



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to / Propositions aux:

statcan.macs-bids-smc-soumissions.statcan@canada.ca

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

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

Date of Solicitation – Date de l’invitation:

Decembre 20, 2017 /20 decembre, 2017

Address inquiries to – Adresser toute demande de renseignements à:

statcan.macs-bids-smc-soumissions.statcan@canada.ca

Area code and Telephone No.

Code régional et N° de téléphone

(613) 355-9837

Facsimile No.

N° de télécopieur

(613) 951-2073

Destination

See Herein

Instructions :

Municipal taxes are not applicable.

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

Instructions:

Les taxes municipales ne s’appliquent pas.

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

Solicitation No – N° de l’invitation :

J007546

Solicitation closes – L’invitation prend fin

At – à : 14h00 EDT

On – le : January 30, 2018 / 30 janvier 2018

Update – Mise à jour :

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

Name – Nom :

Title – Titre :

Delivery required – Livraison exigée

Delivery offered – Livraison proposée

Vendor Name and Address – Raison sociale et adresse du fournisseur

Facsimile No – N° de télécopieur :

Telephone No – N° de téléphone :

Signature

Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

1.2 Summary

Statistics Canada is seeking one (1) contractor to pay Health care providers for completing the Childhood National Immunization Coverage Survey (CNICS).

The objective is to provide remuneration to all physicians/ immunization providers who provide StatCan with the immunization records for children selected to participate in the Childhood National Immunization Coverage Survey. The contractor will provide this service for StatCan by issuing and mailing out cheques for each physicians/ immunization providers to the addresses supplied to them by StatCan.

The contract will be awarded for one year and half plus an additional two (2) one (1) year option period.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

There is no security requirement applicable to this Contract.

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.

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them



Statistics Statistique
Canada Canada

RFP #:J007546

by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



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) (<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.

2003 (2017-04-27) 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

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Statistics Canada". Delete "PWGSC" and Insert "StatCan".

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

Delete: (d) send its bid only to Public Works and Government services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation

Insert: (d) send its bid only to Statistics Canada (StatCan) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation

2.2 Submission of Bids

Bids must be submitted only to Statistics Canada 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 StatCan will not be accepted.

2.3 Former Public Servant

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



Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;



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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid one (1) PDF copy via electronic mail.

Section II: Financial Bid one (1) PDF copy via electronic mail.

Section III: Certifications one (1) PDF copy via electronic mail.

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 in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.



3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 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.

3.1.2 SACC Manual Clauses

Section III: Certifications

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



Attachment 1 to Part 3 Pricing Schedule

The Bidder must complete this Pricing Schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid its firm all-inclusive unit price (in CAN \$) for each of the period listed below.

Note: The firm all-inclusive rates specified must include all expenses associated with the provision of the services required under this Contract, including but not limited to: word processing, reports, photocopy, courier services, cost associated with the software, telephone calls and the reception and transmission and delivery of the documents, and all other related expenses. No other fees, costs or amounts will be paid.

PRICING SCHEDULE					
Item #	Period of Services	Quantity Estimated number of cheques	Firm all inclusive Unit Price (price per cheque issued)	*Estimated Bank Account Fees	Evaluated Price
1	Contract Award to March 31, 2019	3000	\$		\$
2	Option Period 1 April 1, 2019 to March 31, 2020	500	\$		\$
3	Option Period 2 April 1, 2020 to March 31, 2021	500	\$		\$
Total Evaluated Price					\$

*Note: Bank Account Fees consist of cost of opening the account, cheques fees, and monthly bank fees and cancelled cheques will be reimbursed separately and upon presentation of a receipt, with no allowance for profit.



Attachment 2 to Part 3 Electronic Payment Instruments

The Bidder accepts the following Electronic Payment Instrument:

- Direct Deposit (Domestic and International);
- Visa Acquisition Card;
- MasterCard Acquisition Card;
- Wire Transfer (International Only);



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to part 4

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to part 4

4.1.2 Financial Evaluation

4.1.2.2 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price.

