



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet ADVANCED DEVELOPMENT OF BIOMARKERS	
Solicitation No. - N° de l'invitation W7702-175822/A	Date 2016-10-12
Client Reference No. - N° de référence du client W7702-175822	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-064-10884	
File No. - N° de dossier EDM-6-39167 (064)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-03	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Scott, Dallas	Buyer Id - Id de l'acheteur edm064
Telephone No. - N° de téléphone (780) 224-7200 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE PO BOX 4000, STN MAIN MEDICINE HAT Alberta T1A8K6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TITLE: ADVANCED DEVELOPMENT OF BIOMARKERS OF SEPSIS

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Disclosure Certification, Evaluation Criteria, and the Electronic Payment Instruments.

1.2 Summary

- 1.2.1 Defence Research and Development Canada (DRDC) - Suffield Research Centre has an interest in DNA-based presymptomatic indicators of infection or sepsis. Biomarkers based on nucleic acids offer the potential to assess the stage and degree of disease processes. In sepsis, the presence of live microbes in the blood and the clinical syndrome due to them is a hallmark of potentially lethal infection with biological threat agents and of pathogenic agents in general

A large prospective sepsis study of human cases of sepsis (and matched controls) is currently underway in the United Kingdom. Comprehensive panels of serum have been accrued, matched to cases and outcomes. DRDC Suffield has the opportunity to expand and add value to this by executing analysis of circulating nucleic acids (DNA) in existing study-derived serum samples, which collaborating partners have agreed to share for the purposes of developing novel biomarkers. The methods to perform DNA analysis exist already, and are being used to research many disease or injury processes. A large subset of existing samples will be screened by next-generation DNA sequencing, to identify biomarkers indicative of sepsis with statistical support for association between biomarker and sepsis. Bioinformatics analysis will be used to identify and quantify biomarker DNA fragments, and to map biomarker evolution against time.

The period of the contract is from date of contract for two (2) years.

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1.2.2 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

1.2.3 The requirement is limited to Canadian goods and/or services.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

(To be completed by the Bidder)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

The Defence Research and Development Canada – Suffield Research Centre has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): an exemption has been granted through a Treasury Board submission.

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2.7 Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$ 288,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (one [1] hard copy)
- Section II: Management Bid (one [1] hard copy)
- Section III: Financial Bid (one [1] hard copy)
- Section IV: Certifications (one [1] hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, Bidders 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 Bid

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

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

Section II: Management Bid

In their management bid, Bidders must describe their capability and experience, the project management team and provide client contact(s).

Section III: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section IV: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical / Management Evaluation

Mandatory technical criteria, point rated technical criteria, and management evaluation criteria are included in Annex "D".

4.1.2 Financial Evaluation

The costs for the items in Annex "B" will be added together to obtain the Total Estimated Cost to a Ceiling Price.

4.2 Basis of Selection – Highest Rated Within Budget

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of **17** points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **28** points
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

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 Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the *Employment and Social Development Canada (ESDC) - Labour's* website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contract_or_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27), Canadian Content Definition.

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.3.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the technical and management portions of the Contractor's bid entitled _____.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

[2040](#) (2016-04-04), General Conditions - Research & Development, apply to and form part of the Contract.

6.2.2 Canada to Own Intellectual Property Rights in Foreground Information

[K3410C](#) (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (*inserted at contract award*)

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Dallas Scott
Procurement Officer
Public Services and Procurement Canada
Acquisitions Branch
Western Region

ATB Place, North Tower
5th Floor, 10025 – Jasper Avenue
Edmonton, AB T5J 1S6

Telephone: 780 – 224 – 7200
Facsimile: 780 – 497 – 3510
E-mail address: dallas.scott@pwgsc-tpsgc.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

(To be named in the contract)

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

6.5.3 Procurement Authority

The Procurement Authority for the Contract is:

(To be named in the contract)

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

(To be completed by the bidder)

Name: _____
Title: _____
Organization: _____
Address: _____

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment - Ceiling Price

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a ceiling price of \$ _____ (*inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16), Limitation of Price

6.7.3 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to **90** percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form [PWGSC-WR01](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed **100** percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form [PWGSC-WR01](#) have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

