



REQUEST FOR PROPOSAL (RFP)
FOR
Social Sciences and Humanities Research Council (SSHRC)
RFP # S19-17375
Bibliometric Study

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

You are invited to submit a proposal to the location specified below for the services detailed herein as follows:

Proposal Closing Date and Time:	Monday October 1, 2018 at 2PM EDT
Submit Proposals and questions related this RFP to:	Theressa Mc Donald Social Sciences and Humanities Research Council of Canada Tenders@nserc-crsng.gc.ca

To be considered, proposals must be received by the Closing Date and Time.



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PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to bid solicitation # S19-17375. It is divided into seven parts plus annexes and attachments as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment, the Bid Evaluation Criteria, the Bid Submission Form, and any other annexes.

1.2 Summary

1.2.1 Statement of Work

This bid solicitation is being issued for the requirement of a Bibliometric Study for the Evaluation of the Canada Excellence Research Chairs (CERC)/Canada 150 Research Chairs (C150) and Bibliometric Design Options for the Evaluation of Canada First Research Excellence Fund (CFREF). The work to be performed is detailed under Annex "A" Statement of Work.

1.2.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended by deleting "60 days" and inserting "180 days".

2.2 Submission of Bids

- a) Bids are to be delivered to The Social Sciences and Humanities Research Council by Email to Tenders@nserc-crsng.gc.ca Solicitation # S19-17375 by the time and date specified in the covering e-mail.
- b) Bids must NOT be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will not be considered.

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

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separate documents as follows:

Section I: Technical Bid (electronically by email to Tenders@nserc-crsng.gc.ca),

Section II: Financial Bid (electronically by email to Tenders@nserc-crsng.gc.ca),

Section III: Certifications (electronically by email to Tenders@nserc-crsng.gc.ca)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Bidders who provide financial information in the technical proposal will be disqualified.

Bids are to be delivered to The Social Sciences and Humanities Research Council by Email to Tenders@nserc-crsng.gc.ca Solicitation # S19-17375 by the time and date specified in the covering page of this RFP.

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. Bidders must submit their rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded.

Section III: Certifications

Bidders must submit the certifications required under Part 5, by completing and signing Attachment 1 to Part 5 - Certifications.

ATTACHMENT 1 TO PART 3 PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The rates and prices specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a. All travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985.c.N-4,S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/> ;
- b. Any travel expenses for travel between the Contractor's place of business and required locations within Canada;

Each firm, all inclusive deliverable payment specified below includes overhead expenses such as administrative support, facsimile, courier, photo copying, mail, word processing and other operating costs. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted under the terms of any resulting contract.

Deliverable	Payment Schedule	*Firm All-Inclusive Price
Note to Bidders: Consult Tasks in section 5 and Table 1: List of Deliverables and Approximate Deadlines in section 7 of the Statement of Work		
<ul style="list-style-type: none"> - Draft and final work plan - Outline: Bibliometric Design Options for the CFREF Evaluation - Draft and Final Report: Bibliometric Design Options for the CFREF Evaluation 	10%	\$
<ul style="list-style-type: none"> - Draft and Final Analysis Plan for the Bibliometric Study for the CERC and C150 Evaluation - First Draft Bibliometric Technical Report for CERC and C150 	50%	\$
<ul style="list-style-type: none"> - Second Draft Bibliometric Technical Report for CERC and C150 - Final Bibliometric Technical Report for CERC and C150 - Slides for CERC and C150 Findings Presentation 	35%	\$
<ul style="list-style-type: none"> - Presentation of the bibliometric component to EAC - Respond to requests from the Project Authority for supplementary information or clarifications on the bibliometric study <p>Note – payment will be made following the presentation of the bibliometric component to EAC, however the Bidder agrees to respond to requests from the Project Authority for supplementary information or clarifications on the bibliometric study</p>	5%	\$
Total proposed price:	100%	\$

*Upon contract award, the contractor may be requested to provide a breakdown of the detailed costing for the elements contained in section 4.1 *Bibliometric Study for the Evaluation of CERC and C150* of the Statement of Work. SSHRC may at its discretion, elect to perform some of these tasks internally.



