



**A.1 ELECTRONIC BID SUBMISSION**

Attention: [Sami Nouh](#)  
[Material and Assets Management Division](#)

E-mail: [sami.nouh@canada.ca](mailto:sami.nouh@canada.ca)

**Request for Proposals (RFP)**  
**for**

The Performance of the Work described in  
Appendix 1, Annex A – Statement of Work

**A2. RFP AUTHORITY**

The Authority for this RFP is:

Sami Nouh  
Senior Contracting Officer  
Material and Assets Management Division  
Chief Financial Officer Branch  
Ottawa, Ontario

Telephone: 613-941-2102  
E-mail: [sami.nouh@canada.ca](mailto:sami.nouh@canada.ca)

**THIS CONTRACT  
DOES NOT CONTAIN A SECURITY  
REQUIREMENT**

<b>A3. TITLE</b> Literature reviews, systematic reviews and meta-analyses of vaccines and related topics in support of the National Advisory Committee on Immunization (NACI)	
<b>A4. BID CLOSING DATE</b> 5-February-2018	
<b>A5. SOLICITATION NUMBER</b> 1000195041	<b>A6. ISSUE DATE</b> 27-December-2017
<b>A7. ENQUIRIES</b> All enquiries must be submitted in writing to the designated RFP Authority identified in A2 by no later than seven (7) calendar days prior to the Closing Date in order to allow sufficient time to provide a response.	
<b>A8. APPLICABLE LAWS</b> In accordance with GI15, any resulting contract must be interpreted and governed, and the relations between the Parties determined, by the laws in force in the <a href="#">Province of Ontario, Canada</a> .	
<b>A9. BID SOLICITATION DOCUMENTS</b> The RFP is divided into six (6) parts as follows: <ol style="list-style-type: none"> <li>1. Section I – Bid Submission Requirements</li> <li>2. Section II – Bid Evaluation Procedures and Evaluation Criteria</li> <li>3. Section III – Financial Bid</li> <li>4. Section IV – General Instructions</li> <li>5. Section V – Certifications</li> <li>6. Appendix 1 – Resulting Contract Clauses <ul style="list-style-type: none"> <li>Annex A – Statement of Work</li> <li>Annex B – Basis of Payment</li> <li>Annex C – Security Requirements</li> </ul> </li> </ol>	
<b>A10. BID DELIVERY</b> Bids must be received by no later than <a href="#">14:00 (2 p.m)</a> on 5-February-2018 ( <a href="#">Eastern Standard time</a> ) at the bid receiving address indicated in A1. Bids received after the closing date and time (referred to as the “Closing Date”) will be considered non-responsive.	
<b>A11. BID VALIDITY</b> Bids will remain valid for a period of <a href="#">ninety (90)</a> calendar days following the Closing Date.	
<b>A12. BID CONTENT</b> Bids must be structured in the following manner: <ul style="list-style-type: none"> <li>• One (1) electronic copy of a Covering Letter, signed by an authorized representative of the Bidder;</li> <li>• One (1) electronic copy of the Technical Bid;</li> <li>• One (1) electronic copy of the Certifications – Section V and,</li> <li>• One (1) electronic copy of Financial Bid – Section III contained in separate attachment</li> </ul> <p>Please refer to Section 1 – Bid Submission Requirement, point 2.2 for further instructions.</p>	
<b>A13. INTELLECTUAL PROPERTY</b> The Contractor Will Own Intellectual Property Rights as per Appendix 1.	

