



**A1. HEALTH CANADA BID RECEIVING UNIT
FEDERAL RECORDS CENTRE BUILDING**

161 Goldenrod Driveway, Tunney's Pasture
Loading dock of building #18,
Ottawa, ON K1A 0K9 CANADA
Business hours: 7h30 to 16h30

Attention: Darlene Fisher, Material and
Assets Management Division
Telephone: 613-941-2125
Solicitation #: 1000191585a

OR

A.1 ELECTRONIC BID SUBMISSION

Attention: Darlene Fisher, Material and
Assets Management Division
E-mail: darlene.fisher2@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:

Darlene Fisher
Senior Procurement & Contracting Officer
Materiel and Assets Management Division
Chief Financial Officer Branch (CFOB)
Ottawa, Ontario

Telephone: 613-941-2125
E-mail: darlene.fisher2@canada.ca

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

A3. TITLE Take Action on Radon Network and Radon Action Month Campaign	
A4. BID CLOSING DATE March 13, 2018	
A5. SOLICITATION NUMBER 1000191585a	A6. ISSUE DATE January 31, 2018
A7. ENQUIRIES All enquiries must be submitted in writing to the designated RFP Authority identified in A2 by no later than ten (10) calendar days prior to the Closing Date in order to allow sufficient time to provide a response.	
A8. APPLICABLE LAWS Any resulting contract must be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province of Ontario, Canada.	
A9. BID SOLICITATION DOCUMENTS The RFP is divided into seven (7) parts as follows: <ol style="list-style-type: none"> 1. Part 1 – General Information 2. Part 2 – Bidder Instructions 3. Part 3- Bid Preparation Instructions 4. Part 4 – Evaluation Procedures and Basis of Selection 5. Part 5 – Certifications and Additional Information 6. Part 6 – Security and Other Requirements 7. Part 7 – Resulting Contract Clauses <ul style="list-style-type: none"> Annex A – Statement of Work Annex B – Basis of Payment 	
A10. BID DELIVERY Bids must be received by no later than 14:00 (2 p.m) on March 13, 2018 (Eastern Daylight time) 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.	
A11. BID VALIDITY Bids will remain valid for a period of one-hundred and twenty (120) calendar days following the Closing Date.	
A12. BID CONTENT Bids must be structured in the following manner: <ul style="list-style-type: none"> • One (1) copy of a Covering Letter, signed by an authorized representative of the Bidder; • Four (4) copies of the Technical Bid; • One (1) copy of the Certifications – Section V and, • One (1) copy of Financial Bid – Section III contained in separate envelope <p>Please refer to Part 3 for further instructions.</p>	

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This bid solicitation cancels and supersedes previous bid solicitation number 1000191585 dated July 4, 2017 with a closing of August 14, 2017 at 2 p.m.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 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 Electronic Payment Instruments, the Federal Contractors Program for Employment Equity – Certification.

1.2 Summary

- 1.2.1 This requirement is for the provision of an on-going National Radon Program for the Radiation Protection Bureau at Health Canada (HC) with the goal of reducing the health risks associated with indoor radon exposure in Canada. A key element of the National Radon Program is to raise awareness and motivate Canadians to take action to reduce their risk from radon exposure.
- 1.2.2 There is no security requirement associated with this requirement.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).
- 1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification.](#)

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.

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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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: one-hundred and twenty (120) calendar days

2.2 Submission of Bids

Bids must be submitted only to Health Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

To the following Address:

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock),
Ottawa, Ontario K1A 0K9

Attention: Darlene Fisher

RFP Reference Number: 1000191585a

Hours of Operation: 07h30 to 16h30 Monday to Friday

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

2.3 Enquiries - Bid Solicitation

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

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

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2.4 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.

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 20 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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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 (4 hard copies) (and 1 soft copy on CD)

Section II: Financial Bid (1 hard copy) (and 1 soft copy on CD)

Section III: Certifications (1 hard copy) (and 1 soft copy on CD)

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

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

Section II: Financial Bid

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

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3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.1.3 Direct Deposit Payments

Health Canada has adopted electronic direct deposit as the method for paying invoices. Suppliers are asked to register for electronic direct deposit and to provide their account information upon request. For help with online registration, send an email to: DD@hc-sc.gc.ca.

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

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

4.1.2.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 SACC Manual Clause [A0027T](#), 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.
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.

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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 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 47.70
Pricing Score	45/55 x 30 = 24.55	45/50 x 30 = 27.00	45/45 x 30 = 30.00
Combined Rating	84.18	75.56	77.70
Overall Rating	1st	3rd	2nd

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ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA
1.0 Mandatory Requirements

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.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.			
1.1 Mandatory Criteria	Page #	Yes	No
<p>M1 The Bidder must propose a team of resources demonstrating cumulative experience in all of the following:</p> <ul style="list-style-type: none"> • The proposed team must demonstrate a minimum of thirty-six (36) months' experience, from bid closing date managing national outreach / social marketing projects targeting Canadian stakeholders and the public; • The proposed team must demonstrate a minimum of twenty-four (24) months experience engaging or collaborating with provincial and municipal Canadian governments, and establishing and coordinating multi-stakeholder committees; • The proposed team must demonstrate a minimum of twenty-four (24) months' experience managing media relations and promotion in social marketing or health related outreach campaigns. <p>The Bidder must provide the CV/resume of each proposed resource.</p> <p>In order to demonstrate the above qualifications, the Bidder must submit project descriptions. For each project description submitted, all of the following details must be included:</p> <ul style="list-style-type: none"> • Name of client organization; • Description of project scope and objectives; • The role of the resource, tasks performed by the resource, and deliverables submitted by the resource; • Duration of project (in format mm-yyyy to mm-yyyy) • Name and contact of client contact 			
<p>M2 The Bidder must provide two (2) projects completed within the last 5 years, from date of bid closing, demonstrating their experience in all of the following:</p> <ul style="list-style-type: none"> • Engaging or collaborating with Canadian provincial and municipal governments • Establishing and coordinating Canadian multi-stakeholder committees on environmental and/or health related issues 			