6.7.4 T1204 - Direct Request by Customer Department

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.7.6 SACC Manual clauses

C0710C (2007-11-30), Time and Contract Price Verification

C0711C (2008-05-12), Time Verification

OR

C0705C (2010-01-11), Discretionary Audit

6.8 Invoicing Instructions - Progress Payment Claim - Supporting Documentation required

1. The Contractor must submit a claim for payment using form [PWGSC-WR01](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-WR01](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee; *(if applicable)*
- e. the description and value of the milestone claimed as detailed in the Contract. *(if applicable)*

Each claim must be supported by: *(if applicable)*

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
 3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-WR01](#), and forward it to the Procurement Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Procurement Authority will then forward the claim to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 SACC Manual Clauses

[A3060C](#) (208-05-12), Canadian Content Certification

6.9.3 Disclosure Certification

On completion of the Work, the Contractor must submit to the Procurement Authority and to the Contracting Authority a copy of the Disclosure Certification attached as Annex "C" stating that all applicable disclosures were submitted or that there were no disclosures to submit under section 27 and 28 of general conditions [2040](#).

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)*

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2040](#) (2016-04-04), General Conditions - Research & Development;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Disclosure Certification;
- (f) the Contractor's bid dated _____, *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s)).*

6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16), Defence Contract

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6.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

6.14 SACC Manual clauses

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations
[B6800C](#) (2007-11-30), List of Non-consumable Equipment and Material

ANNEX "A"

STATEMENT OF WORK

1. TITLE

ADVANCED DEVELOPMENT OF BIOMARKERS OF SEPSIS

2. BACKGROUND

Biomarkers based on nucleic acids offer the potential to assess the stage and degree of disease processes. DRDC Suffield has an interest in DNA-based presymptomatic indicators of infection or sepsis. In sepsis, the presence of live microbes in the blood and the clinical syndrome due to them is a hallmark of potentially lethal infection with biological threat agents and of pathogenic agents in general. Symptomatic sepsis is a late indicator of infection associated with high probability of mortality. Aggressive treatment and preventative measures can reduce mortality and morbidity due to sepsis, especially if very early, even pre-symptomatic biomarkers of progression are available.

A large prospective sepsis study of human cases of sepsis (and matched controls) is currently underway in the United Kingdom. Comprehensive panels of serum have been accrued, matched to cases and outcomes. DRDC Suffield has the opportunity to expand and add value to this by executing analysis of circulating nucleic acids (DNA) in existing study-derived serum samples, which collaborating partners have agreed to share for the purposes of developing novel biomarkers. The methods to perform DNA analysis exist already, and are being used to research many disease or injury processes. A large subset of existing samples will be screened by next-generation DNA sequencing, to identify biomarkers indicative of sepsis with statistical support for association between biomarker and sepsis. Bioinformatics analysis will be used to identify and quantify biomarker DNA fragments, and to map biomarker evolution against time.

3. ACRONYMS

DRDC Defence Research and Development Canada
DNA deoxyribonucleic acid
SOW Statement of Work
TA Technical Authority

4. APPLICABLE DOCUMENTS & REFERENCES

None

5. TASKS

5.1 Sequencing of serum samples

Perform high throughput DNA fragment sequencing on serum samples as provided

5.2 Data aggregation and archiving

Collate data and archive raw data onto external storage hardware for transport to DRDC TA

5.3 Biomarker analysis and statistics

Using suitable bioinformatics tools, identify quantify, and tabulate DNA-based circulating nucleic acid biomarkers of pre-symptomatic sepsis, and examine association to sepsis with respect to time versus matched controls.

5.4 Biomarker validation

Using PCR or digital PCR platforms, develop assays to validate 10 CNA-derived biomarkers of sepsis as a prerequisite of advanced development (of these biomarkers) as diagnostics

6. DELIVERABLES

6.1 Deliverables for task 5.1

DNA sequence data for 120 samples of DNA isolated from serum samples.

6.2 Deliverable for task 5.2

DNA sequencing raw data in machine readable format on transportable external storage device.
Complete description of methods and materials (or source attribution for proprietary materials).

6.3 Deliverables for task 5.3

Identified and analyzed DNA fragment summary data, statistical analysis, using generally acceptable methods and parameters in the field of bioinformatics, with description of said methods.