**ATTACHMENT 2 TO PART 3
BID SUBMISSION FORM**

Contractor Legal Name and Street Address:

Payment "Remit to" Address (if different from above):

Legal Status (incorporated, registered, etc.):

GST or HST Registration Number and/or Business Identification Number (Canada Revenue Agency) or Social Insurance Number (if contractor is an individual):

Name and Title of Person authorized to sign on behalf of Contractor:

Print Name:

Title:

Signature:

Date:

Central Point of Contact

The Contractor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title:

Tel:

Fax:

E-mail:

Each bid must include a copy of this page properly completed and signed. The Contractor's signature indicates offer and acceptance of the terms and conditions set out herein.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada and the private sector will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria + Point Rated Technical Criteria

Attachment 1 to Part 4 Evaluation Criteria

4.1.1.2 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by B in joint venture, or



- o Contracts signed by B and contracts signed by A and B in joint venture.
that show in total 100 billable days.
- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.2 Financial Evaluation

4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria;
 - c. obtain the required minimum of 70% per individual point rated criterion;
 - d. and obtain the required minimum of 70 points overall (70%) for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by 70/30 ratio of technical merit and price, respectively. The total available points equal 100 and the lowest evaluated price is \$53,000. * denotes the lowest evaluated price.

Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	90/100	87/100	96/100
Bid Evaluation Price	\$53,000	\$55,000	\$60,000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$90 / 100 \times 70 = 63.00$	$53,000^* / 53,000 \times 30 = 30.00$	93.00
Bidder 2	$87 / 100 \times 70 = 60.90$	$53,000^* / 55,000 \times 30 = 28.91$	89.81
Bidder 3	$96 / 100 \times 70 = 67.20$	$53,000^* / 60,000 \times 30 = 26.50$	93.70



**ATTACHMENT 1 TO PART 4
EVALUATION CRITERIA**

The bid must meet the mandatory technical criteria specified below. Bidders are asked to complete the tables below, referring to the pages in the proposal that demonstrate how the requirements are met.

At bid closing, the Bidder must comply with the following Mandatory Criteria and have provided the necessary documentation to support compliance. Any proposal failing to meet any of the following Mandatory Criteria will be deemed non-responsive and will be given no further consideration. Each requirement should be addressed separately.

Compliance with mandatory criteria must be demonstrated. Simply repeating the statement contained in the bid solicitation is not sufficient.

Mandatory Criteria

	Mandatory Requirement	Requirement Met? Y/N	Page in the Proposal demonstrating how the requirement is met
M1	Language Capacity The bidder must demonstrate the capability to carry out the proposed tasks in both official languages. At least one key member of the bidder's proposed team must be fluently bilingual. This should clearly be indicated in the main proposal and the CV of the proposed resource.		
M2	Security All security requirements as outlined in the Security Requirements Checklist (SRCL) must be met at the time of the bid closing.		



M3	<p>Topic-Related Expertise</p> <p>The bidder (i.e., the proposed team) must have collectively carried out at least three (3) similar bibliometric projects in the past five (5) years.</p> <p>Description of the evaluation projects must include:</p> <ul style="list-style-type: none"> • Client organization name and location; • Project title; • Description of the projects including purpose, scope, methodology, and bibliographic databases used; • Start and end date; • Description of duties and responsibilities; • Budget; • Project manager name; and • Client contact information (including name, current title, telephone number, and e-mail) 		
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Point Rated Technical Criteria

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

Bids **must** achieve a minimum score of 70% for each individual criterion and a minimum of 70 points overall (70%) for the technical evaluation criteria to be assessed as responsive under the Rated Requirements Section. Bids not meeting the minimum overall percentage will be deemed non-responsive and given no further consideration. Bidders are advised to address these criteria in their presented order and in sufficient depth to permit a thorough assessment.

Note 1: Bidders are encouraged to keep within the page limits set for each criterion.

Note 2: Bidders are encouraged but not required to refer to the same projects to demonstrate experience of the bidder (R3) and qualifications and experience of proposed personnel (R4).



