



**SEND BIDS TO:**

**A1. Health Canada Bid Receiving Unit  
Federal Records Centre Building**

161 Goldenrod Driveway, Tunney's Pasture  
Loading dock of building #18,  
Ottawa, ON K1A 0K9 CANADA  
Business hours: 7h30 to 16h30

Attention: Joan Anthony  
Telephone: 613-410-6486  
Solicitation #: 1000169398A

**Request for Proposals (RFP)**

for

Performance of the Work described in  
Appendix 1, Annex A, Statement of Work.

**A2. RFP AUTHORITY**

The Authority for this RFP is:

Joan Anthony  
Procurement and Contracting Specialist  
Financial Operations Directorate  
Chief Financial Officer Branch  
200 Eglantine Dr. K1A 0K9  
Ottawa, ON  
Telephone: 613-410-6486  
Fax: 613-941-2645  
E-mail: joan.anthony@hc-sc.gc.ca

**THIS RFP DOES NOT CONTAIN A  
SECURITY REQUIREMENT.**

<b>A3. TITLE</b> <b>Retail food surveillance in Ontario: Sample Collection 2015-18</b>	
<b>A4. SOLICITATION NUMBER</b> 1000169398A	<b>A5. DATE</b> October 29, 2015
<b>A6. BID SOLICITATION DOCUMENTS</b> The RFP is divided into five (5) parts as follows: <ul style="list-style-type: none"> <li>1. Section I – Bid Submission Requirements</li> <li>2. Section II – Evaluation Criteria</li> <li>3. Section III – Financial Bid</li> <li>4. Section IV – Certifications</li> <li>5. Section V – General Instructions</li> <li>6. Appendix 1 - Draft Contract, and its annexes Annex A - Statement of Work</li> </ul>	
<b>A7. BID DELIVERY</b> Bids must be received by no later than <b>14:00 (2 p.m)</b> on November 13, 2015 Eastern Standard Daylight Savings Time at the bid receiving address indicated in A1. Bids received after the closing date and time (referred to as the “Closing Date”) will be considered non-responsive, and will be returned to the Bidder unopened.  Bids sent by fax or email will not be accepted. All bids must be date and time stamped at the Bid Receiving Unit. Bidders should ensure that their name, address, the Closing Date, and the solicitation number is clearly marked on their envelopes or parcels.  Bids and all supporting information may be submitted in either English or French.	
<b>A8. BID CONTENT</b> Bids must be structured in the following manner: <ul style="list-style-type: none"> <li>• <b>One (1) copy</b> of a Covering Letter, signed by an authorized representative of the Bidder;</li> <li>• <b>Four (4) copies</b> of the Technical Bid;</li> <li>• <b>One (1) copy</b> of Sections “III” – “Financial Bid” and Section “IV” (Certifications) including all the information required in a separate envelope marked “Financial Bid.” Failure to provide the Financial bid and Certifications in a separate sealed envelope will render a bid non responsive. No prices must be indicated in any other section of the Bid.</li> </ul> Failure to comply with these instructions will result in the entire bid being declared non-responsive.	
<b>A9. BID VALIDITY</b> Bids will remain valid for a period of <b>ninety (90)</b> calendar days following the Closing Date.	
<b>A10. ENQUIRIES</b> All enquiries must be submitted in writing to the designated RFP Authority identified in A2 by no later than <b>seven (7)</b> calendar days prior to the Closing Date in order to allow sufficient time to provide a response.	
<b>A11. APPLICABLE LAWS</b> In accordance with GI15, any resulting contract must be interpreted and governed, and the relations between the Parties determined, by the laws in force in the <b>Province of Ontario, Canada.</b>	

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## SECTION "I" – BID SUBMISSION REQUIREMENTS

- 1.1 This section outlines the information Bidders are required to submit. To be declared responsive, a bid must
- a. comply with all the requirements of the RFP;
  - b. meet all the mandatory technical evaluation criteria;
  - c. obtain the required minimum overall score for the technical evaluation criteria which are subject to a point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. An evaluation team comprised of representatives of Canada will evaluate the bids.

- 1.2 Bidders who submit a bid in response to this RFP agree to be bound by the instructions, clauses and conditions of the RFP and accept the terms and conditions of the resulting contract.

- 1.3 It is the Bidder's responsibility to obtain clarification of the requirements contained in the RFP, if necessary and to prepare its bid in accordance with the instructions contained in the RFP. Enquiries must be submitted in writing to the Authority identified in A2 (RFP Authority) and in accordance with section A10 (Enquiries).

- 1.4 The RFP documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a Bidder from any other source are not relevant and not part of this RFP. Bidders should not assume that practices used under previous RFPs or contracts will continue, unless they are identified in the RFP. Bidders should also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.

- 1.5 Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- a. use 8.5 x 11 inch (216 mm x 279 mm) paper for hardcopy submissions;
- b. use a numbering system that corresponds to the RFP.

In order to promote environmental considerations, bidders are further encouraged to 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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.

- 1.6 Both Health Canada and the Public Health Agency of Canada have adopted electronic direct deposit as their preferred method for paying invoices. Suppliers are encouraged to register for electronic direct deposit and to provide their account information upon request.

### SECURITY REQUIREMENTS

- 2.1 There is no security for this requirement

**INTELLECTUAL PROPERTY**

3.1 Refer to Appendix 1, Draft Contract, for more information on intellectual property rights arising under the resulting contract.