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION.....</b>	<b>4</b>
1.1 Introduction .....	4
1.2 Summary.....	4
1.3 Debriefings.....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 Standard Instructions, Clauses and Conditions .....	5
2.2 Submission of Bids .....	5
2.3 Former Public Servant .....	5
2.4 Enquiries - Bid Solicitation.....	6
2.5 Applicable Laws .....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>7</b>
3.1 Bid Preparation Instructions .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>8</b>
4.1 Evaluation Procedures.....	8
4.2 Basis of Selection .....	11
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>13</b>
5.1 Certifications Required with the Bid .....	13
5.2 Certifications Precedent to Contract Award and Additional Information.....	13
<b>PART 6 - SECURITY .....</b>	<b>14</b>
6.1 Security Requirements.....	14
<b>PART 7 - RESULTING CONTRACT CLAUSES.....</b>	<b>15</b>
7.1 Statement of Work.....	15
7.2 Standard Clauses and Conditions.....	16
7.3 Security Requirements.....	16
7.4 Term of Contract.....	16
7.5 Authorities .....	17
7.6 Proactive Disclosure of Contracts with Former Public Servants .....	17
7.7 Payment .....	18
7.8 Invoicing Instructions.....	18
7.9 Certifications and Additional Information.....	19
7.10 Applicable Laws .....	19
7.11 Priority of Documents.....	19

7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor) (Delete appropriate clause at contract award) ..... **Error! Bookmark not defined.**

**ANNEX “A”** ..... **20**

STATEMENT OF WORK (SOW) .....20

**ANNEX “B”** ..... **26**

BASIS OF PAYMENT .....26

**ANNEX “C”** ..... **28**

TASK AUTHORIZATION FORM.....28

## **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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 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, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Task Authorization Form

### **1.2 SUMMARY**

- 1.2.1** The objective is for Public Health Agency of Canada to obtain the professional services of a Contractor on an “as and when required” basis to conduct literature reviews, systematic reviews and meta-analyses of vaccines and related topics.

The National Advisory Committee on Immunization (NACI) regularly produces Recommendations, Statements and Updates related to the use of vaccines currently or newly approved for use in humans in Canada. The Centre for Immunization and Respiratory Infectious Diseases (CIRID) of the Public Health Agency of Canada (PHAC) provides direct support for this work. One form of this direct support is contracting for the completion of literature reviews on various vaccines as a means of gathering evidence related to vaccines and certain prophylactic agents.

Throughout the SOW Literature Reviews will be used to refer to any of the potential projects under a task authorization including Literature Reviews, Systematic Reviews and Meta-Analyses.

- 1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

### **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) (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](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 SUBMISSION OF BIDS

You are invited to submit electronic copies in either official language (English or French) of both the Technical and Cost Proposals. The RFP Reference Number and the title of the Requirement must be in the subject line of your email.

No price or cost information should appear in any other section of the bid. Failure to provide the Financial Bid in a separate attachment will render a bid non-responsive.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC 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 separate files as follows:

Section I: Technical Bid (1 electronic copy )

Section II: Financial Bid (1 electronic copy )

Section III: Certifications (1 electronic copy )

#### **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**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

#### **Section III: 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 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

Bidders MUST use the evaluation grid below to reference supporting documentation, including but not limited to CVs with detailed descriptions of tasks/activities performed, Diplomas, and/or Degrees, which clearly demonstrates compliance with each of the stated mandatory and rated criteria.

The Bidder AND all proposed resources must meet the minimum requirements outlined below for the bid to be considered compliant.

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately. In cases where more than one resource is bid for a resource category each resource must fully meet the specific criteria.

Proposals which fail to meet the Mandatory Requirements will be deemed non-compliant and given no further consideration.

<b>Mandatory Technical Criteria (MT)</b>			
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.			
#	Mandatory Technical Criterion	Met: Yes/No	Page Reference In The Bidder's Proposal
M1	The Bidder must demonstrate within the proposed resource's resume for the lead senior resource, that they have completed a minimum of 5 systematic reviews of pharmaceutical, health technology, or vaccine literature published in peer-reviewed journals or as technical reports within the last 7 years (not as part of academic training).		
M2	The Bidder must demonstrate within the proposed resource's resume for the lead senior resource, that they have a minimum of 3 years of work experience as outlined in their CV in the last 7 years (not as part of academic training) in the role of principal investigator or co-investigator leading research groups in conducting systematic reviews of vaccines, drugs or health technologies.		
M3	The Bidder must demonstrate within the proposed resource's resume for the lead senior resource, that they have a minimum of 1 systematic review		



