

Request for Proposal Number: J007546
Title: Childhood National Immunization Coverage Survey (CNICS)

REQUIREMENT

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.

TRADE AGREEMENTS

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

LANGUAGE

This Statistics Canada office provides procurement services to the public in their official languages.

CONDITIONS OF THE REQUEST FOR PROPOSALS (RFP)

There shall be no direct payment by Statistics Canada for costs incurred for the presentation and submission of proposals in response to this RFP.

ESTIMATED CONTRACT PERIOD

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

OPTION TO EXTEND 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 periods 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 any time 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.

SOLICITATION/BID CLOSING DATE AND SUBMISSION OF PROPOSALS

Interested suppliers should express their interest in the procurement to the following;

Name: Nada Moazin
Title: Coordinator
Organization: Statistics Canada
Address: 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6
Telephone: 613-355-9837
E-Mail: statcan.macs-bids-smc-soumissions.statcan@canada.ca

Request for Proposal Number: J007546
Title: Childhood National Immunization Coverage Survey (CNICS)

The deadline for submissions of bids in response to this RFP is January 30, 2018 @ 2:00pm EST. Any and all bids received after this date and time will be returned unopened to the Bidder. As per Treasury Board Contracting Policy the onus is on the Bidder to ensure that all solicitation documents reach the stipulated destination before the closing date and time of the RFP.

Bids must be submitted only to:

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

ENQUIRIES

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.

MANDATORY TECHNICAL CRITERIA

Mandatory Criteria(MC) Pass/Fail	
M1	<u>Bidder</u> The Bidder must demonstrate a minimum of ten (10) years' experience in providing administrative survey support services.
M2	<u>Contract Manager/Liaison Officer</u> 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. The Bidder must demonstrate that the proposed contact has a minimum of five (5) years' experience in administrative survey support services.
M3	<u>Bidder</u> 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).

SECURITY REQUIREMENTS

There is no security requirement applicable to this Contract.

Request for Proposal Number: J007546
Title: Childhood National Immunization Coverage Survey (CNICS)

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 Crown retains the right to negotiate with suppliers on any procurement.
Documents may be submitted in either official language of Canada.