
REQUEST FOR SUPPLY ARRANGEMENT (with Task Authorizations)

CLOSING DATE: November 8, 2016

CLOSING TIME: 2:00 PM

Time Zone: EDST

RFSA Reference Number: 1000182746

PROJECT TITLE:

**Field marketing, planning, public engagement, management and execution for Health
Canada**

ISSUING OFFICE:

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway,
Ottawa, Ontario K1A 0K9
Attention: Jason Roberts
RFSA Reference Number: 1000182746

It is essential that the outside of each proposal submission envelope include the following information:
The Request for Supply Arrangement (RFSA) reference number, and the name of the responsible
Contracting Officer noted below.

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

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Issue Date: September 28, 2016

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

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

1.2 Summary

- 1.2.1** The purpose of this RFSA is to establish a list of qualified firms capable of providing Health Canada with a broad range of services and expertise that may include:
- foster awareness amongst Canadians and key groups about environmental health issues, with a focus on people at risk who have existing health conditions that leave more vulnerable to adverse health effects (asthmatics, the elderly, those with cardio vascular disease, etc.);
 - inform Canadians about and encourage preventative actions or behavior changes to reduce risks associated with environmental health issues and ultimately improve health and wellness;
 - increase the number of Canadians who consult Health Canada tools and program information in the areas of environmental health.

Stream 1

- social marketing initiatives
- face to face public engagement activities
- retail outlet based outreach/public education programs
- outreach campaigns with a focus on healthy living

Stream 2

- outreach activities focusing on specific demographic and age groups
- outreach programs targeting at risk populations
- specialized workshops and training sessions for specific target audiences (i.e. health professionals)

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, Suppliers should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.2.3** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).
- 1.2.4** N/A

1.3 Security Requirements

1. At the Request for Supply Arrangements closing date, the conditions outlined in Annex "C", SRCL must be met.
2. For additional information on security requirements, Suppliers should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The **2008 (2016-04-04)** Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

2.1.1 SACC Manual Clauses

The **S2003T** (2008-12-12) Ceiling Prices and/or Rates are incorporated by reference into and form part of the RFSA.

2.2 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.3 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.4 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than 20 calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.5 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that Suppliers provide the arrangement in separately bound sections as follows:

- Section I: Technical Arrangement (3 hard copies and 1 soft copy on CD or USB Key)
- Section II: Financial Arrangement (3 hard copies and 1 soft copy on CD or USB Key)
- Section III: Certifications (3 hard copies and 1 soft copy on CD or USB Key)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that Suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Suppliers should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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.

Section I: Technical Arrangement

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Arrangement

Suppliers must submit the financial arrangement in accordance with "Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Suppliers must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

3.1.1 Supplier's Proposed Sites or Premises Requiring Safeguarding Measures

- 3.1.1.1** As indicated in Part 1 under Security Requirements, the Supplier must provide the full addresses of the Supplier's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
 City, Province, Territory / State
 Postal Code / Zip Code
 Country

3.1.1.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Supplier and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 1, clause 1.3, Security Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

<p>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 a 'Yes' or a 'No'.</p>		
<p>MANDATORY REQUIREMENTS</p>	<p>Cross Reference to bid (page #)</p>	<p>Yes/No</p>
<p>M1 A. Corporate experience in providing field marketing and face-to-face engagement campaigns and/or programs: The Bidder, as a corporate entity, must have a minimum of four years of experience (as of the closing date of this bid) providing strategic,</p>		

<p>creative and production execution in field marketing and face-to-face engagement activities.</p> <p>M1 B.</p> <p>The Bidder must provide examples of two projects completed by the firm within the last four years that outlines their experience in the delivery of national environmental health related field marketing and face-to-face engagement activities and/or programs.</p> <p>Both examples submitted must have been developed in both official languages or the Supplier must adapt the text into the other official language and integrate this adapted text into the original creative layout, to adequately demonstrate the Supplier's ability to provide creative services in both official languages.</p>		
<p>M2. Resource(s)</p> <p>The Bidder, as a corporate entity, must submit a list of general resources available for Stream 1 and/or Stream 2, that outline the relevant experience and the subject matter expertise to undertake the requirements of all or part in the S.O.W.</p> <p>Specific requirements for program management will be determined on an individual contract basis and dependent on the breath and scope of each program specificity.</p>		
<p>M3. Geographic locations</p>		