4.2 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria.

The rating is performed on a scale of 30 points.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).



Basis of Selection – Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.18	73.15	77.7
Overall Rating		1st	3rd	2nd



Attachment 1 to Part 4 Evaluation Criteria

1. Mandatory Technical Criteria

Ref. No.	Mandatory Criteria(MC) Pass/Fail	Cross Reference Bid Page Number
M1	<p><u>Bidder</u></p> <p>The Bidder must demonstrate a minimum of ten (10) years' experience in providing administrative survey support services</p>	
M2	<p><u>Contract Manager/Liaison Officer</u></p> <p>The Bidder must identify in their proposal the name of the resource that will act as a Contract Manager/Liaison Officer between the provider and Statistics Canada and administer the Contract on the part of the provider.</p> <p>The Bidder must demonstrate that the proposed contact has a minimum of five (5) years' experience in administrative survey support services.</p>	
M3	<p><u>Bidder</u></p> <p>The Bidder must demonstrate details of the proposed approach, minimum information to include is the methodology used to manage performance and quality assurance to managing the Cheque Issuing Process, Cheque Mail-Out and the Reconciliation Process (as per Annex A).</p>	



2. Point Rated Technical Criteria

The criteria contained herein will be used by Statistics Canada to evaluate each Proposal that has met all of the Mandatory Requirements. Bidders are advised to address these requirements in the following order and in sufficient depth in their proposals to enable a thorough assessment. Statistics Canada assessment will be based solely on the information contained within the Proposal. Statistics Canada may confirm information or seek clarification from Bidders.

Ref. No.	Point-Rated Criteria (R)	Cross Reference Bid Page Number
R1	<p><u>Bidder</u></p> <p>The Bidder should identify, in their proposal, the number of years of experience the company has in administrative survey support services above the minimum of ten (10) years required in M1 of the Mandatory Requirements.</p> <p>Points shall be distributed as follows: 1 point will be awarded for each year of experience above the minimum of ten (10) years.</p> <p>The Maximum number of points awarded: 10</p>	
R2	<p>Performance and Quality Assurance (20 points maximum)</p> <p>The Bidder should identify the approach and methodology used to manage performance and quality assurance. The methodology should include the following attributes:</p> <p>A) The Bidder must demonstrate that they have contingency plans systems and / or procedures in place to allow contract obligations to be met in the event of disruption in the contractor's normal business operations. (Maximum ten (10) points) (Maximum one (1) page)</p> <p>B) Identify the methods for auditing the quality and performance of the work. (Maximum ten (10) points) (Maximum one (1) pages)</p> <p>Scale for above A & B Elements:</p> <p>10 points = Demonstrated complete and full understanding of the requirement; clear recognition of problems and sound, even creative solutions;</p> <p>8 points = Very good understanding overall; fair understanding of some minor areas; recognition of problems, some incomplete solutions;</p> <p>6 points = Overall fair understanding; missing many points including some major areas; limited appreciation of problems and solutions;</p> <p>4 points = Weak understanding, missing many major areas; weak understanding of problems;</p> <p>0 point = No demonstrated understanding of the requirement</p> <p>The Maximum number of points awarded: 20</p>	



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 provided will render the bid non-responsive.

5.2.1 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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.



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 Security Requirements and Additional Clause

6.1.1 Security Requirement

There is no security requirement applicable to the contact

6.1.2 Confidentiality

The Information shall only be accessed by employees of **Name of receiving organization** who require access for the purpose of the project;

The Information disclosed to **Name of receiving organization** is designated as confidential. **Name of receiving organization** shall take any and all steps necessary to protect the Information;

The undersigned will be the custodian of the Information. As such he will be responsible for its safekeeping;

The Information shall not be shared or disclosed to any other party not involved in the project, including within **Name of receiving organization**, without the prior approval of Statistics Canada;

At the end of the project, Statistics Canada shall be notified. If Statistics Canada or the undersigned determine that the Information supplied should be disposed of, appropriate arrangements shall be made for such disposal;

Statistics Canada must be consulted for any request made under access to information or privacy legislation to which **Name of receiving organization** is subject regarding the Information.