<b>Mandatory Technical Criteria (MT)</b>			
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.			
<b>#</b>	<b>Mandatory Technical Criterion</b>	<b>Met: Yes/No</b>	<b>Page Reference In The Bidder's Proposal</b>
	conducted in the role of principal investigator or co-investigator as part of a contract for or collaboration with a non-academic end-user.		
<b>M4</b>	<p>The Contractor must identify what resources would be required for the completion of tasks as identified in Article 2.1 of the SOW according to the NACI methodology and a workplan which addresses other identified standards or guidelines, including at a minimum:</p> <p>a) What type of resource category and number of resources would be used at minimum for each of the tasks;  b) The estimated amount of time that would be spent by each resource on each task;  c) How disputes between the Contractor and Technical Authority including but not limited to project scope, tasks, methodology, timelines and finances would be resolved;  d) What quality assurance steps for all deliverables would be put in place; and  e) How to ensure that all deliverables would be reviewed by the proposed lead senior resource for quality.</p>		

**4.1.1.2 Point Rated Technical Criteria**

**Point Rated Technical Criteria**

Proposals which fail to meet the overall minimum Rated Requirements will be deemed non-compliant and given no further consideration.

<b>Item</b>	<b>Criteria</b>	<b>Points allocated for the criteria</b>	<b>Score</b>	<b>Page #</b>
<b>R1</b>	<p>The Bidder should demonstrate within the proposed resource's resume for the lead senior resource, that they have experience in the last 7 years (not as part of academic training) in preparing manuscripts for publication in peer-reviewed journals or technical reports on systematic reviews of pharmaceuticals, health technology or vaccines. Therefore, the proposed lead senior resource should identify manuscripts and reports of systematic reviews on pharmaceuticals, health technology or vaccines published within the last 7 years for which they were the first or senior author.</p> <p><b>Points Allocation:</b>  1 point up to a maximum of 5 points for every manuscript published in a peer-reviewed journal that has an impact factor of at least 2, according to CiteFactor (<a href="http://www.citefactor.org">www.citefactor.org</a>)</p>	5		

Item	Criteria	Points allocated for the criteria	Score	Page #
	<p>1 point up to a maximum of 3 points for every published technical report</p> <p>2 points if at least 2 of the published manuscripts or technical reports were on vaccines</p>	<p>3</p> <p>2</p>		
R2	<p>The Bidder should demonstrate within the proposed resource's resume for the lead senior resource, that they have experience in the last 7 years in the role of principal investigator or co-investigator leading research groups in conducting systematic reviews of pharmaceuticals, health technologies or vaccines. Therefore, the proposed lead senior resource should identify projects where systematic reviews of pharmaceuticals, health technology or vaccines were conducted and concluded within the last 7 years for which they were the principal investigator or co-investigator.</p> <p><b>Points Allocation:</b> 1 point per project up to a maximum of 6 points for any work that meets the criterion</p> <p>One bonus point up to a maximum of 2 points if the project involved vaccines</p> <p>One bonus point up to a maximum of 2 points if the project was conducted as part of a contract for or collaboration with a non-academic end-user</p>	<p>6</p> <p>2</p> <p>2</p>		
R3	<p>The Bidder should demonstrate within the proposed resource's resume for the lead senior resource, that they have demonstrated direct knowledge of vaccines, vaccine characteristics and the immunization system in Canada through experience leading primary research projects as principal investigator or co-investigator. Therefore, the proposed lead senior resource should identify primary research projects on vaccines and immunization conducted and concluded within the last 7 years for which they were the principal investigator or co-investigator.</p> <p><b>Points Allocation:</b> 2 points per project up to a maximum of 10 points</p>	<p>10</p>		
R4	<p>The Bidder should demonstrate within the proposed resource's resume for the lead senior resource, that they have experience within the last 5 years in communicating research findings on vaccines, drugs or health technologies to a variety of national and international audiences.</p> <p>Note, in order for points to be allocated, the presentations must have been a minimum of 30 minutes duration and must have been made to health professionals or researchers and duration, topic and audience must be identified including timeline.</p> <p><b>Points Allocation:</b> 1 point up to a maximum of 4 points for every presentation made to a national audience that fits the criterion</p>	<p>4</p>		