<p>The Bidder must demonstrate its capacity to reach Canadians in specific geographic regions of the country, urban and rural, as determined by the requirements of the contract (s) and/or campaigns. See Annex A for a complete list of geographic regions.</p>	
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4.1.1.2 Point Rated Technical Criteria

Only those proposals meeting all of the Mandatory Requirements will be deemed responsive and will be further evaluated by HC on the basis of the Point Rated Requirements. It is the responsibility of the Bidder to ensure the completeness, clarity, and provision of sufficiently detailed evidence to enable the HC Bid Evaluation Committee to evaluate his/her Technical Proposal.

Bidders failing to achieve the stated minimum points required for each Point Rated Requirement will be considered **non-responsive**, and eliminated from the competition. The Financial Proposal will be returned unopened.

The following rating scheme (Table 1) will be used to evaluate the Point Rated Technical Criteria.

0	Information provided does not address the criteria. Bidder receives 0% for the available points for this element.
1	Information provided demonstrates a <u>minimal understanding</u> that is relevant to the stated criteria. Bidder receives <u>10%</u> of the available points for this element.
3	Information provided demonstrates <u>some understanding</u> that is relevant to the stated criteria but does not demonstrate a full range of understanding for all elements of the rated criteria. Bidder receives <u>30%</u> of the available points for this element.
5	Information provided demonstrates <u>understanding for most but not all of the elements</u> of the rated criteria. Bidder receives <u>50%</u> of the available points for this element.
7	Information provided demonstrates <u>understanding that is relevant to all of the elements of the rated criteria</u> . Bidder receives <u>70%</u> of the available points for this element.
8	Information provided <u>clearly demonstrates a full understanding</u> of all of the elements of the rated

	<u>criteria</u> . Bidder receives <u>80%</u> of the available points for this element.
10	<u>Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all of the elements of the rate criteria. Bidder receives 100% of the available points for this element.</u>

<p>In addition to meeting the Mandatory Criteria, the Bidder must also address the Point-Rated Criteria identified below.</p>				
Criteria	Page #	Points allocated for the criteria	Minimum points required	Score
<p>R1 Understanding of the requirement</p> <p>Bidders must include in their proposal a statement that demonstrates their understanding of the required deliverables, as detailed in the Statement of Work.</p> <p>In their statement, Bidders should seek to:</p> <ul style="list-style-type: none"> § Demonstrate an understanding of the full scope of the required elements to most effectively meet field marketing and face to face engagement activities. § Demonstrate a clear understanding of the challenges of these projects; § Demonstrate an understanding of the potential and scope and further demonstrate how to plan, engage, communicate and manage the campaign; <p>The following factors will be evaluated in the proposal:</p>		30	20	

<p>§ The written submission and presentation is clear and concise;</p> <p>§ Demonstrates understanding of the requirements</p> <p>§ Demonstrates an understanding of the opportunities and challenges of this project;</p> <p>A maximum of 10 points will be allocated for each of the three elements above. (Maximum 30 points)</p>				
<p>R2 Experience of Firm</p> <p>Bidders MUST demonstrate their experience by providing including two projects completed by the firm within the last four years of the closing date of tis bid. For each project the bidder should provide the PROJECT ELEMENTS as identified in 1.3 in the in the Statement of Work. Both examples submitted must have been developed in both official languages or the Supplier must adapt the text into the other official language and integrate this adapted text into the original creative layout, to adequately demonstrate the Supplier's ability to provide creative services in both official languages. The following factors will be evaluated and 10 points per will be allocated as follows: strategy, creativity and results.</p> <p>Strategy</p> <p>The degree to which:</p> <p>§ The creative approach effectively addressed the objectives of the project, resonated with the</p>		60	42	

