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REQUEST FOR PROPOSAL (RFP)

Reference Number: 1000177318

CLOSING DATE: March 2, 2016

CLOSING TIME: 2:00 PM EST

PROJECT TITLE: Educational Outreach to Health Professionals on Safe Environments, including climate change and health, the Air Quality Health Index (AQHI), Radon)

Branch/ Directorate: Healthy Environments and Consumer Safety Branch
Safe Environments Directorate
Water and Air Quality Bureau
Health Canada

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

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(Departmental Representative)**

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RFP Issue Date: February 10, 2016

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PART I**STATEMENT of WORK****1.0 Scope****1.1. Title**

Educational Outreach to Health Professionals on the Air Quality Health Index (AQHI), Climate Change and Radon

1.2. Introduction

Health Canada has a number of high priority environmental health initiatives that require engagement and training of health care providers. Given the common target audience (e.g. family physicians, public health, nurses), we seek to find new ways for Health Canada to effectively engage with health professionals and their professional associations.

The AQHI is a health management tool, designed to help people make decisions to protect their health by limiting short-term exposure to air pollution. Specifically, individuals are advised to adjust their outdoor activity levels according to their level of risk from air pollution. There are separate health messages for the general population, and messages for at-risk groups, such as children, the elderly, people with chronic respiratory and/or cardiovascular disease and diabetics. As such, the AQHI is helpful to health care professionals in counseling these high risk patients.

Radon is the second leading cause of lung cancer after smoking, the number one cause in non-smokers. It is estimated that 16%, more than 3200 lung cancer deaths in Canada are radon-induced each year. Health Canada leads an ongoing National Radon Program with an objective of raising awareness and promoting effective action to reduce the risk from radon exposure.

The significance of climate change as a public health is often underestimated by health care workers. The health impacts of climate change are complex in nature and their effect are both direct and indirect and are well illustrated by the impact of extreme heat. Health Canada leads an ongoing Extreme Heat Program to enhance community adaptation by providing guidance and expert advice to public health and emergency management in the development of heat alert and response systems, as well as training tools for health professionals to reduce the vulnerability of their community to extreme heat.

1.3 Estimated Contract Value

The total value of the contract emanating from this request shall not exceed \$383,250.00 (excluding applicable taxes) paid out over three fiscal years, including one option year (FY2016-17 = \$127,750; FY2017-18 = \$127,750; (option year) FY 2018-2019 = \$127,750).

It is important to note that approximately \$100,000 of the above referenced annual budget is expected to be used in the form of honorariums to compensate the health care professionals recruited to the "Train the trainer" program.

1.4 Objectives of the Requirement

The objectives of this initiative are as follows:

- Increase awareness among health care professionals/practitioners (HCPs) about the link

between health and the environment, particularly outdoor air quality, radon and the health impacts of climate change

- To educate HCPs about the AQHI, so as to increase the likelihood that they will use the AQHI to counsel their at-risk patients
- To educate HCPs about radon and extreme heat so as to increase the likelihood that they will counsel their at-risk patients about actions they can take to protect or lower their risk
- Engage a wide variety of HCPs across the country, including pediatricians, family physicians (FPs), nurses, asthma educators and respiratory therapists (RTs), cardiac specialists, with the potential inclusion of health professionals in other fields, for a period of 1 year (3 years should both option years are awarded).
- Execute a train-the-trainer program: using current and relevant research and evidence based on the AQHI and air pollution health effects, radon induced lung cancer and health impacts of extreme heat events; championing these environmental hazards in various regions and disciplines.

1.5 Background and Specific Scope of the Requirement

Environmental hazards such as extreme heat, radon and air pollution can effect the health and well being of Canadians, especially those at-risk. The completed requirement will result in a network of trained experts who can speak knowledgably about the AQHI, the human health impacts of air pollution, radon and extreme heat events, and who will champion the issue within their geographic area and area of specialization. Health professionals are respected and trusted by the public, they can play a critical role in educating Canadians about these important environmental health hazards and influencing their behavior to take actions to reduce their risk.