6.2 Remuneration Authorization

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

The Project Authority will control the distribution of the Remuneration Authorizations based upon requirements.

6.2.1 Remuneration Authorization Process

1. The Project Authority will provide the Contractor with a description of the Remuneration using the Remuneration Authorization Form specified in Annex D.
2. The Remuneration Authorization (RA) and the attached Excel Spreadsheet will contain the details of the activities to be performed and the deliverables. The RA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar day of its receipt the acceptance of the RA by signing the RA and returning it to the Project Authority. The proposed total estimated cost for performing the remuneration will be established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a RA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a RA has been received will be done at the Contractor's own risk.

6.2.2 Remuneration Authorization Limit

The Project Authority may authorize individual remuneration authorizations up to a limit of \$7,500.00 Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.



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

6.2.3 Minimum Work Guarantee – All the Work – Remuneration Authorization

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 2.5% of the maximum contract value amount.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.3 Statement of Work

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

6.4 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.

6.4.1 General Conditions

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.5 Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2019 inclusive.

6.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 days calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nada Moazin
Title: Contracting Advisor
Organization: Statistics Canada
Address: Main Building, room 1405
150 Tunney's Pasture Driveway
Telephone: 613-355-9837
E-mail address: nada.moazin2@canada.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.

6.6.2 Project Authority (TBD at contract award)

The Project Authority for the Contract is:

Name:
Title:
Organization:
Address:
Telephone:
Email:

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

6.6.3 Contractor's Representative (TBD at contract award)

6.7 Proactive Disclosure of Contracts with Former Public Servants (TBD at contract award)

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

6.8 Payment

6.8.1 Basis of Payment – Limitation of Expenditure – Remuneration Authorization

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



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

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

6.8.2 Limitation of Expenditure – Cumulative Total of all Remuneration Authorization

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

6.8.3 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. Wire Transfer (International Only);

6.8.4 Term of Payment-Monthly Payment

SACC *Manual* clause H1008C (2008-05-12) Monthly Payment

6.9 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- c. Invoices must be distributed as follows:



- i. One (1) copy (paper or electronic) must be forwarded to the address below for certification and payment.

Financial & Administrative Service Division
Statistics Canada
RH Coats Bldg., (RHC7A)
100 Tunney's Pasture Driveway
Ottawa, ON, K1A 0T6
Canada

Email: statcan.financecounter-comptoirfinance.statcan@canada.ca

- ii. One (1) copy (paper or electronic) must be forwarded to the Contracting Authority and the Project Authority identified under the section entitled "Authorities" of the Contract.

6.10 Certifications and Additional Information

6.10.1 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.

6.11 Applicable Laws

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

6.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Condition Higher Complexity- Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Remuneration Authorization Form
- (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)*)

6.13 Insurance Requirements

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

6.14 Dispute Resolution Services

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



boa.opo@boa.opo.gc.ca.

6.15 Contract Administration

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



ANNEX "A" STATEMENT OF WORK

SW.1.0 Childhood National Immunization Coverage Survey (CNICS)

SW.2.0 BACKGROUND

The Public Health Agency of Canada (PHAC) is partnered with Statistics Canada (StatCan) to continue the collection of the Childhood National Immunization Coverage Survey (CNICS) in November 2017. Statistics Canada has been involved in this project since 2010 and released its first CNICS data file in 2012.

One of the survey's components collects immunization records from immunization providers who are often family doctors. To do this, Statistics Canada is asking for parental consent during the interview. When consent is obtained, StatCan contacts the child's immunization providers to request the child's immunization record. StatCan then remunerates immunization providers who submit the requested immunization records. Both PHAC and StatCan would like to continue this practice to encourage physician participation for the 2017 collection cycle.

When the survey was conducted in the private sector, there were no restrictions on how they allocate their funds.

