



A.1 ELECTRONIC BID SUBMISSION

Attention: Darlene Fisher
MAMD
E-mail: Darlene.Fisher2@canada.ca

Request for Standing Offer (RFSO)

for

The Performance of the Work described in Annex A – Statement of Work

A2. RFSO AUTHORITY

The Authority for this RFSO is:

Darlene Fisher
Senior Procurement & Contracting Officer
Materiel and Asset Management Division
Chief Financial Officer Branch
Ottawa, ON

Telephone: 613-941-2125
E-mail: Darlene.Fisher2@canada.ca

THIS STANDING OFFER DOES NOT CONTAIN A SECURITY REQUIREMENT

A3. TITLE Provision of Scientific Expertise to Support Human Health Risk Assessment	
A4. OFFER CLOSING DATE August 29, 2018	
A5. SOLICITATION NUMBER 1000199693	A6. ISSUE DATE July 20, 2018
A7. ENQUIRIES All enquiries must be submitted in writing to the designated RFSO Authority identified in A2 by no later than fifteen (15) calendar days prior to the Closing Date in order to allow sufficient time to provide a response.	
A8. APPLICABLE LAWS In accordance with G11.3, 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. OFFER SOLICITATION DOCUMENTS The RFSO is divided into eight (8) parts as follows: <ol style="list-style-type: none"> 1. Part 1 – General Information 2. Part 2 – Offeror Instructions 3. Part 3 – Offer Preparation Instructions 4. Part 4 – Evaluation Procedures 5. Part 5 – Certifications 6. Part 6 – Security and Insurance Requirements 7. Part 7 – Standing Offer and Resulting Call-up Clauses 8. Annexes <ul style="list-style-type: none"> Annex A – Statement of Requirements Annex B – Financial Offer Annex C – Security Requirements Checklist 	
A10. OFFER DELIVERY Offers must be received by no later than 14:00 (2 p.m) on August 29, 2018 (Eastern Daylight time) at Darlene.Fisher2@canada.ca . Offers received after the closing date and time (referred to as the “Closing Date”) will be considered non-responsive.	
A11. OFFER VALIDITY Offers will remain valid for a period of one hundred and twenty (120) calendar days following the Closing Date.	

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PART 1 - GENERAL INFORMATION

1.1 INTRODUCTION

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Call-up Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any Call-up resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Requirements, the Financial Offer and the Security Requirement Checklists

1.2 SUMMARY

In order to facilitate Safe Environments Directorate's (SED) fulfillment of its obligations in relation to the assessment of the health risks posed by chemical substances, SED requires professional services for various activities in support of human health risk assessment and are seeking to establish up to twenty (20) Standing Offers (SO's) covering these professional services amongst four (4) streams. The total estimated cumulative value of all Standing Offer Agreements resulting from this Request for Standing Offer shall not exceed \$20 million excluding all applicable taxes over a period of five (5) years. The four (4) streams and maximum estimated values per stream over the five (5) year period during which the Standing Offers are in effect are as follows:

Stream 1 – Provision of Scientific Expertise To Conduct Human Health Risk Assessment Or Scientific Peer Review Or Consultation In Support Of Human Health Risk Assessment (\$6 million excluding applicable taxes)

Stream 2 – Provision of Information Gathering Services to Support Human Health Risk Assessment (\$4 million excluding applicable taxes)

Stream 3 – Provision Of Scientific Expertise In The Development Or Application Of New And Emerging Technologies And Tools In Support Of Human Health Risk Assessment (\$6 million excluding applicable taxes)

Stream 4 – Provision Of Training Or Training Materials To Support Human Health Risk Assessment (\$4 million excluding applicable taxes)

Up to five (5) Standing Offers will be issued per Stream. Offerors can submit an offer for as many streams as they wish, but will have to submit their offer per stream separately.

1.3 TRADE AGREEMENTS

There are no applicable trade agreements.

1.4 COMPREHENSIVE LAND CLAIM AGREEMENTS

The Request for Standing Offers (RFSO) is to establish Regional Individual Standing Offers for the requirement detailed in the RFSO, to the Identified Users in the National Capital Region (NCR), which are not subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

1.5 SECURITY REQUIREMENTS

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Call-up Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.6 DEBRIEFINGS

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO with the following changes:

At General Information, Delete all references to Public Works and Government Services Canada and/or PWGSC and insert "Health Canada"

At Clause 05.2 d and e: delete in their entirety and insert "Send its offer to Health Canada as specified herein."

Clause 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: one hundred and twenty (120) calendar days

At Clause 8: delete in its entirety and insert "Offers cannot be submitted by facsimile."

At Clause 20: delete 20.2 in its entirety.

2.2 SUBMISSION OF OFFERS

Offers must be submitted to Darlene Fisher by the date and time indicated on page 1 of the Request for Standing Offers, through one of the methods below:

A. Via E-mail

Emailed offers must be submitted only to Darlene.fisher2@canada.ca by the date, time and place indicated on page 1 of the Request for Standing Offers.

The RFSO Reference Number and the title of the Requirement must be in the subject line of your email and your Offer should be structured in accordance to section A9 – Offer Solicitation Documents on the cover page.

If the Offer is **greater than 20mb** then the bid submission must be directed to the Bid Receiving Unit at the address below.

B. Via Bid Receiving Unit

Any offer not submitted via e-mail as above must be delivered 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: 1000199693
Hours of Operation: 07h30 to 16h30 Monday to Friday

The RFSO Reference Number, Stream Number, and the name of the RFSO Authority must be marked on all documents, binders and respective envelopes.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile will not be accepted.

2.3 FORMER PUBLIC SERVANT

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? YES NO

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES NO

If so, the Offeror must provide the following information:

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

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

2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO and Stream to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 APPLICABLE LAWS

The Standing Offer and any Call-up resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 OFFER PREPARATION INSTRUCTIONS

Canada requests that Offerors provide their offer in separate sections as follows (Offerors choose A or B as their submission method):

A. For electronic bid submissions via e-mail:

Section I: Technical Offer (one (1) electronic copy submitted via e-mail)
Section II: Financial Offer (one (1) electronic copy submitted via e-mail)
Section III: Certifications (one (1) electronic copy submitted via e-mail)

B. For hard-copy submissions to Bid Receiving Unit:

Section I: Technical Offer (four (4) hard-copies and one (1) soft copy via CD)
Section II: Financial Offer (one (1) hard-copy and one (1) soft copy via CD)
Section III: Certifications (one (1) hard-copy and one (1) soft copy via 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 offer only. No prices must be indicated in any other section of the offer.

A SEPARATE BID PACKAGE MUST BE PREPARED FOR EACH STREAM.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) page size;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, Offerors submitting hard copies 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 Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 EVALUATION PROCEDURES

(a) Offers will be assessed in accordance with the requirements of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

Mandatory Requirements are evaluated on a pass or fail basis. Failure on the part of the Offeror to meet any one (1) of the Mandatory Requirements shall result in the offer being deemed non-responsive and ineligible for any further consideration or evaluation. The Mandatory Technical Criteria are common to all streams, as described in section 4.1.1, but must be provided in separate submissions for each stream.

It is the responsibility of the Offeror to ensure that his/her Technical Offer meets ALL of the Mandatory Requirements as outlined below.

The Point Rated Technical Criteria are scored on a quantitative scale up to a maximum of 75 points, with the minimum score required to be eligible for further consideration being 45/75 (60%). The Point Rated Technical Criteria are stream specific, as described in section 4.1.1.2.

The Offeror must provide sufficiently detailed information for evaluation as to whether or not they meet each requirement in their offer. Health Canada will not request additional information from Offerors to substantiate meeting any criteria, unless otherwise stated.

Where examples are requested to demonstrate meeting a criterion, the Offeror should provide only the specific number of examples requested, or at a minimum, indicate in its offer which examples apply to the specific criterion.

HEALTH CANADA RESERVES THE RIGHT TO VERIFY ALL INFORMATION SUBMITTED IN THE OFFEROR'S PROPOSAL.

NOTE: Offeror must submit independent Offers for each stream.

4.1.1.1 Mandatory Technical Criteria

The following mandatory technical criteria apply to each of the following streams. Offerors must indicate which stream they are submitting their offer for. Offerors must submit a separate offer for each stream.

STREAM 1 – PROVISION OF SCIENTIFIC EXPERTISE TO CONDUCT HUMAN HEALTH RISK ASSESSMENT OR SCIENTIFIC PEER REVIEW OR CONSULTATION

STREAM 2 – PROVISION OF INFORMATION GATHERING SERVICES TO SUPPORT HUMAN HEALTH RISK ASSESSMENT

STREAM 3 – PROVISION OF SCIENTIFIC EXPERTISE IN THE DEVELOPMENT OR APPLICATION OF NEW AND EMERGING TECHNOLOGIES AND TOOLS IN SUPPORT OF HUMAN HEALTH RISK ASSESSMENT

STREAM 4 – PROVISION OF TRAINING OR TRAINING MATERIALS TO SUPPORT HUMAN HEALTH RISK ASSESSMENT

ATTENTION OFFERORS:

Indicate beside each criterion the relevant page number(s) from your bid which addresses the requirement identified in the criterion.