	POINT RATED REQUIREMENT	POINTS DISTRIBUTION	PROPOSAL PAGE
R1	<p>Understanding of Requirements Page limit: 3 pages.</p> <p>The completeness of the bidder's understanding of the project requirements associated with the bibliometric components to be undertaken. The bidder should:</p> <ul style="list-style-type: none"> ▪ Demonstrate familiarity with the subject matter with which the programs are concerned, and a clear understanding of the objectives and scope of the project (up to 5 points) ▪ Identify potential problems and challenges that may be encountered along with recommendations to resolve/prevent these problems or challenges (up to 5 points) 	<p>Maximum 10 points</p> <p>(9-10 pts): The bidder's proposal demonstrates sufficient familiarity with the subject matter and understanding of the objectives and scope. The proposal provides a detailed and sound identification of potential problems/challenges and provides feasible approaches to resolving these challenges.</p> <p>(7-8 pts): The bidder's proposal addresses most requirements in a satisfactory but not entirely persuasive manner. The bidder may not demonstrate complete understanding of the subject matter or of the objectives and scope of the project. Some potential problems/challenges may be identified but mitigation strategies lack detail or are not entirely satisfactory.</p> <p>(6 pts or less): The bidder's proposal lacks at least one of the requirements or does not satisfactorily address them. The proposal does not demonstrate understanding of the subject matter or of the objectives and scope of the project, does not identify and/or propose satisfactory solutions to potential problems/challenges.</p>	



	POINT RATED REQUIREMENT	POINTS DISTRIBUTION	PROPOSAL PAGE
R2	<p>Approach, Methodology and Work Plan</p> <p>Page limit: 7 pages.</p> <p>A proposed approach, methodology, and work plan for the bibliometric components. The bidder should provide a description with regard to:</p> <ul style="list-style-type: none"> ▪ The scope, depth and rigour of the approach and methodology, including quality assurance; this includes a specification of the bibliographic database(s) that will be used and bibliometric indicators that will be considered (up to 20 points) ▪ Original or innovative ideas in the approach and methodology (5 points) • Logical organization of tasks to be completed, as well as the schedule and the deliverables (5 points) • Details on team composition, the responsibilities and efforts per task by team member (including the level of effort in days by task) and the distribution of senior, intermediate and/or junior staff time (5 points) • Details on back-up or contingency arrangements (5 points) 	<p>Maximum 40 points</p> <p>(36-40 points): The proposal provides a detailed and sound description of the proposed approach and methodology, including innovative ideas that will add value to the study design and/or conserve resources. Appropriate databases and indicators are proposed to examine the evaluation questions. The proposal clearly articulates strengths and limitations of the proposed approach. The proposal provides a detailed work plan and schedule. Deliverables are provided within the timeframe specified in the Statement of Work (SOW) or, in case it is not feasible, a detailed explanation is included with proposed changes in the schedule. Allocation of staff time is clearly demonstrated and is effectively distributed amongst team members. Contingency arrangement and quality assurance plans are clear and sound</p> <p>(29-35 points): The proposal provides a sufficiently sound description of the proposed approach and methodology, but certain methodological elements may be lacking or inappropriate. Proposed improvements to the approach may lack in originality, feasibility, clarity, or detail. Strengths and limitations of the proposed approach may be sparse or incomplete. The bidder's proposal provides a description of all the requirements outlined, but the information given does not provide full assurance as to the timeliness of project deliverables. The bidder's proposal provides a work plan that lacks detail in terms of key tasks and/or timeframes. Distribution of time amongst team members may lack detail. Contingency arrangements and quality assurance plans are presented</p>	



	POINT RATED REQUIREMENT	POINTS DISTRIBUTION	PROPOSAL PAGE
		<p>but lack detail or are not entirely satisfactory.</p> <p>(28 points or less): The proposal does not provide sufficient information to understand how work will be completed or the approach and methodology proposed is unsatisfactory. The proposal's identification of strengths and limitations to the methodological approach is unsatisfactory or missing. The original or innovative ideas are unsatisfactory or missing. Key tasks are missing or not provided within the timeframe specified in the SOW. Clear information on allocation of staff time is not provided or is not satisfactory. The quality assurance and contingency plans lack detail and clarity.</p>	