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<ul style="list-style-type: none"> • Delivering collaborative outreach or education programs on environmental or health related issues • Developing and delivery of national outreach campaigns that incorporate the use of both traditional and online social marketing resources, tools and approaches. <p>All four elements above are not required for each project; however, the experience for all four elements above must be demonstrated within the two projects provided.</p> <p>To demonstrate experience, the Bidder must submit project descriptions. For each project description submitted, all of the following details must be included:</p> <ul style="list-style-type: none"> • Name of client organization; • Description of project scope and objectives; • The role of the Bidder, tasks performed by the Bidder, and deliverables submitted by the Bidder; • Duration of project (in format mm-yyyy to mm-yyyy) • Name and contact of client contact 			
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2.0 Point Rated Requirements

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

2.1 Point-Rated Bidder Criteria	Maximum Points available for the criteria	Page #	Score
<p>R1 As per M2 the Bidder has demonstrated their experience in</p> <ul style="list-style-type: none"> • engaging and collaborating with provincial and municipal governments • establishing and or coordinating multiple stakeholder committees in Canada • Delivering collaborative outreach or education programs on environmental or health related issues • Developing and delivery of large scale national outreach campaigns that incorporate the use of both traditional and online social marketing resources, tools and approaches. <p>In the projects submitted against M2, the Bidder should demonstrate both quantitative and qualitative data were used to achieve project objective.</p> <p>Each project will be assigned points as follows, for a</p>	30		

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<p>maximum of 15 points per project:</p> <ul style="list-style-type: none"> ○ 0 points (no quantitative and qualitative data provided to demonstrate projects objectives were achieved) ○ 3 points (Very limited amount of quantitative and qualitative data provided to demonstrate projects objectives were achieved) ○ 5 points (Limited amount of quantitative and qualitative data provided to demonstrate projects objectives were achieved) ○ 7 points (Sufficient amount of quantitative and qualitative data provided to demonstrate projects objectives were achieved) ○ 10 points (Very sufficient amount of quantitative and qualitative data provided to demonstrate projects objectives were achieved) ○ 15 points (Extensive amount of quantitative and qualitative data provided to demonstrate projects objectives were achieved) <p>In order to demonstrate the above qualifications, the Bidder should submit project descriptions. For each project description submitted, all of the following details should be included:</p> <ul style="list-style-type: none"> ● Name of client organization; ● Description of project scope and objectives; ● The role of the resource, tasks performed by the resource, and deliverables submitted by the resource; ● Duration of project (in format mm-yyyy to mm-yyyy) ● Name and contact of client contact 			
<p>R2 The Bidder should provide a maximum of two (2) projects to demonstrate experience garnering support from a variety of stakeholders and sources to help ensure long term sustainability of an outreach campaign.</p> <p>Points will be assigned for quantity of stakeholders, variety of stakeholders, and variety of reach/impact of stakeholders engaged, as follows, to a maximum of 28 points. A maximum of two (2) projects will be assessed against a., b., and c. below, and both projects can only be assessed against a., b., and c. once (i.e. The Bidder will only receive either 0, 2, 5, or 10 points as per the scale for a. Quantity of Stakeholders between both Project 1 and Project 2, not 0, 2, 5, or 10 points per project to make a maximum of 20 points for a.).</p> <p>a. <u>Quantity of Stakeholders</u></p> <ul style="list-style-type: none"> ○ 0-5 – 0 points 	<p>Maximum 30</p>		

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<ul style="list-style-type: none"> ○ 6-10 - 2 points ○ 11-50 – 5 points ○ More than 50 – 10 points <p>The maximum points for Quantity of Stakeholders is 10 points.</p> <p>b. <u>Variety of type of Stakeholders</u> (ex. Different levels of government, NGOs, health professional industry, building / renovations industry, Real Estate industry, academic / research etc..)</p> <ul style="list-style-type: none"> ○ 1 type of stakeholder group (ex. Government) – 2 points ○ 2-3 types (ex. Government, NGO, Health Professional industry) – 5 points ○ 4-5 types – 10 points <p>The maximum points for Variety of Stakeholders is 10 points.</p> <p>c. <u>Variety of reach/impact of stakeholders engaged</u> (ex. National level, Provincial/territorial level, municipal/community level)</p> <ul style="list-style-type: none"> ○ Reaches one level only = 2 points ○ Reaches 2 levels = 5 points ○ Reaches 3 levels = 10 points <p>The maximum points for Variety of reach/impact of stakeholders is 10 points.</p> <p>To demonstrate experience, the Bidder should submit project descriptions. For each project description submitted, all of the following details should be included:</p> <ul style="list-style-type: none"> ● Name of client organization; ● Description of project scope and objectives; ● Description of number, type, and reach/impact of stakeholders / groups engaged ● Successes achieved and challenges overcome ● Duration of project (in format mm-yyyy to mm-yyyy) ● Name and contact of client contact 			
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<p>R3 The Bidder should demonstrate experience developing (or working with an organization to develop) online web and social media tools, applications or websites for the purposes of collaboration or information sharing and gathering.</p> <p>Points will be assigned for quantity of tools developed and application or websites developed, as follows, for a maximum of 15 points.</p> <p>0 tools developed = 0 points 0 applications or websites developed = 0 points</p> <p>1-3 tools/resources = 2 points 1-3 applications or websites = 5 points</p> <p>4 – 8 tools/resources = 5 points 4 – 8 applications or websites = 8 points</p> <p>9 – 15 tools/resources = 7 points 9 – 15 applications or websites = 10 points</p> <p>More than 15 tools/resources = 10 points More than 15 applications or websites = 13 points</p> <p>To demonstrate experience, the Bidder should submit project descriptions. For each project description submitted, all of the following details should be included:</p> <ul style="list-style-type: none"> • Name of client organization; • Description of project scope and objectives; • The approach and methodology applied (1-3 sentences) • The impact of the tools – quantitative or qualitative measurements of tools impact – ex. Page views, number of Facebook likes, twitter followers etc... • Duration of project (in format mm-yyyy to mm-yyyy) • Name and contact of client contact 	15		
Total Points Available	75		
Bidder's Score			

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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) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 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

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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.