#	Mandatory Technical Criteria	Met (Yes/No)	Cross-Reference to bid (<i>indicate page #</i>)
MT1	<p>Firm: The Offeror must clearly indicate to which stream it is applying in its Offer. (Only one stream can be selected per offer).</p> <p>Streams:</p> <ul style="list-style-type: none"><input type="checkbox"/> STREAM 1 – PROVISION OF SCIENTIFIC EXPERTISE TO CONDUCT HUMAN HEALTH RISK ASSESSMENT OR SCIENTIFIC PEER REVIEW OR CONSULTATION <input type="checkbox"/> STREAM 2 – PROVISION OF INFORMATION GATHERING SERVICES TO SUPPORT HUMAN HEALTH RISK ASSESSMENT <input type="checkbox"/> STREAM 3 – PROVISION OF SCIENTIFIC EXPERTISE IN THE DEVELOPMENT OR APPLICATION OF NEW AND EMERGING TECHNOLOGIES AND TOOLS IN SUPPORT OF HUMAN HEALTH RISK ASSESSMENT <input type="checkbox"/> STREAM 4 – PROVISION OF TRAINING OR TRAINING MATERIALS TO SUPPORT HUMAN HEALTH RISK ASSESSMENT		
MT2	<p>The Offeror MUST submit resources under the following resource categories:</p> <ul style="list-style-type: none">a. One (1) Project Manager, <p>And,</p> <ul style="list-style-type: none">b. A minimum of one (1) and up to ten (10) Human Health Risk Assessors <p>Offerors must include within their Technical Offer a detailed résumé for EACH proposed resource which must include a detailed, chronological listing of:</p> <ul style="list-style-type: none">• his/her technical experience and capability as a Project Manager or Human Health Risk Assessor in the stream for which he/she has been proposed; and• his/her education and professional attainments and academic credentials.		

	<p>In addition, for every resource proposed by the Offeror who is not an employee of the firm, the actual resource must certify that they are aware that they are being proposed as part of the Offer and state their relationship with the firm.</p>		
MT3	<p>The Offeror MUST provide two (2) client references for projects they completed relevant to the Stream for which they are submitting an offer, as per the Statement of Work.</p> <p>The references MUST be for separate projects completed within the last five (5) years from the date of RFSO issue. The Offeror MUST provide and ensure contact information is up-to-date and include the Company Name, Name of a Contact Person, mailing and email address and Phone Number. The references MUST also include a description of the work that was completed (for example, submit a project description and attach a client reference).</p> <p>One (1) of the references must be a Federal, Provincial or Territorial Canadian Government client, or equivalent level officer of a foreign government.</p> <p>Both references provided must be able to attest to the quality and timeliness of the work undertaken by the Offeror by confirming the Offeror is capable of meeting timelines and delivering services that met or exceeded the expected quality.</p> <p>Reference verification questions to be asked:</p> <p>In regards to the Offeror's experience in providing services to support human health risk assessment in the stream for which they are submitting an offer,</p> <ol style="list-style-type: none"> 1. Please confirm that the Offeror is capable of meeting timelines; and, 2. Please confirm that the Offeror is capable of delivering services that met or exceeded expected quality. <p>Health Canada will contact the references during the evaluation and ask the above questions. Health Canada will give the reference 7 calendar days to respond. Should any of the references not be available or do not confirm the requested information within the timeframe given, the offer will be deemed non-responsive.</p> <p>In lieu of Health Canada conducting the verification, the Offeror may provide client reference letters within their offer that include all the requested information and confirm the dates when the letters were written. Health Canada may choose to contact the references to confirm the validity of the reference letters.</p>		
MT4	<p><u>Project Manager</u></p> <p>The Offeror's proposed Project Manager from MT2</p>		

	<p>MUST demonstrate:</p> <ul style="list-style-type: none"> a. a minimum of five (5) years of experience conducting activities directly related to human health risk assessment, <p>And,</p> <ul style="list-style-type: none"> b. a minimum of two (2) years of professional experience providing scientific/technical or regulatory advice relevant to human health risk assessment. <p>And,</p> <ul style="list-style-type: none"> c. hold a MSc or PhD in biology, toxicology, chemistry, epidemiology, statistics (or scientific field relevant to human health risk assessment); Or proof of certification as a Diplomate of the American Board of Toxicology (DABT). <p>Years of experience must be in months and years (cumulative) and cannot overlap for the proposed resource.</p> <p>The Offeror must provide documentation (proof) of academic accreditations or its equivalent (if it was conferred by a foreign institution) within their offer.</p>		
<p>MT5</p>	<p><u>Human Health Risk Assessors</u></p> <p>The Offeror's proposed Human Health Risk Assessors from MT2 MUST each demonstrate:</p> <ul style="list-style-type: none"> a. minimum of two (2) years of experience conducting activities directly related to human health risk assessment, <p>And,</p> <ul style="list-style-type: none"> b. hold a BSc or higher in biology, toxicology, chemistry, epidemiology, statistics (or scientific field relevant to human health risk assessment); Or proof of certification as a Diplomate of the American Board of Toxicology (DABT) <p>Years of experience must be in months and years (cumulative) and cannot overlap for each proposed resource.</p> <p>The Offeror must provide documentation (proof) of academic accreditations or its equivalent (if it was conferred by a foreign institution) within their offer.</p>		

4.1.1.2 Point Rated Criteria

An overall pass mark of 45 points is required on the point-rated criteria to be responsive.

The following point-rated criteria apply to the following stream only. If submitting an offer for another stream, please see below for its associated point-rated criteria.

STREAM 1 – PROVISION OF SCIENTIFIC EXPERTISE TO CONDUCT HUMAN HEALTH RISK ASSESSMENT OR SCIENTIFIC PEER REVIEW OR CONSULTATION

Item	Description	Rating Scale	Offeror's Score	Comments
<p>Stream 1 RT1</p>	<p><u>Project Manager</u> The Offeror must demonstrate that the proposed Project Manager from MT2 has project management experience by providing relevant documentation for five (5) previously managed projects for services similar to or relevant to Stream 1 in Annex "A" – Statement of Requirements. Information provided should include: 1) name of project 2) name of project client and contact name and contact information (phone number or email address, as available); 3) duration of project (in format mm-yyyy to mm-yyyy); 4) description of project manager's responsibilities for management of project, such as development of budget, clear, logical and feasible work plan, approach and methodology, allocation of technical personnel, adherence to project schedule, and timely invoicing.</p>	<p>Up to 2 points per project (up to one (1) point for relevance and up to one (1) point for description) to a maximum total of ten (10) points.</p>		

Item	Description	Rating Scale	Offeror's Score	Comments
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<p>Stream 1</p> <p>RT2</p>	<p><u>Project Manager</u> The Offeror must provide proof of the proposed Project Manager's business interactions with international, national or provincial/state agencies or organizations in relation to human health risk assessment activities relevant to Stream 1.</p> <p>The proof must clearly describe the nature of the proposed resource's role and contribution to the submitted documentation.</p> <p>[Examples of agencies/organizations: Health Canada, US Environmental Protection Agency, California Environmental Protection Agency, World Health Organization, and International Agency for Research on Cancer].</p> <p>Any valid documentation is acceptable as proof (e.g., reports, articles, references, expert consultation, etc.).</p> <p>Proof must include the following information:</p> <ul style="list-style-type: none"> • The name of the agency or organization; • the client contact of the agencies or organisations • client contact telephone number and e-mail address • Description of particulars surrounding the business interactions. 	<p>Up to two (2) points will be allocated for each example (up to one (1) point for relevance and one (1) point for appropriate agency) up to a maximum total of ten (10) points.</p>		
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Item	Description	Rating Scale	Offeror's Score	Comments
<p>Stream 1</p> <p>RT3</p>	<p>The Offeror (i.e., the firm or the project manager or risk assessors specified in MT2) must provide two (2) example documents which demonstrate</p>	<p>Up to ten (10) points will be allocated for each example as per the legend below up to a maximum total</p>		

	<p>recent (within the last five years of this RFSO date of issue) experience as per the Stream 1 of the Statement of Work in</p> <ul style="list-style-type: none"> • the preparation of in depth/de novo health hazard characterization, or • the preparation of in depth/de novo human exposure assessment in support of human health risk assessment, or • in the preparation of complete* in depth/de novo human health risk assessment (according to or in a manner similar to Health Canada human health risk assessment practice). <p>The examples must clearly outline the Offeror's role or involvement in the preparation of the example document.</p> <p>If the example documents include sections on hazard, exposure and risk, the Offeror must indicate which section(s) are to be evaluated for this RFSO.</p> <p>A minimum of one example must be for a national, international or provincial/state agency.</p> <p>Details must be provided or highlighted demonstrating internal quality assurance procedures.</p> <p>[* N.B.: "complete" in this context refers to inclusion of in depth/de novo hazard, exposure and risk assessment]</p>	<p>of 20 points. [i.e., STREAM 1 LEGEND FOR SCORING RT3 ONLY]</p>		
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Item	Description	Rating Scale	Offeror's Score	Comments
<p>Stream 1</p> <p>RT4</p>	<p>The Offeror (i.e., the firm or the project manager or risk assessors specified in MT2) must provide two (2) examples which demonstrate recent (within the last five years of this RFSO date of issue) experience as per Stream 1 of the Statement of Work in the provision of</p> <ul style="list-style-type: none"> • scientific consultation in support of human health risk assessment, or • expert peer review of a comprehensive hazard characterization or human exposure assessment in support of human health risk assessment or a complete human health risk assessment. <p>A minimum of one example must be for a national, international or provincial/state agency.</p> <p>Details must be provided or highlighted demonstrating internal quality assurance procedures.</p>	<p>Up to fifteen (15) points will be allocated for each example as per the legend below up to a maximum total of 30 points. [i.e., STREAM 1 LEGEND FOR SCORING RT4 ONLY]</p>		
<p>Stream 1</p> <p>RT5</p>	<p>Offeror</p> <p>The Offeror must provide five (5) examples which demonstrate a record of publishing in peer reviewed scientific literature on issues related to exposure assessment, or health hazard assessment, or human health risk assessment.</p>	<p>Each example will be allocated up to one (1) point, up to a maximum total of five (5) points.</p>		

	Note: Each publication must include the Offeror, the proposed Project Manager or a proposed Human Health Risk Assessor (specified in MT2) as a principal contributor.			
	Total Score	Maximum 75 points		
	Minimum Points Required	45 points		

STREAM 1 LEGEND FOR SCORING RT3 ONLY

Excellent	10 points	The Offeror's response to this criterion is in depth, covering all of the factors, and exceeding the requirement. The knowledge, experience or approach demonstrated must ensure highly effective performance on this aspect of the work.
Good	8 – 9 points	The Offeror's response to this criterion addresses the requirement well while missing a few key factors. The knowledge, experience or approach demonstrated must ensure more than adequate performance on this aspect of the work.
Satisfactory	6 – 7 points	The Offeror's response satisfactorily addresses this criterion while missing many key elements. The knowledge, experience or approach demonstrated must meet the minimum needed for adequate performance on this aspect of the work.
Minimal	3 – 5 points	The Offeror's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.
Poor	1 – 2 points	The Offeror's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
No Response	0 points	The Offeror does not address the criterion.