Air Quality

The AQHI, is available for over 80 locations in Canada and enables Canadians to stay informed, on a daily basis, about air pollution conditions in their communities. The tool provides real time data regarding current pollution levels in a community, and includes forecast values, to allow people to plan daily activities. The level of risk is translated into a number from 1 to 10 where the higher the number, the greater the risk and the greater the need to take precautions.

The Index pays particular attention to people who are sensitive to air pollution and provides them with specific advice on how to protect their health during air quality levels associated with low, moderate, high and very high health risks.

Radon

Radon is the second leading cause of lung cancer after smoking, approximately 16 % (3200+ annually) of lung cancer deaths among Canadians are attributable to indoor radon exposure. Health Canada (HC) leads an on-going National Radon Program (NRP) with the goal of reducing the health risks associated with radon exposure. A key component of the National Radon Program is to provide health care professionals with credible and trusted radon information and resources to help them understand the actions that can be taken to reduce the risks from radon, to increase their patient's awareness and to enable them to undertake protective activities. .

Climate change and Health

Climate change is expected to increase the risks to human health in a number of areas including

air and water quality, extreme weather events, and infectious diseases. Health Professionals need to be informed which of their patients are at greatest risk and the most effective ways their patients can protect themselves. Health Canada provides guidance and expert advice to public health and emergency management in the form of heat alert and response systems, as well as training tools for health professionals to reduce the health risks associated to extreme heat. Health Canada wants to enable individuals and communities to increase their resiliency to extreme heat events by providing science-based information to health professionals, public health and emergency management institutions. By preparing Canadians for extreme heat events, Health Canada is strengthening Canada's adaptive capacity to reduce the health impacts of our changing climate. We feel that the train the trainer program could help improve awareness and knowledge among health professional and contribute to the reduction the health impacts for Canadians from extreme heat. The climate change program is continuing to develop and extend beyond heat and may be able to support and accommodate trainers who wish to extend work to other climate change and health issues.

An on-line learning module, Extreme Heat Events, developed jointly by Health Canada, MacMaster University and the Ontario College of Family Physicians, has been accredited for 2 MainPro M1 credits by The College of Family Physicians of Canada (CFPC)
<https://machealth.ca/programs/ehe/>

Summary of the AQHI Train the Trainer Project to Date

The original Train the Trainer Project pilot study (2010-2011) allowed the recruitment of 8 family doctors from across the country. The recruits were all leaders in their medical communities who had an interest in air quality and health, environmental health in general, or respiratory health. The pilot was such a success that the project has continued since that time, growing in numbers of trainers and the breadth of information they have covered. In the currently running Project, there are approximately 40 trainers from more than 8 health fields (e.g. cardiac specialists, asthma educators, nurses, respiratory therapists, etc) and all regions of the country.

Given the success of this project for the AQHI Health Canada would like to expand the program to include radon and extreme heat events, two other significant environmental health issues with simple protective or preventative actions that can be taken to reduce risk.

2.1 Requirements

- Recruit a wide variety of health care professionals/practitioners (HCPs) from various locations across the country.
- Manage and execute a Health Canada developed training program that covers AQHI, radon and extreme heat events to train the recruited delegates.
- Plan, design, and execute an AQHI, radon and extreme heat event train-the-trainer program.
- Manage a network of trained experts who can speak knowledgably to the three topics; AQHI and air pollution human health impacts, radon and health impacts of climate change and who will champion the issues within their geographic area and area of specialization.
- Mobilize other HCPs through trainers' outreach activities.
- Evaluate and report on the trainers' activities.

