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REQUEST FOR STANDING OFFER (RFSO)

Reference Number: 1000166241

CLOSING DATE: June 23, 2015 **CLOSING TIME and TIME ZONE:** 2:00 p.m. EDT

PROJECT TITLE: Provision of Scientific Expertise for Coordination and Conduct of Human Health Risk Assessment, Scientific Peer Reviews and Consultations

Branch/ Directorate Risk Assessment Bureau, Safe Environments Directorate
Health Canada Healthy Environments and Consumer Safety

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

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RFSO Issue Date: May 14, 2015

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PART I**STATEMENT of WORK****1.0 Scope**

1.1 Title: Provision of Scientific Expertise for Coordination and Conduct of Human Health Risk Assessment, Scientific Peer Reviews and Consultations

1.2 Introduction: The Safe Environment Directorate (SED) wishes to establish various Standing Offers on a range of risk assessment activities to support its mandated roles to protect the health of Canadians from hazards posed by chemical substances, including air and water contaminants, novel substances and contaminated sites through risk assessment and risk management. The main purpose of the standing offer is to obtain a list of qualified companies that have a broad range of expertise in the area of human health risk assessment and provide scientific services which may include gathering scientific data and/or literature for conducting a human health risk assessment, development of methodologies and tools for human health risk assessment, providing scientific expertise and training on human health risk assessments, conducting human health risk assessments (may include exposure assessment or hazard characterization), scientific peer review of assessment reports and consultations on scientific issues relating to the approach of conducting human health risk assessment of chemicals, air and water contaminants and novel substances in the environment.

1.3 Definition of a Standing Offer: A Standing Offer is not a contract. It is an offer from a supplier to provide services at a prearranged pricing basis and under set terms and conditions for a specified period on an as-and-when requested basis.

A separate contract is entered into each time a call-up is made against a Standing Offer. Health Canada's liability shall be limited to the actual value of the call-ups made within the period specified in the Standing Offer.

1.4 Estimated Value: The total estimated value of the Standing Offer Agreement resulting from this Request for Standing Offer shall not exceed \$20M including all applicable taxes and optional years. It is estimated that Health Canada will spend approx. \$5M (GST included) for one (1) year with three (3) one-year optional extensions to be exercised at Health Canada's discretion.

1.5 Objectives of the Requirement: For each work request, the Health Canada Project Management/Technical Authority will direct to the Standing Offer holder according to the following:

- a) the specific project for which the services are required (and security if applicable);
- b) the official language in which the required services shall be delivered;
- c) the location where the required services shall be performed and (or) delivered within, and
- d) the \$ value reached.

If for reasons beyond its control, the Offeror is unable to provide their services they must advise the Technical Authority of the reason.

For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror:

death, sickness, maternity and parental leave.

Following three (3) refusals of mandate reasons other than the ones listed in this clause, Health Canada may set aside the Standing Offer.

1.6 Background, Assumptions and Specific Scope of the Requirement: Safe Environment Directorate (SED) plays a key role in identifying, assessing and managing the human health risks posed by chemicals, air and water contaminants and novel substances in the environment. Under the Government of Canada's Canadian Environmental Protection Act (CEPA), Chemicals Management Plan (CMP), and Clean Air Regulatory Agenda (CARA), the directorate develops drinking water guidelines and conducts human health risk assessments of chemical substances, contaminated sites and industrial sectors to determine whether there is a need for risk management and reduction of exposures. The assessment of whether a substance or a contaminated site or an industrial sector poses a risk to human health is largely based on readily available information, including information gathered from scientific data/literature, stakeholders (including industry), ongoing research activities and existing surveillance/monitoring studies.

Despite the significant progress made in moving forward with our commitments under the various programs and activities in SED, there are emerging needs and challenges to be addressed.

A critical aspect of the risk assessment process, which impacts final decision-making, involves external scientific peer-review by a group of experts to address any critical issues identified, as well as the adequacy of data coverage and defensibility of the conclusion(s). In order to facilitate SED fulfillment of its obligations in relation of the health risks posed by environmental contaminants and novel substances, SED requires professional services for various activities. The human health risk assessments generated by SED contribute to the development of policy, program initiatives, as well as scientifically sound risk management decisions. The specific scope of the work being sought includes, but is not limited to the following:

- Conduct or coordination of human health risk assessment
- Conduct or coordination of exposure assessment
- Conduct or coordination of hazard characterization
- Development of methodologies, computer modelling and tools related to human health risk and/or exposure assessment
- Conduct or coordination of scientific peer reviews / peer consultations in various formats (e.g. panels, written)
- Coordination of workshops or consultation on emerging issues and approaches/challenges in human health risk assessment

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones: The specific activities, deliverables and associated milestones will be articulated in each call-up for services against the Standing Offer.