5.3 Additional Certifications Precedent to Contract Award

5.3.1 Status and Availability of Resources

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

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beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.3.2 Education and Experience

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

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Appendix 1 to Part 5 – Certification and Additional Information**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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PART 6 – SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement associated with this requirement.

6.2 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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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".

7.2 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

[2010B](#) (2016-04-04), General Conditions – Professional Services (Medium Complexity), apply to and form part of the Contract.

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 period of the Contract is from April 1, 2018 to March 31, 2019 inclusive.

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 four (4) additional one (1)-year period(s) 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 15 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Client Department Name and Address:

Contact Name: Darlene Fisher
Senior Procurement and Contracting Officer

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Materiel and Assets Management Division

Telephone: 613-941-2125

E-mail address: Darlene.Fisher@hc-sc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

To be provided at contract award

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 (*to be inserted at Contract Award*)

Contact Name:

Telephone:

Facsimile:

E-mail address:

7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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 reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$_____ (*to be inserted at Contract Award*). Customs duties are included and Applicable Taxes are extra.

Health Canada has adopted electronic direct deposit as their method for paying invoices. Suppliers are asked to register for electronic direct deposit and to provide their account information upon request. For help with online registration, send an email to: DD@hc-sc.gc.ca.

7.7.2 Authorized Travel and Living Expenses

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The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ 15,000 per year, total \$75,000.00, if options exercised.

7.7.3 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.4 Method of Payment – Monthly

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.7.5 T1204 - Direct Request by Customer Department

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

7.7.6 Taxes - Foreign-based Contractor

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

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Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - . The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment. P2P.East.Invoices-Factures.est@hc-sc.gc.ca

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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

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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 general conditions 2010B (2016-04-04) Professional Services – Medium Complexity;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) 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)*).

7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

OR

Foreign Nationals (Foreign Contractor)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.13 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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ANNEX "A"**STATEMENT OF WORK****Take Action on Radon Network and Radon Action Month Campaign**
May 11, 2017**1. SCOPE****1.1. Introduction**

The Radiation Protection Bureau at Health Canada (HC) leads an on-going National Radon Program with the goal of reducing the health risks associated with indoor radon exposure in Canada. A key element of the National Radon Program is to raise awareness and motivate Canadians to take action to reduce their risk from radon exposure.

1.2. Objectives of the Requirement

The purpose and objective of this contract is to continue the work that was started in 2013 with the establishment of Radon Action Month and the development of the Take Action on Radon stakeholder network. Many resources have been developed to support this collaborative social marketing campaign and should continue to be used and incorporated into the network and campaign in the future.

The purpose of the TAO network and annual campaign is to recruit and engage stakeholders to participate in radon outreach and education during the month of November, which has been designated as Radon Action Month (RAM), and to provide resources and tools to help facilitate outreach and bring together key stakeholders. For it to be successful, the Contractor must effectively engage and bring key stakeholders together to plan the annual theme, develop campaign tools and resources, and promote RAM at a National level by finding credible and respected spokespersons, hosting launch event with media engagement and seeking stakeholder support and promotion for similar regional / provincial launches across the country. The goal is to get stakeholders from across Canada motivated to engage, participate and promote RAM in their regions, communities, industry etc..

The Contractor must be able to effectively engage, recruit, manage, and support a multi-dimensional stakeholder network with participants from across Canada. They must work with the key stakeholders to find creative ways to get more Canadians testing for and reducing high indoor radon levels. They will be required to manage and coordinate a national and regional social marketing and media campaign for Radon Action Month each November and monitor, track and report on the annual collaborative multi-stakeholder radon outreach campaigns executed and performance indicators that demonstrate the adoption of behaviours and actions that reduce Canadians exposure to radon.

1.3. Background and Specific Scope of the Requirement

In 2013 November was established as Radon Action Month (RAM) by the Canadian Lung Association and the Take Action on Radon (TAOR) stakeholder network and collaborative outreach campaign was launched. Since 2013 much progress has been made in the recruitment of stakeholder partners across Canada, in the development of social media and marketing resources to support Radon Action Month in November and overall in the education and awareness of Canadians about radon. While radon awareness has increased significantly across Canada and radon testing and mitigation rates have been increasing there is much more work to be done to encourage behaviour change and action to reduce indoor radon levels in homes, workplaces and public buildings.

Critical success factors for this project include:

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- Skilled and effective team leading the project with the right mix of knowledge, experience and connections to reach the target audiences, build the stakeholder network and deliver an impactful and behaviour changing collaborative social marketing campaign;
 - Annual RAM campaign launch, media engagement, credible and ideally celebrity or well known / expert spokesperson;
 - The development of a multi-dimensional (including different levels of government, not-for-profit and industry) stakeholder advisory group that will help lead the development of the collaborative outreach program and social marketing approach;
 - Creative and effective approaches to promote behaviour change and action to reduce indoor radon levels; and,
 - A focus on influencing changes to policies and regulations in Canada related to radon that will:
 - encourage action to reduce radon levels in indoor air,
 - reduce the amount of radon that can get into homes and buildings, and
 - protect vulnerable populations and those most at risk from radon exposure.

2. REQUIREMENTS

2.1. Tasks

1. Planning, coordination and execution of the Annual RAM campaign in November

- Create a detailed plan for the development and execution of an annual collaborative radon outreach campaign across Canada, including, a credible spokesperson and key stakeholder partnerships to support the successful delivery of the campaign.
- Plan and execute a national media event to launch RAM in November and maximize media interest and exposure through national and regional and community based news outlets
- Work with technical, marketing and communication resources to ensure that the online and social media tools are delivering consistent and effective radon outreach engagement for stakeholders and are raising awareness across Canada to support RAM.
- Annual RAM campaign evaluation and lessons learned. Survey stakeholders to collect metrics to evaluate the campaign and level of stakeholder participation and determine areas for improvement and ideas and resources for the following year's campaign. Data collected could include the following:
 - Social media engagement / followers / impact
 - Number of radon brochures and factsheets distributed
 - Number and type of radon outreach activities completed
 - Number of media print, web and TV events and their reach
 - Action to test - track radon test kits purchased from Canadian retailers, certified labs and professionals
 - Number of public inquiries received
 - Number of completed surveys collected
- Manage the strict adherence to budgets and time and staff resources.