**EVALUATION PROCEDURES**

4.1 The Technical Bid will first be evaluated against the mandatory technical criteria of the RFP. If the bid meets all the mandatory criteria, and the RFP contains point-rated criteria, the evaluation committee will then evaluate the point-rated technical criteria. If the mandatory technical criteria are not met, the point-rated technical criteria will not be evaluated and the bid will be given no further consideration.

4.2 Only technical bids that meet the mandatory technical criteria and the minimum score required in the point-rated technical criteria will be further evaluated on the basis of the Bidder’s Financial Bid.

4.3 In the case of technical bids which are found to be non-responsive, the Financial Bid will be returned unopened to the Bidder with a notice indicating that the Bid was non-responsive.

**SUPPLIER SELECTION METHOD**

The responsive (compliant) Bidder with the highest combined rating of technical merit (70%) and price (30%) will be recommended for award of a contract. See the following example table below.

Example of 70% Technical Merit and 30% Price Determination			
	Bidder 1	Bidder 2	Bidder 3
Technical Points Achieved by Bidder	88	82	76
Price Quoted by Bidder	\$85,000	\$80,000	\$75,000
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
Bidder 1	$70.00 \times \frac{88}{100} = 61.60$	$26.47 \times \frac{85}{100} = 22.50$	96.47
Bidder 2	$65.23 \times \frac{82}{100} = 53.49$	$28.13 \times \frac{80}{100} = 22.50$	93.36
Bidder 3	$60.46 \times \frac{76}{100} = 45.95$	$30.00 \times \frac{75}{100} = 22.50$	90.46
* Represents the highest technical score ** Represents the lowest priced proposal			

**Assumption:** Three responsive (compliant) bids have been received. The maximum technical score that can be obtained is 100 points. The highest technical score and lowest bid price receive full rated percentage and other proposals are pro-rated accordingly.

The winner is the Bidder scoring the highest Total Points as a result of applying the Best Value Calculations to the technical bid and the bid price respectively. Based on the above calculations a contract would be awarded to Bidder 1.

**SECTION “II” – EVALUATION CRITERIA**

The evaluation of the following criteria is based on a “rules of evidence” approach in that the evaluation committee can only conduct its evaluation based on the contents of the Bidder’s bid. The onus is on the Bidder to ensure that its bid is complete, clear, and provides sufficient detail for the evaluation committee to evaluate the bid. Simply repeating or copying a statement contained in the RFP is not sufficient.

In order to facilitate the evaluation of the bid, Canada also 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 paragraphs and page numbers where the subject topic has already been addressed.

For the purpose of the technical criteria specified below, the experience of the Bidder includes the experience of the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

**5.1 MANDATORY CRITERIA**

The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either “Yes” or a “No.”

**Mandatory Requirements**

<b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</b>			
<b>Criteria</b>	<b>Cross-Reference to bid (indicate page #)</b>	<b>Yes</b>	<b>No</b>
<b>M1. The Bidders’ proposed resources</b> Must demonstrate a Minimum of 3 years in the last 5 years experience regarding Canadian agriculture, including livestock production and food processing/production. This can be evidenced by listing credentials, projects, publications, involvement in expert working groups/committees or any other relevant milestones relevant to this expertise			
<b>M2. The Bidder</b> Must be associated or affiliated with a Canadian veterinary college as involvement by such institutions will ensure that suitable content-expertise is routinely available for this work.			
<b>M3. The Bidder</b> Must demonstrate expertise in the fields of veterinary medicine, veterinary pharmacology and veterinary microbiology. Minimum 3 years in the last 5 years. This can be evidenced by listing credentials, projects, publications, involvement in expert working groups/committees or any other relevant milestones relevant to this expertise.			

<p><b>M4. The Bidder's proposed resource (s) Must</b> be located within Ontario in a location easily and centrally accessible for sampling of selected Census Divisions for reasons including:</p> <ul style="list-style-type: none"> <li>-To ensure the province of Ontario is sampled with adequate frequency in a proportional manner through a sampling year.</li> <li>- To prevent unnecessary sample loss due to prolonged transport time from the field to the laboratory (via courier).</li> </ul>			
<p><b>M5. The Bidder Must</b> have at least 2 dedicated field staff that can routinely travel to all Census Divisions selected to conduct retail food sampling throughout the sampling period according to the proportional sampling frequency determined by CIPARS.</p>			
<p><b>M6. The Bidder Must</b> include within their proposal a detailed curriculum vitae for each of the Bidder's proposed resources named in the proposal.</p>			
<p><b>M7. The Bidder Must</b> propose and identify a qualified Project Team Leader as part of the team who will be the main point of contact and who will oversee the work for this requirement.</p>			
<p><b>M8. The Bidder's Technical Proposal Must</b> include a detailed Work Plan and Methodology.</p> <p><b>Intent:</b> Evaluate the proponent's strategy for delivering the Project. Adequate response consists of an effective delivery strategy to meet the requirements of the Statement of Work and a clear description of how the team will be effectively managed. For a proposal to receive higher marks, it must elaborate on the strategy for delivering the Project and describe in detail how the various components of the Proponent Team relate to each other, assist each other and communicate with each other.</p>			

**6.2 POINT-RATED TECHNICAL CRITERIA**

In addition to meeting the Mandatory Criteria, the Bidder should also address the Point-Rated Criteria identified below.

**Minimum overall score**

The overall percentage required is 70% in order for a Bidder to be deemed compliant.. Bids that fail to meet the minimum score of (42) points will be declared non-responsive and no further consideration will be given to the bid.