<p>target audience and integrated the key messages;</p> <p>§ The strategy demonstrated strategic thinking i.e. recommendations focused on results, execution true to the strategy, offers consumer insights;</p> <p>§ Recommendations went beyond the original brief and task;</p>				
<p>§ The concept including creative and marketing tactics together was appropriate to reach the stated target audience;</p> <p>§ The use of both official languages was effective.</p> <p>Creativity</p> <p>The degree to which the creative approach:</p> <p>§ Is appropriate for the target audience and is clearly aligned with the stated objectives;</p> <p>§ Is innovative and has impact; and</p> <p>§ Creates synergy across all creative components.</p> <p>Results</p> <p>The degree to which the Bidder:</p> <p>§ Demonstrates how results achieved stated business objectives;</p> <p>§ Demonstrates how the public I engagement strategy and rationale contributed to the achievement of the objectives; and</p> <p>§ The stated objectives have been met and demonstrated through post-surveys or client's</p>				

<p>reports, other studies etc.</p> <p>The bidder must provide visual reference of the project on paper AND also provide either a secure reference link or a CD/DVD to evaluate any interactive material submitted. Please note that ONLY the interactive material should be submitted via secure reference link or CD/DVD.</p> <p>A maximum of 10 points will be allocated for each of the three elements above (Strategy, Creativity, Results) for each of the two projects. (Maximum 60 points per project)</p>				
<p>Maximum Points</p>		<p>120</p>	<p>94</p>	
<p>R3 Resource Experience</p> <p>The Bidder, as a corporate entity, must submit a list of general resources available for Stream 1 and/or Stream 2, that outline the relevant experience and the subject matter expertise to undertake the requirements of all or part of the requirements outlined in the requirements.</p> <p>Points will be allocated to a maximum of 20 points.</p>		<p>20</p>	<p>12</p>	

4.2 Basis of Selection

Highest combined rating of technical merit and price

For each responsive bid, the technical merit score and the pricing score will be added to determine its total combined score. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. If two (2) or more responsive bids have the same combined total score, the responsive bid with the lowest evaluated price will be recommended for contract award.

To determine the overall score obtained by a bidder, the following weighting will be used to establish the technical and financial score:

Technical weighting: 75%
 Price weighting: 25%

Technical score = $\frac{\text{Bidder's technical points} \times 75\%}{\text{Maximum points}}$

Financial score = $\frac{\text{Lowest priced bid} \times 25\%}{\text{Bidder's total evaluated price}}$

Total score = Technical score + Financial score

NOTE: Bids for which the total evaluated bid price is 150% greater than the lowest price of all bids received will automatically receive a score of “0 points” for the financial score.

The following is an example that illustrates how this calculation would be made. The dollar figures shown are for the purposes of this example only; they do not suggest a desired price.

	Bid 1	Bid 2	Bid 3	Bid 4
Total evaluated price of each responsive bid	\$100,000.00	\$120,000.00	\$140,000.00	\$220,000.00

In the example above, bid 4 would receive “0 points” for its financial score as it exceeds the lowest priced bid by more than 150% ($\$100,000 \times 150\% = \$150,000$).

4.3 Financial Viability
 n/a

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made

knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide with its arrangement the required documentation, as applicable), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 provided will render the arrangement non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Status and Availability of Resources

5.2.2.1.1 SACC *Manual* clause S3005T (2008-12-12) Status and Availability of Resources.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

6.2 Security Requirements

6.2.1 The following security requirements (SRCL and related clauses provided by ISP, attached as Annex C) apply and form part of the Supply Arrangement.