6.4 Deliverables for task 5.4

PCR data summary and statistical analysis of 10 CNA-derived biomarkers of sepsis.

7. DATE OF DELIVERY

Deliverable 6.1: Summary of protocols and specific components (supplier, kit part numbers etc) within 6 months of contract issue. Interim report of progress and sequencing results within 12 months, final reports and data within 24 months after contract award.

Deliverable 6.2: Data tabulation and raw data to be delivered with final reports within 24 months. Machine readable data archive within 24 months. Cost of hardware for data transfer to be included in the contract response.

Deliverable 6.3: Interim summary within 12 months. Final report within 24 months after contract award.

Deliverable 6.4: Assay design data (oligo sequences, protocols, platform specifications) within 24 months after contract award.

8. LANGUAGE OF WORK

English.

9. LOCATION OF WORK

The work must be performed on Contractor site.

10. TRAVEL

Travel the purposes of presentation at conferences or meetings as required and approved by the TA. The Treasury Board Travel Directive will apply for any travel, accommodation and living expenses.

11. MEETINGS

The Contractor will meet with the T.A. quarterly for interim updates. Such meetings may be teleconferences.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

GSM 1: DNA samples from sepsis study, maximum 300.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

None

14. SPECIAL CONSIDERATIONS

CASH PHASING (GST Excluded)

FY 16/17 \$40,000.00

FY 17/18 \$144,000.00

FY 18/19 \$40,000.00

ANNEX "B"

BASIS OF PAYMENT

Payment will be made for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

(Note: line items listed below are considered "as applicable")

1. Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.
 - a) Title, name _____ (est) ____ days @ \$---./day (est.) \$ _____
 - b) Title, name _____ (est) ____ days @ \$---./day (est.) \$ _____

Total Estimated Labour: \$ _____
2. Material and supplies at laid down cost without mark-up, including (list items). (est.) \$ _____
3. Purchased equipment at laid down cost without mark-up, including (list items). (est.) \$ _____
4. Subcontracting at actual cost incurred without mark-up, (subcontractor name) (est.) \$ _____
5. Travel and Living: the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Technical Authority. All payments are subject to government audit. (est.) \$ _____

OR

5. Authorized travel and living expenses in accordance with the University's Standard Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel. **(Applicable to Universities only)** (est.) \$ _____

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6. Other direct charges at actual cost incurred without mark-up, including (list any other costs which may be applicable, giving an estimated cost for each e.g. computing costs, long distance telephone/facsimile charges, reproduction, shipping). (est.) \$ _____
7. Computing charges at standard university rates. (est.) \$ _____
(Applicable to Universities only)
8. Standard University Overhead as follows:
(Applicable to Universities only)
- a) at a maximum 65% of on-campus labour (item 1) (est.) \$ _____
- b) at a maximum 30% of off-campus labour (item 1) (est.) \$ _____
- c) at a maximum 2% of travel expenses (item 6) (est.) \$ _____
- Total Estimated Overhead: \$ _____
9. Profit at a firm --% of items --,--, above (\$----.--), not to exceed (max) \$ _____
- Total Estimated Cost to a Ceiling Price: \$ _____**

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the estimated cost does not exceed the aforementioned Ceiling Price.

APPLICABLE TAXES: The applicable taxes are not included in the amounts above. The applicable taxes are to be shown as a completely separate item on each invoice.

F.O.B. Point: Defence Research and Development Canada – Suffield Research Centre

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ANNEX "C"

DISCLOSURES CERTIFICATION

This document is to be completed and signed by the Contractor at the completion of the subject contract and submitted to the Contracting Officer and the Technical Authority designated below:

Contracting Authority

Dallas Scott
Procurement Officer
Public Works & Government Services Canada
Procurement and Compensation Branch,
Western Region
ATB Place, North Tower, 5th Floor
10025 Jasper Avenue NW
Edmonton, AB T5J 1S6

Technical Authority

(T.A.)
Defence Research & Development Canada –
Suffield Research Centre
P.O. Box 4000 Main
Medicine Hat, AB T1A 8K6

CONTRACT TITLE: ADVANCED DEVELOPMENT OF BIOMARKERS OF SEPSIS
(Department of -----, Prof. -----)

Please tick appropriate box:

- [] We hereby certify that all applicable disclosures were submitted in compliance with Section 28, General Conditions 2040 - Research and Development.