#	Point-Rated Technical Criteria	Points allocated	Total Available Points	Cross-Reference to bid (indicate page #)
R1	<p>The Bidder shall provide a Work Plan.</p> <p>The Bidder's proposed Work Plan should demonstrate a clear, logical and feasible work plan for punctual delivery of the identified tasks and</p>	<p>The submitted Work Plan:</p> <p>Provides an overview of an excellent work plan which addresses all the criteria listed in the RFP and includes additional area's</p>	20 Points	

	<p>deliverables under the Statement of Work. This work plan should include but is not limited to:</p> <ul style="list-style-type: none"> <li>a. Scheduling of deliverables and milestones</li> <li>b. Task breakdown</li> <li>c. Level of effort breakdown</li> <li>e. Reporting and debriefing arrangements including a description of the how the performance of the work will be monitored, including information on quality control methods and reporting mechanisms.</li> </ul>	<p>not listed which demonstrates a high quality deliver and timely production of all required deliverables in the Statement of Work-<b>20-18 points.</b></p> <p>Provides an overview of a very good plan for the timely production and delivery of all required deliverables –<b>17-15 points.</b></p> <p>Provides an overview of a good plan for the timely production and delivery of all required deliverables – <b>up to 14 points.</b></p> <p>Provides an overview of an unsatisfactory plan for the timely production and delivery of all required deliverables or is non-responsive – 0 points.</p> <p><b><i>A key to the terms “Excellent, Very Good, Good, Unsatisfactory and Non-Responsive” is depicted at the end of the Evaluation Grid</i></b></p>		
R2	<p>The Bidder shall provide a methodology that clearly demonstrates an approach that will lead to successful completion of the project objectives by demonstrating in their proposal an understanding of the scope of work and objectives without paraphrasing or repeating from the Statement of Work (SOW).The following areas will be evaluated</p> <ul style="list-style-type: none"> <li>1)Understanding of objectives (<b>Up to 10pts</b>)</li> <li>2)Understanding of the scope of work and the tasks required to produce a high-quality end product (<b>Up to 10pts</b>)</li> <li>3)Identify potential risks and problem areas and provide a realistic plan for mitigating risks (<b>Up to 10 points</b>)</li> </ul>	<p>Provides an excellent methodology that addresses all requirements identified in the Statement of Work and will realistically achieve a high quality delivery of the project objectives – 30 points</p> <p>Provides a very good methodology that addresses all requirements identified in the Statement of Work and will realistically achieve a high quality delivery of the project objectives with minor adjustments– 24 points</p> <p>Provides a good methodology that addresses most of the requirements identified in the Statement of Work and will realistically achieve a quality delivery of the project objectives with a few key adjustments to the data collection methodology– 18 points</p> <p>Provides an unsatisfactory</p>	30 Points	

		methodology that will not realistically achieve a high quality delivery of the project objectives or is non-responsive – 0 points		
R3	<p><b>Proposed Team (10 points)</b></p> <p>The Bidder demonstrates that the cumulative experience of the proposed team has professional experience in a similar role and has completion of <b>five (5)</b> recent projects (within the last eight (8) years) of similar size and scope or an equivalent combination of larger and smaller projects.</p> <p><b>Information to be submitted:</b></p> <p>The response to be provided here can consist of existing material (resumes, brochures, corporate profiles, reference letters, etc.). To facilitate evaluation, information on the individual must include:</p> <ol style="list-style-type: none"> <li>1. area(s) of expertise of individuals being proposed (including project manager and site supervisor(s) who would be</li> <li>2. involved with the project and the role for which they will be responsible;</li> <li>3. individuals' years of experience;</li> <li>4. list of projects accomplished by the individuals;</li> <li>5. responsibilities held, by the individuals being proposed, for projects they have completed; and</li> <li>6. certification and licensing of personnel, as appropriate.</li> </ol>	<p>Demonstrates that the proposed project team members have excellent knowledge of the subject areas and experience in projects of similar nature as evidenced by at least five (5) related projects – 10 points.</p> <p>Demonstrates that the proposed project team members have very good knowledge of the subject areas and experience in projects of similar nature as evidenced by at least four (4) related projects – 8 points.</p> <p>Demonstrates that the proposed project team members have good knowledge of the subject areas and experience in projects of similar nature as evidenced by at least three (3) related projects – 6 points.</p> <p>Demonstrates that the proposed project team members have a minimal knowledge of the subject areas and experience in projects of similar nature as evidenced by one (1) to two (2) related projects – 4 points.</p> <p>The Bidder fails to demonstrate or address this criterion.-0 points</p>	10 Points	
		Total Available Points	60	
		Total Points required to be deemed compliant (70%)	42	

<b>Excellent (Maximum Points Available)</b>	The Bidder's response to this criterion is in depth and the requirement is exceeded. The knowledge, experience or approach demonstrated should ensure highly effective performance on this aspect of the work.
<b>Very Good</b>	The Bidder's response to this criterion addresses the requirement well. The knowledge, experience or approach demonstrated should ensure more than adequate performance on this aspect of the work.
<b>Good</b>	The Bidder's response satisfactorily addresses this criterion. The knowledge, experience or approach demonstrated should meet the minimum needed for adequate performance on this aspect of the work.
<b>Unsatisfactory</b>	The Bidder's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
<b>No Response</b>	The Bidder does not address the criterion.