These may include but not limited to the following activities, deliverables and associated milestones:

Tasks and Activities:

- **Stream 1** – Scientific Expertise for Coordination and Conduct of Human Health Risk Assessment, Scientific Peer Reviews, Consultations and Training Provision of scientific expertise services, including, but not limited to:
 - Providing scientific consultation and/or scientific interpretation/data analysis on hazard characterization, exposure and risk assessment and risk management issues
 - Provide scientific training on human health risk assessment such as in silico models, near and far-field exposure models to estimate human exposure, BMD models and PBPK modelling
 - Peer-review of scientific human health risk assessments and prepared manuscripts

- **Stream 2** – Provision of Information Gathering Services to Support Human Health Risk Assessment of Chemicals, Air and Water contaminants, Novel Substances and Contaminated Sites Provision of scientific expertise services, including, but not limited to:
 - Gathering, extracting and summarizing available scientific data and/or literature on the health effects of chemicals, air and water contaminants, novel substances and contaminated sites into written reports
 - Coordinate national/international scientific input and comments on emerging issues and challenges in risk assessment, including provision of technical advice on science-based policy considerations in the context of human health risk assessment.
 - Integrating and providing written review of risk assessments from international regulatory organizations

- **Stream 3** – Provision of Scientific Expertise in Relations to the Development of Methodologies and Tools for Human Health Risk Assessment
 - Provision of scientific expertise services, including, but not limited to:
 - Development and review of study protocols and study designs
 - Characterization and quantification of human exposure to toxicants
 - Development of methodologies and application of new tools and emerging technologies (such as in silico models, HTS, genomics), near and far-field exposure models to estimate human exposure (e.g. ConsExpo, EFAST, AMEM and/or fugacity models), BMD models and PBPK modelling
 - Providing scientific consultation and/or scientific interpretation/data analysis on hazard characterization, exposure and risk assessment and risk management issues

Deliverables:

The specific deliverables will be determined in each call-up against the standing offer. These may include but are not limited to the following:

Stream 1

- Contractor will be expected to prepare high quality and scientifically acceptable human health risk assessment reports;
- Contractor will provide peer review reports with a critique of the adequacy, completeness

- and interpretation of scientific/technical information included in assessment reports;
- o Contractor will prepare training materials and provide training related to human health risk assessment activities, as well as new methodologies and tools related to hazard characterization, in silico models, exposure assessment and/or risk characterization.;
- o Provision of services respective of potential sensitivity of data/information contained in the documents.

Stream 2

- o Contractor will be expected to prepare high quality and scientifically acceptable reports;
- o Contractor will submit reports to Health Canada detailing the modalities and outcomes of external expert consultation/workshops for activities involving coordination of scientific inputs;
- o Provision of services respective of potential sensitivity of data/information contained in the documents.

Stream 3

- o Contractor will be expected to prepare high quality and scientifically acceptable reports;
- o Contractor will prepare and provide training materials related to human health risk assessment activities, as well as new methodologies and tools;
- o Provision of services respective of potential sensitivity of data/information contained in the documents.

2.2 Specifications and Standards: The Bidder must indicate which Stream(s) that they intend to bid for:

Stream 1 – Scientific Expertise for Coordination and Conduct of Human Health Risk Assessment, Scientific Peer Reviews, Consultations and Training
(Knowledge of scientific peer-review, scientific consultation on toxicological interpretation, scientific training on area of expertise, study protocol and design, (bio)monitoring data, weight of evidence, mode of action, uncertainty factors)

Stream 2 – Provision of Information Gathering Services to Support Human Health Risk Assessment of Chemicals, Air and Water contaminants, Novel Substances and Contaminated Sites
(Knowledge of systematic review of scientific data and/or literature, scientific data gathering, extraction and summarization, epidemiology, integration and interpretation of risk assessments from international regulatory organizations)

Stream 3 – Provision of Scientific Expertise in Relations to the Development of Methodologies and Tools for Human Health Risk Assessment
Development of methodologies, application of new tools, scientific databases and emerging technologies (such as in silico models, HTS, genomics), near and far-field exposure models to estimate human exposure (e.g. ConsExpo, EFAST, AMEM and/or fugacity models), BMD models and PBPK modeling

2.3 Technical, Operational and Organizational Environment: This will be determined as per the call-up issued

2.4 Method and Source of Acceptance: All reports, deliverables, documentation and all services rendered under a Call-Up under this Standing Offer are subject to review by the

Departmental Representative or a designated representative that has been identified in the Call-Up. Should any report, document or service not be to the satisfaction of the Departmental Representative, or a designated representative, as submitted, the Departmental Representative shall have the right to reject it or require correction before payment will be authorized.

2.5 Reporting Requirements: Every effort will be made by Health Canada to provide the Standing Offer Holder(s) with reasonable deadlines.

The Standing Offer Holder(s) shall deliver the services by the deadlines established within the Call-Up document. The Standing Offer Holder(s) shall be responsible for facilitating and maintaining communication with the HC Authority regarding the progress of work completed under any Call-Up. In addition, the Standing Offer Holder(s) shall immediately notify the HC Authority of any issues, problems, or areas of concern that could adversely affect the ability of the Standing Offer Holder(s) to complete the work specified under any Call-Up(s).

The Standing Offer Holder(s) must submit one (1) electronic copy a report to the Project Authority outlining the accomplishments for the given period, open issues and upcoming milestones on a as specified in each call-up.

2.6 Project Management Control Procedures: The Standing Offer Holder(s) shall manage service delivery to Health Canada in relation to Call-Ups under this Standing Offer Agreement in accordance with all applicable Acts, Codes, Departmental and/or Federal Government regulations, policies and procedures.

The Standing Offer Holder(s) shall ensure that all deployed personnel (resources) are properly trained to fulfill their responsibilities. In addition, the Standing Offer Holder(s) is/are required to ensure that all of its assigned personnel are operating at all times in accordance with all applicable legislation, regulations, codes and policies.