	POINT RATED REQUIREMENT	POINTS DISTRIBUTION	PROPOSAL PAGE
R3	<p>General Experience Page limit: 4 pages.</p> <p>The Bidder's (defined as the proposed team) demonstrated depth and breadth of experience with bibliometric analysis.</p> <p>The bidder should clearly identify three evaluation projects undertaken in the past five years in the context of which bibliometric analysis was performed. The descriptions of these projects will be rated on the following:</p> <ul style="list-style-type: none"> ▪ Similarities to the project requested (e.g., evaluation of research funding, Government of Canada client, etc.) (up to 5 points) ▪ Evidence of experience conducting in-depth bibliometric studies (up to 15 points) <p>Description of the projects should include the following information:</p> <ul style="list-style-type: none"> • Client organization • Project title • Description of the program/project for which the bibliometric study was conducted • Description of the work undertaken • Start and end dates • Budget 	<p>Maximum 20 points</p> <p>(18-20 pts): The bidder's experience described in the proposal demonstrates a strong depth and breadth of relevant evaluation and bibliometric analysis experience.</p> <p>(14-17 pts): The bidder's proposal has an adequate depth and breadth of experience. However, the information provided may not show strong relevance to the current evaluation project or high level of experience with bibliometric analysis.</p> <p>(13 pts or less): The bidder's proposal does not adequately describe a project experience related to the project currently being contracted, or the depth and breadth of experience described is not sufficiently large.</p>	



	POINT RATED REQUIREMENT	POINTS DISTRIBUTION	PROPOSAL PAGE
	<ul style="list-style-type: none"> Similarities between the methodology and objectives of the example project and the project currently being contracted 		
R4	<p>Qualifications and Experience of Proposed Personnel Page limit: 5 pages, excluding CVs.</p> <p>The personnel's demonstrated qualifications and experience with projects similar to the work to be undertaken.</p> <ul style="list-style-type: none"> Team members' qualifications and demonstrated experience with similar bibliometric studies (up to 20 points) The Project Manager's qualifications and relevant experience, including demonstrated success leading projects with similar objectives (up to 10 points) <p>A CV (max. 4 pages each) should be included for each team member following the format laid out below:</p> <ul style="list-style-type: none"> Name Title/position Education; and Relevant experience with bibliometric studies 	<p>Maximum 30 points</p> <p>Significant experience (27-30 pts): All intermediate and senior members of the proposed team have significant and relevant experience for the proposed roles in the technical proposal. Junior members have had relevant and recent experience for their proposed roles.</p> <p>Some experience (21-26 pts): A majority of members of the proposed team have relevant experience for the proposed roles in the technical proposal. At least half of intermediate and senior members of the team have significant experience with similar projects. Some junior members have some relevant experience.</p> <p>Limited experience (20 pts or less): A minority of intermediate and senior members of the proposed team have significant and relevant experience for the proposed roles in the technical proposal. Not all members have previous relevant experience.</p>	
Total Awarded Points		/100	
Minimum Points required to pass		70 in total and 70% for each criterion	



PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

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

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

5.1.3 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

5.1.4 Former Public Servants Certification

SACC Manual clause A3025T (2014-06-26) Former Public Servants Certification



ATTACHMENT 1 TO PART 5 - CERTIFICATIONS

A. STATUS AND AVAILABILITY OF RESOURCES

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada.

Signature of Authorized Representative

Date

B. EDUCATION AND EXPERIENCE

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

Signature of Authorized Representative

C. FORMER PUBLIC SERVANTS CERTIFICATION

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.



Definitions

For the purposes of this clause, "former public servant" means a 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 and includes:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up 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 Public Service.

"Pension" means a pension payable pursuant to the *Public Service Superannuation Act, R.S., 1985, c. P-36* as indexed pursuant to the *Supplementary Retirement Benefits Act, R.S., 1985, c. S-24*.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES () NO ()**

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES () NO ()**

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature of Authorized Representative

Date



PART 6 – SECURITY REQUIREMENT

6.1 Security Requirement

- a. Before award of a contract, the following conditions must be met:
 - i. the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses - **Safeguarding capabilities – Designated Organization Screening at the level of Reliability;**
 - ii. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 – Resulting Contract Clauses - **Reliability;** and
 - iii. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites
- b. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- c. For additional information on security requirements, Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document on the Departmental Standard Procurement Documents Website.
- d. In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.



PART 7 – RESULTING CONTRACT CLAUSES

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

7.1 Security Requirements

The following security requirements apply and form part of the Contract:

To be inserted at contract award.