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## SECTION “III” – FINANCIAL BID

Financial Bids will only be evaluated after the evaluation of the Technical Bid is complete. If it becomes clear that the Financial Bid score would not alter the overall scoring of the bid, the Financial Bid will not be considered.

**All the information required in this section must be provided in Bidders’ Financial Bid.**

**7.1 Limitation of Expenditure**

The Bidder must provide firm, all-inclusive Hourly rates, inclusive of overhead and profit, Canadian customs duties and excise taxes included. The Bidder must also identify any estimated expenses, if applicable.

The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

**7.2** Bidders must provide their Financial Bid in accordance with the Pricing Schedule provided below. All payments will be made in accordance with the Pricing Schedule and the proposed Basis of Payment of the Contract.

**7.3** Exchange rate fluctuation protection is not offered.

**7.4** The Financial Bid must contain a detailed breakdown of the **total estimated price for Professional Fees,**

**i. Hourly Rate**

For each proposed resource, including subcontractors, the Bidder should indicate the proposed all inclusive hourly rate.

Note: Canada will not pay the Contractor its fixed time rates for any time spent in “travel status” (e.g time spent travelling by car or plane, or time spent travelling to and from the airport).

**ii. Goods and Services Tax / Harmonized Sales Tax**

Various items in the Financial Bid may be subject to GST / HST or custom duties, and this charge must be included in the cost estimates for travel and other expenses and as a separate line item for the professional services.

**7.5** Financial Bids not meeting the above requirements will be considered non-responsive and will not be given any further consideration.

**7.6 Price Justification**

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

- a current published price list indicating the percentage discount available to Canada; or
- a recent 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
- other supporting documentation as requested by Canada.

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## 8.0 PRICING SCHEDULE

### Professional services

The Bidder must provide firm, all inclusive hourly rates as detailed below. **Overhead and profit are included in the rates provided.** All prices are FOB destination, GST / HST extra for Labour.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the RFP will be consistent with this data.

Contract award to July 31, 2018

Resources required	Hourly rate (CAD \$)	Estimated Level of Effort (Hours)	Total cost (CAD \$)
Field Tech		1450 Hrs	\$
Epidemiologist		35 Hrs	\$
Total tendered price for professional fees for evaluation	\$ _____		
GST or HST as applicable	\$ _____		

**NOTE: THE CONTRACT VALUE AWARDED TO THE SUCCESSFUL BIDDER WILL BE BASED ON THE TOTAL TENDERED PRICE OF THE BIDDER'S PROFESSIONAL FEES AND THE PREDETERMINED ESTIMATED COST FOR REIMBURSABLE EXPENSES.**

## 9.0 COST REIMBURSABLE EXPENSES: CONTRACT AWARD TO JULY 31, 2018

**Cost reimbursable elements will not be evaluated:** The Bidder will be reimbursed the following expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead.

**Travel expenses has been estimated at a maximum of \$32,137.50** (GST/HST included)

i.e. Transportation, Meals and Accommodation

Expenses will be reimbursed using the most current National Joint Council Travel Directive at <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>.

This cost is for any expenditure directly related to complete the work identified in the SOW requesting that the Bidder travel outside of the normal place of business area. Canada will not accept any travel and living expenses for travel within their normal business area.

The Bidder must submit a copy of receipt(s) for payment. Original receipts may be requested at any time by Canada.

**Other expenses has been estimated at a maximum of \$18,790.00,** (GST/HST included)

i.e: Samples Collected, shipping, equipment purchased, rentals, materials. The Bidder must submit a copy of receipt(s) for payment. Original receipts may be requested at any time by Canada.

Note: Bidders must not submit expenses which normally fall under “overhead costs.” Unless otherwise specified, overhead costs should be included in the hourly rates above.

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**SECTION “IV” CERTIFICATIONS**

**The following information must be submitted along with Section “III,” Financial Bid as well as the Technical Bid and a signed covering letter.**

**9.0 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 \_\_\_\_\_

**10.0 CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The RFP Authority will have the right to ask for additional information to verify Bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the RFP Authority for additional information will also render the Bid non-responsive.

**10.1 Certification of Education, Experience and Qualifications**

The Bidder 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.

Canada reserves the right to verify the above certification and to declare the bid non-responsive for any of the following reasons:

- an unverifiable or untrue statement; or
- unavailability of any person proposed on whose statement of education and experience the Canada relied to evaluate the Bid and award the contract.

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## 10.2 Certification of Availability and Status of Personnel

### Availability of Personnel and Facility

The Bidder certifies that, should it be authorized to provide services under any Contract resulting from this RFP, the persons and facility proposed in its bid will be available to commence performance of the Work within a reasonable time from Contract award and will remain available to perform the Work in relation to the fulfilment of this requirement.

### Status of Personnel

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the Work to be performed in fulfilment of this requirement and to submit such person's résumé to the RFP Authority.

During the evaluation of its bid, the Bidder must upon the request of the RFP Authority provide a copy of such written permission, in relation to any or all resources proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's bid from further consideration.

## 10.3 Former Public Servant Certification

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

### Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means 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.

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***Former Public Servant in Receipt of a Pension***

As per the above definitions, is the Bidder a FPS in receipt of a pension?

**Yes** ( )

**No** ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- 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](#).

***Work Force Adjustment Directive***

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**Yes** ( )

**No** ( )

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

**10.4 Joint Venture/Partnership**

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A joint venture is not considered a "person" for registration purposes, whereas a partnership is. Therefore, a partnership can have a BN; a joint venture cannot. A joint venture is limited in scope; a partnership is generally an ongoing business relationship that exists between persons carrying on common business.