STREAM 1 LEGEND FOR SCORING RT4 ONLY

Excellent	14 - 15 points	The Offeror's response to this criterion is in depth, covering all of the factors, and exceeding the requirement. The knowledge, experience or approach demonstrated must ensure highly effective performance on this aspect of the work.
Good	12 – 13 points	The Offeror's response to this criterion addresses the requirement well while missing a few key factors. The knowledge, experience or approach demonstrated must ensure more than adequate performance on this aspect of the work.
Satisfactory	8 – 11 points	The Offeror's response satisfactorily addresses this criterion while missing many key elements. The knowledge, experience or approach demonstrated must meet the minimum needed for adequate performance on this aspect of the work.
Minimal	4 – 7 points	The Offeror's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.

Poor	1 – 2 points	The Offeror's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
No Response	0 points	The Offeror does not address the criterion.

The following point-rated criteria apply to the following stream only. If submitting an offer for another stream, please see above or below for its associated point-rated criteria.

STREAM 2 – PROVISION OF INFORMATION GATHERING SERVICES TO SUPPORT HUMAN HEALTH RISK ASSESSMENT				
Item	Description	Rating Scale	Offeror's Score	Comments
Stream 2 RT1	<p><u>Project Manager</u> The Offeror must demonstrate that the proposed Project Manager from MT2 has project management experience by providing relevant documentation for five (5) previously managed projects for services similar to or relevant to Stream 2 in Annex "A" – Statement of Requirements. Information provided must include:</p> <ol style="list-style-type: none"> 1) name of project 2) name of project client and contact name and contact information (phone number or email address, as available); 3) duration of project (in format mm-yyyy to mm-yyyy); 4) description of project manager's responsibilities for management of project, such as development of budget, clear, logical and feasible work plan, approach and methodology, allocation of technical personnel, adherence to project schedule, and timely invoicing. 	<p>Up to two (2) points per project (up to one (1) point for relevance and up to one (1) point for description) to a maximum total of 10 points.</p>		

Item	Description	Rating Scale	Offeror's Score	Comments
<p>Stream 2 RT2</p>	<p><u>Project Manager</u> The Offeror must provide proof of the proposed Project Manager's business interactions with international, national or provincial/state agencies or organizations in relation to human health risk assessment activities relevant to Stream 2.</p> <p>The proof must clearly describe the nature of the proposed resource's role and contribution to the submitted documentation.</p> <p>[Examples of agencies/organizations: Health Canada, US Environmental Protection Agency, California Environmental Protection Agency, World Health Organization, and International Agency for Research on Cancer].</p> <p>Any valid documentation is acceptable as proof (e.g., reports, articles, references, expert consultation, etc.).</p> <p>Proof must include the following information:</p> <ul style="list-style-type: none"> • The name of the agency or organization; • the client contact of the agencies or organisations • client contact telephone number and e-mail address • Description of particulars surrounding the business interactions. 	<p>Up to two (2) points will be allocated for each example (up to one (1) point for relevance and one (1) point for appropriate agency) up to a maximum of ten (10) points.</p>		

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Item	Description	Rating Scale	Offeror's Score	Comments
Stream 2 RT3	The Offeror must provide a description of the current process and methodology by which they conduct a literature review to support human health risk assessment (including search strategies and tools, critical appraisal of studies, tabulation, integrated summary, quality control, etc).	Up to twenty (20) points will be allocated as per the legend below. [i.e., STREAM 2 LEGEND FOR RT3 ONLY]		

Item	Description	Rating Scale	Offeror's Score	Comments
Stream 2 RT4	<p>The Offeror (i.e., the firm or the project manager or risk assessors specified in MT2) must provide up to two (2) recent example documents (within the last 5 years of this RFSO date of issue) of a literature review to support human health risk assessment.</p> <p>A minimum of one example must be for a national, international or provincial/state agency.</p> <p>Details must be provided or highlighted demonstrating internal quality assurance procedures.</p>	Up to fifteen (15) points will be allocated for each example as per the legend below up to a maximum total of 30 points. [i.e., STREAM 2 LEGEND FOR RT4 ONLY]		
Stream 2 RT5	<p>The Offeror must provide up to five (5) example publications which demonstrate a record of publishing in peer reviewed scientific literature on issues relating to exposure assessment, health hazard assessment or human health risk assessment.</p> <p>Note: The publication must include the Offeror, the project manager or risk assessor as a principal contributor.</p>	Each example will be allocated up to one (1) point up to a maximum total of five (5) points.		

	Total Score	Maximum 75 points		
	Minimum Points Required	45 points		

STREAM 2 LEGEND FOR RT3 ONLY

Excellent	19 - 20 points	The Offeror's response to this criterion is in depth covering all of the factors exceeding the requirement. The knowledge, experience or approach demonstrated must ensure highly effective performance on this aspect of the work.
Good	16 – 18 points	The Offeror's response to this criterion addresses the requirement well missing a few key factors. The knowledge, experience or approach demonstrated must ensure more than adequate performance on this aspect of the work.
Satisfactory	12 – 15 points	The Offeror's response satisfactorily addresses this criterion missing many key elements. The knowledge, experience or approach demonstrated must meet the minimum needed for adequate performance on this aspect of the work.
Minimal	6 – 11 points	The Offeror's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.
Poor	1 – 5 points	The Offeror's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
No Response	0 points	The Offeror does not address the criterion.

STREAM 2 LEGEND FOR RT4 ONLY

Excellent	14 – 15 points	The Offeror's response to this criterion is in depth, covering all of the factors, and exceeding the requirement. The knowledge, experience or approach demonstrated must ensure highly effective performance on this aspect of the work.
Good	12 – 13 points	The Offeror's response to this criterion addresses the requirement well while missing a few key factors. The knowledge, experience or approach demonstrated must ensure more than adequate performance on this aspect of the work.
Satisfactory	8 – 11 points	The Offeror's response satisfactorily addresses this criterion while missing many key elements. The knowledge, experience or approach demonstrated must meet the minimum needed for adequate performance on this aspect of the work.
Minimal	4 – 7 points	The Offeror's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.
Poor	1 – 2 points	The Offeror's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
No Response	0 points	The Offeror does not address the criterion.

The following point-rated criteria apply to the following stream only. If submitting an offer for another stream, please see above or below for its associated point-rated criteria.

STREAM 3 – PROVISION OF SCIENTIFIC EXPERTISE IN THE DEVELOPMENT OR APPLICATION OF NEW AND EMERGING TECHNOLOGIES AND TOOLS IN SUPPORT OF HUMAN HEALTH RISK ASSESSMENT				
Item	Description	Rating Scale	Offeror's Score	Comments
Stream 3 RT1	<p><u>Project Manager</u> The Offeror must demonstrate that the proposed Project Manager from M2 has project management experience by providing relevant documentation for five (5) previously managed projects for services similar to or relevant to Stream 3 in Annex "A" – Statement of Requirements. Information provided must include:</p> <ol style="list-style-type: none"> 1) name of project 2) name of project client and contact name and contact information (phone number or email address, as available); 3) duration of project (in format mm-yyyy to mm-yyyy); 4) description of project manager's responsibilities for management of project, such as development of budget, clear, logical and feasible work plan, approach and methodology, allocation of technical personnel, adherence to project schedule, and timely invoicing. 	<p>Up to two (2) points per project (up to one (1) point for relevance and up to one (1) point for description) to a maximum total of ten (10) points.</p>		

Item	Description	Rating Scale	Offeror's Score	Comments
<p>Stream 3 RT2</p>	<p><u>Project Manager</u> The Offeror must provide proof of the proposed Project Manager's business interactions with international, national or provincial/state agencies or organizations in relation to human health risk assessment activities relevant to Stream 3.</p> <p>The proof must clearly describe the nature of the proposed resource's role and contribution to the submitted documentation.</p> <p>[Examples of agencies/organizations: Health Canada, US Environmental Protection Agency, California Environmental Protection Agency, World Health Organization, and International Agency for Research on Cancer].</p> <p>Any valid documentation is acceptable as proof (e.g., reports, articles, references, expert consultation, etc.).</p> <p>Proof must include the following information:</p> <ul style="list-style-type: none"> • The name of the agency or organization; • the client contact of the agencies or organisations • client contact telephone number and e-mail address • Description of particulars surrounding the business interactions. 	<p>Up to two (2) points will be allocated for each example (up to one (1) point for relevance and one (1) point for appropriate agency) up to a maximum total of ten (10) points.</p>		

Item	Description	Rating Scale	Offeror's Score	Comments
Stream	The Offeror must provide up to	Up to ten (10) points		