6.2.2 Supplier's Sites or Premises Requiring Safeguarding Measures

6.2.2.1 Where safeguarding measures are required in the performance of the Work, the Supplier must diligently maintain up-to-date the information related to the Supplier's and proposed individuals' sites or premises, for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

6.2.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individual(s) hold a valid security clearance at the required level.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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.

6.3.1 General Conditions

2020 (2016-04-04) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from date of award to March 31, 2021.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: _____

Title: _____

Public Works and Government Services Canada
Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative

6.6 Identified Users

The Identified User is Health Canada.

6.7 On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2016-04-04), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, SOW;
- (d) Annex B, Basis of Payment;
- (e) the Supplier's arrangement dated _____.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- High Complexity (HC) for more complex requirements.

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements;
- (b) a complete description of the Work to be performed;
- (c) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements;

"Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
 - **Federal Contractors Program (FCP) for Employment Equity - Notification**
 - SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;
 - **Integrity Provisions - Declaration of Convicted Offences;**
- (h) conditions of the resulting contract.

6.2 Bid Solicitation Process

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.2.2 The bid solicitation will be sent directly to all qualified suppliers.

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

(c) **HC** (for high complexity requirements), general conditions 2035 (2016-04-04) will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

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ANNEX "A"

STATEMENT OF WORK (attached)

Task Authorization
Field marketing, planning, public engagement, management and execution
STATEMENT OF WORK

1. SCOPE

1.1. Introduction

Health Canada's Healthy Environments and Consumer Safety Branch (HECSB) is seeking to engage suppliers that will assist in promoting their environmental programs to Canadians. These programs include, but are not limited to, the Air Quality Health Index (AQHI), Radon and the Chemicals Management Plan.

1.2. Objectives of the Requirement

The objective of this requirement is to establish a list of suppliers to provide Health Canada with a broad range of services that address the following objectives:

- foster awareness amongst Canadians and key groups about environmental health issues, with a focus on people at risk who have existing health conditions that leave more vulnerable to adverse health effects (asthmatics, the elderly, those with cardio vascular disease, etc.);
- inform Canadians about and encourage preventative actions or behavior changes to reduce risks associated with environmental health issues and ultimately improve health and wellness;
- increase the number of Canadians who consult Health Canada tools and program information in the areas of environmental health.

1.3. Background and Specific Scope of the Requirement

The Healthy Environments and Consumer Safety Branch (HECSB) of Health Canada helps to maintain and improve the health of all Canadians by promoting healthy living, and by reducing the harm caused by tobacco, controlled substances, environmental contaminants, and unsafe consumer and industrial products.

To support HECSB role as summarized above, the purpose of this tender is to establish multiple competitively-awarded Task Authorizations with suppliers capable of providing HECSB with a broad range of services and expertise that may include:

Stream 1

- social marketing initiatives
- face to face public engagement activities
- retail outlet based outreach/public education programs
- outreach campaigns with a focus on healthy living

Stream 2

- outreach activities focusing on specific demographic and age groups
- outreach programs targeting at risk populations
- specialized workshops and training sessions for specific target audiences (i.e. health professionals)

2. REQUIREMENTS

2.1. Tasks, Activities, Deliverables and Milestones (but not limited to)

- Plan, design, execute and manage national marketing/promotion type initiatives that may include activities such as :
- Informing consumers through face-to-face engagements and dynamic strategies such as street marketing, college and university outreach activities, trade and consumer events (conferences, festivals, shows, etc.)
- Develop and communicate key messages to increase awareness of Health Canada environmental health initiatives and deliver a call to action
- Produce and distribute bilingual information about the programs/campaigns, ranging from content and creative development, production and logistics (shipping) of handouts, collateral and display material, online and social media campaigns
- Promote Health Canada's environmental health programs using various methods and formats (traditional hardcopy, mobile technologies,, social media, etc.)
- Evaluate effectiveness of strategies and track Canadians' behavioural changes. Report on individual campaign's activities.
- Develop training and awareness sessions on Health Canada's environmental health issues to the public or intermediaries.