A joint venture is an arrangement where two or more persons (participants) work together in a limited and defined business undertaking. Ordinarily, all participants of the joint venture contribute assets, share risks, and have mutual liability.

The Bidder certifies that its bid is submitted to Canada as a: (please choose one)

Sole proprietorship

A corporation

Partnership

A joint venture

\* In the case of a Joint Venture, the Bidder must provide the following details as part of its bid:

- a. the name of each member of the joint venture;
- b. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- c. the name of the joint venture, if applicable.

#### 10.5 Federal Contractor's Program for Employment Equity Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list

([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

#### Complete both A and B.

A. Check only one of the following:

- ( ) A1. The Bidder certifies having no work force in Canada.
- ( ) A2. The Bidder certifies being a public sector employer.
- ( ) A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ( ) A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

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( ) A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

**OR**

( ) A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

( ) B1. The Bidder is not a Joint Venture.

**OR**

( ) B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

#### 10.6 Signature and certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Financial Bid

*(in accordance with:  
the pricing schedule submitted by the Bidder)*

\_\_\_\_\_  
*(state amount in words)*

Applicable taxes

*(in accordance with  
the taxes identified in the pricing schedule)*

\_\_\_\_\_  
*(state amount in words)*

*all amounts are in Canadian Dollars*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name and Capacity*

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## SECTION “V” - GENERAL INSTRUCTIONS

### **G11 INTERPRETATION**

In this RFP:

- 1.1 Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both.
- 1.2 “Her Majesty”, the “Minister” or “Canada” means Her Majesty the Queen in right of Canada, as represented by the Minister of Health, acting through the Public Health Agency of Canada (referred to herein as the “Minister”).

### **G12 RESPONSIVENESS**

- 2.1 For a bid to be considered responsive, it must comply with all of the requirements of this RFP identified as mandatory. “Mandatory Requirements” are also expressed by using imperative verbs such as “shall”, “will” and “must”.

### **G13 ENQUIRIES – BID SOLICITATION STAGE**

- 3.1 All enquiries or issues concerning this RFP must be submitted in writing to the RFP Authority identified in A2 as early as possible within the bid solicitation period. Enquiries and issues must be received within the timeframe described in A10 to allow sufficient time to provide a response. Enquiries received after that time may not be answered prior to the closing date.
- 3.2 To ensure consistency and quality of information provided to Bidders, the RFP Authority will give notice, in the same manner as this RFP, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.
- 3.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the RFP Authority named herein. Non-compliance with this condition during the bid solicitation period will (for that reason alone) result in bid disqualification.

### **G14 BIDDER’S SUGGESTED IMPROVEMENTS DURING BID SOLICITATION PERIOD**

- 4.1 Should any Bidder consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Bidder is invited to make suggestions, in writing, to the RFP Authority named herein. The Bidder must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are received by the RFP Authority within the timeframe described in article A10 to allow sufficient time to provide a response. Canada reserves the right to accept or reject any or all suggestions.

### **G15 BID PREPARATION COSTS**

- 5.1 The costs, including travel incurred by the Bidder in the preparation of its bid, of any resulting contract will be the sole responsibility of the Bidder and will not be reimbursed by Canada.

### **G16 BID DELIVERY**

- 6.1 Bids or amendments thereto, will only be accepted by the RFP Authority if they are received at the address indicated in A1, on or before the closing date and time specified in A7.
- 6.2 Responsibility for bid delivery: the Bidder has the sole responsibility for the timely receipt of a bid by Canada and cannot transfer this responsibility to Canada. Canada will not assume responsibility for bids that are directed to an address other than the one stipulated in A1.
- 6.3. Late bids: Bids received after the closing date and Time specified in A7 will be deemed non-responsive and will not be considered for contract award.

### **G17 RIGHTS OF CANADA**

Canada reserves the right:

- 7.1 during bid evaluation, to submit questions to or conduct interviews with Bidders, at Bidders’ cost, upon forty eight (48) hours’ notice, to seek clarification or to verify any or all information provided by the Bidder with respect to this RFP;
- 7.2 to reject all bids received in response to this RFP;
- 7.3 to accept any bid in whole or in part without prior negotiation;
- 7.4 to cancel and/or re-issue this RFP at any time;
- 7.5 to award one or more contracts, if applicable;
- 7.6 to not accept any deviations from the stated terms and conditions;
- 7.7 to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful bid in any resulting contract; and
- 7.8 to not contract at all.

### **G18 INCAPACITY TO CONTRACT WITH GOVERNMENT**

- 8.1 By submitting a bid, the Bidder declares that the Bidder has not been convicted of an offence under the following provisions of the *Criminal Code*:
  - Section 121, Frauds upon the Government;
  - Section 124, Selling or Purchasing Office; or
  - Section 418, Selling Defective Stores to Her Majesty,Other than an offence for which a pardon has been granted.
- 8.2 Canada may reject a bid where the Bidder, including the Bidder’s officers, agents and employees, has been convicted of an offence referred to in clause 8.1. Where Canada intends to reject a proposal pursuant to this provision, the RFP Authority will so inform the Bidder and provide the Bidder ten (10) calendar days within which to make representations, prior to making a final decision on the bid rejection.

### **G19 INCURRING OF COSTS**

- 9.1 No costs incurred before receipt of a signed contract or specified written authorization from the RFP Authority can be charged to any resulting contract. In addition, the Contractor is not to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any government personnel other than the Contracting Authority. The Bidder’s attention is drawn to the fact that the Contracting Authority is the only authority which can commit Canada to the expenditure of the funds for this requirement.