<p>3 RT3</p>	<p>two (2) examples which demonstrate recent experience (within the last five years of this RFSO date of issue) in the development of novel/emerging health hazard or human exposure tools or methodologies or integrated testing strategies to support human health risk assessment</p> <p>Details must be provided or highlighted demonstrating including internal quality assurance (“validation”) procedures.</p>	<p>will be allocated for each example as per the legend below up to a maximum total of twenty (20) points. [i.e., STREAM 3 LEGEND FOR RT3 ONLY]</p>		
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Item	Description	Rating Scale	Offeror’s Score	Comments
<p>Stream 3 RT4</p>	<p>The Offeror must provide up to two (2) example documents which demonstrate recent experience (within the last five years of this RFSO date of issue) in the interpretation of the results of novel/emerging tools or methodologies for characterization of health hazard or human exposure and application of this information in a human health risk assessment.</p> <p>A minimum of one example must be for a national, international or provincial/state agency.</p>	<p>Up to fifteen points (15) will be allocated for each example as per the legend below up to a maximum of thirty (30) points. [i.e., STREAM 3 LEGEND FOR RT4 ONLY]</p>		
<p>Stream 3 RT5</p>	<p>The Offeror must provide up to five (5) example publications which demonstrate a record of publishing in peer reviewed scientific literature on issues relating to hazard tools, emerging technologies or exposure tools or methodology (e.g. development of or use of exposure models or modeled data, biomonitoring/monitoring data, biomonitoring equivalents, etc.) to support human health risk assessment.</p>	<p>Each example will be allocated up to one (1) point up to a maximum total of five (5) points.</p>		

	Note: The publication must include the Offeror, the project manager or risk assessor as a principal contributor.			
	Total Score	Maximum 75 points		
	Minimum Points Required	45 points		

STREAM 3 LEGEND for RT3 ONLY

Excellent	10 points	The Offeror's response to this criterion is in depth, covering all of the factors, and exceeding the requirement. The knowledge, experience or approach demonstrated must ensure highly effective performance on this aspect of the work.
Good	8 – 9 points	The Offeror's response to this criterion addresses the requirement well while missing a few key factors. The knowledge, experience or approach demonstrated must ensure more than adequate performance on this aspect of the work.
Satisfactory	6 – 7 points	The Offeror's response satisfactorily addresses this criterion while missing many key elements. The knowledge, experience or approach demonstrated must meet the minimum needed for adequate performance on this aspect of the work.
Minimal	3 – 5 points	The Offeror's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.
Poor	1 – 2 points	The Offeror's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
No Response	0 points	The Offeror does not address the criterion.

STREAM 3 LEGEND FOR RT4 ONLY

Excellent	14 – 15 points	The Offeror's response to this criterion is in depth, covering all of the factors, and exceeding the requirement. The knowledge, experience or approach demonstrated must ensure highly effective performance on this aspect of the work.
Good	12 – 13 points	The Offeror's response to this criterion addresses the requirement well while missing a few key factors. The knowledge, experience or approach demonstrated must ensure more than adequate performance on this aspect of the work.
Satisfactory	8 – 11 points	The Offeror's response satisfactorily addresses this criterion while missing many key elements. The knowledge, experience or approach demonstrated must meet the minimum needed for adequate performance on this aspect of the work.
Minimal	4 – 7 points	The Offeror's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.

Poor	1 – 2 points	The Offeror's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
No Response	0 points	The Offeror does not address the criterion.

The following point-rated criteria apply to the following stream only. If submitting an offer for another stream, please see above for its associated point-rated criteria.

STREAM 4 – PROVISION OF TRAINING OR TRAINING MATERIALS TO SUPPORT HUMAN HEALTH RISK ASSESSMENT				
Item	Description	Rating Scale	Offeror's Score	Comments
Stream 4 RT1	<p>Project Manager</p> <p>The Offeror must demonstrate that the proposed Project Manager from M2 has project management experience by providing relevant documentation for five (5) previously managed projects for services similar to or relevant to Stream 4 in Annex "A" – Statement of Requirements. Information provided must include:</p> <ol style="list-style-type: none"> 1) name of project 2) name of project client and contact name and contact information (phone number or email address, as available); 3) duration of project (in format mm-yyyy to mm-yyyy); 4) description of project manager's responsibilities for management of project, such as development of budget, clear, logical and feasible work plan, approach and methodology, allocation of technical personnel, adherence to project schedule, and timely 	<p>Up to two (2) points per project (up to one (1) point for relevance and up to one (1) point for description) to a maximum total of ten (10) points.</p>		

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Item	Description	Rating Scale	Offeror's Score	Comments
Stream 4 RT2	<p>Project Manager The Offeror must provide proof of the proposed Project Manager's business interactions with international, national or provincial/state agencies or organizations in relation to human health risk assessment activities relevant to Stream 4.</p> <p>The proof must clearly describe the nature of the proposed resource's role and contribution to the submitted documentation.</p> <p>[Examples of agencies/organizations: Health Canada, US Environmental Protection Agency, California Environmental Protection Agency, World Health Organization, and International Agency for Research on Cancer].</p> <p>Any valid documentation is acceptable as proof (e.g., reports, articles, references, expert consultation, etc.).</p> <p>Proof must include the following information:</p> <ul style="list-style-type: none"> • The name of the agency or organization; • the client contact of the agencies or organisations • client contact telephone number and e-mail address • Description of particulars surrounding the business interactions. 	Up to two (2) points will be allocated for each example (up to one (1) point for relevance and one (1) point for appropriate agency) up to a maximum total of ten (10) points.		

Item	Description	Rating Scale	Offeror's Score	Comments
Stream 4 RT3	The Offeror must provide up to two (2) examples which demonstrate recent experience (within the last five years of this RFSO date of issue) in the development of training materials or guidance	Up to ten (10) points will be allocated for each example as per the legend below for a maximum total of twenty (20) points.		

	<p>documentation for or provision of training in “traditional/classic” human health risk assessment methodologies to regulatory, professional or academic audiences.</p> <p>The examples must include description of the nature and content of the training and relevance to regulatory risk assessment practices (according to or in a manner similar to Health Canada human health risk assessment practice). Note that presentations at conferences or research seminars do not qualify as developing and delivering a training course, as the intent at these venues is generally to inform versus to train. Relevant continuing education courses provided in conjunction with a conference would be acceptable.</p>	[i.e., STREAM 4 LEGEND FOR RT3 ONLY]		
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Item	Description	Rating Scale	Offeror’s Score	Comments
<p>Stream 4</p> <p>RT4</p>	<p>The Offeror must provide up to two (2) examples which demonstrate recent experience (within the last 5 years of this RFSO date of issue) in the development of training materials or guidance documentation for or provision of training in “emerging/new” human health risk assessment methodologies to regulatory, professional or academic audiences.</p> <p>The examples must include description of the nature and content of the training and relevance to regulatory risk assessment practices (according to or in a manner similar to Health Canada human health risk assessment practice). Note that</p>	<p>Up to fifteen (15) points will be allocated for each example as per the legend below up to a maximum total of thirty (30) points. [i.e., STREAM 4 LEGEND FOR RT4 ONLY]</p>		

	presentations at conferences or research seminars do not qualify as developing and delivering a training course, as the intent at these venues is generally to inform versus to train. Relevant continuing education courses provided in conjunction with a conference would be acceptable.			
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Item	Description	Rating Scale	Offeror's Score	Comments
Stream 4 RT5	The Offeror must provide up to five (5) example publications which demonstrate a record of publishing in peer reviewed scientific literature on issues relating to exposure assessment, health hazard assessment or human health risk assessment. Note: The publication must include the Offeror, the project manager or risk assessor as a principal contributor.	Each example will be allocated up to one (1) point up to a maximum total of five (5) points.		
	Total Score	Maximum 75 points		
	Minimum Points Required	45 points		

STREAM 4 LEGEND for RT3 ONLY

Excellent	10 points	The Offeror's response to this criterion is in depth, covering all of the factors, and exceeding the requirement. The knowledge, experience or approach demonstrated must ensure highly effective performance on this aspect of the work.
Good	8 – 9 points	The Offeror's response to this criterion addresses the requirement well while missing a few key factors. The knowledge, experience or approach demonstrated must ensure more than adequate performance on this aspect of the work.
Satisfactory	6 – 7 points	The Offeror's response satisfactorily addresses this criterion while missing many key elements. The knowledge, experience or approach demonstrated must meet the minimum needed for adequate performance on this aspect of the work.
Minimal	3 – 5 points	The Offeror's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.
Poor	1 – 2 points	The Offeror's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
No	0 points	The Offeror does not address the criterion.

Response		
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STREAM 4 LEGEND FOR RT4 ONLY

Excellent	14 – 15 points	The Offeror's response to this criterion is in depth, covering all of the factors, and exceeding the requirement. The knowledge, experience or approach demonstrated must ensure highly effective performance on this aspect of the work.
Good	12 – 13 points	The Offeror's response to this criterion addresses the requirement well while missing a few key factors. The knowledge, experience or approach demonstrated must ensure more than adequate performance on this aspect of the work.
Satisfactory	8 – 11 points	The Offeror's response satisfactorily addresses this criterion while missing many key elements. The knowledge, experience or approach demonstrated must meet the minimum needed for adequate performance on this aspect of the work.
Minimal	4 – 7 points	The Offeror's response to this criterion is inadequate in certain areas of this factor. The knowledge, experience or approach demonstrated is likely to be insufficient in terms of performance on this aspect of the work.
Poor	1 – 2 points	The Offeror's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
No Response	0 points	The Offeror does not address the criterion.

