



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to / Propositions aux:
macsbids@statcan.gc.ca

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Date of Solicitation – Date de l’invitation:

24 December 2015

Address inquiries to – Adresser toute demande de renseignements à:

macsbids@statcan.gc.ca

Area code and Telephone No.

Code régional et N° de téléphone

(613) 882-2610

Facsimile No.

N° de télécopieur

Destination

macsbids@statcan.gc.ca

Instructions :

Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:

Les taxes municipales ne s’appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Solicitation No – N° de l’invitation :

1920-0015000/b

Solicitation closes – L’invitation prend fin

At – à : 14:00 EST

On – le : 15 January 2016

Update – Mise à jour :

Delivery required – Livraison exigée

Decembre

Delivery offered – Livraison proposée

Vendor Name and Address – Raison sociale et adresse du fournisseur

Facsimile No – N° de télécopieur :

Telephone No – N° de téléphone :

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression).

Name – Nom :

Title – Titre :

Signature

Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, and the Basis of Payment.

1.2 Summary

- 1.2.1 Statistics Canada has a requirement for the analysis of retinal scan data obtained during the collection of the Canadian Health Measures Survey (CHMS). The period of the contract is to be from contract award to 31 March 2020. The work is to take place off site at the location of the contractor.
- 1.2.2 The requirement is subject to the Agreement on Internal Trade (AIT).

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.



2.2 Submission of Bids

Bids must be submitted, by email only, to the Contracting Authority, as identified in Part 5 – Resulting Contract Clauses by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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.

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 FPSs 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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 acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 soft copy, pdf or scanned image)

Section II: Financial Bid (1 soft copy, pdf or scanned image)

Section III: Certifications (1 soft copy, pdf or scanned image)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex B. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5, and the Former Public Servant certification under Part 2 section 2.3.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the "technical", and "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.



4.1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

MTC #	Mandatory Technical Criteria (MTC)	Proposal Page Number	Pass/Fail
MTC1	<p><u>Technician</u> The bidder must demonstrate that each proposed resource is trained or certified to grade retina and Optic Disk images.</p> <p>At a minimum the Bidder must provide the following information, for each proposed resource, in order to demonstrate the experience submitted in response to the criterion.</p> <ul style="list-style-type: none"> • A diploma certifying that the resource is an Ophthalmologist; and, • A certificate of registration with the college of physicians or • A diploma indicating that the resource has a Bachelor’s degree of Science; and, • A certificate certifying that the resource has been trained and certified in Retina and Optic Disk grading by an Ophthalmologist who is qualified to provide training to grade Retina and Optic Disk images. 		
MTC2	<p><u>Technician</u> The bidder must demonstrate that a senior FDT technician will train each proposed resource to grade FDT results by January 26, 2016.</p> <p>At a minimum the Bidder must provide the following information, for each proposed resource, in order to demonstrate the experience submitted in response to the criterion.</p> <p>The name of the trainer, as well as the name and current business e-mail address and/or business telephone number for the Employee’s delegated representative who would be able to confirm the information provided by the Bidder.</p>		
MTC3	<p><u>Adjudicator (Supervisor)</u> The bidder must demonstrate that:</p> <ol style="list-style-type: none"> 1. The proposed resource is qualified to grade retina and Optic Disk images as well as to grade FDT results; 2. The proposed resource has at least 5 years of cumulative experience within the last 10 years in 		



	<p>the detection of glaucoma in hospitals, clinical settings or university research facilities; and,</p> <p>3. The proposed resource has at least 5 years of cumulative experience within the last 10 years in the detection of retinal disease in hospitals, clinical settings or university research facilities</p> <p>At a minimum the Bidder must provide the following information, for each proposed resource, in order to demonstrate the experience submitted in response to the criterion.</p> <ul style="list-style-type: none"> • A diploma certifying that the resource is an Ophthalmologist • A certificate of registration with the college of physicians; and, • Description of how the experience was accumulated. • Client name for which the services were rendered, as well as the name and current business e-mail address and/or business telephone number for the client's delegated representative who would be able to confirm the information provided by the Bidder. • Project start/end dates and duration, providing period of time over which the experience was acquired, in the format: (month/year) to (month/year). 		
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4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0222T (2014-06-26), Evaluation of Price

4.2 Basis of Selection.

4.2.1 Mandatory Technical Criteria

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.