SW.3.0 OBJECTIVES

The objective is to provide remuneration to all physicians/ immunization providers who provide StatCan with the immunization records for children selected to participate in the Childhood National Immunization Coverage Survey. The contractor will provide this service for StatCan by issuing and mailing out cheques for each physicians/ immunization providers to the addresses supplied to them by StatCan.

SW.4.0 PROJECT REQUIREMENTS

SW.4.1 Remuneration, Deliverables, Milestones and Schedule

Cheque Issue Process

This project requirement is to issue and mail-out cheques to the physicians/ immunization providers at the addresses provided by Statistics Canada through a Remuneration-authorization (RA) process and an attached EXCEL spreadsheet. The EXCEL spreadsheet will identify the physicians/ immunization providers to whom a cheque needs to be issued. Funds to issue cheques to the physicians/ immunization providers will be provided to the contractor in advance before the start of the RA. The EXCEL spreadsheet will contain all the necessary information to issue the cheque to the physicians/ immunization providers. Refer to Appendix I for an example of the EXCEL spreadsheet. The contractor will be responsible to open a specific bank account that will be used exclusively to pay participating physicians/ immunization providers. A monthly reconciliation process described below will be required before the next RA is undertaken.

Note: The fund to cover the payments is outside the contract amount for services rendered.



Schedule

RA Number	Deliverables/Milestones	Period Schedule
Remuneration Authorization-RA01	Mail cheques	January 2018
Remuneration Authorization RA-02	Mail cheques	February 2018
Remuneration Authorization RA-03	Mail cheques	March 2018
Remuneration Authorization RA-04	Mail cheques	April 2018
Remuneration Authorization RA-05	Mail cheques	May 2018
Remuneration Authorization RA-06	Mail cheques	June 2018
Remuneration Authorization RA-07	Mail cheques	July 2018
Remuneration Authorization RA-08	Mail cheques	August 2018
Remuneration Authorization RA-09	Mail cheques	September 2018
Remuneration Authorization RA-10	Mail cheques	October 2018
Remuneration Authorization RA-11	Mail cheques	November 2018
Remuneration Authorization RA-12	Mail cheques	December 2018

***The Period Schedule are anticipated months and might slightly change**



Cheque Mail-Out

The Contractor will be responsible for printing the information letter on official StatCan letterhead and for putting the envelopes, letters and cheques together and mailing them to the addresses provided. This process will be repeated for each RA until the completion of the project, anticipated to be March 31, 2019. The contractor will notify Statistics Canada if any cheques need to be reissued or re-mailed.

Reconciliation Process

Statcan will be responsible for providing a spreadsheet report for each RA which will contain the following information:

- i. the list of names and addresses of each physicians/ immunization providers already on the spreadsheet,
- ii. a unique identifier (QNUMBER) already on the spreadsheet. (Refer to Appendix I for an example of the layout)

The Contractor will be responsible for adding additional information to the spreadsheet report and returning to Statcan, no later than 45 days from the date when the RA is received by the supplier. For each cheque, the following information is requested:

- iii. cheque number, names, date of issue and amount;
- iv. current status of the cheque: issued and un-cashed, cashed or returned
- v. date the cheque was cashed (if applicable)

Along with the spreadsheet report, the contractor must provide the following:

- vi. a monthly bank statement which identified the number and amount of each cheque
- vii. Statistics Canada may request the contractor to send a photocopy of each cheque issued

Unused Funds

The contractor will returned any unused funds to Statistics Canada after the last RA is complete and the final reconciliation is complete. The contractor will provide a listing of all cheques not cashed.

SW.4.2 Reporting Requirements

The Project Authority will be in communication with the contractor on a recurring basis. The communication will generally cover the RA, any issues that need to be addressed and to confirm the completion of the mail out.

SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

SW.5.1 Contractor's Obligations

In addition to the obligations outlined in Section 4 of this Statement of Work, the Contractor shall:

- a. keep all documents and proprietary information confidential;
- b. return all materials belonging to StatCan upon completion of the Contract;
- c. submit all written reports in hard copy and electronic format (Microsoft Office Word or Corel WordPerfect);
- d. attend meeting with stakeholders, if necessary;
- e. participate in teleconferences, as needed;
- f. attend meeting at StatCan site, if required; and/or,
- g. maintain all documentation in a secure area.



SW.5.2 Statistics Canada Obligations

- a. provide monthly listing of contact names, addresses (RA and Excel Spreadsheet);
- b. provide all official StatCan envelopes for mail out;
- c. provide the information letters (electronic Word document);
- d. provide Statistics Canada letterhead for mail out,
- e. provide access to a staff member who will be available to respond to inquiries.
- f. provide funds to the contractor to be earmarked for enumeration based on the schedule above;
- g. reimbursement to the contractor for the cost of managing the bank account (cost of opening the account, cheques fees, monthly bank fees)

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

The work is expected to be completed in the Contractor's place of business.

SW.5.4 Language of Work

The work shall be performed in the official language identified by Statistics Canada (English or French).

SW.5.5 Environmental considerations

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers will be encouraged to transmit work requests electronically.

All non-electronic correspondence and deliverables should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content and processed chlorine free, whenever possible. Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The supplier will be encouraged to provide proofs for client review and approval either on-screen or by e-mail, CD, DVD or zip file, wherever possible. Should printed material be required, double-sided format will be the default unless otherwise specified by the client.



Appendix I to Annex A

Example of Excel Spreadsheet to be used for Mail-Out

PRE FIX	FNA ME	LNA ME	STREET_N UMBER	APT UM	STREET_ NAME	CITY	PROVI NCE	PCOD E	LANGP REF	AMOU NT	QNUM
Dr.	JOH N	SMIT H	555		SOME STREET	OTTA WA	ON	K1A1A 1A	1	25	Q12345 678



**ANNEX "B"
Basis of Payment**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract. All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

Table 1 - Initial Contract Period- Award Date to March 31, 2019		
Item #	Description	Firm all inclusive Unit Price (price per cheque issued)
1.1	Price per cheque	\$
Item #	Period of Services	Estimated Bank Account Fees*
1.2	Cost related to the Administration of the Bank Account	\$

Table 2 – Option Period 1- April 1, 2019 to March 31, 2020		
Item #	Description	Firm All-Inclusive (Price per cheque issue)
1.1	Price per cheque	\$
Item #	Period of Services	Estimated Bank Account Fees*
1.2	Cost related to the Administration of the Bank Account	\$

Table 3 – Option Period 2 - April 1, 2020 to March 31, 2021		
Item #	Description	Firm All-Inclusive (Price per cheque issue)
1.1	Price per cheque	\$
Item #	Period of Services	Estimated Bank Account Fees*
1.2	Cost related to the Administration of the Bank Account	\$

*Note: Bank Account Fees consist of cost of opening the account, cheques fees, and monthly bank fees and cancelled cheques will be reimbursed upon presentation of a receipt.



**ANNEX C
REMUNERATION AUTHORIZATION FORM**

REMUNERATION AUTHORIZATION			
Contractor:		Contract Number:	
Remuneration Number:		Date:	
RA Request			
1. For completion by the Project Authority - Description of Work to be Performed			
3. PERIOD OF SERVICES	From:		To:
RA Proposal			
4. Estimated Cost of RA			
Firm Unit Price per cheque	Quantity (Issue and mail-out cheque)		Total cost
			\$
HST (if applicable):			\$
Grand Total:			\$
RA Approval			
5. Signing Authorities			
5.1 Contractor (Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor)			
Print Name	Print Title	Signature	Date
5.2 Project Authority (Name, Title and Signature of Individual Authorized to Sign on Behalf of Statistics Canada)			
Print Name	Print Title	Signature	Date
5.3 Contracting Officer: (Name, Title and Signature of Individual Authorized to Sign on Behalf of Statistics Canada)			
Print Name	Print Title	Signature	Date