4.2 FINANCIAL OFFER

Offerors meeting ALL Mandatory Requirements and obtaining the minimum score in the point rated requirement shall be evaluated on the basis of their Financial Offer. Offerors must submit, along with their Technical Offer, a detailed Financial Offer as indicated in Annex "B".

4.2.1 General Information

Offerors must provide a firm all-inclusive per diem rate for each year of the Call-up period for the stream for which they have applied.

4.2.2 Per diem Rates:

For each category, Offerors must indicate their proposed all-inclusive per diem rate for services based on a seven and a half (7.5) hour day. The proposed all-inclusive per diem rates shall be applicable for ALL proposed resources in their respective category.

4.2.3 Taxes as Related to Offers Received

For Canadian-based and Foreign-based Offerors, prices/rates, as applicable, must be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable **included**, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, **excluded**.

4.3 Basis of awarding SOAs

Only the Offerors who have met the mandatory criteria and have received the minimum score on overall point-rated criteria or better shall be considered for further evaluation.

Standing Offers will be awarded so that each Stream will have up to five (5) Offerors.

It is the intent of HC to award Standing Offers to the top five (5) ranked qualified offerors in each stream. The ranking shall be established for an overall order of Offerors per Stream, as per 4.3.2 below. Call-ups shall be issued based on the methods detailed in section 7.9, Part 7 – Standing Offer and Resulting Call-up Clauses.

4.3.1 Lowest Evaluated Price

The Evaluated Price for responsive offers will be determined as follows:

Note to Offerors: Values indicated in the tables below are for example purposes only.

STEP 1:

An average per diem rate for the proposed Project Manager will be determined as follows:

Per diem Rate – Project Manager

	Year 1 of SO	Year 2 of SO	Year 3 of SO	Year 4 of SO	Year 5 of SO	Total
Offeror No. 1	\$925.00	\$930.00	\$930.00	\$935.00	\$940.00	\$4,660.00
Offeror No. 2	\$940.00	\$945.00	\$950.00	\$955.00	\$955.00	\$4,745.00
Offeror No.3	\$930.00	\$940.00	\$950.00	\$960.00	\$970.00	\$4,750.00

The average per diem rate (Project Manager) will be established by dividing the total above by 5 as follows:

Offeror No. 1: \$4,660 divided by 5 = \$932 average per diem rate

Offeror No. 2: \$4,745 divided by 5 = \$949 average per diem rate

Offeror No. 3: \$4,750 divided by 5= \$950 average per diem rate

STEP 2:

An average per diem rate for the proposed Human Health Risk Assessors will be determined as follows:

Per Diem Rate- - Human Health Risk Assessor

	Year 1 of SO	Year 2 of SO	Year 3 of SO	Year 4 of SO	Year 5 of SO	Total
Offeror No. 1	\$725.00	\$730.00	\$730.00	\$735.00	\$740.00	\$3,660.00
Offeror No.2	\$740.00	\$745.00	\$750.00	\$755.00	\$755.00	\$3,745.00
Offeror No.3	\$730.00	\$740.00	\$750.00	\$760.00	\$770.00	\$3,750.00

The average per diem rate (Human Health Risk Assessor) will be established by dividing the total above by 5 as follows:

Offeror No.1: \$3,660.00 divided by 5= \$732 average per diem rate

Offeror No.2: \$3,745.00 divided by 5= \$749.00 average per diem rate

Offeror No. 3: \$3,750.00 divided by 5= \$750.00 average per diem rate

STEP 3:

The average per diem rate, Project Manager, from step 1 and the average per diem rate, Human Health Risk Assessor, from step 2 above, will be added together to determine each Offeror's total evaluation price, as follows:

Offeror No.1: \$932.00 + \$732.00=\$1,664.00

Offeror No.2: \$949.00 + \$749.00=\$1,698.00

Offeror No.3: \$950.00 + \$750.00=\$1,700.00

In this example, Offeror No.1 has the Lowest Evaluated Price.

4.3.2 Basis of Selection/Ranking Methodology

4.3.2.1 Highest Combined Rating of Technical Merit and Price

- 1) To be declared responsive, an Offer must:
 - a) comply with all the requirements of the Request for Standing Offer (RFSO); and
 - b) meet all mandatory criteria; and
 - c) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.
- 2) Offers not meeting (a) or (b) or (c) 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 offer 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 offer will be prorated against the lowest evaluated price and the ratio of 30 %.
- 6) For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.

The table below illustrates an example where all three offers are responsive and the selection of the Offeror is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 75 and the lowest evaluated price is \$1,664.

		OFFEROR 1	OFFEROR 2	OFFEROR 3
Overall Technical Score		55/75	49/75	50/75
Offer Evaluated Price		\$1,664	\$1,698	\$1,700
Calculation	Technical Merit Score	$55/75 \times 70 = 51.33$	$49/75 \times 70 = 45.73$	$50/75 \times 70 = 46.66$
	Pricing Score	$1664/1664 \times 30 = 30$	$1664/1698 \times 30 = 29.40$	$1664/1700 \times 30 = 29.36$
Combined Rating		81.33	75.13	76.02
Overall Rating		1st	3rd	2nd

- 7) The ranking of the Offerors per Stream will be determined by highest combined rating (1st) to lowest combined rating (5th). Any additional responsive offers based on the above methodology that fall outside of the top 5 offers will not be awarded a Standing Offer.

4.3.2.2 Standing Offer Allocation – Proportional Basis

Standing Offer(s) will be issued on a proportional basis such that the highest-ranked SO Holder per Stream is allocated the largest predetermined portion of funds available for that Stream; the second highest-ranked SO Holder is allocated the second largest predetermined portion of funds available for that Stream, etc. as follows:

Highest (First) Ranked SO Holder:	30% of the funds available per Stream
Second Highest Ranked SO Holder:	25% of the funds available per Stream
Third Highest Ranked SO Holder:	20% of the funds available per Stream
Fourth Highest Ranked SO Holder:	15% of the funds available per Stream
Fifth Highest Ranked SO Holder:	10% of the funds available per Stream

If the number of responsive offers in either Stream is less than indicated above, the allocation percentages will be adjusted accordingly.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare an Offeror in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during any resulting Call-up/Contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under any resulting Call-up/Contract.

5.1 CERTIFICATIONS REQUIRED WITH THE OFFER

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Offerors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Offerors 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-Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_offeror_program.page?ga=1.229006812.1158694905.1413548969) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_offeror_program.page?ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

M3020T (2016-01-28) Status of Availability of Resources – Offer

5.2.3.2 Education and Experience:

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

6.1 SECURITY REQUIREMENTS

At the Request for Standing Offers issue date, the conditions indicated in Part 7A – Standing Offer must be met.

6.2 INSURANCE REQUIREMENTS

G1005C (2016-01-28) Insurance – No Specific Requirement

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.

PART 7 - STANDING OFFER AND RESULTING CALL-UP CLAUSES

A. STANDING OFFER

7.1 OFFER

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Requirements at Annex "A".

7.2 SECURITY REQUIREMENTS

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

There are various security requirements associated which may be required in a resulting Call-up against this Standing Offer. Each security requirement will be determined prior to the issuance of each resulting Call-up.

7.2.2 NO SECURITY (SRCL Annex C)

Unscreened contractors must be escorted:

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

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/PHAC 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 Standing Offer.

7.2.3 Call-ups for requirements that are not **PROTECTED/ CLASSIFIED** have no security requirement.

7.3 STANDARD CLAUSES AND CONDITIONS

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

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide these data in accordance with the reporting requirements detailed below. If some data are not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

On a quarterly basis within fifteen (15) days of month end for **June, September, December and March**, the Offeror **MUST** provide detailed usage under the Standing Offer Agreement (SOA) to the Standing Offer Authority: Darlene.Fisher2@canada.ca. **An email is still required by the Offeror for NIL activity**

7.4 TERM OF STANDING OFFER

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1, 2019 to March 31, 2024.

7.5 AUTHORITIES

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Darlene Fisher
Title: Senior Procurement & Contracting Officer
Health Canada
Materiel and Asset Management Division
Directorate: Financial Operations Directorate
Address: 200 Eglantine Driveway, Tunney's Pasture
Ottawa, ON K1A 0K9
Telephone: 613-941-2125
E-mail address: Darlene.Fisher2@canada.ca

OR REPLACEMENT/DELEGATE as applicable.

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, s/he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for each work requirement will be identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Name:
Title:
Address:
Telephone:
E-mail address:

7.5.4 Offeror's Authorized Personnel

The list of authorized personnel to provide services under this standing offer will be kept on file and updated regularly as new or replacement personnel are evaluated and meet minimum qualifications. Under no circumstance will a call-up be issued to an Offeror who has proposed unauthorized personnel to conduct the work. Any unauthorized proposed personnel will be assessed against the mandatory and point-rated technical criteria, and any other requirements (i.e. security), and must meet all minimum qualifications prior to a call-up being awarded. Once the evaluation of unauthorized proposed personnel is completed and they pass, the proposed personnel will be added to the list of authorized personnel.

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Offeror 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 IDENTIFIED USERS

The Identified User authorized to make call-ups against the Standing Offer is: Health Canada.(HC).

7.8 Call-up Procedures

Health Canada's objective will be:

- To utilize the services of each SOA firm retained when and where possible according to the call-up methodology; and
- To distribute overall call-up value across the list of firms holding SOAs according to the proportions assigned at SOA award based on overall ranking.

Health Canada will enter into an individual Call-up against any of the Standing Offers up to a maximum not to exceed \$250,000.00 ((including Goods and Services Tax, Harmonized Sales Tax and all amendments). Call-ups will be awarded in the following method:

Health Canada will select the SOA Holder of best fit for any resultant Call-up. The SOA Holder of best fit will be determined based upon the following factors:

- 1) Applicable Stream;
- 2) Relevance of subject matter expertise of the SOA Holder and/or of its resources to the nature of the work to be done under the call-up
- 3) Availability of the SOA Holder and its resource(s) to conduct the work and meet any and all required timelines;
- 4) Operational requirements; and,
- 5) Security requirements.