7.2 Statement of Work

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2010B (2018-06-21) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Theressa Mc Donald
Senior Contracting Advisor
Social Sciences and Humanities Research Council of Canada (SSHRC)
Common Administrative Services Directorate
350 Albert Street, Ottawa, ON, K1A 1H5
Telephone: 613-992-4518
E-mail: theressa.mcdonald@sshrc-crsh.gc.ca

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



7.5.2 Project Authority – TBA

The Project Authority for the Contract is:

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

7.5.3 Contractor's Representative – TBD

The Contractor Representative for the Contract is:

Contact Name:

Telephone:

Facsimile:

E-mail address:

The Contractor's Representative is the individual, within the Contractor's organization, who will liaise with the Contracting Authority and the Project Authority and will be the first point of contact in terms of: managing any business issues with the Technical Authority and any contractual issues with the Contracting Authority; managing the day-to-day operational issues and technical requirements and, in particular, providing support and coordination relative to service; and meeting, as required, with SSHRC on issues relating to this Contract, including, without limiting the generality of the foregoing, to review the performance of the service, suggest improvements and assist in analyzing statistical data.

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of **\$ amount to be inserted at contract award**. Customs duties are included and Applicable Taxes are extra.



7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. 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 Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor 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 Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.8 Method of Payment

Milestone Payments – Not Subject to Holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for progress payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.9 Accounts and Audit

1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.



4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

7.10 Invoicing Instructions

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

- a. a copy of time sheets to support the time claimed;
- b. a copy of the monthly progress report.

Payment will only be made upon submission of an invoice to the satisfaction and acceptance of the Project Authority specified herein. Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:

- Company name, address, etc.;
- Business Number (For Incorporated Contractors);
- GST Number or HST Number
- Destination (Client's address);
- Date;
- Contract No;
- Period in which services were rendered;
- The following certification signed by the Contractor or an authorized officer:
 - *"I certify that I have examined the information provided above, including the legal name, address, and Canada Revenue Agency identifier, and that it is correct and complete, and fully discloses the identification of this Contractor."*

The Contractor will forward the invoice to the following address:

**Accounts Payable
SSHRC
350 Albert, 18th floor
Ottawa, Ontario K1A 1H5
Payables@nserc-crsng.gc.ca**

7.10.1 Direct Deposit Initiatives

The Government of Canada is transitioning from cheques to electronic payments, including the use of direct deposit. A direct deposit is a stable, fast, convenient, secure and reliable payment method used by the Receiver General for Canada to make deposits (one-time only payments or regularly occurring payments) directly into a specified bank account on a payment date.

Currently, for each direct deposit payment, an email is automatically sent to the beneficiary indicating the payment details (invoice number, account/customer number etc.). Stub details will no longer be provided, due to the elimination of the stub. To register to the direct deposit option, contact the contracting authority named herein.



7.11 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.12 Applicable Laws

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

7.13 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) General Conditions 2010B (2018-05-22) Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____

7.14 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

7.15 Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.



7.16 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.17 Dispute Resolution Services

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

7.18 Contract Administration

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



ANNEX "A" STATEMENT OF WORK

TITLE

Bibliometric Study for the Evaluation of the Canada Excellence Research Chairs (CERC)/Canada 150 Research Chairs (C150) and Bibliometric Design Options for the Evaluation of Canada First Research Excellence Fund (CFREF)

2. OBJECTIVE

This project has two goals. The first goal is to undertake a bibliometric study in support of the evaluation of the Canada Excellence Research Chairs (CERC) program and the recently launched Canada 150 Research Chairs (C150) program. The second goal is to develop design options for an upcoming bibliometric study that will support the evaluation of the Canada First Research Excellence Fund (CFREF) program. The evaluations are required as per the *Treasury Board Policy on Results* (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=31300>) and section 42.1 of the *Financial Administration Act* (FAA) (<http://laws-lois.justice.gc.ca/eng/acts/f-11>).

3. BACKGROUND

CERC, C150, and CFREF are tri-agency programs funded by the Social Sciences and Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC), and the Canadian Institutes of Health Research (CIHR). The programs are administered by the Tri-Agency Institutional Programs Secretariat (TIPS), which is housed within SSHRC. TIPS is responsible for the interaction with eligible institutions, the administration of the financial aspects of the program, and performance measurement, monitoring, and reporting.

The evaluation of CERC and C150 is overseen by an Evaluation Advisory Committee (EAC), chaired by the Project Authority, and composed of TIPS representatives and evaluation specialists from the three granting agencies. As an evaluation of tri-agency programs, the evaluation is also overseen by the Interagency Performance Measurement and Evaluation Steering Committee (IPMESC), which is comprised of the Heads of Evaluation and Heads of Performance Measurement from CIHR, NSERC, SSHRC, and includes representatives from Innovation, Science and Economic Development Canada (ISED), and the Canadian Foundation for Innovation (CFI).