The individual identified in the proposal as the Project Coordinator or Technical Authority shall fulfil obligations outlined in Section 3.2.

2.7 Change Management Procedures: Any change to the Scope of the work shall be agreed to in writing between the Standing Offer Holder(s) and the Departmental Representative and shall be in the form of a written amendment to the standing offer agreement.

2.8 Ownership of Intellectual Property: The Intellectual Property arising from the performance of the work under any call-ups against the Standing Offer will vest with the Contractor, unless specified in the individual call-up.

2.9 Promulgation of the Standing Offer Agreement (SOA): The Bidder agrees that its rates provided herein, may be promulgated electronically and on paper by HC and issued to Identified Users of these services and to all Bidders that presented a proposal for the said services and for which the Bid has been authorized.

Such information shall be subject to access under Access to Information (ATI) Legislation and accordingly HC is unable to safeguard or maintain the confidentiality of the information.

2.10 Applicable Law: The SOA and any resultant Call-Ups shall be interpreted and governed, and the relations between the Parties, determined by the laws in force in Ontario.

3.0 Other Terms and Conditions of the SOW

3.1 Authorities:

- Identified in the Articles of Agreement between the Crown and the Standing Offer Holder(s);
- The Departmental Representative is the officer or employee of the Crown who is authorized by the Minister to perform any of the Departmental Representative's functions under the Standing Offer Agreement as described in the Sample Contract documents attached herewith.

HC Project Authority:

- Identified in each individual Call-Up document.;
- The HC Project Authority or his/her delegate is responsible for all matters concerning the technical content of the Work under any resulting Call-Up against the Standing Offer. Any proposed changes to the scope of the Call-Up are to be discussed with the HC Project Authority, and confirmed by a Call-Up amendment issued by the HC Contracting Officer.

Contracting Officer:

- Identified on the front cover of this RFSO;
- Any changes to the Standing Offer(s) must be authorized in writing by the Contracting Officer;
- The Standing Offer Holder(s) are not to perform work in excess of or outside the scope of these Standing Offer(s) based on written requests from any government personnel other than the Contracting Officer.

3.2 Health Canada's Obligations: Health Canada will provide the following to the Standing Offer Holder(s):

- Clear description of reporting requirements;
- Timely feedback on required tasks; and
- Access to appropriate staff to address issues and provide assistance or support, as required.

3.3 Standing Offer Holder(s)' Obligations: The management by the Standing Offer Holder for service delivery to HC/PHAC in relation to the SOA shall be undertaken in accordance with all applicable Acts, Codes, Departmental and/or Federal government regulations, policies and procedures as well as the codes and guidelines provided by Canadian Translators and Interpreters Council (CTIC).

The Standing Offer Holder must provide the services of the resource(s) named in the SOA to perform the work, unless the Standing Offer Holder is unable to do so for reasons beyond his/her control.

The Standing Offer Holder shall ensure that all deployed personnel are properly trained to fulfil their responsibilities. In addition, the Standing Offer Holder is required to ensure that all of its assigned personnel hold the appropriate security screening/clearance relative to

the security categorization of the materials and that they are operating at all times in accordance with all applicable legislation, regulations, codes and policies.

The Standing Offer Holder shall provide to the Contracting Authority semi-annual reports on activity of the Standing Offer, showing the number and total value of Call-Ups by each branch. Reports shall be submitted no later than fifteen days after the designated reporting period.

If you have received no Call-Ups during this period you must confirm this (example – NIL). The Offerer understands that failure to comply may result in the setting aside of the Standing Offer.

Each Usage Report, is to be comprised of:

Offerer:				
Branch and Division	Call-Up No.	Date issued	Security level	Dollar Value (excluding tax)
HECS	4500XXXXXX	August 13, 2013	N/A	\$45,000.00
Subtotal for Current Period:		Total Year to Date Value:		

3.4 Location of Work, Work Site and Delivery Point: Unless otherwise stated, the work shall be conducted at the Standing Offer Holder(s)' normal place of business with the submission of deliverables to Health Canada's offices as per the individual call-up

Due to existing workload and deadlines, all personnel assigned to any SOA resulting from this RFSO must be ready to work in close and frequent contact with the Project Authority and other departmental personnel

3.5 Limitation of the Standing Offer Agreement: For duration of the SOA, the Standing Offer Holder agrees to notify in writing the Departmental Representative of his/her desire to withdraw from the SOA at a minimum of thirty (30) days prior to ceasing any provision of the services agreed to within the SOA.

Should the Standing Offer Holder(s) default on any Call-Up issued, the Branch may, by notice to the Standing Offer Holders(s), terminate the whole or any part of the work. The Standing Offer Holder(s) shall be liable to Her Majesty for any excess costs relating to the completion of the work.

3.6 Allocation of Work: A firm/fixed price for any request shall be established and agreed upon by the Project Authority and the selected Standing Offer Holder using the per diem rate and estimated level of effort (7.5 hours per day); or

Upon agreement of a fixed price for the request, the Standing Offer Holder(s) shall be authorized by the Departmental Representative to proceed with the work by issuance of Call-Up against the SOA.

Any resulting Call-Up is subject to the terms and conditions of the SOA.

