



NOTICE OF PROPOSED PROCUREMENT (NPP)

TASK AND SOLUTIONS PROFESSIONAL SERVICES (TSPS)

Solicitation No.: 1000159078

Contracting Authority: Shawn T. Cairns

Telephone No.: 613-957-1040

E-mail Address: shawn.cairns@hc-sc.gc.ca

This RFP is only for pre-qualified Suppliers for Stream 2 and Stream 3 against Task and Solutions Professional Services (TSPS) Supply Arrangement (E60ZN-13TSPS/B):

Work Stream 2: Business Consulting / Change Management Stream

- **2.2 Business Continuity Consultant Junior**
- **2.2 Business Continuity Consultant Intermediate**
- **2.2 Business Continuity Consultant Senior**
- **2.12 Evaluation Services Consultant Senior**
- **2.15 Facilitator Consultant Senior**

Work Stream 3: Project Management Services

- **3.1 Project Administrator Junior**
- **3.1 Project Administrator Intermediate**
- **3.1 Project Administrator Senior**
- **3.6 Risk Management Specialist Intermediate**

DESCRIPTION OF REQUIREMENT:

The Agency's Centre for Emergency Preparedness and Response (CEPR), acts as the Health Portfolio focal point for marshalling, coordinating and providing a wide range of preparedness and response services for which the Minister of Health is responsible.

The Office of Emergency Response Services (OERS), part of the Public Health Agency of Canada's (PHAC), Center for Emergency Response and Preparedness (CEPR), coordinates emergency management exercises to support the Minister of Health's responsibilities under the Emergency Management Act to:

- Conduct exercises and provide education and training related to emergency management; and
- Conduct exercises and training in relation to emergency management plans pertaining to Ministers area of responsibility.



Additionally, exercises coordinated by OERS are designed to support the objectives of the Health Portfolio and Federal, Provincial and Territorial (FPT) partners and stakeholders.

Exercises are coordinated at various levels and include stakeholders from the Health Portfolio, departments/agencies from Federal and Provincial governments, international organizations and the private sector.

The objective is to establish a list of resources that can support the delivery of emergency management exercises and their corresponding program management and administration tasks.

The Public Health Agency of Canada (PHAC) has a requirement for Emergency Management exercise design services. This work may include but will not be limited to the following:

- Exercise design, delivery, evaluation, analysis, lessons learned, after action reporting and improvement planning
- Conducting threat and risk assessment to inform multi-year exercise planning and design
- Exercise Facilitation services
- Exercise Administration and Logistics
- Development of exercise audio/visual media including videos, print media, social media
- Design, facilitation and evaluation of senior management exercises (senior management being ADM and above)

DURATION OF CONTRACT

The services of the Contractor will be required for a period of approximately three (3) years with two (2) one (1) option periods commencing shortly after contract award.

EVALUATION PROCESS AND SELECTION METHODOLOGY

Bids will be assessed in accordance with the merit of each individual resource bid submitted as described in the solicitation including the technical and financial evaluation criteria. The evaluation team composed of representatives of Canada will evaluate the bids.

Bidders must meet the mandatory technical criteria as specified in the RFP and must provide the necessary documentation to support compliance of the criteria. Bidders who do not meet the mandatory technical criteria will be eliminated and declared non-responsive.

Bidders who meet the mandatory technical criteria will be evaluated further on the technical point-rated criteria and Bidders who do not achieve the minimum overall points per stream will be eliminated and declared non-responsive.

Compliant proposals (being those meeting all mandatory requirements and achieving the minimum technical point-rated will be evaluated further on the basis of the Bidders Cost/Price Proposal.

Basis of selection will be determined as follows:



Highest Combined Rating of Technical Merit (70%) and Price (30%)

SECURITY REQUIREMENTS

Common PS SRCL#4 applies to this requirement.