3.1 Canada Excellence Research Chairs (CERC)

The ability to attract the highest caliber of researchers and scholars is a critical factor in Canada's future prosperity as a world-leader in research excellence. Accordingly, the Government of Canada designed the CERC Program in 2008 to attract top-tier international scientists and scholars who can positively contribute to Canada's global competitiveness and well-being, and to help Canadian institutions compete in the global market for research talent. The work of these leading researchers is intended to spark the creation of new services and policies that support Canada's economic competitiveness, help sustain the environment, and improve quality of life.

The specific objectives of the program are to:

- strengthen Canada's ability to attract the world's top researchers in order to be at the leading edge of breakthroughs in priority research areas expected to generate social and economic benefits for Canadians;



- help Canada build a critical mass of expertise in priority areas identified by the government;
- create a competitive environment to help Canadian institutions attract a cadre of world-leading researchers in their pursuit of excellence in their research; and
- along with other federal programs with similar objectives, contribute to the branding of Canada as a location of choice for world-leading research, and science and technology development.

The CERC Program offers a generous level of support (up to \$10M over 7 years), which is intended to cover the salaries of the chairholder, the CERC research team, and fund various research costs.

For a full description of the CERC program, please consult the relevant web pages on <http://www.cerc.gc.ca/>

The first evaluation of the CERC program, published in 2014, can be accessed here: http://www.cerc.gc.ca/about-au_sujet/publications/evaluation_2014-eng.aspx

The CERC and C150 Evaluation Matrix is appended.

3.2 Canada 150 (C150) Chairs

Launched in June of 2017 and coinciding with Canada's 150th anniversary, Canada 150 (C150) Chairs was offered as a one-time program for Canadian institutions with the objective of attracting top-tier, internationally-based scholars and researchers (including Canadian expatriates) to Canada. The value of the award is either \$350,000 or \$1 million per year for 7 years, and is intended to build on the gains of CERC, Canada Research Chair (CRC)¹, and CFREF to further strengthen Canada's research capacity. Specifically, the objectives of the program are as follows:

- strengthen Canada's ability to attract top-tier international scholars and researchers; and
- enhance Canada's reputation as a global centre for science, research, and innovation excellence.

For a full description of the C150 program, please consult the following link: <http://www.canada150.chairs-chaieres.gc.ca/home-accueil-eng.aspx>

3.3 Canada First Research Excellence Fund (CFREF)

The objective of the Canada First Research Fund (CFREF) is to achieve global leadership in research among Canadian postsecondary institutions by fostering partnership opportunities and supporting breakthrough advantages with the ultimate goal of creating long-term economic advantages for Canada. The fund has an overall annual envelope of \$200 million with no prescribed award value per institution. The award is non-renewable and is granted for up to 7 years. The CFREF program is intended to build on achievements of the CERC program and further enhance institutional specialization.

¹ The Canada Research Chair (CRC) program aims to retain and attract world-class researchers (university professors and emerging researchers) to Canadian universities through two grants: Tier 1 CRCs who receive \$200,000 annually for 7 years, and Tier 2 CRCs who receive \$100,000 annually for 5 years. For more information about the CRC program, please consult the following link: <http://www.chairs-chaieres.gc.ca/home-accueil-eng.aspx>



Specifically, CFREF helps institutions:

- compete with the best in the world for talent, for partnership opportunities, and to make breakthrough discoveries;
- seize emerging opportunities and strategically advance their greatest strengths on the global stage; and
- implement large-scale, transformational, and forward-thinking institutional strategies.

The two inaugural CFREF competitions were held in 2015 and 2016.

For more information about the CFREF program, please consult the following link:
<http://www.cfref-apogee.gc.ca/home-accueil-eng.aspx>

4. SCOPE

4.1 Bibliometric Study for the Evaluation of CERC and C150

The bibliometric study is one line of evidence for the evaluation of CERC and C150. The other components of the evaluation are being undertaken jointly by the NSERC-SSHRC Evaluation Division (hereafter referred to as the Evaluation Division) and an external consultant solicited as part of a separate contract.