2.2 Tasks, Activities, Deliverables and Milestones

Milestone	Recommended Timeline
Recruitment	In first month of contract

	(April-May)
Develop evaluation	In first month of contract (April-May)
Training	In first month of contract (April-May)
Outreach	On-going throughout the year
Execute	On-going & nearing year-end
Interim/Final evaluation and reporting	Year-end (February-March)

2.1.1 Recruitment

Health Care Practitioners, from a variety of different health care fields (including but not limited to asthma educators, cardiac rehabilitators, cardiologists, family physicians, nurses, paediatricians, respiratory therapists and respirologists), in specific regions of the country (including but not limited to geographic areas of the current AQHI reporting locations and radon at risk regions based on the Cross-Canada Radon Residential Survey results) with particular indoor or outdoor air quality concerns should be recruited. Those recruited will be leaders in their medical/ healthcare communities who have an interest in air quality and health, environmental health in general, or respiratory health. They will serve as “trainer delegates”. Trainers will be retained for the duration of the project.

2.1.2 Training

The recruited delegates will participate in a training program, provided by Health Canada (costs and materials for this program are provided in entirety by HC), to become familiar with the evidence base regarding air pollution, radon and extreme heat events and their impact on health, vulnerable populations, and interventions to protect their patients. They will also learn about the national program resources and materials and how they can be used as risk communication tools in counseling their at-risk patients.

2.1.3 Outreach

Each “trainer” will be responsible for further dissemination of the AQHI, radon and extreme heat health information to colleagues in their regions. They will be asked to conduct training sessions or related outreach activities on one or more of these three topics for each year of the program.

2.1.4 Evaluation

Evaluation should be thorough and completed using the following methods, as well as any additional evaluation methods which are relevant/applicable or required by the contractor:

- Trainers keep a log of their activities within their regions. These will be collected and collated at the end of the project to estimate the numbers of family physicians and other healthcare professionals reached during the project.
- A conference call with the trainer delegates and Public Health professionals to be held once per year to gather information to report in the interim and final reports about successes, failures and lessons learned.
- An evaluation questionnaire, to be developed by the contractor, in consultation with Health Canada, will be completed by each participant at each training session conducted throughout the project. These will be collated at the end of the project to form part of the evaluation report.

2.2 Specifications and Standards

All deliverables identified within Section 2.1 must be delivered to the Project Authority in appropriate electronic format (e.g. Adobe pdf, Microsoft Word, Excel, Powerpoint and/or other software or format), subject to the Project Authority's approval.

2.3 Technical, Operational and Organizational Environment

Contractor selection is based on some or all of the following criteria:

- experience in networking with health professionals and healthcare professional organizations across Canada, which includes all the geographic areas of the current AQHI reporting locations
- experience in networking with program-defined health professionals, including:
 - Asthma educators
 - Cardiac rehabilitators
 - Cardiologists
 - Family physicians
 - Nurses
 - Paediatricians
 - Respiratory therapists
 - Respirologists
 - Oncologists
 - Public Health

- experience in conducting and evaluating Train the Trainer programs with health professionals
- experience in conducting and evaluating continuing education programs for health care professionals
- experience in promoting development training and accreditation among health professionals
- national credibility as an organization with relevance to environmental health, family medicine, respiratory health, cardiovascular health, public health and care of children and the elderly
- recognized and respected as a healthcare champion with professional certifications in order to have immediate rapport with the health care professionals being sought to become AQHI, radon and/or extreme heat event trainers

2.4 Method and Source of Acceptance

All deliverables and services rendered under this contract are subject to approval by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

2.5 Reporting Requirements

In addition to the timely submission of all deliverables and the fulfilment of all obligations, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Authority. Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the work is progressing well and in accordance with expectations.

Communication may include: phone calls, email, faxes, mailings and meetings. Also, the Contractor is to immediately notify the Project Authority of any issues, problems, or areas of concern in relation to any work completed under this contract, as they arise.

2.6 Project Management Control Procedures

To ensure the contract will be brought in on time, on budget and of an acceptable quality, the Project Authority will (as required): meet with the Contractor to discuss on-going tasks, activities,

deliverables and/or milestones; review all written material submitted and provide comments to the Contractor indicating any changes required.