5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.1.2 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.1.3 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.1.2 Task Authorization

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.2.1 Task Authorization Process

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1. Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or



submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$_____ (*insert amount*), Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the *Contracting Authority* before issuance.

6.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5%.

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.



6.3 Security Requirements

There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract.

The period of the Contract is from date of Contract to 31 March 2020 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Brooke Monette
Title: Contracting Officer
Organization: Statistics Canada
Address: 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Telephone: 613-882-2610
Facsimile: 613-951-3189
E-mail address: brooke.monette@statcan.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: (To be determined at contract award).

Name:
Title:
Organization:
Address:

Telephone:
Facsimile:
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.



6.5.3 Contractor's Representative (To be determined at contract award).

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are _____ (*insert "included", "excluded" or "subject to exemption, as applicable"*) and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Payment – Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment



6.7.4 Taxes – Foreign-based Contractor

SACC Manual clause [C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

Financial and Administrative Services Division (FASD)

RH Coats Building, Finance Counter (RHC 7A)
100 Tunney's Pasture Driveway, Ottawa, ON K1A 0T6
Financecounter@statcan.gc.ca

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2015-07-03), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " **or** ",as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).



6.12 Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

6.13 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

6.14 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will review a complaint filed by (the supplier or the contractor or the name of the entity awarded this contract) respecting administration of this contract if the requirements of Subsection 22.2 (1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



ANNEX "A"

STATEMENT OF WORK

Statement of Work (SOW)

SW.1.0 TITLE

Vision Quality Control Review for the Canadian Health Measures Survey

SW.2.0 BACKGROUND

The Health Statistics Division of Statistics Canada (STATCAN) will begin collecting the fifth cycle of the Canadian Health Measures Survey (CHMS) with 5700 Canadians in January 2016. As part of the survey, respondents aged 6-79 years will be asked to have their vision tested. The vision component will consist of up to four different tests depending on the respondent's age, and will be administered at the CHMS Mobile Examination Centre (MEC). The tests include: a visual acuity test (administered to respondents ages 6-19, 20-39 with type 1 or type 2 diabetes and 40-79), a frequency doubling visual field test, intraocular pressure test and retinal photography (administered to all respondents ages 40-79 and respondents 20-39 with type 1 or type 2 diabetes). The physical measures data collected for the visual field test and retinal photography must be reviewed following collection in order to ensure that they meet STATCAN guidelines for quality and to interpret valid test results.

The external review of these test results by a team of experts, prior to reporting results to respondents and dissemination, is required due to the specialized nature of the data and lack of subject matter experts at STATCAN.

SW.3.0 OBJECTIVES

The objectives are to:

a) Assess test validity

- The QC review team is required to review the tests results collected for the visual field test and retinal photography to determine whether they are valid. Invalid results:
 - i) Will not be assessed for test quality or be eligible for interpretation; and
 - ii) Will not be reported to respondents or recommended for inclusion in analysis.

b) Assess test quality

- No test quality assessment is required for visual field test results.
- The QC review team is required to review the retinal photos and assess the quality of the images in order to determine whether the results can be interpreted and to permit collection monitoring.

c) Interpret test results

- The QC review team is required to interpret the visual field test results to determine whether they are normal.
The QC review team is required to interpret the retinal photos to assess and record pathologies.



SW.4.0 PROJECT REQUIREMENTS

SW.4.1 Tasks, Certification requirements

Two certified graders will be required to independently perform the following activities on a secure and encrypted laptop provided by Statcan, using software developed for this purpose (CHMS vision QC application). Each QC reviewer will be required to review all records in order for their review and interpretation to be compared.

The independent assessments and interpretation of each record by the certified graders will be automatically compared by the CHMS QC vision application in order to identify any inconsistencies and 'positive results'.

In the case of disparities or results identified as questionable by the certified grader, a supervisor is required to adjudicate.