2.2. Specifications and Standards

To be determined and based on the requirements of specific Task Authorization.

2.3. Technical, Operational and Organizational Environment

To be determined and based on the requirements of specific Task Authorization.

2.4. Method and Source of Acceptance

All deliverables and services rendered under this contract are subject to the inspection of the Project Authority, as identified in individual Task Authorization. Should any deliverable and/or service not be to the satisfaction of the Project Authority, as submitted, the Departmental Representative shall have the right to reject it or require correction before payment shall be authorized.

3. ADDITIONAL INFORMATION**3.1. Authorities****3.2.**

The Departmental Representative is the Health Canada Contracting Authority and is responsible for the management of this Contract.

3.3. Location of Work, Work site and Delivery Point

The Contractor will complete all tasks, activities, deliverables and/or milestones at their place of work. 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 the contract must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

Any contract resulting from this Task Authorization will be interpreted and governed by the laws of the Province of the Contractor.

3.4. Language of Work

Representatives hired to staff any in person interactions must be bilingual in those regions identified by Health Canada and/or the partner as per the clientele served in each location. Proof of capability in dual linguistic areas is required.

3.5. Special Requirements

N/A

3.6. Insurance Requirements

N/A

3.7. Travel and Living

4. N/A

5. PROJECT SCHEDULE

5.1. Types of projects

The services of suppliers are required depending on the length and nature of the specific program and contracts. Potential projects under consideration are (but not limited to)

- public engagement campaign to promote the Air Quality Health Index
- public engagement campaign to promote the Radon testing in the home
- public information campaign on limiting the use of hazardous and/or chemical products in the home.

5.2. Schedule and Estimated Level of Effort (Work Breakdown Structure)

To be determined and based on the requirements of specific Task Authorization.

6. REQUIRED EXPERIENCE AND/ OR TYPES OF ROLES TO BE PERFORMED

Potential Suppliers must have the a capacity and demonstrated experience to undertake the requirements in Stream 1 and/or Stream 2 in the area of environmental health on a national basis.

7. APPLICABLE DOCUMENTS AND GLOSSARY

N/A

7.1. Applicable Documents

Append any relevant background documents, drawings, specifications, samples or information which will be important to demonstrate what, how and when the work will need to be completed. Cross reference the documents back to the relevant section of the SOW in which they will apply.

Annex A

Air Quality Health Index Reporting Locations

Province	City
British Columbia	Metro Vancouver
	Westshore - Victoria
	Victoria
	Central, North and South Okanagan
	Courtenay
	Fort –St-John
	Kamloops
	Nanaimo
	Prince George
	Quesnel
	Williams Lake
	Whistler
	Duncan
	Castlegar
	Squamish
	Comox Valley (town)
Terrace	
Alberta	Edmonton
	Calgary
	Red Deer
	Fort McMurray
	Fort MacKay
	Cold Lake
	Medecine Hat
	Lethbridge
	Grand Prairie
	Fort Chipewyan
	Drayton Valley
	Spruce Grove
Fort Saskatchewan	
Saskatchewan	Regina
	Saskatoon
	Prince Albert
	Swift Current
Manitoba	Winnipeg
	Brandon
Ontario	Greater Toronto Area
	Toronto
	Hamilton
	Kingston
	Windsor
	Barrie
	Ste-Catherine's
	Peterborough,
Sault Ste Marie,	

Annex A

Air Quality Health Index Reporting Locations

	London,
	Dorset
	Belleville
	Brantford
	Chatham
	Cornwall
	Grand Bend
	Guelph
	Kitchener
	North Bay
	Parry Sound
	Petawawa
	Port Stanley
	Sarnia
	Sudbury
	Thunder Bay
	Tiverton
	National Capital Region - Ottawa
Quebec	Quebec City
	Gatineau
	Montreal
Nova Scotia	Halifax
	Cape Breton (includes Sydney)
	Greenwood
	Pictou
	Fort Hawkesbury
	Kentville
New Brunswick	Saint John
	Moncton
	Fredericton
	Bathurst
	Edmunston
	Cambellton
	Miramichi
Prince Edward Island	Charlottetown
	St-Peter's Bay
	Summerside
Newfoundland and Labrador	Corner Brook
	Grand Fall-Windsor
	St-John's
	Labrador City
	Marystown
NWT	Yellowknife
	Fort Smith
	Inuvik