YOUR ATTENTION IS DRAWN TO SECTION 28, REGARDING IMPLICATIONS ON NON-DISCLOSURE OF any Technical Documentation, Prototypes, Inventions and Technical Information arising during the performance of work pursuant to the above identified contract.

OR

- [] We hereby certify that there are no disclosures to submit under the above-referenced Contract, referred to in Section 28, General Conditions 2040 - Research and Development.

Signature

Print Name

Title

Contractor Name

Date

ANNEX "D"

EVALUATION CRITERIA

1. MANDATORY TECHNICAL CRITERIA

Bidders must demonstrate they meet the following mandatory technical criteria. Failure to meet any of the mandatory technical criteria will render the bid non-responsive and it will be given no further consideration.

Curriculum vitae must be included to demonstrate compliance to the mandatory technical criteria.

If the supporting documentation is not provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

	CRITERIA	MET	NOT MET
M1	Education: Senior scientist must have PhD in Biology, Biochemistry, Molecular Biology, or a related field, with postdoctoral experience.		
M2	Experience: Senior scientist must have experience with high throughput sequencing, gene expression analysis and bioinformatics		
M3	Proposed Technical staff must have BSc or MSc in relevant area, with experience in relevant analysis systems		
M4	Proposed team must have access to appropriate instrumentation to execute sequencing and analysis (e.g. DNA Sequencers, Bioinformatics systems, as itemized in bid package)		

2. POINT-RATED TECHNICAL CRITERIA

- a) Each evaluation criterion has a number allotment ("weight") that reflects its importance within the bid. The degree to which the bid satisfies the requirement of each criterion will be assessed and a rating will be assigned ranging from 0 to 4, as described below. A score will be assessed by multiplying the weight by the rating.
- b) Each bid must achieve a minimum score of 17 of the maximum total points available overall. Bids that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

	POINT-RATED TECHNICAL CRITERIA	Weight	Rating	Score
	Technical Bid (4=excellent, 3=very good, 2=average, 1=poor, 0=nothing)			
P1	Understanding of scope and objectives. The Bidder should include a short introduction with a brief evaluation of the need for the project, the objectives of the proposed Work, demonstrating an understanding of the project. In aptrciualr, there should be an obvious appreciation of the bioinformatic complexity of high throughput sequencing data.	4		
P2	Proposed work feasibility, approach and methodology. The Bidder should clearly outline the approach and proposed methodology to meet the requirement. The proposed technical approach must be compliant with the requirements of the Statement of Work provided as part of the bid solicitation. Sufficient detail should be provided to demonstrate the Bidder's grasp of the requirement and the Bidder's competence to meet it.	4		
P3	Work plan, deliverables and schedule. The Bidder should include a list of specific tasks and deliverables and the proposed schedule for completion of the work or delivery. Schedule should indicate interim deliverable reports or meetings.	4		
P4	Recognition of potential challenges and solutions proposed. The Bidder should state any major difficulties that are anticipated and explain how these difficulties could be overcome.	4		
P5	Project Manager - qualifications and relevant experience, including his/her position within the organization. [Project manager may be the Senior Scientist] The Bidder should provide the name of the Project Manager who will be assigned to this requirement, demonstrating his/her education, qualifications and experience. Curriculum vitae should be included.	4		
	Management Bid			
P6	Proposed level of effort and planned team organization, reporting structure, and capability to carry out the project within the time frame allotted. The Bidder should include a description of the team, the reporting structure, as well as the ability of the proposed team to complete the Work. The Bidder should provide a list of subcontractors proposed (if any), describe the work to be performed by each one and explain the proposed basis of selection for each one.	4		
P7	Project management tools or methodology. The Bidder should describe how it proposes to control the management of the project, including subcontracts.	4		
TOTAL				28

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MAXIMUM POINTS AVAILABLE	28
MINIMUM POINTS ACCEPABLE (60.71%)	17
TOTAL POINTS AWARDED	

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ANNEX "E"

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)