Meetings may be held at HC facilities or take place via teleconference call. Required documents for discussion will be provided by the Contractor to the Project Authority in advance of the meeting or vice versa.

In the event that any unforeseen situations or issues arise that may become potential barriers to the conduct of the work outlined in the contract, the Contractor and the Project Authority will meet to address the situation. In the event that the Project Authority is unavailable, an alternative HC representative will meet with the Contractor. Any changes will be in the form of a written contract amendment.

3.1 Additional Information

3.2 Authorities

To be announced at time of contract award

3.3 Canada's Obligations

The Project Authority shall provide to the Contractor:

- Relevant primary and secondary research;
- Expertise on environmental health messaging;
- Access to government and departmental policies and procedures, publications, reports, studies, etc., if/as applicable;
- Provide support and expertise in conducting the training and educational activities (training material and method of course delivery to be provided by HC in entirety); and,
- Provide other assistance or support in the recruitment process (an additional team of public health professionals with expertise in air quality and health will be recruited, to provide evidence-based backup and support to the trainer delegates).

3.4 Contractor's Obligations

The Contractor shall complete all obligations outlined within this SOW. Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this SOW.

The Contractor must inform the Departmental Representative and the Project Authority as soon as possible should anything arise impeding the progress of the agreed upon work.

3.5 Location of Work, Work site and Delivery Point

The Contractor will complete all tasks, activities, deliverables and/or milestones at his/her work place. The Contractor will be expected to attend any meetings as requested by the Project Authority (either in person or by teleconference).

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

3.6 Language of Work

Training materials and trainer interactions must be available in both official languages.

Reports and other communication will be in English. Health Canada representative can also communicate in French, if required.

3.7 Special Requirements

N/A

3.8 Insurance Requirements

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

3.9 Travel and Living

N/A

4.1 Project Schedule

4.2 Expected Start and Completion Dates

The services of the Contractor will be required for a period of two years upon contract award [approximately at the start of the new fiscal year – April 2016], with an option to extend the contract for one additional fiscal year.

4.3 Schedule and Estimated Level of Effort (Work Breakdown Structure)

See “Tasks, Activities, Deliverables and Milestones” section above.

5. Required Resources or Types of Roles to be Performed

5.1. Required Resources

This project requires a strong facilitating professional organization that represents a broad range of health professional members and is seen as a legitimate advocate of environmental health issues broadly across Canada. Members should be involved in local, regional and national medical initiatives, and be based in geographic areas across Canada. The organization should also organize regular venues at a provincial and national level that provide members with educational policy and scientific learning opportunities for its members.

6. Applicable Documents and Glossary

6.1. Applicable Documents

N/A

6.2. Relevant Terms, Acronyms and Glossaries

HC - Health Canada

AQHI – Air Quality Health Index

FPs - Family Physicians

HCPs - Health Care Practitioners/Professionals

RTs - Respiratory Therapists

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions for Completion of the RFP

7.1 Administrative Information

7.2 General Information

7.2.1 Components, Language and Number of Copies

You are invited to submit via e-mail electronic copies in either official language (English or French) of both the Technical and Cost Proposals to:

Robert.Merrick@hc-sc.gc.ca

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

- one covering letter, signed by an authorized representative of your firm;
- *one (1) electronic* copy of the Technical Proposal;
- one (1) copy of Certifications (Appendix "A") and;
- *one (1) copy* of the Cost/Price Proposal (Appendix "B")) **saved as a separate document.**

If the proposal is **greater than 20mb**, the firewall protecting Health Canada's network system will not permit the e-mail to be received. In such instances, you may wish to break up your bid and try to submit it through multiple e-mails. Or you can have the bid physically delivered to the address cited below and an email sent to the Departmental Representative (found on page 1) stating that the bid has been delivered by hand / courier. You **must** send an email to the Departmental Representative to ensure your bid is included in this solicitation. The RFP Reference Number and the name of the Departmental Representative must be marked on all documents, binders and respective envelopes delivered by hand. If you are delivering hard copies, your proposal must be structured in the following manner:

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

Deliveries by hand / courier are to be sent to the following address:

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock),

Ottawa, Ontario K1A 0K9
Attention: Robert Merrick
RFP Reference Number: 1000177318

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

7.1.3 No Payment for Pre-Contract Costs

No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP. No costs incurred before receipt of a signed contract or specified written authorization from the Departmental Representative can be charged to the proposed contract.