### **G110 BIDDERS NOT TO PROMOTE THEIR INTEREST IN THE PROJECT**

- 10.1 Bidders must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this project.

### **G111 PROPERTY OF CANADA**

- 11.1 Bids received on or before the stipulated RFP closing date and time will become the property of Canada and may not be returned. All bids will be treated as confidential, subject to the provisions of the *Access to Information Act* (R.S. 1985, c. A-1) and the *Access to Information Act* (R.S. 1985, c. A-1) and *Privacy Act* (R.S., 1985, c. P-21).

### **G112 PRICE JUSTIFICATION**

- In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on the RFP Authority's request, one or more of the following price justifications:
- 12.1 a current published price list indicating the percentage discount available to Canada; or
  - 12.2 copies of paid invoices for like quality and quantity of the goods, services or both sold to other customers; or

- 12.3 a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.; or
- 12.4 price or rate certification; or
- 12.5 any other supporting documentation as requested by the RFP Authority

**GI13 ANNOUNCEMENT OF SUCCESSFUL BIDDER**

- 13.1 If this RFP was advertised on the “Buyandsell.gc.ca” tendering service, the name of the successful Bidder will be announced on Buyandsell.gc.ca upon contract award and sign off.
- 13.2 If this RFP was not advertised on “Buyandsell.gc.ca,” Canada will communicate to all Bidders the name and address of the successful Bidder as well as the total dollar value and award date for the contract only after contract sign-off.

**GI14 PS ONLINE - TRADING PARTNERS AGREEMENT**

- 14.1 If this RFP invite suppliers from the PS Online, the General Conditions, Supplemental General Conditions applicable to this requirement and Clauses of General application set-out in the Trading Partner Agreement shall form part of this RFP.

**GI15 APPLICABLE LAWS**

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

**GI16 CONTINGENCY FEE**

- 16.1 The Bidder declares that the Bidder has not, directly or indirectly, paid or agreed to pay, and will not, directly or indirectly pay, a Contingency Fee to any individual for the solicitation, negotiation or obtaining of the contract if the payment of the fee would require the individual to file a return under section 5 of the *Lobbying Act*, R.S.C., 1985, c. 44 (4th Supp.). In this section, “Contingency Fee” means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining a government contract or negotiating the whole or part of its terms.

**GI17 CONFLICT OF INTEREST – UNFAIR ADVANTAGE**

- 17.1 In order to protect the integrity of the procurement process, Bidders are advised that Canada may reject a bid in the following circumstances:
  - (a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest; or
  - (b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to available to other Bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
- 17.2 The experience acquired by a Bidder who is providing or has provided the goods and services described in the RFP (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
- 17.3 Where Canada intends to reject a bid under this section, the RFP Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final

decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before the bid Closing Date.

- 17.4 By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or appearance of conflict of interest or unfair advantage exists.

**GI18 CONDUCT OF EVALUATION**

- 18.1 In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
  - (a) seek clarification or verification from Bidders regarding any or all information provided by them with respect to the bid solicitation;
  - (b) contact any or all references supplied by Bidders to verify and validate any information submitted by them;
  - (c) request, before award of any contract, specific information with respect to Bidders' legal status;
  - (d) conduct a survey of Bidders' facilities and examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;
  - (e) correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation; in the case of error in the extension of prices, the unit price will govern;
  - (f) verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties; and
  - (g) interview, at the sole costs of Bidders, any Bidder and any or all of the resources proposed by Bidders to fulfill the requirement of the bid solicitation.
- 18.2 Bidders will have the number of days specified in the request by the RFP Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

**GI19 BIDDER DEBRIEFINGS**

- 19.1 Should you require additional information or a debriefing regarding your bid, please contact the RFP authority identified in A2 to schedule a meeting either by phone or in person. Debriefings provide bidders an opportunity to understand where their bids may need to be improved in response to future solicitations. After the debriefing, and if needed, you will be provided with information on other dispute resolution options available to you such as the Office of the Procurement Ombudsman (OPO) or other appropriate recourses.

## 1. Scope

### 1.1. Title

Retail food surveillance in Ontario: Sample Collection 2015-18.

### 1.2. Introduction

The Contractor will perform and oversee the collection of samples of fresh retail food for the Canadian Integrated Program for Antimicrobial Resistance Surveillance (CIPARS) in Ontario from November 2015 through July, 2018.

### 1.3. Objectives of the Requirement

To conduct retail food surveillance in Ontario - the specific objectives for the work of this contract are:

- 1) To plan and conduct collection of retail meat samples according to the CIPARS Retail sampling schedule and sampling protocols in Ontario from November 2015 – July 2018. This includes all travel and sample related costs.
- 2) Submit all retail meat samples collected in Ontario to the CIPARS laboratories in strict accordance with CIPARS Retail standard operating procedures for microbiological testing from November 2015 – July 2018.
- 3) Collect all retail store and sample data from Ontario in strict accordance with CIPARS Retail standard operating procedures, and submit these data to the CIPARS laboratories from November 2015 – July 2018.

These retail surveillance activities in Ontario will compliment other retail activities currently underway in other areas across Canada as part of the Canadian Integrated Program for Antimicrobial Resistance Surveillance (CIPARS).