It is understood and agreed to that the Standing Offer Holder(s) shall not commence any work until authorized in writing by a Call-Up issued by the Departmental Representative.

It is the intent of Health Canada to award up to five (5) Standing Offers per stream to the five (5) highest scoring bidders who are compliant with the requirements of this RFSO:

Stream 1 – Scientific Expertise for Coordination and Conduct of Human Health Risk Assessment, Scientific Peer Reviews, Consultations and Training will be \$1.5 million per year for a total costing not to exceed \$6 million including all option years.

Stream 2 – Provision of Information Gathering Services to Support Human Health Risk Assessment of Chemicals, Air and Water contaminants, Novel Substances and Contaminated Sites will be \$2.5 million per year for a total costing not to exceed \$10 million including all option years.

Stream 3 – Provision of Scientific Expertise in Relations to the Development of Methodologies and Tools for Human Health Risk Assessment for \$1 million per year for a total costing not to exceed \$4 million including all option years.

For each work request, the Health Canada Project Management/Technical Authority will direct to the Standing Offer holder according to the following:

- a) the specific project the services are required in;
- b) the official language in which the required services shall be delivered;
- c) the location where the required services shall be performed and (or) delivered within Canada without having to incur any travel expenses;
- d) based on which firm having the security clearance ; and
- e) \$ value reached.

It is understood and agreed that failure to provide written notification of availability within the time frame specified will be interpreted as being unable to perform the services and will result in the setting aside of the Call-up for the specific work request in question.

- 3.7 Call-Up Procedures:** Health Canada will enter into an individual Call-up against any of the Standing Offers up to a maximum not to exceed \$200,000.00 (including Goods and Services Tax, Harmonized Sales Tax and all amendments), on the Project Authority's or designate's decision, based on operational requirements, supplier availability for a complete requirement and supplier ranking.

Should the Standing Offer Holder be unable to perform the work requirement due to unavailability of resources or delivery schedule, the Standing Offer Holder must notify the Project Authority in writing within four (4) hours of being contacted.

- 3.8 Language of Work:** The Standing Offer Holder shall be capable of correspondence with HC in relation to the SOA in either or both Official Languages (English/French) of Canada.

However, all deliverables shall be produced and delivered in the target language of the particular project/task, as specified within the issued Call-Up.

3.9 Special Requirements (if applicable): If the requirement for the editing of classified documents, the Contractor(s) must be able to pick-up and drop off (in person) documents which have been classified as Secret. Such documents cannot be sent by electronic transmission. However, it is likely that digital versions of the documents can be provided using appropriate encryption technologies.

3.10 Security Requirements: Security requirements will be determined in the individual call-ups resulting from this Request for Standing Offer. These security requirements will be fully defined in any resulting call-up. It is the Standing Offer holder's sole responsibility to have the necessary security clearances described in any call-up.

3.10.1 Bidder Information: Document Safeguarding Capability (DSC)

This Capability is in addition to a supplier's Designated Organization Screening (DOS) or in addition to a supplier's Facility Site Clearance (FSC) - both of which entail the security screening of the organization's Company Security Officer and employees, and in certain cases, the Key Senior Officials. The DSC, in addition, assesses the physical security of the organization's facilities to ensure they meet the requirements for the safeguarding of government information (hardcopy or digital) and assets. A Document Safeguarding Capability issued by the Canadian Industrial Security Directorate will authorize the organization to possess and store PROTECTED or Classified information and assets at their facility.

3.10.2 Security and Protection of Work

3.10.1.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

3.10.1.2. The Contractor 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). Until the security screening of the Contractor/Offeror personnel required by this Contract/Standing Offer has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor/Offeror personnel **MAY NOT HAVE ACCESS** to PROTECTED information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.

3.10.1.3. 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.

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

3.10.1.5. The Contractor must comply with the provisions of the:

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

3.10.2 GENERIC SECURITY REQUIREMENTS FOR NON-CANADIAN SUPPLIERS

3.10.2.1 The Canadian Designated Security Authority (Canadian DSA) for industrial security matters in Canada is the Director, International Industrial Security Directorate (IISD), Public Works and Government Services Canada (PWGSC).

Sensitive information / assets refers to information and assets that have been categorized as PROTECTED or CLASSIFIED and require appropriate safeguarding in accordance with their level of sensitivity .

3.10.2.2 Further specification respecting the security requirements listed {below/ above} may be provided in order to ensure compatibility with security measures for access to sensitive information / assets, as part of this Contract.

3.10.2.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Canadian DSA.

3.10.2.4 The Foreign recipient Contractor must identify an authorized Contract Security Officer (CSO) to be responsible for the overseeing of the security requirements, as defined in this Contract. This individual will be appointed by the proponent Foreign recipient Contractor's Chief Executive officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.

3.10.2.4 Sensitive information/assets, as part of this Contract, shall be released only to the Foreign recipient Contractor personnel, who have a *need-to-know* for the performance of this Contract and who have the equivalent level, of the appropriate Canadian **Personnel Security Clearance** required to access the level of sensitive information/assets, granted by their respective country National Security Authority (NSA)/DSA, in accordance with the National Policies of the Foreign recipient bidder's country.

3.10.2.5 The Foreign recipient Contractor, intending or required to visit a Canadian Government restricted site, or industrial facilities, will submit a Request for Visit form to the Canadian DSA, through their respective country NSA/DSA.