Item	Criteria	Points allocated for the criteria	Score	Page #
	1 point up to a maximum of 4 points for every presentation made to an international audience that fits the criterion	4		
	1 bonus point up to a maximum of 2 points if the presentation was on the findings of a systematic review on vaccines	2		
<b>R5</b>	<p>The Bidder, within their workplan, should have details provided on the items below which are clear and align with the Assumptions, Tasks, and Activities, Deliverables and Milestones outlined in the RFP, NACI methodology and other applicant identified standards or guidelines by the Bidder.</p> <p><b>Points Allocation:</b> For the Bidder's response to each item below, 1 point will be given for clarity and 1 point will be given for alignment.</p> <p>a) What type of resource category and number of resources would be used at minimum for each of the tasks;</p> <p>b) The estimated amount of time that would be spent by each resource on each task;</p> <p>c) How disputes between the Contractor and Technical Authority including but not limited to project scope, tasks, methodology, timeline and finances would be resolved;</p> <p>d) What quality assurance steps for all deliverables would be put in place; and</p> <p>e) How to ensure that all deliverables would be reviewed by the proposed lead senior resource for quality.</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>		
	<b>Minimum overall points required to be deemed compliant</b>	<b>28</b>		
	<b>Total available points</b>	<b>50</b>		

## 4.2 BASIS OF SELECTION

### 4.2.1 Lowest Price Per Point - A0035T (2007-05-25)

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 28 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points.
- d. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.
- e. To determine the lowest price per point, the following calculation will be applied:

Price per point = total evaluated bid price (Average Per Diem) / total technical score

## 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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 Additional Certifications Precedent to Contract Award

##### 5.2.2.1 Status and Availability of Resources

*SACC Manual* clause [A3005T](#) (2010-08-16) Status and Availability of Resources

##### 5.2.2.2 Certifications - Contract

*SACC Manual* clause [A3015C](#) (2014-06-26) Certifications - Contract

##### 5.2.2.3 Education and Experience

*SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

## **PART 6 - SECURITY AND OTHER REQUIREMENTS**

### **6.1 SECURITY REQUIREMENTS**

There is no security requirement

### **6.2 INSURANCE REQUIREMENTS**

SACC Manual clause [G1005C](#) (2016-01-28)-Insurance

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 STATEMENT OF WORK

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

#### 7.1.2 Task 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 Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 7.1.2.1 Task Authorization Process

###### Task 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 Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

###### Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA 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 days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$10,000.00**, Applicable Taxes included, inclusive of any revisions.

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

##### 7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

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 3%
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.

## **7.2 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.

### **7.2.1 General Conditions**

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

### **7.2.2 Supplemental General Conditions**

[4006](#) (2016-04-04), Contractor to Own Intellectual Property Rights in Foreground Information

## **7.3 SECURITY REQUIREMENTS**

**7.3.1** There is no security requirement applicable to the Contract.

## **7.4 TERM OF CONTRACT**

### **7.4.1 Period of the Contract**

The Work is to be performed during the period of contract award to March 31, 2020.

### **7.4.2 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 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 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.



## 7.5 AUTHORITIES

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sami Nouh  
Title: Senior Procurement and Contracting Officer  
Health Canada - Public Health Agency of Canada  
Chief Financial Officer Branch  
Telephone: 613-941-2102  
E-mail address: [sami.nouh@canada.ca](mailto:sami.nouh@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.

### 7.5.2 Project Authority

The Project Authority for the Contract is: *(will insert at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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.

### 7.5.3 Contractor's Representative *(will insert at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 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.

## **7.7 PAYMENT**

### **7.7.1 Basis of Payment**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom 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 task authorization 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.

### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$260,000.00**. Customs duties are inserted 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 TAs, 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.