7.3 Delivery Instructions for Bid / Proposal

As per section 7.1.1

The onus for submitting bids on time at the specified location rests with the bidder. It is the responsibility of the bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and proposal pages.

7.4 Non-Acceptance of Proposal by Facsimile

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

7.5 Closing Date and Time

All proposals must be received at the specified on the front page of this Request for Proposal. Proposals received after this time will be returned unopened. The onus for submitting bids on time at the specified location rests with the bidder. It is the bidder's responsibility to ensure correct delivery of its bid to the Crown.

7.6 Time Extension to Closing Date

A request for a time extension to the closing date will be considered only in exceptional circumstances. Any requests for extension must be received in writing by the identified Departmental Representative.

7.7 Non-Compliance / Unacceptable Proposals

Failure to meet the mandatory requirements of this RFP will result in your proposal being declared non-responsive.

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

7.8 Bidders Conference / Site Visits

There is no site visit with this requirement. However, resource(s) proposed by the Contractor will be interviewed in order to confirm their level of knowledge and experience.

7.9 Announcement of Successful Contractor

Health Canada will communicate to all bidders the name and address of the successful candidate as well as the total dollar value and award date for the contract only after contract sign-off.

7.10 Rights of the Crown

The Crown reserves the right to:

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

7.11 Sample Long Form Contract

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

7.12 Employment Equity

Not applicable.

7.13 Procurement Business Number (PBN)

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

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

Visit the **Buyandsell.gc.ca** Internet site at

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWFjdGlvbj1yZWdpc3Rlci5pbmRybyZpZD00&lang=eng> for information and registration procedures.

7.14 Order of Precedence

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

- The Health Canada Contract;
- Any changes to the terms and conditions contained herein which have been approved by General Counsel for Health Canada;

- The Statement of Work in this RFP; and
- The terms identified in this RFP.

8.1 Technical Proposal

8.2 General Information

Your technical proposal must address all the requirements of the SOW and demonstrate that you are capable of meeting all obligations of the contractor specified in the same.

Your technical proposal must meet **all of the Mandatory Requirements** listed in Section 12.0, as well as the **minimum score identified for the Point Rated Requirements** in Section 13.0.

Furthermore, your technical proposal should include the following:

8.3 Understanding of the Requirements

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

8.4 Approach and Methodology:

8.4.1 General Approach

A description of the overall approach and strategy to this project.

8.4.2 Methodology

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

8.4.3 Work Plan / Project Schedule

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

8.4.4 Performance and Quality Control

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

8.5 Proposed Team

8.5.1 Personnel

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

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

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

8.5.2 Contingency Plan

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

8.6 Contractor Profile

8.6.1 Organization

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

8.6.2 Relevant Work Experience

Describe your company's capacity and experience in this field.

8.6.3 References

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

8.7 Résumés of Personnel

Attach résumés of proposed personnel.

9.1 Cost / Price Proposal Please see Appendix B

9.2 General Information

The Price Proposal must contain a detailed breakdown of the **total quoted price**, by phase, or by major tasks, or both. The Price Proposal should address each of the following, if applicable:

9.2.1 Per Diem

For each individual and/or labour category to be employed on the project, including subcontractors, indicate the proposed time rate and the estimated time requirement. Although detailed support for the rates is not requested at this time, you should be prepared to substantiate the proposed rates.

9.2.2 Travel

Estimate the cost of travel using the current Treasury Board Travel Directive. **9.1.3**

9.2.3 Other Expenses

List any other expenses which may be applicable, giving an estimated cost for each (e.g.

long distance communications, reproduction, shipping, equipment, rentals, materials, etc.).