3.10.2.6 The Foreign recipient Contractor shall comply with the provisions of the Bilateral Industrial Security Memorandum of Understanding between the Foreign recipient Contractor's NSA/DSA and the Government of Canada, in relation to sensitive information/ assets equivalencies.

3.10.2.7 In the event that a Foreign recipient Contractor is chosen as a supplier for this Contract, subsequent Country-specific Foreign security requirement clauses shall be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.

3.11 If the successful bidder does not have the required level of security prior to performance of any obligation under any call-up resulting from this RFSO, Health Canada will sponsor the security screening for the Contractor. No work will be issued until the appropriate security clearance has been obtained.

4.0 Project Schedule

4.1 Expected Start and Completion Dates: The Standing Offer agreement shall be for a one years with three (3) one (1) option periods. The estimated start date is July 20, 2015.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure): Upon receipt of a duly authorized Call-Up from Health Canada, the Standing Offer Holder(s) shall provide the services in accordance with this Request for Standing Offer and the specific delivery requirements as described within the Call-Up.

5.0 Required Resources or Types of Roles to be Performed: The successful Contractor(s) or their resources (personnel) shall have the abilities and experience outlined in Section 2.1.

6.0 Applicable Documents and Glossary

6.1 Applicable Documents: As per the individual call-up

6.2 Relevant Terms, Acronyms and Glossaries

RFSO	-	Request for Standing Offer
HC	-	Health Canada
SOA	-	Standing Offer Agreement
BMD	-	Benchmark Dosing
CARA	-	Clean Air Regulatory Agenda
CMP	-	Chemicals Management Plan
CEPA	-	Canadian Environmental Protection Act
HTS	-	High Throughput Screening
PBPK	-	Physiologically based pharmacokinetic modelling
QSAR	-	Quantitative structure-activity relationship
SED	-	Safe Environments Directorate

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions for Completion of the RFSO

7.0 Administrative Information

7.1 General Information: You are invited to submit electronic copies in either official language (English or French) of both the Technical and Cost Proposals.

7.1.1 The RFP Reference Number and the name of the Requirement must be in the subject line your proposal must be structured in the following manner:

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

To the following Address

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock),
Ottawa, Ontario K1A 0K9
Attention: Robert Merrick

RFP Reference Number: 1000166241

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

7.1.2 Bid Validity Period: Please see 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 RFSO. No costs incurred before receipt of a signed contract or specified written authorization from the Departmental Representative can be charged to the proposed contract.

- 7.2 Delivery Instructions for Bid / Proposal:** As per section 7.1.1
The onus for submitting bids on time at the specified location rests with the bidder. It is the responsibility of the bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and proposal pages.
- 7.3 Non-Acceptance of Proposal by Facsimile or Electronic Means:** Proposals sent by fax, telex, and telegraphic means will **not** be accepted.
- 7.4 Closing Date and Time:** All proposals must be received at the specified location as specified on the front page. 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 received in writing by the identified Departmental Representative.

7.6 Non-Compliance / Unacceptable Proposals: Failure to meet the mandatory requirements of this RFSO will result in your proposal being declared non-responsive.

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

7.7 Bidders Conference / Site Visits: There is no site visit with this requirement

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

7.9 Rights of the Crown: The Crown reserves the right to:

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

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

7.11 Employment Equity: Please see Appendix "A"

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

SRI is a database of suppliers who have registered to do business with the Government of Canada. The PBN is created using your Canada Customs and Revenue Agency Business Number to uniquely identify a branch, division or office of your company. Unlike many existing departmental vendor databases, your information in SRI is accessible to all federal government buyers. SRI can help to open up new opportunities with the federal government for requirements not posted on the electronic tendering service, MERX™.

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

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

- The Health Canada Standing Offer Agreement;
- 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.

Furthermore, your technical proposal should include the following:

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

8.3 Approach and Methodology:

8.3.1 General Approach: A description of the overall approach and strategy to this project.

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

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

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

8.4 Proposed Team

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

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

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

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

8.5 Contractor Profile

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

8.5.2 Relevant Work Experience: Describe your company's capacity and experience in this field.

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

8.6 Résumés of Personnel: Attach résumés of proposed personnel.

9.0 Cost / Price Proposal

9.1 General Information: The Price Proposal 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 not travel 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.

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 RFSO document **not later than seven (7) working days prior to the bid closing date.**

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

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

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

All enquiries and other communications with government officials throughout the solicitation and evaluation period are to be directed **only** to the Departmental Representative named on the front cover page of this RFSO 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 can be no burden on the bidder to require additional or specialized information in order to understand how Health Canada will apply the specific criteria; or in the case of the point-rated, how the various points will be assigned. Consideration should be given to identifying mandatory and point-rated criteria in all three traditional categories being proposed.

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

NOTE: Bidder must submit independent proposals for each stream

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. Holds M.Sc or Ph.D in biology, toxicology, chemistry, epidemiology, statistics (or scientific field relevant to human health risk assessment); Or proof of certification as a Diplomate of the American Board of Toxicology (DABT). (NOTE: Toxicology experience could include such factors as research, testing, teaching, hazard assessment, safety evaluation, management, or clinical toxicology in animals or humans.)			
M2. A minimum of 5 years experience with human health risk assessment; and			
M3. A minimum of 2 years experience in providing scientific/technical or regulatory advice to government agencies or private sector organizations.			