### **7.7.3 Method of Payment - Single Payment**

SACC Manual clause [H1000C](#) (2008-05-12) - Single Payment

## **7.8 INVOICING INSTRUCTIONS**

One (1) copy of each invoice must include the following and sent to the project authority:

- a. the Contract title, number and financial code;
- b. the date;
- c. a description of the Work performed;
- d. timesheets (if payment is based on hourly/per diem rates);
- e. evidences of actual Cost (Cost Reimbursable Elements);
- f. the amount of the progress payment being claimed; and the amount of any tax (including GST/HST)

## **7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION**

### **7.9.1 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.

### **7.10 APPLICABLE LAWS**

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

### **7.11 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 supplemental general conditions - 4006 (2016-04-04), Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions - 2035 (2016-04-04), General Conditions - Higher Complexity - Services.
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_;

## ANNEX "A"

### STATEMENT OF WORK (SOW)

#### 1. SCOPE

1.1. Title: Literature reviews, systematic reviews and meta-analyses of vaccines and related topics in support of the National Advisory Committee on Immunization (NACI)

#### 1.2. Introduction

The National Advisory Committee on Immunization (NACI) regularly produces recommendations, statements and updates related to the use of vaccines currently or newly approved for use in humans in Canada. The Centre for Immunization and Respiratory Infectious Diseases (CIRID) of the Public Health Agency of Canada (PHAC) provides direct support for this work. One form of this direct support is contracting for the completion of literature reviews on various vaccines as a means of gathering evidence related to vaccines and certain prophylactic agents.

Throughout the SOW, "literature reviews" will be used to refer to any of the potential projects under a task authorization, including literature reviews, systematic reviews and meta-analyses of vaccines and related topics.

#### 1.3. Objectives of the Requirement

The objective is to obtain the professional services of a Contractor on an "as and when required" basis to conduct literature reviews, systematic reviews and meta-analyses of vaccines and related topics.

#### 1.4. Background and Specific Scope of the Requirement

NACI is a national advisory committee of experts in the fields of pediatrics, infectious diseases, immunology, medical microbiology, internal medicine and public health. The Committee reports to the Assistant Deputy Minister of Infectious Disease Prevention and Control Branch, and works with staff of CIRID to provide ongoing and timely medical, scientific and public health advice. CIRID, either on its own or through contracted resources, regularly reviews, assesses and synthesizes literature related to vaccines to inform PHAC, NACI and its working groups, such as the NACI Influenza Working Group. The findings from the literature reviews provide NACI with a comprehensive summary and analysis of the currently available scientific data required to support decision making for vaccination recommendations and guidance for programs based on the NACI methodology (Methods of the National Advisory Committee on Immunization Canada Communicable Disease Report (CCDR) 2009).

Some past examples of the literature reviews that have been undertaken and are available on the PHAC web site include:

- 1) Literature Review of High Dose Seasonal Influenza Vaccine for Adults 65 Years and Older in 2016;
- 2) Literature Review on Pediatric Fluvad® Influenza Vaccine Use in Children 6-72 Months of Age in 2015;
- 3) Literature Review on Influenza Vaccination in Healthy 5-18-Year-Olds in 2014;
- 4) Literature Review on Quadrivalent Influenza Vaccines in 2014;
- 5) Literature Review on serogroup B invasive meningococcal disease: epidemiology, multicomponent meningococcal B vaccine characteristics and other factors for consideration 2014;
- 6) Literature Review on Rotavirus: Disease and Vaccine Characteristics 2010;
- 7) Literature Review on One-Dose and Two-Dose Varicella Vaccination 2010;
- 8) Literature Review on HPV 6, 11, 16 and 18: Disease and Vaccine Characteristics 2007; and
- 9) Literature Review on DTap based penta- and hexavalent vaccines approved for clinical use in Canada 2006.

CIRID is expecting to undertake a number of literature reviews on vaccines and related topics over the next few years. As a result, the specific scope of this requirement is to buy the services of a Contractor on an “as and when required” basis to undertake literature reviews of specific vaccines and related topics.