2. Building on existing materials, tools and resources continue to develop and manage resources necessary to support the execution and sustainability of the annual collaborative outreach program

- Develop and manage a multi- stakeholder network that will help lead the development of the annual collaborative outreach program.

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- Regular communication and engagement with the network throughout the project to ensure continued stakeholder support, development of appropriate and useful outreach resources and tools, coordination and delivery of radon outreach during the campaign period.
 - Ongoing engagement and recruitment and development of a list of stakeholders across Canada that can support and participate in a collaborative outreach campaign.
 - Development of a website, mobile and social media resources to support the annual campaign; facilitate communication and access to information, sharing of tools and resources and track/collect the delivery of and reporting on outreach activities
 - Development of outreach tools; key messages, templates, social media support, and guidance to make it easy for stakeholders to participate in the campaign
 - Develop creative, innovative approaches and resources to influence the desired change in behaviour – more homes tested and mitigated if necessary.

3. Engagement with key stakeholders to promote behaviour change and actions to reduce indoor radon levels in homes, workplaces and public buildings.

- Target provincial/territorial government and radon professional industry to promote radon testing and remediation and make it more accessible to Canadians and help protect vulnerable populations and those most at risk from radon exposure.
- Work with key stakeholders to promote the adoption of or changes to policies and regulations in Canada to reduce indoor radon exposure.
- Protect vulnerable populations and those most at risk from radon exposure.

4. Provide regular reporting and a final report/evaluation of the program

- Deliver electronically quarterly reports in summary format on program progress, objectives and milestones.
- Provide an annual report detailing all services delivered to Health Canada, including objectives and milestones achieved materials and resources developed, quantitative and qualitative data on stakeholder engagement and collaboration, lessons learned and challenges and suggestions / ideas for future years.

2.2. Specifications and Standards

The Project Authority will review, comment and approve all documents, deliverables and reports provided within one (1) week.

2.3. Technical, Operational and Organizational Environment

All work related to this contract will be completed at the contractor's facilities utilizing the equipment of the contractor.

2.4. Method and Source of Acceptance

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

2.5. Reporting Requirements

In addition to the timely submission of all deliverables and the fulfillment of all obligations, it is the responsibility of the Contractor to facilitate and maintain regular communications with the Project Authority. Communication is defined as all reasonable efforts to inform all parties of plans,

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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, emails and meetings. Also, the Contractor is to immediately notify the Project Authority of any issues, problems, or areas of concern in relation to any work completed under this contract, as they arise.

A minimum of quarterly updates will be required in the form of an email project status report or updated project schedule.

2.6. Project Management Control Procedures

The Project Authority will (as required) meet with the Contractor to discuss on-going tasks, activities, deliverables and/or milestones. The Project Authority will review all written materials submitted including monthly reports identifying all tasks and activities completed to-date and any proposed "next steps". The Project Authority will provide comments to the Contractor indicating any changes required.

3. ADDITIONAL INFORMATION

3.1. Canada's Obligations

The Project Authority shall provide to the Contractor:

- expertise on radon
- access to Health Canada radon outreach materials and resources, Health Canada stakeholder contacts, government and departmental policies and procedures, publications, reports, studies, etc;
- provide other assistance or support, as applicable.

3.2. Contractor's Obligations

- The Contractor shall complete all obligations outlined within this SoW.

3.3. Location of Work, Work site and Delivery Point

The Contractor will complete all tasks, activities, deliverables and/or milestones at his/her place of work. The Contractor will be expected to attend any meetings as requested by the Project Authority (either in person or by teleconference).

Due to existing workload and deadlines, all personnel assigned the contract must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

3.4. Language of Work

The Contractor must submit all deliverables in English and French.

The Contractor must be fluent (reading and oral) in both English and French.

3.5. Special Requirements

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 HC and/or The Government of Canada.

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. Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting GoC

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facilities.

3.6. Travel and Living

Travel will be required as part of this contract for stakeholder meetings, meetings with with the Health Canada Project Authority and for the annual national launch of Radon Action Month. Travel must be authorized in advance by the Project Authority and undertaken in accordance with the Treasury Board (TB) Travel Directives. Contractors will be reimbursed for authorized travel, accommodation and living expenses associated, in accordance with TB Directives. Payment for travel and living expenses must be made in accordance to the terms of payment and the National Joint Council Travel Directive.

4. DELIVERABLES

4.1. Expected Start and Completion Dates

The services of the Contractor will be required from April 1, 2018 to March 15, 2019, with the option to extend the contract up to four (4) additional one (1) year option periods.

4.2. Project Schedule and Estimated Level of Effort

Milestone Number	Milestones and Deliverables	*Estimated Timeframe (from date of Contract Award)
1	Detailed workplan and schedule for the development and execution of a collaborative radon outreach campaign across Canada – Radon Action Month. The plan must include details on how stakeholder participation and reach and impact of radon awareness and action to reduce exposure will be increased across Canada. The challenges, successes and lessons learned from previous years must be considered and incorporated.	<u>On or before May 15, 2018</u> To be added to SOW if and when Option Periods are exercised: On or before May 15, 2019 (Option Period 1) On or before May 15, 2020 (Option Period 2) On or before May 15, 2021 (Option Period 3) On or before May 15, 2022 (Option Period 4)
2	Host a one day meeting of the stakeholder network regional leads to develop the strategy for the execution of Radon Action Month.	<u>Completed by end of June 2018</u> To be added to SOW if and when Option Periods are exercised: Completed by end of June 2019 (Option Period 1) Completed by end of June 2020 (Option Period 2) Completed by end of June 2021 (Option Period 3) Completed by end of June 2022 (Option Period 4)
3	Develop and effectively manage an online presence (takeactiononradon.ca) including a website, relevant and current social media tools, including the development and addition of resources and tools that can be used by	Website must be functional within 6-8 weeks of contract award. Management of content and resources will be on-going throughout the contract period.