<p>M4. Two references are to be provided and will be contacted in order to evaluate the Bidder's skills.</p>			
<p>M5. Disclosure of any potential conflict of interest by the Bidder or any subcontracting party that might hinder the objectivity, impartiality, credibility and reliability of any of the party.</p>			

13.0 Point Rated Requirements

13.1 Method of Evaluation

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

13.2 Point Rated Requirements

STREAM 1 – Scientific Expertise for Coordination and Conduct of Human Health Risk Assessment, Scientific Peer Reviews, Consultations and Training

Criteria Project Team (individuals may fulfill one or more of the following roles and/or responsibilities)	Page #	Points allocated for the criteria	Score
<p>Project Manager:</p> <p>In order to be considered, the Bidder must clearly demonstrate that the following criteria are met:</p> <p>R1: Understanding the scope of the RFSO. Five (5) points will be awarded.</p> <p>R2: Experience in overall project management (e.g., responsibility for project budget, allocation of technical personnel, adherence to project schedule). Experience will be evaluated by the number of previously managed projects, 1 point per project up to a maximum of five (5) points will be awarded.</p> <p>R3: Proof of dealings or working relationships with international regulatory agencies or organizations in relation to chemical risk assessment. Any proof is acceptable (e.g. articles, quotations, contracts, etc.). Two (2) points will be allocated for each organization up to a maximum of ten (10) points.</p>		20	
<p>Human Health Risk Assessor:</p> <p>R4: Experience in the design and conduct of quantitative human health risk assessment (including hazard assessment, exposure pathway analysis, exposure estimation including modeling, interpretation of monitoring/biomonitoring data, uncertainty analysis and risk characterization) according to Canadian regulatory guidance. Describe three (3) examples of human health risk assessments outlining your involvement, hazard and exposure assessments conducted, dose-response assessment (e.g. BMD, PBPK) and risk characterization or remediation measures (if applicable). Ten (10) points will be allocated for each example as per grid below.</p>		30	

<p>Team as a Whole:</p> <p>R5: Experience in developing and/or delivering training on human health risk assessment (or related field) to technical and lay audience. List all developed training courses up to a maximum of five (5) points will be awarded.</p> <p>R6: To demonstrate high quality of work based on past performance, two (2) references must be provided to verify quality of work and personal suitability. At least one (1) reference must include a Federal or Provincial or Territorial Government client. References should be your most recent projects and should not be older than five (5) years.</p> <p>R7: Two (2) copies of a Risk/Hazard/Exposure Assessment or guidance document related to Human Health Risk Assessment prepared by team member(s) must be provided and at least one example must be for a national or international regulatory agency. Details should be provided or highlighted demonstrating internal quality assurance procedures. Five points (5) will be allocated for each copy.</p> <p>R8: A record of publishing in peer reviewed scientific literature on issues relating to exposure assessment, hazard (toxicology) assessment or human health risk assessment. Each scientific article or publication receives one (1) point up to a maximum of five (5) points. Note: Website addresses are acceptable</p> <p>R9: Track record of team working together. Demonstrate that the team has a proven track record of working together. Include the number of years that team members (at least two (2) of the proposed personnel) have been together. Identify all subcontractors as part of your team. Individual contractors should identify partnerships with other individuals or companies. Five (5) points will be allocated.</p>		35	
<p>Capacity: (5 points)</p> <p>R10: Provides names and experience of back up personnel (additional team) for the categories of:</p> <p>Project Manager Risk Assessor</p> <p>Five (5) points will be allocated. Points will be allocated based on their contingency plan (2 points), experience of the backup personnel (2 points), number of subcontractors (1 point)</p>		5	
<p>TOTAL SCORE 90</p> <p>MINIMUM POINTS REQUIRED (60%) 54</p>		90	

STREAM 2 – Provision of Information Gathering Services to Support Human Health Risk Assessment of Chemicals, Air and Water contaminants, Novel Substances and Contaminated Sites