**1.5. Assumptions:**

- a) CIRID expects each year to undertake 2-3 literature reviews on vaccines and related topics.
- b) Task Authorizations could include literature reviews on vaccines and related topics of varying scope, such as literature reviews (e.g., environmental scans, rapid reviews, narrative reviews), systematic reviews and meta-analyses, as determined by the Technical Authority.
- c) The topic, scope and level of effort for the literature reviews will be identified in the Task Authorization. It is expected that the level of effort will be spread across different resource categories, including the lead senior resource and other resources, such as research lead, research assistant, biostatistician, librarian and other staff depending upon the complexity of the work.
- d) The focus of the work will include:
  - i. New vaccines;
  - ii. New indications for existing vaccines;
  - iii. Comparison of new or existing vaccines; and
  - iv. Proposed changes to existing federal or provincial/territorial immunization programs.
- e) The potential areas for inclusion in the search strategy will be completed in consultation with PHAC, NACI and the relevant working group as required. A RefWorks database will be created for PHAC by the Contractor for the references.
- f) The focus of literature reviews will be on primary research studies, with secondary studies and gray literature used in support of or in the absence of primary research studies.
- g) The Contractor is expected to have one resource who serves as the single point of contact for the work and can provide updates on the work.
- h) The lead senior resource is expected to review, quality check and sign-off on all deliverables.

**2. REQUIREMENTS**

**2.1. Tasks, Activities, Deliverables and Milestones**

The Task Authorization will identify the topic, scope, specific tasks and deliverables of a literature review. The general approach to literature review is outlined in the table below; it is expected that the Contractor’s resources are at a minimum able to complete these tasks.

Tasks	Deliverables
<b>Phase 1: Development of the literature search strategy and performing the literature search for potentially relevant studies</b>	
1. Develop the search strategy and study inclusion/exclusion criteria in consultation with PHAC; and if identified, in consultation with PHAC librarians. Provide the search strategy to the PHAC Technical Authority for review and comment.	One to two-page document, outlining the methodology
2. Prepare presentation deck on the search strategy and provide to the PHAC Technical Authority for review and comment.	Presentation deck
3. Present via teleconference the proposed search strategy and inclusion/exclusion criteria to PHAC, the relevant NACI working group, and if required, NACI, for comment and feedback.	
4. Revise the proposed search strategy based on the feedback.	Revised search strategy

Tasks	Deliverables
5. Retrieve abstracts and relevant literature from search and create a refined list of publications through title screen and provide it electronically to PHAC Technical Authority for review and comment.	Refined list of publications
6. Enter retrieved studies into a RefWorks database and provide it electronically to PHAC Technical Authority for review and comment.	RefWorks database
<b>Phase 2: Screening of literature retrieved from the literature search for relevance</b>	
<p>7. Conduct screening of abstracts and screen full text articles based on inclusion and exclusion criteria.</p> <p>8. Analyze and evaluate the literature using a minimum of two independent reviewers to evaluate the relevance of retrieved articles for “inclusion” or “exclusion” ensuring a dispute resolution mechanism to resolve any disagreements about the eligibility screening.</p> <p>9. Hand search bibliographies of included studies.</p> <p>10. Develop a summary of literature retrieved and provide it electronically to PHAC Technical Authority for review and comment.</p>	Summary of literature retrieved through search strategy
<p>11. Prepare a flow diagram, tracking documents and a brief summary of the included studies for PHAC and the relevant NACI working group for comment and feedback. The summary will focus on a high level analysis of the literature retrieved and include, but not limited to, a summary of:</p> <ol style="list-style-type: none"> <li>a. study designs;</li> <li>b. location of study;</li> <li>c. year of study;</li> <li>d. population subgroups;</li> <li>e. size of studies;</li> <li>f. strains (if relevant);</li> <li>g. vaccine;</li> <li>h. vaccination route; and</li> <li>i. topic area (i.e. efficacy, reactogenicity).</li> </ol>	Flow diagram, tracking documents and a brief summary
<b>Phase 3: Analysis of relevant retrieved literature</b>	
<p>12. Analyze and evaluate the included studies using a minimum of two independent reviewers to critically appraise the articles retained for review, ensuring a dispute resolution mechanism to resolve any disagreements about the quality assessment or data extraction related to a given article.</p> <p>13. Prepare a forest plot, evidence tables and any summary effect measures (meta-analysis if required) for all publications included in the review as per specifications of NACI methodology.</p>	Completed tracking documents, forest plot, evidence tables, and summary effect measures
14. Present evidence tables and summary results including a forest plot via a teleconference to PHAC, relevant NACI working group and if required, NACI, for comment and feedback.	Presentation
15. Update the literature review prior to preparation of report and as per input from PHAC, relevant NACI working group, and if required, NACI.	Updated literature search and any products prepared