### 1.4. Background and Specific Scope of the Requirement

The Canadian Integrated Program for Antimicrobial Resistance Surveillance is a part of a set of activities undertaken by the CIPARS (Canadian Integrated Program for Antimicrobial Resistance Surveillance) Division, Centre for Food-borne, Environmental Zoonotic Infectious Diseases, Public Health Agency of Canada to conduct research and surveillance on antimicrobial resistance in the food continuum. It follows recommendations made by the Health Canada Advisory Committee on Animal Uses of Antimicrobials and Impact on Resistance and Human Health and the World Health Organization to establish a system for monitoring antimicrobial resistance in animals and animal-derived food products. This work is one component of a Public Health Agency of Canada/Health Canada effort to develop a national strategy for antimicrobial resistance and use in Canadian agriculture, a strategy which includes surveillance, research, risk assessment and the development and promotion of antimicrobial prudent use guidelines.

Retail meat represents a logical sampling node for surveillance of antimicrobial resistance in the food chain as it is the endpoint of the food pathway, (i.e. the point of consumer exposure prior to the kitchen). The retail component of the Canadian Integrated Program for Antimicrobial Resistance Surveillance was established in 2003 in Ontario and Québec involving sampling of ground beef, pork shoulder chops and skin-on chicken legs. Routine sampling in Saskatchewan was added in 2004. Expansion to other provinces including those of Atlantic Canada was proposed, and strongly recommended by a November 2005 external expert review panel and implemented via a “contract model” in 2009. As surveillance is

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primarily geared to assess trends over time, it is most informative when data is continually collected over multiple years in an on-going fashion. As CIPARS-Retail is ultimately envisioned to be a Canada-wide program, there is a need to continue routine CIPARS-Retail sampling activities in all provinces/regions possible.

Recently, CIPARS was advised by human resources and senior management that the current staffing model whereby most field work (i.e. sampling) is performed by dedicated CIPARS/FoodNet Canada casual or part-time field workers directly employed by the Public Health Agency of Canada will need to change. Rather than hire field staff directly, human resources and senior management desire the Canadian Integrated Program for Antimicrobial Resistance Surveillance to contract out all aspects of CIPARS-Retail field work in order to deliver this component of CIPARS. This is the reason for this contract.

In consultation with the CIPARS Division, Centre for Food-borne, Environmental Zoonotic Infectious Diseases, the Contractor will conduct sampling of fresh raw chicken, turkey, beef, pork, and seafood (shrimp, salmon) at retail outlets/stores for CIPARS to assess the feasibility of a “contract model” for Ontario retail and to provide CIPARS Retail surveillance program continuity in this province.

## 2. Requirements

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

In consultation with representatives of the Laboratory for Foodborne Zoonoses and other project collaborators, the Contractor shall:

1. Purchase samples of fresh (not previously frozen) skin-on chicken legs (approximately 785 samples from November 2015 – July 2018; 180 samples in 2015-16, 425 samples in 2016-17, 180 samples in 2017-18), ground turkey (approximately 589 samples from November 2015 – July 2018; 135 samples in 2015-16, 319 samples in 2016-17, 135 samples in 2017-18), ground beef (regular, medium, lean or extra lean) (approximately 589 samples from November 2015 – July 2018; 135 samples in 2015-16, 319 samples in 2016-17, 135 samples in 2017-18) and pork shoulder chops (approximately 785 samples from November 2015 – July 2018; 180 samples in 2015-16, 425 samples in 2016-17, 180 samples in 2017-18) per year, and collect the accompanying store and sample (epidemiological) data at retail outlets in Ontario according to the provided annual sampling schedules from November 2015 – July 2018.
2. Purchase approximately 160 seafood samples (e.g. shrimp, salmon) from November 2015 – July 2018 (40 samples in 2015-16, 80 samples in 2016-17 and 40 samples in 2017-18) and collect the accompanying store and sample (epidemiological) data at retail outlets in Ontario according to the provided annual sampling schedules from November 2015 – July 2018.
3. Provide a copy of all retail sample (chicken, turkey, pork, beef, and seafood) and store-related data following each sampling day for the purposes of data validation and entry.
4. Provide brief CIPARS Retail sampling quarterly reports which will include a tabular sample summary as well as describe any methodological and/or operational issues that were encountered during the applicable quarterly retail sampling period sampling and proposed solutions if necessary. These reports will be submitted on the following dates:

December 31st, 2015

June 30th, 2016

September 30th, 2016

December 31st, 2016

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June 30th, 2017  
September 30th, 2017  
December 31st, 2017  
March 31st, 2018

5. Prepare three (3) annual reports detailing the 2015-16, 2016-17 and 2017-18 Ontario CIPARS Retail sampling experiences, which will describe any methodological and/or operational issues that were encountered during these two sampling periods and proposed solutions if necessary. These reports will include insight on issues that will help CIPARS related retail sampling activities in Ontario operate more efficiently in the future.

These reports will be submitted before or on the following dates:

March 31st, 2016  
March 31st, 2017  
July 31st, 2018

## 2.2. Specifications and Standards

Reports and field data will be submitted in electronic format in accordance with protocols used by the Canadian Integrated Program for Antimicrobial Resistance Surveillance. Data and retail food samples will be collected and shipped according to the protocols developed by the Canadian Integrated Program for Antimicrobial Resistance Surveillance. Acceptance of the samples at the Canadian Integrated Program for Antimicrobial Resistance Surveillance laboratories (retail food) and reports described in section 2.1 by the Project Authority will determine the completion and satisfactory nature of the work.