The Project Authority for that specific work will provide the SOA Holder with a draft Statement of Work (SOW) and give the SOA Holder a minimum of five (5) business days or 48 hours for urgent requests to confirm their availability and confirm which authorized personnel will be assigned to the work. In some cases, the Project Authority will provide the SOA Holder with an estimated level of effort (in days), but where an estimated level of effort is not provided by the Project Authority, the SOA Holder must submit their estimated level of effort for the work.

In the event that the SOA Holder cannot meet the work requirements, the same process is repeated until an SOA Holder meets all the requirements.

A firm/fixed price for any request shall be established and agreed upon by the Project Authority and the selected Standing Offer Holder using the firm per diem rate(s), estimated level of effort (7.5 hours per day), and, for Stream 4 only, fair market value for travel and living expenses and miscellaneous expenses.

It is understood and agreed to that the Standing Offer Holder(s) shall not commence any work until authorized in writing by a Call-Up issued by the Contracting Authority.

It is understood and agreed that failure to provide written notification of availability within the time frame specified will be interpreted as being unable to perform the services and will result in the setting aside of the Call-up for the specific work request in question.

7.9 CALL-UP INSTRUMENT

Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

The Work will be confirmed by Identified User(s) using form Departmental 942 form "Call-up against a Standing Offer".

7.10 LIMITATION OF CALL-UPS

Individual call-ups against the Standing Offer must not exceed \$ 250,000.00 (Applicable Taxes included).

7.11 FINANCIAL LIMITATION

The total cost to Canada resulting from call ups against the resulting Standing Offers must not exceed the sum of \$ *to be inserted at SOA issuance* (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized through a formal amendment.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 PRIORITY OF DOCUMENTS

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity)
- e) Annex A, Statement of Requirements;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated _____

7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting Call-up that would continue beyond the period of the SO.

7.13.2 SACC Manual Clauses

M3020C (2016-01-28) Status and Availability of Resources – Standing Offer

7.13.3 Replacement of Specific Individuals

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default or any other reason deemed acceptable by the Standing Offer Authority.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

7.14 APPLICABLE LAWS

The Standing Offer and any call-up resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.15 Additional Authorized Personnel

The Offeror may submit additional authorized personnel above the minimum requirement to be evaluated and authorized to work under the Standing Offer. Submissions must be submitted to the Standing Offer Authority of the SOA via e-mail and include the following information:

- 1) Name of resource;
- 2) Stream and category of resource;
- 3) Complete Evaluation Grid from Part 4 showing how resource meets mandatory and point-rated technical evaluation criteria;
- 4) CV/Resume of resource, as required;
- 5) Security details, including: file number, level of clearance, date of expiry, and date of birth (in order to validate clearance).

Health Canada will evaluate the submission in accordance with the original RFSO document and any amendments and may evaluate submissions on a quarterly basis.

Once a submission is deemed compliant, the personnel will be added to the list of authorized personnel, which will be managed internally.

B. RESULTING CALL-UP CLAUSES

The following clauses and conditions apply to and form part of any call-up resulting from the Standing Offer.

1.0 STATEMENT OF WORK

The Offeror must perform the Work described in the call-up against the Standing Offer at Annex "A" Statement of Work.

2.0 STANDARD CLAUSES AND CONDITIONS

2.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Call-up.

3.0 TERM OF CONTRACT

3.1 Period of the Call-up

The period of work shall be in accordance with the call-up against the Standing Offer.

4.0 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Offeror 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.

5.0 PAYMENT

5.1 Basis of Payment

In consideration of the Offeror satisfactorily completing all of its obligations under the Call-up, the Offeror will be paid a firm unit price(s), as specified in Annex B – Basis of Payment in accordance with the call-up against the Standing Offer.

The following expenses may apply to Call-ups Against Standing Offer, for Stream 4 only, in addition to the specified firm per diem rates in Annex B – Basis of Payment.

3. Miscellaneous Expenses – if applicable and requires Health Canada pre-authorization

Item	Description	Total Estimated Miscellaneous Expense Cost
1		\$
2		\$

3		\$
	Total	\$

4. Travel and Living Expenses – if applicable and requires Health Canada pre-authorization

Item	Description – Origin and Destination and reason for Travel	Living Expense Breakdown	Total Estimated Travel and Living Expense Cost
1			\$
2			\$
3			\$
		Total	\$

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: \$ *to be determined per call-up* .

5.2 Limitation of Expenditure

1. Canada's total liability to the Offeror under the Call-up must not exceed the value indicated on the call-up. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Offeror unless these design changes, modifications or interpretations have been approved, in writing, by the Call-up Authority before their incorporation into the Work. The Offeror must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Call-up Authority. The Offeror must notify the Project Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the Call-up expiry date, or
 - c. as soon as the Offeror considers that the Call-up funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate Call-up funds, the Offeror must provide to the Project Authority a written estimate for the additional funds required. Provision of such information by the Offeror does not increase Canada's liability.

5.3 Monthly Payment

H1008C (2008-05-12) Monthly Payment

5.4 Invoicing Instructions

1. The Offeror 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 call-up;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the progress report
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the following address for certification and payment.

Invoices shall be submitted using **one of the following methods** which shall be identified in the call-up:

E-mail:

Hc.P2P.East.invoices-
Factures.est.sc@canada.ca

Note:

Attach "PDF" file. No other formats will be accepted

OR Regular Mail:

Health Canada Select Accounting Operations
East – P2P Invoices
Accounting Operations East Health Canada-
Public Health Agency of Canada,2932 Baseline
Road, Tower C, Ottawa, Ontario, K1A 0K9

Note:

Use highest quality settings available.

- b. One (1) copy must be forwarded to the Project Authority named in the call-up.

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a call-up must be submitted on the Offeror's own form and shall bear the following reference numbers:

- a. Call-up number: *(to be indicated on each individual Call-up)*
- b. Reference: Standing Offer Number: **XXXXXXXX**

6.0 INSURANCE

SACC Manual clause G1005C (2016-01-28) Insurance

ANNEX A - STATEMENT OF REQUIREMENTS

1.0 Scope

1.1 Title: Provision of Scientific Expertise to Support Human Health Risk Assessment

1.2 Introduction: The Safe Environments Directorate (SED) wishes to establish various Standing Offers on a range of risk assessment activities to support its mandated roles to protect the health of Canadians from hazards posed by chemical substances, including air and water contaminants, novel substances and contaminated sites through risk assessment. The main purpose of the standing offer is to obtain a list of qualified companies that have a broad range of expertise in the area of human health risk assessment and provide scientific services which may include gathering scientific information for conducting a human health risk assessment, development of methodologies and tools for human health risk assessment, providing scientific expertise and training on human health risk assessments, conducting human health risk assessments (may include exposure assessment or hazard characterization), scientific peer review of assessment reports or scientific manuscripts and consultations on scientific issues relating to the conduct of human health risk assessment of chemicals, air and water contaminants, novel substances and contaminated sites.

1.3 Definition of a Standing Offer: A Standing Offer is not a contract. It is an offer from a supplier to provide services at a prearranged pricing basis and under set terms and conditions for a specified period on an as-and-when requested basis.

A separate contract is entered into each time a call-up is made against a Standing Offer. Health Canada's liability shall be limited to the actual value of the call-ups made within the period specified in the Standing Offer.

1.4 Objectives of the Requirement: The objective of this Request for Standing Offer (RFSO) is to establish competitively-awarded Standing Offer Agreements (SO's) for up to five (5) qualified firms in each of the four (4) Streams of Work indicated under this RFSO (for a total of up to 20 qualified firms) to provide their service for the Provision of Scientific Expertise to Support Human Health Risk Assessment as set out under this RFSO.

1.5 Estimated Value: The total estimated cumulative value of all Standing Offer Agreements resulting from this RFSO shall not exceed \$20 million excluding all applicable taxes over a period of 5 years. The four (4) streams and maximum estimated values per stream over the five (5) year period during which the Standing Offers are in effect as follows:

Stream 1 – Provision of Scientific Expertise To Conduct Human Health Risk Assessment Or Scientific Peer Review Or Consultation In Support Of Human Health Risk Assessment (\$6 million excluding applicable taxes)

Stream 2 – Provision of Information Gathering Services to Support Human Health Risk Assessment (\$4 million excluding applicable taxes)

Stream 3 – Provision Of Scientific Expertise In The Development Or Application Of New And Emerging Technologies And Tools In Support Of Human Health Risk Assessment (\$6 million excluding applicable taxes)

Stream 4 – Provision Of Training Or Training Materials To Support Human Health Risk Assessment (\$4 million excluding applicable taxes)

1.6 Background, Assumptions and Specific Scope of the Requirement: Safe Environments Directorate (SED) plays a key role in identifying, assessing and managing the human health risks posed by chemicals, air and water contaminants, novel substances and contaminated sites. The directorate develops drinking water and air quality guidelines and conducts human health risk assessments of chemical substances, contaminated sites and industrial sectors to determine whether there is a need for risk management and reduction of exposures. The assessment of whether a substance or a contaminated site or an industrial sector poses a risk of concern to human health is largely based on available information, including information gathered from scientific data/literature, stakeholders (including industry), ongoing research activities and existing surveillance/monitoring studies. A critical aspect of the risk assessment process, which impacts final decision-making, involves external scientific peer-review by experts to address any critical issues identified, as well as the adequacy of data coverage and defensibility of the conclusion(s). The human health risk assessments generated by SED contribute to the development of policy, program initiatives, as well as scientifically sound risk management decisions.