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	stakeholders to facilitate or support their radon outreach efforts.	
4	Engagement with key stakeholders such as provincial and municipal governments, radon and health professional industry to promote radon testing and remediation and make it more accessible to Canadians, help protect vulnerable populations and encourage changes to policies and regulations in Canada to reduce indoor radon exposure.	Initial engagement within 6-8 weeks of contract award. On-going engagement throughout the contract period.
5	Submit a plan for a national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets with follow-up outreach activities in January-February.	<u>On or before September 30th, 2018</u> To be added to SOW if and when Option Periods are exercised: On or before September 30 th , 2019 (Option Period 1) On or before September 30 th , 2020 (Option Period 2) On or before September 30 th , 2021 (Option Period 3) On or before September 30 th , 2022 (Option Period 4)
6	Executed planned national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets	<u>November 2018</u> To be added to SOW if and when Option Periods are exercised: November 2019 (Option Period 1) November 2020 (Option Period 2) November 2021 (Option Period 3) November 2022 (Option Period 4)
7	Executed planned follow-up outreach activities	<u>End of January/Beginning of February 2019</u> To be added to SOW if and when Option Periods are exercised: End of January/Beginning of February 2020 (Option Period 1) End of January/Beginning of February 2021 (Option Period 2) End of January/Beginning of February 2022 (Option Period 3) End of January/Beginning of

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		February 2023 (Option Period 4)
8	Quarterly summary reports on program progress, objectives and milestones and a detailed annual report on all services delivered to Health Canada, objectives and milestones achieved materials and resources developed, quantitative and qualitative data on stakeholder engagement and collaboration, lessons learned and challenges and suggestions / ideas for future years.	Quarterly reports due as required in the description, and Annual Report due March 15, 2019. To be added to SOW if and when Option Periods are exercised: March 15, 2020 (Option Year 1) March 15, 2021 (Option Year 2) March 15, 2022 (Option Year 3) March 15, 2023 (Option Year 4)

5. APPLICABLE DOCUMENTS AND GLOSSARY

5.1. Applicable Documents

2015 and 2016 final reports for Radon Action Month.

5.2. Relevant Terms, Acronyms and Glossaries

RAM	Radon Action Month
TAoR	Take Action on Radon
HC	Health Canada
NRP	National Radon Program
SOW	Statement of Work
IP	Intellectual Property
RFP	Request for Proposal

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ANNEX "B"**BASIS OF PAYMENT**

The Bidder must complete this pricing schedule as per the instructions provided and include it in its financial bid. The Bidder must respond to this pricing schedule by filling out the tables for each year separately. The Bidder must fill the tables only by inserting:

For Professional Services: its proposed all-inclusive firm price for each of the milestones listed as well as the sub-total (excluding taxes);

For Travel and Living Expenses (if applicable): its accommodation, transportation, meals and incidentals as well as the sub-total (excluding taxes);

For Direct and Subcontracted Expenses (if applicable): its Direct and Subcontracted Expenses mark-up percentage, its total Direct and Subcontracted Expenses as well as the subtotal (excluding taxes);

For section 7.1: its Total Bid Price for Evaluation and the applicable taxes amount.

Volumetric Data

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Direct Expenses

All expenses, general and administrative, normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software]; word processing; non-project specific reports, photocopying, courier and telephone charges; local travel and the like) are to be included in the prices for professional services identified herein, and will not be permitted as direct expenses under the Contract.

Direct expenses include any expenses directly incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items. Direct expenses may include, but are not limited to, the following: badges; lanyards; tent cards; flip charts; on-site printing; signage; audio/video equipment rental; simultaneous interpretation equipment rental; commercial transportation; requirement-specific insurance coverage (at the request of the Project Authority); and any project-specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier, and shipping fees.

Direct expenses will be charged at net cost with a *(TBD at contract award)*% mark-up.

Subcontracting

Subcontracted items include any expenses incurred during the performance of the Work or for the purpose of the project for which a separate contract exists between the Contractor and the person or firm providing the goods / services. Subcontracted items may include, but are not limited to, the following: the venue, audio/video equipment rental, simultaneous interpretation equipment rental, commercial transportation, hospitality, facilitators, note takers, translation services, travel and living for event participants, on-site printing, signage, etc.

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All subcontracted requirements will be provided at net cost with a *(TBD at contract award)*% mark-up. Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the Contract.

For each subcontracted service over \$25,000 (taxes included) the Contractor will obtain competitive bids from no fewer than three outside suppliers. The Contractor must provide to the Contracting Authority and the Project Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results.

1.0 Initial Contract Period: April 1, 2018 to March 31, 2019

1.1 Table "A1" – Professional Services

The Bidder must complete the table below only by inserting a proposed all-inclusive firm price for professional services only for each of the milestones listed. The Bidder must also insert the sub-total A1.

Milestone Number	Description of Milestones and Deliverables	Due date	Proposed All-inclusive Firm Price
1	Detailed workplan and schedule for the development and execution of a collaborative radon outreach campaign across Canada – Radon Action Month. The plan must include details on how stakeholder participation and reach and impact of radon awareness and action to reduce exposure will be increased across Canada. The challenges, successes and lessons learned from previous years must be considered and incorporated.	<u>On or before May 15, 2018</u>	\$
2	Host a one day meeting of the stakeholder network regional leads to develop the strategy for the execution of Radon Action Month.	<u>Completed by end of June 2018</u>	\$
3	Develop and effectively manage an online presence (takeactiononradon.ca) including a website, relevant and current social media tools, including the development and addition of	Website must be functional within 6-8 weeks of contract award date. Management of content and resources will be on-going throughout the contract	\$