Project Team (individuals may fulfill one or more of the following roles and/or responsibilities)	Page #	Points allocated for the criteria	Score
<p>Project Manager:</p> <p>In order to be considered, the Bidder must clearly demonstrate that the following criteria are met:</p> <p>R1: Understanding the scope of the RFSO. Five (5) points will be awarded.</p> <p>R2: Experience in overall project management (e.g., responsibility for project budget, allocation of technical personnel, adherence to project schedule). Experience will be evaluated by the number of previously managed projects 1 point per project up to a maximum of five (5) points will be awarded.</p> <p>R3: Proof of dealings or working relationships with international regulatory agencies or organizations in relation to chemical risk assessment. Any proof is acceptable (e.g. articles, quotations, contracts, etc.). Two (2) points will be allocated for each organization up to a maximum of ten (10) points.</p>		20	
<p>Human Health Risk Assessor:</p> <p>R4: Experience in the gathering of information and conduct literature review to support human health risk assessment. Provide a description on your conduct of a literature review (including search strategies, critical appraisal of studies, tabulation and integrated summary). Twenty (20) points will be allocated.</p>		20	
<p>Team as a Whole:</p> <p>R5: To demonstrate high quality of work based on past performance, two (2) references must be provided to verify quality of work and personal suitability. At least one (1) reference must include a Federal or Provincial or Territorial Government client. References should be your most recent projects and should not be older than five (5) years.</p> <p>R6: Two (2) copies of a literature review and integrated summary prepared by team member(s) must be provided and at least one example must be for a national or international regulatory agency. Five (5) points will be allocated for each copy. Details should be provided or highlighted demonstrating internal quality assurance procedures.</p> <p>R7: A record of publishing in peer reviewed scientific literature on issues relating to exposure assessment, hazard (toxicology) assessment or human health risk assessment. Each scientific article or publication receives one (1) point up to a maximum of five (5) points. Note: Website addresses are acceptable.</p> <p>R8: Track record of team working together. Demonstrate that the team has a proven track record of working together. Include the number of years that team members (at least two (2) persons) have been together. Identify all subcontractors as part of your team. Individual contractors should identify partnerships with other individuals or companies. Five (5) points will be allocated.</p>		30	
<p>Capacity:</p> <p>R9: Provides names and experience of back up personnel (additional team) for the categories of:</p> <p>Project Manager Risk Assessor</p> <p>Five (5) points will be allocated. . Points will be allocated based on their contingency plan (2 points), experience of the backup personnel (2 points), number of subcontractors (1 point)</p>		5	
<p>Total Points</p> <p>Minimum Points Required (60%)</p>		75	75

STREAM 3 – Provision of Scientific Expertise in Relations to the Development of Methodologies and Tools for Human Health Risk Assessment

Project Team (individuals may fulfill one or more of the following roles and/or responsibilities)	Page #	Points allocated for the criteria	Score
<p>Project Manager:</p> <p>In order to be considered, the Bidder must clearly demonstrate that the following criteria are met:</p> <p>R1: Understanding the scope of the RFSO. Five (5) points will be awarded.</p> <p>R2: Experience in overall project management (e.g., responsibility for project budget, allocation of technical personnel, adherence to project schedule). Experience will be evaluated by the number of previously managed projects 1 point per project up to a maximum of five (5) points will be awarded.</p> <p>R3: Proof of dealings or working relationships with international regulatory agencies or organizations in relation to human health chemical risk assessment. Any proof is acceptable (e.g. articles, quotations, contracts, etc.). Two (2) points will be allocated for each organization up to a maximum of ten (10) points.</p>		20	
<p>Human Health Risk Assessor:</p> <p>R4: Experience in the application of and training in hazard assessment, emerging technologies (such as in silico models, HTS, genomics), BMD models, PBPK modelling and exposure models (e.g. ConsExpo, EFAST, AMEM and/or fugacity models). Provide a description on your experience with the use of these tools/models and the interpretation of the results into a human health risk assessment. Twenty (20) points will be allocated.</p>		20	

<p>Team as a Whole: (35 points)</p> <p>R5: Experience in the use and/or delivering of training on hazard assessment, emerging technologies (such as in silico models, HTS, genomics) or exposure tools or methodology (e.g. use of exposure models or modeled data, biomonitoring/monitoring data, biomonitoring equivalents, etc.) to technical and lay audience. Years of experience will be evaluated by allocating five (5) points</p> <p>R6: To demonstrate high quality of work based on past performance, two (2) references must be provided to verify quality of work and personal suitability. At least one (1) reference must include a Federal or Provincial or Territorial Government client. References should be your most recent projects and should not be older than five (5) years.</p> <p>R7: Two (2) copies of a Risk/Hazard/Exposure Assessment incorporating hazard tools, emerging technologies or exposure tools or methodology (e.g. use of exposure models or modeled data, biomonitoring/monitoring data, biomonitoring equivalents, etc.) into a Human Health Risk Assessment prepared by team member(s) must be provided and at least one example must be for a national or international regulatory agency. Details should be provided or highlighted demonstrating internal quality assurance procedures. Five points (5) will be allocated for each copy.</p> <p>R8: A record of publishing in peer reviewed scientific literature on issues relating to hazard tools, emerging technologies or exposure tools or methodology (e.g. use of exposure models or modeled data, biomonitoring/monitoring data, biomonitoring equivalents, etc.) in human health risk assessment. Each scientific article or publication receives one (1) point up to a maximum of five (5) points.</p> <p>R9: Track record of team working together. Demonstrate that the team has a proven track record of working together. Include the number of years that team members (at least two (2) persons) have been together. Identify all subcontractors as part of your team. Individual contractors should identify partnerships with other individuals or companies. Five (5) points will be allocated.</p>		35	
<p>Capacity:</p> <p>R10: Provides names and experience of back up personnel (additional team) for the categories of:</p> <p>Project Manager Risk Assessor</p> <p>Five (5) points will be allocated. . Points will be allocated based on their contingency plan (2 points), experience of the backup personnel (2 points), number of subcontractors (1 point)</p>		5	
<p>Total Points 80</p> <p>Minimum Points Required (60%) 48</p>		80	

Sample Grid:

<p>Excellent 10 Points</p>	<p>The Bidder's response to this criterion is in depth covering all of the factors exceeding the requirement. The knowledge, experience or approach demonstrated should ensure highly effective performance on this aspect of the work.</p>
<p>Good 7-9</p>	<p>The Bidder's response to this criterion addresses the requirement well missing a few key factors. The knowledge, experience or approach demonstrated should ensure more than adequate performance on this aspect of the work.</p>
<p>Satisfactory 4-6</p>	<p>The Bidder's response satisfactorily addresses this criterion missing many key elements. The knowledge, experience or approach demonstrated should meet the minimum needed</p>

	for adequate performance on this aspect of the work.
Minimal 2-3	The Bidder's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.
Poor 1 point	The Bidder's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
No Response	The Bidder does not address the criterion.