In order to help assess the effectiveness of the programs, the Contractor will conduct a bibliometric study, which will include the three components listed below:

- Part A1: The productivity and scientific impact of CERCs (N=26) and C150 chairholders (N=25) over the 10 year pre-award period (i.e., calibre) as well as the productivity and scientific impact of CERCs post-award.
- Part A2: A1 compared to non-successful CERC nominees (N=12) and non-successful C150 nominees (N=159) (i.e., over the 10 year period prior to nomination).
- Part B: The number and percentage of CERC (N=26), C150 (N=25), and Tier 1 CRC holders (N=1301)² who have papers published in top-cited publications pre-award (i.e., over the 10 year period prior to receiving the award) and the number and percentage of CERC and CRC holders who have papers published in top-cited publications post-award.³
- Part C: The productivity and scientific impact of faculty considered to be part of the core CERC team (i.e., pre- and post-CERC involvement) (N≈210).

The appended Evaluation Matrix provides additional information on the current plan for the bibliometric study in terms of depth and scope. It is important to note that the components presented above and the indicators in the evaluation matrix represent key stakeholders' expectations on what the bibliometric analysis should cover **at minimum**. If bidders deem it unfeasible to undertake any part of the analysis, the reasons need to be well explained in the proposal.

² Please note that 1301 refers to the total number of Tier 1 CRCs awarded between 2008 and 2018. The breakdown of Tier 1 CRCs awarded by year is as follows: 2008: n = 115; 2009: n = 142; 2010: n = 144; 2011: n = 146; 2012: n = 83; 2013: n = 88; 2014: n = 126; 2015: n = 122; 2016: n = 129; 2017: n = 136; 2018: n = 70.

³ This could be based on either historical or current data, but note that the Project Authority is **not** able to provide the Contractor with any bibliometric data used in the past CRC evaluation.



Bidders are expected to suggest updates or additions to the methodology in their proposals to ensure that the overall design can support answering the evaluation questions in the best way possible. It is also expected that the study include an element of innovation and experimentation. For example, bidders may propose innovative indicators for measuring increased research capacity by using the CERC core teams or the institutions as units of analysis.

4.2 Design Options for a Bibliometric Study for the CFREF Evaluation

The Contractor will be required to identify and develop multiple design options for a bibliometric study in support of the evaluation for the CFREF program, which will be used during the planning phase of the evaluation. To ensure that the options presented are practically feasible, the successful bidder will also be required to approximate the cost associated with each design option based on an assessment of available data. A total of 18 CFREF grants have been awarded. Each grant involves anywhere from approximately 100 to 400 core team members (including faculty and highly qualified personnel).

5. TASKS

The Contractor will be tasked with the following:

- Review key program documentation (e.g., performance measurement strategies) and other relevant material provided by the evaluation division to gain an understanding of the programs and inform the design and execution of the project;
- Present a proposed Work Plan for the project to the Project Authority for feedback and approval;
- Based on a review of available data, develop a report outline featuring a point-form summary of the proposed bibliometric design options for the CFREF evaluation;
- Based on feedback on the outline from the Project Authority, develop a short report entitled *Bibliometric Design Options for the CFREF Evaluation*, including advantages and disadvantages for each option (in terms of cost, feasibility, value-added, potential challenges, and risks) as well as recommendations;
- Develop a detailed Analysis Plan for the Bibliometric Study for the CERC and C150 Evaluation featuring indicators to be addressed, data sources, approach to sampling, data cleaning, analysis (including comparisons and sub-group break-downs), and reporting;
- Revise the analysis plan based on feedback from the Project Authority and the EAC;
- Carry out the bibliometric analysis based on the work plan and detailed analysis plan;
- Develop an outline for the Bibliometric Study Technical Report for CERC and C150 and revise it based on feedback from the Project Authority and EAC;
- Develop a Bibliometric Study Technical Report for CERC and C150 and revise it based on feedback from the Project Authority and EAC;
- Develop findings PowerPoint slides that will be integrated into a presentation deck for the overall evaluation of CERC and C150;
- Deliver the bibliometric component of a preliminary findings presentation for CERC and C150 to the EAC;
- Respond to requests from the Project Authority for supplementary information or clarifications on the bibliometric study while the overall evaluation report is being written for CERC and C150;
- Submit bi-weekly progress reports (via email) to the Project Authority, outlining work completed, work planned, challenges encountered and proposed solutions, and



- preliminary findings as applicable, with written updates followed-up by teleconferences to allow for questions and discussion;
- At key points throughout the project (as agreed on in the work plan), mentor the Project Authority on bibliometrics to build capacity to use and understand bibliometrics in the context of program evaluation (e.g., methodology, steps, costing elements, strengths and limitations, current trends, future directions, resources, etc.)