In order to facilitate SED's fulfillment of its obligations in relation of the health risks posed by chemical substances, SED requires professional services for various activities. The specific scope of the work being sought includes, but is not limited to the following:

- Conduct or coordination of human exposure assessment, hazard characterization or human health risk assessment
- Conduct or coordination of scientific peer reviews / peer consultations in various formats (e.g., panel consultations, written reviews)
- Gathering and summation of information relevant to human exposure assessment, hazard characterization or human health risk assessment
- Development of methodologies, computer modelling and tools related to human health hazard, exposure assessment and/or human health risk assessment
- Coordination of training or development of training or guidance materials on "traditional/classic" and new/emerging approaches and methodologies in human health risk assessment

2.0 Requirements

2.1 Personnel

One (1) Project Manager and up to ten (10) Human Health Risk Assessors are required for each Stream. A minimum of one (1) Human Health Risk Assessors is required.

2.2 Tasks, Activities, Deliverables and Milestones: The specific activities, deliverables and associated milestones will be articulated in each call-up for services against the Standing Offer. These may include but not limited to the following activities, deliverables and associated milestones:

Tasks and Activities:

- **Stream 1** – Provision of Scientific Expertise To Conduct Human Health Risk Assessment Or Scientific Peer Review Or Consultation To Support Human Health Risk Assessment, including, but not limited to:
 - Scientific consultation and/or scientific interpretation/data analysis on health hazard characterization, exposure and/or risk assessment issues
 - Preparation of draft human exposure assessments, health hazard characterization and/or human health risk assessments for chemicals, air and water contaminants, novel substances or contaminated sites
 - Peer-review of draft scientific human health risk assessments and prepared manuscripts

- **Stream 2** – Provision of Information Gathering Services to Support Human Health Risk Assessment, including, but not limited to:
 - Gathering, analyzing and summarizing available scientific data and/or literature on the health effects of and potential human exposure to chemicals, air and water contaminants, novel substances or contaminated sites into written reports
 - Coordinating national/international scientific input and comments on emerging issues and challenges in risk assessment, including provision of technical advice on science-based policy considerations in the context of human health risk assessment.
 - Integrating and providing written summaries of hazard, exposure or risk assessments from international, national or provincial/state agencies or organizations.

- **Stream 3** – Provision Of Scientific Expertise In The Development Or Application Of New And Emerging Technologies And Tools In Support Of Human Health Risk Assessment, including, but not limited to:
 - Development and review of study protocols and study designs
 - Development of methodologies and application of new tools and emerging technologies to characterize potential health hazards (such as in silico models, High Throughput Screening, genomics, read-across), near and far-field exposure models to estimate human exposure, or exposure-response relationships and pharmacokinetics models or biomonitoring
 - Scientific consultation and/or scientific interpretation/data analysis on methodologies or tools used to address hazard characterization, exposure and risk assessment issues.

- **Stream 4** – Provision Of Training Or Training Materials To Support Human Health Risk Assessment, including, but not limited to:
 - training and/or training materials or guidance documentation in the application of "traditional/classic" approaches in human health risk assessment
 - training and/or training materials or guidance documentation in the interpretation of information generated by new and emerging technologies and tools for incorporation into human health risk assessment

Deliverables:

The specific deliverables will be determined in each call-up against the standing offer. These may include but are not limited to the following:

Stream 1

- Contractor will be expected to prepare high quality, comprehensive and scientifically acceptable reports;
- Contractor will provide peer review reports with a critique of the adequacy, completeness and interpretation of scientific/technical information included in assessment reports or manuscripts;
- Provision of services respecting potential sensitivity of data/information contained in the documents.

Stream 2

- Contractor will be expected to prepare high quality, comprehensive and scientifically acceptable reports;
- Contractor will submit reports to Health Canada detailing the methodologies and processes involved in identifying, analyzing and summarizing relevant scientific information and outcomes of external expert consultation for activities involving coordination of scientific inputs;
- Provision of services respecting potential sensitivity of data/information contained in the documents.

Stream 3

- Contractor will be expected to prepare high quality, comprehensive and scientifically acceptable reports;
- Contractor will prepare and provide materials related to development and application of new methodologies and tools to support human health risk assessment activities;
- Provision of services respecting potential sensitivity of data/information contained in the documents.

Stream 4

- Contractor will be expected to prepare high quality, comprehensive and scientifically acceptable materials;
- Contractor will provide training and/or prepare training materials or guidance documentation related to human health risk assessment activities, including “traditional/classic” approaches and/or new methodologies and tools related to hazard characterization, exposure assessment and/or risk characterization
- Provision of services respecting potential sensitivity of data/information contained in the documents.

2.3 Specifications and Standards: The Bidder must indicate for which Stream(s) they intend to bid:

Stream 1 – Provision Of Scientific Expertise To Conduct Human Health Risk Assessment Or Scientific Peer Review Or Consultation

(Knowledge of and experience in scientific peer-review, scientific consultation on interpretation of toxicological, epidemiological or exposure related information, study protocol and design, (bio)monitoring data, weight of evidence, mode of action,

uncertainty factors).

Stream 2 – Provision Of Information Gathering Services To Support Human Health Risk Assessment

(Knowledge of and experience in systematic review of scientific data and/or literature, scientific data gathering, extraction and summarization, chemistry, toxicology, epidemiology, integration and interpretation of risk assessments from international and other national organizations).

Stream 3 – Provision Of Scientific Expertise In The Development Or Application Of New And Emerging Technologies And Tools In Support Of Human Health Risk Assessment

(Knowledge of and experience in development and application of new methodologies or tools, scientific databases and emerging technologies (such as in silico models, High Throughput Screening, genomics), near and far-field exposure models to estimate human exposure (e.g. ConsExpo, EFAST, AMEM and/or fugacity models), or exposure-response relationships (e.g., Benchmark Dose models) and pharmacokinetics (e.g., Physiologically Based Pharmacokinetic modelling).

Stream 4 - Provision Of Training Or Training Materials To Support Human Health Risk Assessment

(Knowledge of and experience in essential principles, methodologies and approaches used in human health risk assessment, and interpretation and incorporation of information from “traditional/classic” sources and new and emerging technologies in human health risk assessment.)

- 2.4 Technical, Operational and Organizational Environment:** This will be determined as per the Call-up issued.
- 2.5 Method and Source of Acceptance:** All reports, deliverables, documentation and all services rendered under a Call-Up under this Standing Offer are subject to review by the Departmental Representative or a designated representative that has been identified in the Call-up. Should any report, document or service not be to the satisfaction of the Departmental Representative, or a designated representative, as submitted, the Departmental Representative shall have the right to reject it or require correction before payment will be authorized.
- 2.6 Project Management Control Procedures:** The Standing Offer Holder(s) shall manage service delivery to Health Canada in relation to Call-ups under this Standing Offer Agreement in accordance with all applicable Acts, Codes, Departmental and/or Federal Government regulations, policies and procedures.
- The Standing Offer Holder(s) shall ensure that all deployed personnel (resources) are properly trained to fulfill their responsibilities. In addition, the Standing Offer Holder(s) is/are required to ensure that all of its assigned personnel are operating at all times in accordance with all applicable legislation, regulations, codes and policies.
- The individual identified in the proposal as the Project Coordinator or Technical Authority shall fulfil obligations outlined in Section 3.2.

- 2.7 Change Management Procedures:** Any change to the Scope of the work shall be agreed to in writing between the Standing Offer Holder(s) and the Departmental Representative and shall be in the form of a written amendment to the Standing Offer Agreement between the Standing Offer Agreement Holder and Contracting Authority.
- 2.8 Ownership of Intellectual Property:** The Intellectual Property arising from the performance of the work under any call-ups against the Standing Offer will vest with the Contractor, unless specified in the individual Call-up.
- 2.9 Applicable Law:** The SOA and any resultant Call-Ups shall be interpreted and governed, and the relations between the Parties, determined by the laws in force in Ontario.

3.0 Other Terms and Conditions of the SOW

3.1 Authorities:

HC Project/Technical Authority or Departmental Representative:

- Identified in each individual Call-up document;
- The HC Project/Technical Authority or Departmental Representative or his/her delegate is responsible for all matters concerning the technical content of the Work under any resulting Call-up against the Standing Offer. Any proposed changes to the scope of the Call-up are to be discussed with the HC Project/Technical Authority or Departmental Representative, and confirmed by a Call-up amendment issued by the HC Contracting Officer.

Contracting Officer or Delegate:

- Identified on the front cover of this RFSO;
- Any changes to the Standing Offer(s) must be authorized in writing by the Contracting Officer;
- The Standing Offer Holder(s) are not to perform work in excess of or outside the scope of these Standing Offer(s) based on written requests from any government personnel other than the Contracting Officer.

3.2 Health Canada's Obligations: Health Canada will provide the following to the Standing Offer Holder(s):

- Clear description of reporting requirements;
- Timely feedback on required tasks; and
- Access to appropriate staff to address issues and answer questions, as required.

3.3 Standing Offer Holder(s)' Obligations: The management by the Standing Offer Holder for service delivery to HC in relation to the SOA shall be undertaken in accordance with all applicable Acts, Codes, Departmental and/or Federal government regulations, policies and procedures.

The Standing Offer Holder must provide the services of the authorized personnel approved in the SOA to perform the work. Suppliers who are awarded a Standing Offer Agreement may however provide additional resources under the Human Health Risk Assessor prior to any resulting Call-up providing the proposed resource(s) meet the Technical evaluation criteria and the per diem rate under the Financial Table for that category set out in this RFSO.