ANNEX "B"

BASIS OF PAYMENT

1. PROFESSIONAL SERVICES

For professional services, the Contractor will be paid at the following firm, all-inclusive rates. These rates include overhead and profit but do not include GST and HST.

Labour resources	Per diem (CAD \$)
Stream #1	
Stream #2	

The rates quotes herein are ceiling rates and must not be exceeded in any proposal submitted in response to any subsequent Task Authorization issued under the resulting Supply Arrangement.

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST (attached)



Contract Number / Numéro du contrat 1000182746
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Health Canada	2. Branch or Directorate / Direction générale ou Direction HECSWAQB
-----------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
----------------------------------------------------------------	---------------------------------------------------------------------------

4. Brief Description of Work / Brève description du travail
Initiate an RFSA to seek suppliers for national field marketing initiatives and public engagement opportunities to engage and educate consumers on environmental health issues and topics.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--------------------------------------------	--------------------------------------	---------------------------------------------

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of Information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? No Yes
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC Information or assets? No Yes
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
 Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? No Yes
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? Non Oui
 If Yes, will unscreened personnel be escorted? No Yes
 Dans l'affirmative, le personnel en question sera-t-il escorté? Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED Information or assets on its site or premises? No Yes
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets? No Yes
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? No Yes
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? No Yes
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? No Yes
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

100182746

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Christina Daly	Section Head/AQHI	

Telephone No. - N° de téléphone 813-941-1192	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel christina.daly@hc-sc.gc.ca	Date July 8, 2015
-------------------------------------------------	-----------------------------------	-----------------------------------------------------------------	----------------------

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
CURTIS BLAIR	SR. TRAINING OFFICER	

Telephone No. - N° de téléphone 613-946-7752	Facsimile No. - N° de télécopieur 613-941-2396	E-mail address - Adresse courriel curtis.blair@hc-sc.gc.ca	Date 2016-05-26
-------------------------------------------------	---------------------------------------------------	---------------------------------------------------------------	--------------------

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui *RB*

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
JASON ROBERTS	SR. PROCUREMENT AND CONTRACTING OFFICER	

Telephone No. - N° de téléphone 613-954-4109	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jason.roberts5@canada.ca	Date
-------------------------------------------------	-----------------------------------	---------------------------------------------------------------	------

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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ANNEX "D"

TASK AUTHORIZATION FORM (attached)



TASK AUTHORIZATION FORM

PWGSC resulting Contract Number	
Task Authorization (TA) No.	
Contractor's Name and Address	
Original Authorization	
Total Estimated Cost of Task (GST/HST extra) before any revisions:	\$
TA Revisions Previously Authorized (as applicable)	
<i>Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc.) If no increase or decrease was authorized, enter \$0.00. Add rows, as needed.</i>	
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$
New TA Revision (as applicable)	
<i>Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00.</i>	
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$
Total Estimated Cost of Task (GST/HST extra) after this revision:	\$
Contract Security Requirements (as applicable)	
<p>This task includes security requirements.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.</p> <p>Remarks (as applicable)</p>	

Required Work

The content of sections A, B, C and D below must be in accordance with the Contract.

SECTION A - Task Description of the Work required**SECTION B - Applicable Basis of Payment****SECTION C - Cost Breakdown of Task****SECTION D - Applicable Method of Payment**

Authorization

By signing this TA, the Project Authority or the PWGSC Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

Name of Project Authority

Signature _____

Date _____

Contractor's Signature

Name and title of individual authorized to sign for the Contractor

Signature _____

Date _____