14.0 BASIS OF AWARDING CONTRACT

The **five (5) highest-ranked proposal(s) per stream** meeting ALL Mandatory Requirements and achieving the total minimum score required for ALL Point-Rated Requirements and representing the best value to the Branch shall be recommended for inclusion within the SOA.

The SOA shall be awarded based on a determination of best value taking into account both the Technical and Financial Proposal evaluations. To arrive at an overall score achieved by a Bidder, a weighting has been established whereby the Technical Proposal shall be valued at 70% and the Financial Proposal shall be valued at 30% of the bid.

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%.

Example 1 - 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%

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{\text{Maximum Points}} \times 70\% \quad \text{Cost Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 30\%$$

$$\text{Total Score} = \text{Technical Score} + \text{Cost Score}$$

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

Appendix "A"

CERTIFICATIONS

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

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

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

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

Legal name and bidder's information (print clearly)

Bidder's Legal Name _____

Bidder's Complete Address

Bidder's Phone number
(_____) _____

Bidder's Authorized Representative _____

Bidder's Authorized Representative Phone number (_____) _____

Bidder's Authorized Representative e-mail _____

Bidder's Procurement Business Number _____

Bidder's province in which he is incorporated. _____

Invoicing address if different from above:

15.1. Bidder Certification

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

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

Signature of the Authorized Representative of the Bidder

Date

15.2. Bid Validity Certification

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

Signature of Authorized Representative of the bidder

Date

15.3. Federal Contractors Program for Employment Equity

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

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

bid is less than \$200,000;

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

this organization is a federally regulated employer;

or, program requirements do apply:

copy of signed Certificate of Commitment is enclosed; or

() Certificate number is _____

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

15.4. Status of Resources

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

Signature of the Authorized Representative of the Bidder Date

15.5. Price Certification

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

Signature of the Authorized Representative of the Bidder Date

15.6. Joint Venture Information (if applicable)

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

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

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

(a) indicate the type of joint venture:

- incorporated joint venture
- limited partnership joint venture
- partnership joint venture
- contractual joint venture
- other (explain)

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

15.7 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

"Former public servant" 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) Sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant (FPS) in Receipt of a Pension

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

If so, the Bidder must provide the following information:

- (a) Name of former public servant;
- (b) Date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Appendix “B”

Table “A1” – Contract award to March 15, 2016

A	B	C
Category of Personnel Insert rows as required	Resources Name	Per Diem Rate
1.Project Manager		\$
2.Human Health Risk Assessor		\$
3.Back-up Project Manager		\$
4.Back-up Human Health Risk Assessor		\$
5. Admin		\$

Miscellaneous Expenses *(if applicable and requires Health Canada pre-authorization):*

Table “A2” - Contract award to March 15, 2016

Item	Description	Total Estimated Miscellaneous Expense Cost
1		\$
2		\$
3		\$
4		\$
Sub-Total 3:		\$

Table “A3” – Option Year 1

A	B	C
Category of Personnel Insert rows as required	Resources Name	Per Diem Rate
1.Project Manager		\$
2.Human Health Risk Assessor		\$
3.Back-up Project Manager		\$
4.Back-up Human Health Risk Assessor		\$
5. Admin		\$

Miscellaneous Expenses *(if applicable and requires Health Canada pre-authorization):*

Table “A4” – Option Year 1

Item	Description	Total Estimated Miscellaneous Expense Cost
1		\$
2		\$
3		\$
4		\$
Sub-Total 3:		\$

Table “A5” – Option Year 2

A	B	C
Category of Personnel Insert rows as required	Resources Name	Per Diem Rate
1. Project Manager		\$
2. Human Health Risk Assessor		\$
3. Back-up Project Manager		\$
4. Back-up Human Health Risk Assessor		\$
5. Admin		\$

Miscellaneous Expenses *(if applicable and requires Health Canada pre-authorization):*

Table “A6” – Option Year 2

Item	Description	Total Estimated Miscellaneous Expense Cost
1		\$
2		\$
3		\$
4		\$
Sub-Total 3:		\$

Table “A7” – Option Year 3

A	B	C
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Category of Personnel Insert rows as required	Resources Name	Per Diem Rate
1.Project Manager		\$
2.Human Health Risk Assessor		\$
3.Back-up Project Manager		\$
4.Back-up Human Health Risk Assessor		\$
5. Admin		\$

Miscellaneous Expenses *(if applicable and requires Health Canada pre-authorization):*

Table "A8" – Option Year 3

Item	Description	Total Estimated Miscellaneous Expense Cost
1		\$
2		\$
3		\$
4		\$
Sub-Total 3:		\$

NOTE: Pricing does not include taxes.

Bidder total tendered price to perform the work from contract award to 15 March 2016 (Total value of Tables A1 and A2 above).	\$
Bidder total tendered price for optional periods (Total value of Tables A3 to A8 above)	\$
TOTAL HST	
Bidder total tendered price inclusive of optional periods.	\$