rating of Technical Merit and Price:

It is understood by the parties submitting proposals that, to qualify, bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 70% of the bid and price at 30%.

Contractor Ranking

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

Technical: 70%
Price: 30%

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

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

APPENDIX A

CERTIFICATIONS

In order to be issued a Contract, the certifications attached in Annex "A" (Annex A is security document as per table of contents?) are required. The certifications should be submitted with the bid. Canada may declare a bid non-compliant if the certifications are not submitted or completed as required. Where Canada intends to reject a bid pursuant to this paragraph, 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-compliant.

A.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

A.1 Federal Contractors Program for Employment Equity – Certification

(a) The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers bidding for federal government contracts, valued at $200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP-EE, evidence of its commitment must be provided before the award of the Contract.

(b) Suppliers who have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contract Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction of their workforce to fewer than 100 employees. Any bids from ineligible contractors will be declared non-responsive.

(c) If the Bidder does not fall within the exceptions enumerated in (d) (i) or (ii) below, or does not have a valid certificate number confirming its adherence to the FCP-EE, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity (http://www1.servicecanada.gc.ca/cgi-

bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc?=e), to the Labour Branch of HRSDC.

(d) Each bidder is requested to indicate in its bid whether it is:

(i) not subject to FCP-EE, having a workforce of fewer than 100 permanent full or part-time employees in Canada;

(ii) not subject to FCP-EE, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;

(iii) subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but it has not previously obtained a certificate number from HRSD (because it has not bid before on requirements of $200,000 or more), in which case a duly signed certificate of commitment is required from the Bidder; or

(iv) subject to FCP-EE, and has a valid certification number (i.e., has not been declared an ineligible contractor by HRSDC).

(e) Further information on the FCP-EE is available on the following HRSDC Website: http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml.

_____ _____

Signature Date

A.2 Former Public Servant Certification

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

(b) For the purposes of this clause,

(i) "**former public servant**" means a former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:

(A) an individual;

(B) an individual who has incorporated;

(C) a partnership made up of former public servants; or,

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

(ii) "**lump sum payment period**" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service.

(ii) "**pension**" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S., 1985, c. P-36, as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24.

(c) If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:

(i) name of former public servant;

(ii) date of termination of employment or retirement from the Public Service.

(d) If the Bidder is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:

(i) name of former public servant;

(ii) conditions of the lump sum payment incentive;

(iii) date of termination of employment;

(iv) amount of lump sum payment;

(v) rate of pay on which lump sum payment is based;

(vi) period of lump sum payment including start date, end date and number of weeks; and

(vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

The Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

_____ _____

Signature Date

A.3 Status and Availability of Resources

(a) By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by the PMPRB's representatives and at the time specified in the bid solicitation or agreed to with the PMPRB's representatives.

(b) If the Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual or his/her employer to propose his/her services in relation to the Work to be performed and to submit his/her résumé to the PMPRB. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

_____ _____

Signature Date

A.4 Education and Experience

Offers, to be considered compliant, 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-compliant 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 Date

A.5 Bid Validity Period:

Certify below 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

Date

APPENDIX B

REPORT TEMPLATE

NEW MEDICINE SCIENTIFIC REVIEW (DIC Name) **PROTECTED**

PRODUCT: Drug Name (generic name)- Company name

INDICATION(S):

ATC CODE:

DIN **FORM** **STRENGTH**

---

1 BACKGROUND

1,1 ATC Classification

1,2 NOC Status

1.3 Disease Background

1.4 Pharmacology and Pharmokinetics

2 CLINICAL TRIALS

2.1 Comparative Clinical Trials

2.2 Non-Comparative Clinical Trials

3 COMPARATORS

3.1 4th Level ATC

3.2 Clinical Trials

3.3 Guidelines

3.4 Expert Opinions

3.5 Comparator Summary

3.6 Other Considerations

4. COMPARABLE DOSAGE REGIMENS

5. REFERENCES CONSIDERED

A list of the references used to support the information provided above, as well as electronic copies of pertinent references.

1.
2.
3.

6. ADDITIONAL REFERENCES CONSIDERED

List of any additional references considered as well as electronic copies of additional references considered.

A
B
C

APPENDIX C

Financial Basis of Payment

Bidders shall submit a Cost/Price Proposal in accordance with the following table.

Table "A1" – **Contract award to March 31, 2015**

A	B	C	D (BxC)
Category of Personnel Insert rows as required	**Hourly Rate(s)**	**Level of Effort/Number of Hours Required**	**Total Costs for Professional Fees TAXES NOT INCLUDED**
1.	$		$
2.	$		$
		Sub-Total 1:	$

Table "A2" – Option Period 1 **April 1, 2015 – March 31, 2016**

A	B	C	D (BxC)
Category of Personnel Insert rows as required	**Hourly Rate(s)**	**Level of Effort/Number of Hours Required**	**Total Costs for Professional Fees TAXES NOT INCLUDED**
1.	$		$
2.	$		$
		Sub-Total 2:	$

Bidder total tendered price to perform the work from contract award to March 31, 2015	$
Bidder total tendered price for Optional period 1 - April 1, 2015 to March 31, 2016	$
Total value of tables "A1" and "A2"	
TOTAL HST	
Bidder total tendered price inclusive of optional periods.	$

ANNEX A

SECURITY REQUIREMENTS CHECKLIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: 15NL020

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: Patented Medicine Prices Review Board
2. Branch or Directorate / Direction générale ou Direction: Regulatory Affairs and Outreach
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: Scientific literature search services
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? — No / Non: ✓ — 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? — No / Non: ✓ — 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 ses 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) — No / Non: — 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. — No / Non: ✓ — 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? — No / Non: ✓ — 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 ✓	NATO / OTAN	Foreign / Étranger
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion ✓	All NATO countries / Tous les pays de l'OTAN	No release restrictions / Aucune restriction relative à la diffusion
Not releasable / À ne pas diffuser		
Restricted to: / Limité à:	Restricted to: / Limité à:	Restricted to: / Limité à:
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	✓	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	PROTECTED A / PROTÉGÉ A
PROTECTED B / PROTÉGÉ B	✓	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	PROTECTED B / PROTÉGÉ B
PROTECTED C / PROTÉGÉ C		NATO CONFIDENTIAL / NATO CONFIDENTIEL	PROTECTED C / PROTÉGÉ C
CONFIDENTIAL / CONFIDENTIEL		NATO SECRET / NATO SECRET	CONFIDENTIAL / CONFIDENTIEL
SECRET / SECRET		COSMIC TOP SECRET / COSMIC TRÈS SECRET	SECRET / SECRET
TOP SECRET / TRÈS SECRET			TOP SECRET / TRÈS SECRET
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)			TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité: Unclassified

Canada

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
15NL020

Security Classification / Classification de sécurité
Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
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? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

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

☑ RELIABILITY STATUS / COTE DE FIABILITÉ	☐ CONFIDENTIAL / CONFIDENTIEL	☐ SECRET / SECRET	☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL	☐ NATO SECRET / NATO SECRET	☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / 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? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☐ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

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? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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

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? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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? ☑ No / Non ☐ Yes / Oui
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?

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
15NL020
Security Classification / Classification de sécurité
Unclassified

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 A	PROTECTED / PROTÉGÉ B	PROTECTED / PROTÉGÉ C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
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, classifier 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, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).