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	resources and tools that can be used by stakeholders to facilitate or support their radon outreach efforts.	period.	
4	Engagement with key stakeholders such as provincial and municipal governments, radon and health professional industry to promote radon testing and remediation and make it more accessible to Canadians, help protect vulnerable populations and encourage changes to policies and regulations in Canada to reduce indoor radon exposure.	Initial engagement within 6-8 weeks of contract award. On-going engagement throughout the contract period.	\$
5	Submit a plan for a national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets with follow-up outreach activities in January-February.	<u>On or before September 30th, 2018</u>	\$
6	Executed planned national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets	<u>November 2018</u>	\$
7	Executed planned follow-up outreach activities	<u>End of January/Beginning of February 2019</u>	\$
8	Quarterly summary reports on program progress, objectives and milestones and a detailed annual report on all services delivered to Health Canada, objectives and milestones achieved, materials and resources developed, quantitative and qualitative data on stakeholder engagement and collaboration, lessons learned and challenges and suggestions / ideas for future years.	Quarterly reports as required in the description, and Annual Report due March 15, 2019	
		Sub-Total A1 (excluding taxes) :	\$

1.2 Table "A2" – Travel and Living Expenses (if applicable and requires Health Canada pre-authorization):

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The Bidder must complete the table below by providing estimated travel costs for accomodation, transportation as well as meals and incidentals. The Bidder must also insert the sub-total A2.

Accommodation	Meals & Incidentals	Transportation
\$	\$	\$
Sub-total A2 (excluding taxes)		\$

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ 15,000

1.3 Table “A3” – Direct and Subcontracted Expenses (if applicable and requires Health Canada pre-authorization):

The Bidder must complete the table below by providing the Direct and Subcontracted Expenses mark-up percentage, the Direct and Subcontracted Expenses as well as the sub-total A3.

Item	Description	Total Estimated Direct and Subcontracted Expenses
1	Direct & Subcontracted Expenses Mark-up (<i>applicable to the resulting contract</i>)	____% (in format 0.00%)
2	Total Direct & Subcontracted Expenses	\$
Sub-Total A3 (excluding taxes) – item 1 multiplied by item 2 then added to item 2 :		\$

Estimated Direct and Subcontracted Expenses: \$ 50,000

2.0 Option Period 1 – April 1, 2019 to March 31, 2020

2.1 Table “B1” - Professional Services+

The Bidder must complete the table below only by inserting a proposed all-inclusive firm price for professional services only for each of the milestones listed. The Bidder must also insert the sub-total B1.

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Milestone Number	Description of Milestones and Deliverables	Due Date	Proposed All-inclusive Firm Price
1	Detailed workplan and schedule for the development and execution of a collaborative radon outreach campaign across Canada – Radon Action Month. The plan must include details on how stakeholder participation and reach and impact of radon awareness and action to reduce exposure will be increased across Canada. The challenges, successes and lessons learned from previous years must be considered and incorporated.	To be added to SOW if and when Option Periods are exercised: On or before May 15, 2019 (Option Period 1)	\$
2	Host a one day meeting of the stakeholder network regional leads to develop the strategy for the execution of Radon Action Month.	To be added to SOW if and when Option Periods are exercised: Completed by end of June 2019 (Option Period 1)	\$
3	Develop and effectively manage an online presence (takeactiononradon.ca) including a website, relevant and current social media tools, including the development and addition of resources and tools that can be used by stakeholders to facilitate or support their radon outreach efforts.	To be added to SOW if and when Option Periods are exercised: Management of content and resources will be on-going throughout the contract period.	\$
4	Engagement with key stakeholders such as provincial and municipal governments, radon and health professional industry to promote radon testing and remediation and make it more accessible to Canadians, help protect vulnerable populations and encourage changes to policies and regulations in Canada to reduce indoor radon exposure.	To be added to SOW if and when Option Periods are exercised: On-going engagement throughout the contract period.	\$
5	Submit a plan for a national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets with follow-up outreach activities in January-February.	To be added to SOW if and when Option Periods are exercised: On or before September 30 th , 2019 (Option Period 1)	\$

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6	Executed planned national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets	To be added to SOW if and when Option Periods are exercised: November 2019 (Option Period 1)	\$
7	Executed planned follow-up outreach activities	To be added to SOW if and when Option Periods are exercised: End of January/Beginning of February 2020 (Option Period 1)	\$
8	Quarterly summary reports on program progress, objectives and milestones and a detailed annual report on all services delivered to Health Canada, objectives and milestones achieved materials and resources developed, quantitative and qualitative data on stakeholder engagement and collaboration, lessons learned and challenges and suggestions / ideas for future years.	To be added to SOW if and when Option Periods are exercised: Quarterly Reports due as required in the description, and Annual Report due March 15, 2020	\$
Sub-Total B1 (excluding taxes) :			\$

2.2 Table "B2" Travel and Living Expenses (if applicable and requires Health Canada pre-authorization):

The Bidder must complete the table below by providing estimated travel costs for accommodation, transportation as well as meals and incidentals. The Bidder must also insert the sub-total B2.

Accommodation	Meals & Incidentals	Transportation
\$	\$	\$
Sub-total B2 (excluding taxes)		\$

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ 15,000

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2.3 Table "B3" – Direct and Subcontracted Expenses (if applicable and requires Health Canada pre-authorization):

The Bidder must complete the table below by providing the Direct and Subcontracted Expenses mark-up percentage, the Direct and Subcontracted Expenses as well as the sub-total B3.

Item	Description	Total Estimated Direct and Subcontracted Expenses
1	Direct & Subcontracted Expenses Mark-up (<i>applicable to the resulting contract</i>)	____% (in format 0.00%)
2	Total Direct & Subcontracted Expenses	\$
Sub-Total B3 (excluding taxes) – item 1 multiplied by item 2 then added to item 2 :		\$

Estimated Direct and Subcontracted Expenses: \$ 50,000

3.0 Option Period 2: April 1, 2020 to March 31, 2021

3.1 Table "C1" – Professional Services

The Bidder must complete the table below only by inserting a proposed all-inclusive firm price for professional services only for each of the milestones listed. The Bidder must also insert the sub-total C1.