The Standing Offer Holder shall ensure that all deployed personnel are properly trained to fulfil their responsibilities. In addition, the Standing Offer Holder is required to ensure that all of its assigned personnel hold the appropriate security screening/clearance as applicable to any resulting Call-Up relative to the security categorization of the services required and that they are operating at all times in accordance with all applicable legislation, regulations, codes and policies.

The Standing Offer Holder shall provide to the Contracting Authority quarterly reports on activity of the Standing Offer, showing the number and total value of Call-Ups by each branch. Reports shall be submitted no later than fifteen days after the designated reporting period.

If a Standing Offer Holder has received no Call-Ups during this period they must confirm this (example – NIL). The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

Each Usage Report is to be comprised of the type of information shown in the example below:

Offeror:				
Branch and Division	Call-Up No.	Date issued	Security level	Dollar Value (excluding tax)
HECS	4500XXXXXX	August 13, 2013	N/A	\$45,000.00
Subtotal for Current Period:		Total Year to Date Value:		

3.4 Location of Work, Work Site and Delivery Point: Unless otherwise stated, the work shall be conducted at the Standing Offer Holder(s)' normal place of business with the submission of deliverables to Health Canada's offices as per the individual Call-up.

Due to existing workload and deadlines, all personnel assigned to any SOA resulting from this RFSO must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.

3.5 Limitation of the Standing Offer Agreement: For the duration of the SOA, the Standing Offer Holder agrees to notify in writing the Contracting Authority of his/her desire to withdraw from the SOA at a minimum of thirty (30) days prior to ceasing any provision of the services agreed to within the SOA.

Should the Standing Offer Holder(s) default on any Call-Up issued, the Branch may, by notice to the Standing Offer Holders(s), terminate the whole or any part of the work. The Standing Offer Holder(s) shall be liable to Her Majesty for any excess costs relating to the completion of the work.

3.6 Allocation of Work

It is the intent of Health Canada to award up to five (5) Standing Offers per stream to the five (5) highest scoring bidders who are compliant under each stream below with

the requirements of this RFSO (4 streams for up to a maximum of 20 Standing Offers total).

Call-Ups against the Standing Offer will be issued on a **proportional basis** such that the highest-ranked SO Holder per Stream is allocated the largest predetermined portion of funds available for that Stream over the five (5) year period during which the Standing Offer is valid; the second highest-ranked SO Holder is allocated the second largest predetermined portion of funds available for that Stream, etc. as follows:

Highest Ranked SO Holder:	up to 30%
Second Highest Ranked SO Holder:	up to 25%
Third Highest Ranked SO Holder:	up to 20%
Fourth Highest Ranked SO Holder	up to 15%
Fifth Highest Ranked SO Holder	up to 10%

If the number of responsive offers in either Stream is less than indicated above, the allocation percentages will be adjusted accordingly.

The SO Holder of best fit will be selected for any resultant Call-up. The Standing Offer Holder of best fit will be determined based upon factors such as, but not necessarily limited to:

- Operational requirements
- Availability of the Standing Offer Holder and its resources to conduct the work and meet any and all required timelines;
- Relevance of subject matter expertise of the SOA Holder and/or of its resources to the nature of the work to be done under the call-up;
- Any security requirements associated with the work;

The Standing Offer Authority will monitor Call-up activities to ensure work is allocated in accordance with the predetermined work distribution. Once a SO Holder has reached its limit as described above, it will not be permitted to receive an additional Call-up until the next year of the SOA.

The above allocation is on a per Stream basis. SO Holder may hold Standing Offers in one (1) or more Streams of Work, which shall not limit the SO Holder's proportional allocation indicated above

A firm/fixed price for any request shall be established and agreed upon by the Project Authority and the selected Standing Offer Holder using the firm per diem rate and estimated level of effort (7.5 hours per day);

It is understood and agreed to that the Standing Offer Holder(s) shall not commence any work until authorized in writing by a Call-Up issued by the Contracting Authority.

3.7 Call-Up Procedures:

Health Canada's objective will be:

- To utilize the services of each SOA firm retained when and where possible according to the call-up methodology; and

- To distribute overall call-up value across the list of firms holding SOAs according to the proportions assigned at SOA award based on overall ranking.

Health Canada will enter into an individual Call-up against any of the Standing Offers up to a maximum not to exceed \$250,000.00 (including Goods and Services Tax, Harmonized Sales Tax and all amendments). Call-ups will be awarded in the following method:

Health Canada will select the SOA Holder of best fit for any resultant Call-up. The SOA Holder of best fit will be determined based upon the following factors:

- 1) Applicable Stream;
- 2) Relevance of subject matter expertise of the SOA Holder and/or of its resources to the nature of the work to be done under the call-up
- 3) Availability of the SOA Holder and its resource(s) to conduct the work and meet any and all required timelines;
- 4) Operational requirements; and,
- 5) Security requirements.

The Project Authority for that specific work will provide the SOA Holder with a draft Statement of Work (SOW) and give the SOA Holder a minimum of five (5) business days or 48 hours for urgent requests to confirm their availability and confirm which authorized personnel will be assigned to the work. In some cases, the Project Authority will provide the SOA Holder with an estimated level of effort (in days), but where an estimated level of effort is not provided by the Project Authority, the SOA Holder must submit their estimated level of effort for the work.

In the event that the SOA Holder cannot meet the work requirements, the same process is repeated until an SOA Holder meets all the requirements.

A firm/fixed price for any request shall be established and agreed upon by the Project Authority and the selected Standing Offer Holder using the firm per diem rate(s), estimated level of effort (7.5 hours per day), and, for Stream 4 only, fair market value for travel and living expenses and miscellaneous expenses.

It is understood and agreed to that the Standing Offer Holder(s) shall not commence any work until authorized in writing by a Call-Up issued by the Contracting Authority.

It is understood and agreed that failure to provide written notification of availability within the time frame specified will be interpreted as being unable to perform the services and will result in the setting aside of the Call-up for the specific work request in question.

3.8 Language of Work: The Standing Offer Holder shall be capable of correspondence with HC in relation to the SOA in either or both Official Languages (English/French) of Canada. However, all deliverables shall be produced and delivered in the target language of the particular project/task, as specified within the issued Call-Up.

3.9 Special Requirements: Not applicable

3.10 Security Requirements: Security requirements will be determined for each individual call-up.

4.0 Project Schedule

4.1 Expected Start and Completion Dates: The Standing Offer agreement shall be for a five (5) year period. The estimated start date is on or about April 1, 2019.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure): Upon receipt of a duly authorized Call-Up from Health Canada, the Standing Offer Holder(s) shall provide the services in accordance with this Request for Standing Offer and the specific delivery requirements as described within the Call-Up.

5.0 Required Resources or Types of Roles to be Performed: Each Stream requires that throughout the lifespan of the Standing Offer that at least one (1) Project Manager and one (1) Human Health Risk Assessor be authorized to work at all times.

6.0 Applicable Documents and Glossary

6.1 Applicable Documents: As per the individual call-up

6.2 Relevant Terms, Acronyms and Glossaries

RFSO	-	Request for Standing Offer
HC	-	Health Canada
SOA	-	Standing Offer Agreement
SED	-	Safe Environments Directorate

ANNEX B – FINANCIAL OFFER

A. Offeror (fill out)

Financial Offer

Offerors Must provide a firm per diem rate for each year of the standing offer period for each category for the Stream they have applied for as per Mandatory Criteria #1 (MT1). Offerors cannot submit for more than one stream in its offer, but can submit a separate offer if it wants to qualify for another stream.

The Offeror hereby offers to Health Canada, as requested by the Minister, to furnish all necessary expertise, supervision, materials, equipment and other things necessary to perform the work as described in the Statement of Requirements of the REQUEST FOR STANDING OFFER and in accordance with the terms and conditions of the REQUEST FOR STANDING OFFER, to the satisfaction of the Minister, or his authorized representative, for the following price(s):

Stream (please check) 1 2 3 4

1. Firm Per Diem Rate for Project Manager

Year 1	Year 2	Year 3	Year 4	Year 5
F/Y 2019-2020	F/Y 2020-2021	F/Y 2021-2022	F/Y 2022-2023	F/Y 2023-2024
\$	\$	\$	\$	\$

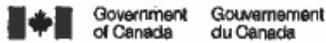
2. Firm Per Diem Rate for Human Health Risk Assessors

Year 1	Year 2	Year 3	Year 4	Year 5
F/Y 2019-2020	F/Y 2020-2021	F/Y 2021-2022	F/Y 2022-2023	F/Y 2023-2024
\$	\$	\$	\$	\$

Rates must be exclusive of applicable taxes.

Proposed Firm Per Diem Rates (for **EACH** labour category) shall be included in the resulting SOA and applicable for the duration of the SOA.

ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 10001 99693
Security Classification / Classification de sécurité Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine EBRAS	2. Branch or Directorate / Direction générale ou Direction HECSB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail An RFSO process re: Provision of Scientific Expense to Support Human Health Risk Assessment.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
8. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
8. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
8. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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PART A (continued) / PARTIE A (suite)

9. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

10. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of materiel / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B (PERSONNEL) (SUPPLIER) / PARTIE B (PERSONNEL) (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
Commentaires spéciaux: _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C (SAFEGUARDS) (SUPPLIER) / PARTIE C (MESURES DE PROTECTION) (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED materiel or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				CONSEC				
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	Secret	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NÉCESSAIREMENT RESTREINT	NATO CONFIDENTIAL / NÉCESSAIREMENT CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			Secret	TOP SECRET / TRÈS SECRET
											A	B	C		
Information / Assets / Services / Données / Biens / Production															
IT Data / Données IT / IT Data / Données IT															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).