Tasks/Activities
<p>Assess the validity of visual field test results:</p> <p>The QC review team is required to assess test validity based on the number of false positives and fixation errors as well as information collected regarding the respondents visual health. Each reviewer will need to record whether the test is valid in the CHMS QC vision application.</p>
<p>Assess the validity of the retinal photographs:</p> <p>The QC review team is required to assess image validity based on whether the photography captures the entire retina with the correct alignment. Each reviewer will need to record whether the test is valid in the CHMS QC vision application.</p>
<p>Assess the quality of retinal images:</p> <p>The QC review team is required to assess the quality of the image. Parameters of image quality include, but are not limited to, image focus, illumination and field definition. Each reviewer will need to code the gradability for each parameter.</p>
<p>Interpretation of visual field test results:</p> <p>The QC review team is required to interpret the visual field test results to determine whether the results are normal or abnormal. Each reviewer will need to record whether the test is normal in the CHMS QC vision application.</p>
<p>Interpretation of retinal photographs:</p> <p>The QC review team is required to interpret the retinal photographs in order to assign applicable pathologies. Pathologies include, but are not limited to, retinopathy, age related macular degeneration and macular edema. Each reviewer will need to record whether the test is normal in the CHMS QC vision application.</p>
<p>Review of disagreed and questionable grading:</p> <p>In the case of disparities or results identified as questionable by the certified grader, a supervisor is required to adjudicate. Each reviewer will need to record whether the test is normal in the CHMS QC vision application.</p>
<p>Review of positive results:</p> <p>In the case of 'positive results' (e.g., the identification of a pathology during interpretation of the retinal photograph), a supervisor is required to review the interpretation. Each reviewer will need to record whether the test is normal in the CHMS QC vision application.</p>



Review of negative grading:

Supervisors will be required to review 5% of 'negative grading' to assess whether it is a false negative report for the purpose of monitoring the QC review process. Each reviewer will need to record whether the test is normal in the CHMS QC vision application.

SW.4.2 Deliverables/Milestones, Schedule, and Constraints

Deliverables/Milestones	Time Schedule	Constraints
The reviewer must submit/send all reviewed files to Statistics Canada within the allocated time period.	The reviewer will receive approximately 40-50 cases per week. The reviewer will be required to complete this task within one week of receiving the files.	The reviewer will receive the files via EFT (Electronic File Transfer) for security reasons. The reviewer will perform this task using the laptop that is provided to them by Statistics Canada to ensure that the handling of files remains secure. The information will then be sent back to the Statistics Canada CHMS team.

SW.4.3 Reporting Requirements

The reviewer will be required to confirm that the files were received within 2 days of delivery. The reviewer is required to return the completed files within 2 weeks of confirmation of receipt.

SW.4.4 Specifications and Standards

The reviewer will be required to perform the review of all files using the quality control application provided by Statistics Canada. The application will output data files that the reviewer will send to the Statistics Canada CHMS team.

SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

SW.5.1 Contractor's Obligations

In addition to the obligations outlined in Section 2 of this Statement of Work, the Contractor shall:

- Keep all documents and proprietary information confidential meaning that data will not be shared or accessed by non deemed employees;
- Participate in teleconferences, as needed;
- Ensure that materials are stored in a secure area with restricted access meaning that safeguards are in place that will allow access only to authorized personnel.

SW.5.2 StatCan Obligations

The following StatCan obligations will be met in order to fulfill the contract:

1. Provide cases for review to the QC review team.
2. Provide technical support to deal with any software or hardware issues related to materials provided by Statistics Canada.

SW.5.3 Location of Work, Work Site and Delivery Point

All work is expected to be completed at the Contractor's location. All work will be delivered to Statistics Canada Head Office through a secure EFT account.

SW.5.4 Language of Work

The work will be done in English.



ANNEX "B"

BASIS OF PAYMENT

The per-diem rate, for the work, as described in Annex A, Statement of Work, is firm, and all inclusive, GST/HST extra if applicable. This price includes all expenses associated with the provision of the services required under this Contract; no other fees, costs or amounts will be paid.

Table 1: Bidder Financial Proposal

Category of Resource	Per Diem	Estimated number of days	Total Estimated cost (Per Diem x Estimated number of days)
Firm Per-diem Rate Technician (each)	\$ _____	2700	_____ (A)
Firm Per-diem Rate Adjudicator	\$ _____	300	_____ (B)
Total Evaluated Price = (A) + (B)			\$ _____



ANNEX "C"

TASK AUTHORIZATION FORM

(To be provided at contract award)