Tasks	Deliverables
<b>Phase 4: Preparation of a structured literature review report</b>	
16. Prepare a summary report of the literature, as per PRISMA reporting guidelines, including the following sections: <ul style="list-style-type: none"> <li>a. Introduction and methodology, including discussion of publications excluded from the review and rationale for exclusion;</li> <li>b. Detailed summary of literature by subject area, including safety and adverse events, efficacy, effectiveness, immunogenicity, indications and contraindications;</li> <li>c. Identification of evidence gaps;</li> <li>d. Completed evidence tables, forest plot, flow diagram; and</li> <li>e. Bibliography of publications included in the review.</li> </ul>	Draft report
17. Present, if required, draft report to PHAC, relevant NACI working group, and if required, NACI.	Presentation
18. Finalization of report, including a separate executive summary incorporating feedback from PHAC, relevant NACI working group, and if required, NACI.	Final report

## 2.2. Specifications and Standards

### Methodology

The Contractor must undertake the work using the current methods of the National Advisory Committee on Immunization (NACI) – Methods of the National Advisory Committee on Immunization Canada Communicable Disease Report CCCR) 2009. (<http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/09vol35/acs-1/index-eng.php>)

- a. The literature review may include published literature for extended periods of time (e.g., 10 years or longer on occasion).
- b. The literature review will use publications of primary research as the basis for the work under this contract.
- c. The literature review may include specific publications and additional evidence as specified by PHAC, relevant NACI working group, and if required, NACI.
- d. Both English and French publications will be included as part of the review.
- e. The reference style will follow Uniform Requirements (ICMJE), which is the standard for NACI products.
- f. Literature reviews must employ an electronic tracking system, such as Distiller SR.

### Deliverables

Presentation decks must be submitted to PHAC electronically in Microsoft PowerPoint. The interim and final reports must include relevant background material/references and be submitted electronically in Microsoft Word 2003 format or later up to and including Microsoft Word 2010 format.

Before data is transferred to PHAC, any and all personal information, such as names, must be removed and replaced by the Contractor with an impersonal unique person identification number.

## 2.3. Technical, Operational and Organizational Environment

All tools for the implementation of this Contract will be provided by the Contractor. These include:

- a. Reference management, review tracking, and quality appraisal tool (i.e. Distiller SR);
- b. Evidence tables;

- c. Statistical software;
- d. RefWorks account; and
- e. Scientific/medical electronic database access.

#### **2.4. Method and Source of Acceptance**

All work rendered under the Contract, including revisions, will be subject to approval by the Technical Authority. Any communication with the Contractor regarding the quality of work performed pursuant to the Contract must be undertaken by correspondence through the Technical Authority. The Contractor must provide the Technical Authority with all deliverables electronically in Microsoft Word format, and if requested in hard copy format.

The Technical Authority has the right to reject any deliverables that are not considered satisfactory, or the Technical Authority can require their correction before payment will be authorized by the Agency to the Contractor.

#### **2.5. Reporting Requirements**

When a Task Authorization has been authorized, the Contractor will submit on a monthly basis a status report in Microsoft Word format to the PHAC Technical Authority outlining the accomplishments for the given period, open issues, and upcoming milestones.

In addition to the timely submission of the deliverables and the fulfilment of all obligations under this Contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Technical Authority.

Communication is defined as all reasonable effort to inform the Technical Authority of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the work is progressing well and in accordance with expectations. Communication may include phone calls, electronic mail, and meetings.

The Contractor is to immediately notify the Technical Authority of any issues, problems or areas of concern, relating to any Work completed under this Contract, as they arise.