Milestone Number	Description of Milestones and Deliverables	*Estimated Timeframe (from date of Contract Award)	Proposed All-inclusive Firm Price
1	Detailed workplan and schedule for the development and execution of a collaborative radon outreach campaign across Canada – Radon Action Month. The plan must include details on how stakeholder participation and reach and impact of radon awareness and action to reduce exposure will be increased across Canada. The challenges, successes and lessons learned from previous years must be considered and incorporated.	To be added to SOW if and when Option Periods are exercised: On or before May 15, 2020 (Option Period 2)	\$
2	Host a one day meeting of the stakeholder network regional leads to develop the strategy for the execution of Radon Action Month.	To be added to SOW if and when Option Periods are exercised: Completed by end of June 2020	\$

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		(Option Period 2)	
3	Develop and effectively manage an online presence (takeactiononradon.ca) including a website, relevant and current social media tools, including the development and addition of resources and tools that can be used by stakeholders to facilitate or support their radon outreach efforts.	To be added to SOW if and when Option Periods are exercised: Management of content and resources will be on-going throughout the contract period.	\$
4	Engagement with key stakeholders such as provincial and municipal governments, radon and health professional industry to promote radon testing and remediation and make it more accessible to Canadians, help protect vulnerable populations and encourage changes to policies and regulations in Canada to reduce indoor radon exposure.	To be added to SOW if and when Option Periods are exercised: On-going engagement throughout the contract period.	\$
5	Submit a plan for a national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets with follow-up outreach activities in January-February.	To be added to SOW if and when Option Periods are exercised: On or before September 30 th , 2020 (Option Period 2)	\$
6	Executed planned national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets	To be added to SOW if and when Option Periods are exercised: November 2020 (Option Period 2)	\$
7	Executed planned follow-up outreach activities	To be added to SOW if and when Option Periods are exercised: End of January/Beginning of February 2021 (Option Period 2)	\$
8	Quarterly summary reports on program progress, objectives and milestones and a detailed annual report on all services delivered to Health Canada, objectives and milestones achieved materials and resources developed, quantitative and qualitative data on stakeholder	To be added to SOW if and when Option Periods are exercised: Quarterly Reports due as required in the description, and Annual Report due March 15, 2021	\$

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	engagement and collaboration, lessons learned and challenges and suggestions / ideas for future years.		
Sub-Total C1 (excluding taxes) :			\$

3.2 Table "C2" - Travel and Living Expenses (if applicable and requires Health Canada pre-authorization):

The Bidder must complete the table below by providing estimated travel costs for accommodation, transportation as well as meals and incidentals. The Bidder must also insert the sub-total C2.

Accommodation	Meals & Incidentals	Transportation
\$	\$	\$
Sub-total C2 (excluding taxes) \$		

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ 15,000

3.3 Table "C3" – Direct and Subcontracted Expenses (if applicable and requires Health Canada pre-authorization):

The Bidder must complete the table below by providing the Direct and Subcontracted Expenses mark-up percentage, the Direct and Subcontracted Expenses as well as the sub-total C3.

Item	Description	Total Estimated Direct and Subcontracted Expenses
1	Direct & Subcontracted Expenses Mark-up (<i>applicable to the resulting contract</i>)	____% (in format 0.00%)
2	Total Direct & Subcontracted Expenses	\$
Sub-Total C3 (excluding taxes) – item 1 multiplied by item 2 then added to item 2 :		\$

Estimated Direct and Subcontracted Expenses: \$ 50,000

4.0 Option Period 3: April 1, 2021 to March 31, 2022

4.1 Table "D1" – Professional Services

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The Bidder must complete the table below only by inserting a proposed all-inclusive firm price for professional services only for each of the milestones listed. The Bidder must also insert the sub-total D1.

Milestone Number	Description of Milestones and Deliverables	*Estimated Timeframe (from date of Contract Award)	Proposed All-inclusive Firm Price
1	Detailed workplan and schedule for the development and execution of a collaborative radon outreach campaign across Canada – Radon Action Month. The plan must include details on how stakeholder participation and reach and impact of radon awareness and action to reduce exposure will be increased across Canada. The challenges, successes and lessons learned from previous years must be considered and incorporated.	To be added to SOW if and when Option Periods are exercised: On or before May 15, 2021 (Option Period 3)	\$
2	Host a one day meeting of the stakeholder network regional leads to develop the strategy for the execution of Radon Action Month.	To be added to SOW if and when Option Periods are exercised: Completed by end of June 2021 (Option Period 3)	\$
3	Develop and effectively manage an online presence (takeactiononradon.ca) including a website, relevant and current social media tools, including the development and addition of resources and tools that can be used by stakeholders to facilitate or support their radon outreach efforts.	To be added to SOW if and when Option Periods are exercised: Management of content and resources will be on-going throughout the contract period.	\$
4	Engagement with key stakeholders such as provincial and municipal governments, radon and health professional industry to promote radon testing and remediation and make it more accessible to Canadians, help protect vulnerable populations and encourage changes to policies and regulations in Canada to reduce indoor radon exposure.	To be added to SOW if and when Option Periods are exercised: On-going engagement throughout the contract period.	\$
5	Submit a plan for a national media event to launch RAM in November	To be added to SOW if and when Option Periods are	\$

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	and maximize media interests and exposure in national and regional and community based news outlets with follow-up outreach activities in January-February.	exercised: On or before September 30 th , 2021 (Option Period 3)	
6	Executed planned national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets	To be added to SOW if and when Option Periods are exercised: November 2021 (Option Period 3)	\$
7	Executed planned follow-up outreach activities	To be added to SOW if and when Option Periods are exercised: End of January/Beginning of February 2022 (Option Period 3)	\$
8	Quarterly summary reports on program progress, objectives and milestones and a detailed annual report on all services delivered to Health Canada, objectives and milestones achieved materials and resources developed, quantitative and qualitative data on stakeholder engagement and collaboration, lessons learned and challenges and suggestions / ideas for future years.	To be added to SOW if and when Option Periods are exercised: Quarterly Report due as required in the description, and Annual Report due March 15, 2022	\$
Sub-Total D1 (excluding taxes) :			\$

4.2 Table "D2" - Travel and Living Expenses (if applicable and requires Health Canada pre-authorization):

The Bidder must complete the table below by providing estimated travel costs for accommodation, transportation as well as meals and incidentals. The Bidder must also insert the sub-total D2.