9.2.4 Goods and Services Tax / Harmonized Sales Tax

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

10.1 Enquiries

All enquiries or issues concerning this procurement must be submitted **in writing only** to the Departmental Representative named on the front cover page of this RFP document **not later than seven (7) working days prior to the bid closing date.**

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

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

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

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

PART III BID SELECTION PROCESS

11.0 Introduction

Below are separate mandatory and point-rated criteria to be used to evaluate the bids.

12.1 Mandatory Requirements

12.2 Method of Evaluation

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

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

12.3 Mandatory Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that addresses the requirement identified in the criteria.			
Criteria	Page #	Yes	No
<p>M1. The Bidder must provide a minimum 2 projects completed within the last 5 years of this RFP demonstrating their experience in:</p> <ul style="list-style-type: none"> • Networking and contacting health professionals across Canada • Conducting Train the Trainer programs with health professionals • Promoting development training and accreditation among health professionals <p>All three elements above are not required for each project however the experience for all three elements above must be demonstrated within the two projects provided.</p>			

<p>M2. The Bidder must provide evidence to demonstrate the following:</p> <ul style="list-style-type: none"> • Relevance of the bidder’s organization’s mandate to environmental health and national credibility as an organization with relevance to environmental health, family medicine, respiratory health, cardiovascular health, public health and care of children and the elderly • The bidder’s ability to reach the targeted health care professionals described in the Statement of Work (Respirologists, Asthma educators, Cardiac rehabilitators, Cardiologists, Family physicians, Nurses, Paediatricians, Respiratory therapists, oncologists) • The bidder’s ability to reach all provinces and territories across Canada including those areas covered by the current AQHI reporting locations • Ability and competence to participate in all program components described in the Statement of Work • Willingness to commit a point person for the initiative with staff support • The bidder must be recognized and respected as a healthcare champion with professional certifications in order to have immediate rapport with the health care professionals being sought to become trainers 			
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13.1 Point Rated Requirements**13.2 Method of Evaluation**

A proposal with a score less than 45 out of 90 for technical compliance as a whole will be considered **non responsive**, and eliminated from the competition.

13.3 Point Rated Requirements

Criteria	Page #	Points allocated for the criteria	Score
<p>R1. Experience and knowledge of the AQHI, radon and extreme heat events - please provide up to 2 examples for each topic.</p> <ul style="list-style-type: none"> • 1 point for each report submitted (to a max of 6) • Up to 2 points awarded, per report (to a maximum of 12), based on each report's relevance (i.e. tenuous, partially relevant, very relevant) • Up to 2 points, per report (to a maximum of 12), for providing sufficient detail in the bid to determine the degree of relevance of the report submitted as an example 		30	

<p>R2. Bidder has demonstrated their capacity, capability and experience in providing strategic, creative and program execution of a Train-the-Trainer program within the two (2) projects submitted in response to Mandatory Criteria M1. Demonstration should include the following:</p>		
<p>Recruitment (value = 20 points, 10 points per project) Recruiting a wide variety of health care professionals/practitioners (HCPs) from various locations across the country. The degree to which the recruitment process demonstrates:</p> <ul style="list-style-type: none"> • Experience managing a network of trained health professionals who can speak knowledgably about environmental and/or air quality human health impacts and who will champion the issue within their geographic area and area of specialization (5 points per project); and, • Experience mobilizing other HCPs through trainers’ outreach activities (5 points per project). 	20	
<p>Development and Execution (value = 20 points total, 10 points per project) Development and execution of a (preferably AQHI, radon or extreme heat events) training program to train the recruited delegates. The degree to which the approach:</p> <ul style="list-style-type: none"> • Is appropriate for the target audience and is clearly aligned with the stated objectives (2 points per project); • Demonstrates program objectives and implementation methods (2 points per project); • Is innovative and has impact (1 point per project); • Creates synergy across all creative components (1 point per project); • Is followed-up with thorough and appropriate evaluation methods (3 points per project); and, • The use of both official languages is effective (1 point per project). 	20	