## 2.3. Technical, Operational and Organizational Environment

The field work to be carried out in execution of the contract will follow the specifications outlined in the Canadian Integrated Program for Antimicrobial Resistance Surveillance protocol and sampling schedule for retail fieldwork which will be provided to the Contractor's Representative and Contact by the Project Authority. Any deviation from the Canadian Integrated Program for Antimicrobial Resistance Surveillance protocols (retail) will be agreed upon by the Contractor Representative and Contact and the Project Authority.

## 2.4. Method and Source of Acceptance

Availability to sample and field data migrating into the central data repository (CIPARS Retail) and review of the reports listed in section 2.1 by the Project Authority will establish the acceptability of the work. To be accepted by the Project Authority, data and all reports must be complete, formatted and organized in a manner similar to other data collected across the programs.

## 2.5. Reporting Requirements

One (1) copy of the reports in hard copy and electronic format will be delivered to the Project Authority on or before the dates specified in section 2.1.

## 2.6. Project Management Control Procedures

The Contractor Representative and Contact will provide the Project Authority with bi-monthly progress updates by email or face-to-face updates until the completion of the project. Face-to-face meetings or conference calls with the necessary parties will be held if problems or issues arise.

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### 3 Other Terms and Conditions of the SOW

#### 3.1 Public Health Agency of Canada Obligations

1. The Public Health Agency of Canada Project Authority (or an appropriate delegate) will respond to inquiries and requests for clarification from the Contractor Representative and Contact or other agents of the Contractor within five business days.
2. The Public Health Agency of Canada Project Authority will make himself or appropriate staff available for consultation related to the execution of the contract requested by the Contractor Representative Related to the execution of the contract.
3. The Public Health Agency of Canada will provide the Contractor Representative and Contact with the Canadian Integrated Program for Antimicrobial Resistance Surveillance retail sampling schedule and sampling protocols for Ontario.
4. The Public Health Agency of Canada will provide the Contractor Representative and Contact with Canadian Integrated Program for Antimicrobial Resistance Surveillance sample shipping protocols (retail).
5. The Public Health Agency of Canada will provide the Contractor Representative and Contact with resources to train the Contractor field worker technician, and provide feedback on the execution of the field worker technician's activities relative to the Canadian Integrated Program for Antimicrobial Resistance Surveillance (retail) protocols.
6. The Public Health Agency of Canada will provide the Contractor Representative and Contact with all sampling supplies needed to perform sampling of raw, fresh meat and seafood at retail including a laptop PC or tablet PC for data collection using the custom Labware-compatible electronic submission form as well as any shipping supplies including pre-paid courier waybills.

#### 3.1 Contractor's Obligations

1. Unless otherwise specified, the contractor shall use its own equipment and software for the performance of this Statement of Work.
2. Title to the equipment/furnishings provided to the Contractor to complete the work against this Contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.
3. For each item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.
4. The Contractor shall label all equipment/furnishings as being the property of Canada.
5. Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings shall remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor shall take reasonable and proper care of the equipment/furnishings.

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6. In addition to 2.1 and 2.6, the Contractor will keep adequate (e.g. up-to-date raw data in tabular form, sample frequency summaries etc.) records related to the contracted work available for review.

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

The field work (i.e. CIPARS Retail meat and seafood sample collection) will be conducted in selected Census Divisions across Ontario which, are to be determined. The work of the Contractor will be delivered to the Project Authority on behalf of Public Health Agency of Canada.

### 3.3 Language of Work

All work and deliverables will be conducted in English.

### 3.4 Security Requirements

Not required. Services provided will be conducted off-site and not on PHAC premises, nor making use of the PHAC network. None of the work will necessitate access to any Classified/Protected information or assets.

### 3.5 Insurance Requirements

It shall be the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfil 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 their expense.

### 3.6 Travel and Living

All travel and living expenses must be pre-approved by the Departmental Representative and will be conducted in accordance to the terms of payment and the Treasury Board Travel Directive (car rental and hotel will be reimbursed based on actual expenses and meals will be reimbursed based on the TB meal allowance). From November 2015 – July 2018, approximately 67-70 CIPARS Retail sampling trips (taking approximately 94-96 sampling days) will be conducted across Ontario. In 2015-16, approximately 15 CIPARS Retail sampling trips (taking approximately 22 sampling days) will be conducted across Ontario. In 2016-17, approximately 37 CIPARS Retail sampling trips (taking approximately 50 sampling days) will be conducted across Ontario. In 2017-18, approximately 15 CIPARS Retail sampling trips (taking approximately 22 sampling days) will be conducted across Ontario.

## 4 Project Schedule

### 4.1 Expected Start and Completion Dates

The services of the Contractor will be required from November 23, 2015 to July 31, 2018.

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

Refer to section 2.1.

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

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The Contractor's resources will collect fresh meat, poultry, and seafood samples from retail outlets across Ontario from pre-selected census divisions, all associated field (e.g. sample, store) data and send all samples/data to the Canadian Integrated Program for Antimicrobial Resistance Surveillance laboratories in Guelph, Ontario and Saint Hyacinthe, Québec. This requires from the Contractor resource team as a whole, an expertise in microbiology, pharmacology, food safety, and antimicrobial resistance. The distribution of the roles amongst the Contractor's resources is at the discretion of the Contractor Contact and Representative.

## **6 Applicable Documents and Glossary**

### **6.1 Applicable Documents**

Refer to section 3.1 for specific documents.