Accommodation	Meals & Incidentals	Transportation
\$	\$	\$
Sub-total D2 (excluding taxes)		\$

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ 15,000

4.3 Table "D3" – Direct and Subcontracted Expenses (if applicable and requires Health Canada pre-authorization):

The Bidder must complete the table below by providing the Direct and Subcontracted Expenses mark-up percentage, the Direct and Subcontracted Expenses as well as the sub-total D3.

Item	Description	Total Estimated Direct and Subcontracted Expenses
1	Direct & Subcontracted Expenses Mark-up (<i>applicable to the resulting contract</i>)	____% (in format 0.00%)
2	Total Direct & Subcontracted Expenses	\$
Sub-Total D3 (excluding taxes) – item 1 multiplied by item 2 then added to item 2 :		\$

Estimated Direct and Subcontracted Expenses: \$ 50,000

5.0 Option Period 4: April 1, 2022 to March 31, 2023

5.1 Table "E1" – Professional Services

The Bidder must complete the table below only by inserting a proposed all-inclusive firm price for professional services only for each of the milestones listed. The Bidder must also insert the sub-total E1.

Milestone Number	Description of Milestones and Deliverables	*Estimated Timeframe (from date of Contract Award)	Proposed All-inclusive Firm Price
1	Detailed workplan and schedule for the development and execution of a collaborative radon outreach campaign across Canada – Radon Action Month. The plan must include details on how stakeholder participation and reach and impact of radon awareness and action to reduce exposure will be increased across Canada. The challenges, successes and lessons learned from previous years must be considered and incorporated.	To be added to SOW if and when Option Periods are exercised: On or before May 15, 2022 (Option Period 4)	\$

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2	Host a one day meeting of the stakeholder network regional leads to develop the strategy for the execution of Radon Action Month.	To be added to SOW if and when Option Periods are exercised: Completed by end of June 2022 (Option Period 4)	\$
3	Develop and effectively manage an online presence (takeactiononradon.ca) including a website, relevant and current social media tools, including the development and addition of resources and tools that can be used by stakeholders to facilitate or support their radon outreach efforts.	To be added to SOW if and when Option Periods are exercised: Management of content and resources will be on-going throughout the contract period.	\$
4	Engagement with key stakeholders such as provincial and municipal governments, radon and health professional industry to promote radon testing and remediation and make it more accessible to Canadians, help protect vulnerable populations and encourage changes to policies and regulations in Canada to reduce indoor radon exposure.	To be added to SOW if and when Option Periods are exercised: On-going engagement throughout the contract period.	\$
5	Submit a plan for a national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets with follow-up outreach activities in January-February.	To be added to SOW if and when Option Periods are exercised: On or before September 30 th , 2022 (Option Period 4)	\$
6	Executed planned national media event to launch RAM in November and maximize media interests and exposure in national and regional and community based news outlets	To be added to SOW if and when Option Periods are exercised: November 2022 (Option Period 4)	\$
7	Executed planned follow-up outreach activities	To be added to SOW if and when Option Periods are exercised: End of January/Beginning of February 2023 (Option Period 4)	\$
8	Quarterly summary reports on program progress, objectives and milestones and a detailed annual report on all services delivered to	To be added to SOW if and when Option Periods are exercised: Quarterly Report due as	\$

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	Health Canada, objectives and milestones achieved materials and resources developed, quantitative and qualitative data on stakeholder engagement and collaboration, lessons learned and challenges and suggestions / ideas for future years.	required in the description, and Annual Report due March 15, 2023	
Sub-Total E1 (excluding taxes) :			\$

5.2 Table "E2" - Travel and Living Expenses (if applicable and requires Health Canada pre-authorization):

The Bidder must complete the table below by providing estimated travel costs for accomodation, transportation as well as meals and incidentals. The Bidder must also insert the sub-total E2.

Accommodation	Meals & Incidentals	Transportation
\$	\$	\$
Sub-total E2 (excluding taxes) \$		

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ 15,000

5.3 Table "E3" – Direct and Subcontracted Expenses (if applicable and requires Health Canada pre-authorization):

The Bidder must complete the table below by providing the Direct and Subcontracted Expenses mark-up percentage, the Direct and Subcontracted Expenses as well as the sub-total E3.

Item	Description	Total Estimated Direct and Subcontracted Expenses
1	Direct & Subcontracted Expenses Mark-up (<i>applicable to the resulting contract</i>)	____% (in format 0.00%)
2	Total Direct & Subcontracted Expenses	\$
Sub-Total E3 (excluding taxes) – item 1 multiplied by item 2 then added to item 2 :		\$

Estimated Direct and Subcontracted Expenses: \$ 50,000

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6.0 Mandatory Financial Criteria

The Bidder must consider the following financial criterion while completing the basis of payment pricing schedule. Failure to meet this criterion will render the bid non-responsive.

Item	Description	Met/Not Met
MF1	The total value of any contract resulting from this RFP shall not exceed the sum of \$200,000.00 in the first year, and \$200,000.00 in each of the four (4) one-year option periods should they be exercised, for a total cumulative value of \$1,000,000.00, taxes extra. This amount includes Professional Services, Travel and Living Expenses (if applicable) and all Direct and Subcontracted Expenses.	

7.0 Total Bid Price for Evaluation

The sum of the sub-totals of tables A1, A3, B1, B3, C1, C3, D1, D3, E1 and E3 constitute the Total Bid Price for Evaluation. The Total Bid Price for Evaluation will be used to evaluate the bids and award the Contract to the winning Bidder. Along with the travel and living expenses, the Total Bid Price for Evaluation will form the Basis of Payment of the resulting Contract.

7.1 Bidder's Total Bid Price for Evaluation

The Bidder must fill the table by providing its Total Bid Price for Evaluation and applicable taxes. The Total Bid Price for Evaluation is the sum of the sub-totals tables A1, A3, B1, B3, C1, C3, D1, D3, E1 and E3.

Bidder's Total Bid Price for Evaluation	\$
Applicable Taxes	\$