<p>Evaluation and reporting (value = 20 points total, 10 points per project)</p> <p>Experience evaluating and reporting on the trainers' activities. The degree to which the evaluation process:</p> <ul style="list-style-type: none"> • Demonstrates results achieved (2 points per project); • Demonstrates how the implementation of the program contributed to the achievement of the objectives (5 points per project); and • Demonstrates that the stated objectives have been met through post surveys, client's reports, or other studies etc (3 points per project). 		20	
Total points		90	

14.0 BASIS OF AWARDING CONTRACT

Highest Technical Score of Compliant Bids Within Budget:

It is understood by the parties submitting proposals that, to qualify, bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded to the compliant bidder who scores the highest technical score and who can perform the work within the following budget.

The total value of the contract emanating from this request shall not exceed \$383,250.00 (excluding applicable taxes) paid out over three fiscal years, including two option years (FY2016-17 = \$127,750; FY2017-18 = \$127,750; (option year) FY 2018-2019 = \$127,750 (option year)).

It is important to note that approximately \$100,000 of the above referenced annual budget is expected to be used in the form of honorariums to compensate the health care professionals recruited to the "Train the trainer" program.

Appendix "A"

CERTIFICATIONS

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

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

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

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

Legal name and bidder's information (print clearly)

Bidder's Legal Name _____

Bidder's Complete Address _____

Bidder's Phone number (_____)_____

Bidder's Authorized Representative _____

Bidder's Authorized Representative Phone number (_____)_____

Bidder's Authorized Representative e-mail_____

Bidder's GST/HST Number _____

Bidder's province in which he is incorporated. _____

15.1. Bidder Certification

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

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

Signature of the Authorized Representative of the Bidder

Date

15.2. Bid Validity Certification

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

Signature of Authorized Representative of the bidder

Date

15.3 Employment Equity

Not applicable.

15.4. Status of Resources

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

Signature of the Authorized Representative of the Bidder

Date

15.5. Price Certification

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

Signature of the Authorized Representative of the Bidder

Date

15.6. Joint Venture Information (if applicable)

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

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

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

(a) indicate the type of joint venture:

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

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

Appendix “B”

Below are sample tables that you may wish to use to present your cost proposal.

Feel free to modify the tables as you see fit.

Please provide a cost proposal for each of the three fiscal years, including the last one which is an option year.

Professional Service Fees

Table “A1” – Fiscal Year 2016-17 (From Contract award to March 31, 2017)

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

Or

Table “A1” -- Fiscal Year 2016-17 (From Contract Award to March 31, 2017)

Description of Task	Timeline	Cost
1.		
2.		
3.		
Sub-Total		

Miscellaneous Expenses

Table A2 - Fiscal Year 2016-17 (From Contract award to March 31, 2017)

Description of Miscellaneous Expense	Estimated Amount

APPENDIX "C"

Possible Security Requirement

Before contract award, the following conditions may need to be met:

- a) the Bidder must hold a valid organization security clearance (if a security requirement is stated in the contract)
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement (if a security requirement is stated within the contract)
- c) the Bidder must provide the names of all individuals (as well as their security file number) requiring access to classified or protected information, assets or sensitive work sites (when a security requirement is stated within the contract)
- (d) the Bidder's proposed location of work performance or document safeguarding must meet or exceed the security requirement; and
- (e) the Bidder must provide the address(es) containing the information below of proposed location(s) of work performance or document safeguarding.
 - Street Number / Street Name, Unit / Suite / Apartment Number
 - City, Province, Territory / State
 - Postal Code / Zip Code
 - Country

Bidders are reminded to obtain the required security clearance promptly via Public Works Government Services Canada - Canadian Industrial Security Directorate. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the discretion of Health Canada.