#### **2.6. Project Management Control Procedures**

To ensure that the deliverables will be of an acceptable quality, completed on time and within budget, the individual identified in the proposal as the Technical Authority shall:

- a. Monitor progress through regular conference calls or emails;
- b. Review deliverables for acceptance; and
- c. Ensure invoices are in accordance with the completion of deliverables and the rates identified in the Basis of Payment.

The Technical Authority is responsible for all matters concerning the content of the work under the Contract. Any changes to the work plan, methodology, scope of the work, and/or change in personnel must be approved by the Technical Authority. Any changes will be done in writing by means of a Contract Amendment issued by the Departmental Representative.

### **3. ADDITIONAL INFORMATION**

#### **3.1. Public Health Agency of Canada Responsibilities**

The Technical Authority will provide/make available for the duration of this Contract:

- a. Access to departmental library materials, government and departmental policies and procedures;
- b. Access to a staff member who will be available to coordinate activities; and
- c. Review all deliverables and provide all comments in writing within twenty (20) working days.



### **3.2. Contractor Responsibilities**

The Contractor shall:

- a. Work collaboratively with the Technical Authority;
- b. Liaise with the Technical Authority for meetings and other related project management activities;
- c. Attend teleconferences with stakeholders if deemed necessary by the Technical Authority;
- d. Due to existing workload and deadlines, all resources assigned to the Contract must be ready to work in close and frequent contact with the Technical Authority and other Agency personnel;
- e. Keep all documents and proprietary information confidential;
- f. Use its own equipment and software for the performance of this work; and
- g. Return all materials belonging to the Agency on completing the Contract.

### **3.3. Location of Work, Work site and Delivery Point**

All work will be undertaken at the Contractor's facility(ies).

### **3.4. Language of Work**

All deliverables will be submitted in English.

### **3.5. Insurance Requirements**

It shall be the sole responsibility of the Consultant to decide whether or not any form of insurance coverage is necessary for its own protection or to fulfill its obligations under this Contract; and to ensure compliance with required federal, provincial or municipal law. Insurance shall be provided at the Consultant's expense.

### **3.6. Travel and Living**

There is no travel and living associated with this requirement.

### **3.7 Security Requirements**

- a. Unscreened Contractors must be escorted by an employee or a Commissionaire at all times when visiting Government of Canada facilities.
- b. Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the Contractor must be unclassified material and considered to be releasable to the public by PHAC and the Government of Canada.
- c. No Protected or Classified information is to be made available to the Contractor, used in the production of the contracted product, or produced as a result of this contract.

## **4. APPLICABLE DOCUMENTS AND GLOSSARY**

### **Glossary:**

CCDR	Canada Communicable Disease Report
CIRID	Centre for Immunization and Respiratory Infectious Diseases
NACI	National Advisory Committee on Immunization
PHAC	Public Health Agency of Canada

## ANNEX "B"

### BASIS OF PAYMENT

#### 1. PRICE BREAKDOWN

##### 1.1. Estimated Level of effort

<b>Contract Period</b>	<b>Dates</b>	<b>\$ Amount</b>
Initial contract period	Contract Award to March 31, 2020	\$260,000.00
Option period #1	April 1, 2020 to March 31, 2021	\$100,000.00
Option period #2	April 1, 2020 to March 31, 2022	\$100,000.00
<b>Estimated Overall Total</b>		<b>\$460,000.00</b>

##### 1.2. PROFESSIONAL SERVICES

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

<b>Labour resources</b>	<b>Per diem (CAD \$)</b>
Lead senior resource	
Research lead	
Research assistant	
Biostatistician	
Librarian	
Other resources (labour category)	
<b>Total =</b>	
<b>Average Per diem =</b>	



**ANNEX "C"**

**TASK AUTHORIZATION FORM**

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

**Required Work**

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

**SECTION A - Task Description of the Work required**

--

**SECTION B - Applicable Basis of Payment**

--

**SECTION C - Cost Breakdown of Task**

--

**SECTION D - Applicable Method of Payment**

--

**Authorization**

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

Name of Project Authority

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Contractor's Signature**

Name and title of individual authorized to sign for the Contractor

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_