6. CLIENT SUPPORT

The Evaluation Division will provide the following:

- Sample frame for the CERC and C150 bibliometric study including CERC/C150 chair holders, CERC faculty team members, CRC holders (i.e., names and institutions for all and some additional information for a portion of the cases);
- relevant background documents and other requested relevant information, reports, or links to documents;
- feedback on the deliverables developed by the Contractor;
- liaison with TIPS;
- scheduling meetings with committees and other key stakeholders; and
- translation of the final bibliometrics technical report.

7. DELIVERABLES AND ASSOCIATED SCHEDULE

The contract for this assignment will be awarded in October of 2018 and work should begin immediately. The specific deliverables to be produced for this contract are described below, along with a proposed schedule. Bidders may propose changes to the schedule for the deliverables leading up to the CERC and C150 technical report as long as the technical report is finalized by the timelines specified in 7.4.1 Period of the Contract

Note that the deliverables may need to go through additional revisions if deemed necessary by the Project Authority. Deliverables must be in electronic format, in MS Word for reports and MS PowerPoint for presentation decks. All deliverables must be written in English. Timelines may need to be adjusted at the beginning of the project to align with the actual start-date and the timing of relevant committee meetings.

The Project Authority reserves the right to require additional rounds of revisions to deliverables that do not meet the quality requirements of the Project Authority.



Table 1: List of Deliverables and Approximate Deadlines

Deliverable	Deadline (number of weeks from contract award date)	Payment Schedule
Draft and Final Work Plan	2 weeks	---
Outline: Bibliometric Design Options for the CFREF Evaluation Draft and Final Report: Bibliometric Design Options for the CFREF Evaluation	6 weeks	10%
Draft and Final Analysis Plan for the Bibliometric Study for the CERC and C150 Evaluation	7 weeks	---
First Draft Bibliometric Technical Report for CERC and C150	13 weeks	50%
Second Draft Bibliometric Technical Report for CERC and C150	17 weeks	---
Final Bibliometric Technical Report for CERC and C150 Slides for CERC and C150 Findings Presentation	23 weeks	35%
Presentation of the bibliometric component to EAC Respond to requests from the Project Authority for supplementary information or clarifications on the bibliometric study	TBD (tentatively in March, 2019) TBD (based on final timelines for the evaluation report in 2019)	5%

Note - The Contractor must respect the work and budget allocated. Although the deadline associated with the final bibliometric technical report is firm, times associated with the submission of outlines and drafts can be negotiated following award of the contract.

The Bibliometric Technical Report for CERC and C150 will include both easy-to-read data tables and a narrative that summarizes the findings. The following outline must be followed:

- Executive summary
- Table of contents
- List of figures, tables, and appendices
- Introduction
- Methodology including descriptions of design, sampling (e.g., rationale for sampling criteria, sample method, limitations of the sample), strengths and limitations and their impact on evaluation findings



- Findings organized by applicable evaluation question, including comparison with evaluation data as applicable
- Conclusions reflecting the report's central findings
- Lessons learned
- References
- Appendices for detailed information

8. LANGUAGE OF WORK

The Contractor must be able to communicate in both official languages (English and French). The deliverables must be provided in English.

9. LOCATION OF WORK

The work will be performed at the Contractor's Office. Some project meetings and consultation sessions may be held at NSERC/SSHRC's premises (to be discussed and agreed upon following contract award).

10. APPLICABLE DOCUMENTS

The documents listed below are included in Appendix 1.

Table 2. Document Title, Source, Location, and Format

Document	Source	Location and format
Appendix 1: Evaluation Matrix	Evaluation Division	Electronic (attached)



ANNEX "B"
BASIS OF PAYMENT

The milestone payments specified below are inclusive of overhead expenses such as administrative support, facsimile, courier, photo copying, mail, word processing, and other operating costs. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted under the terms of any resulting contract.

Deliverable	Payment Schedule	Firm All-Inclusive Price
<ul style="list-style-type: none"> - Draft and final work plan - Outline: Bibliometric Design Options for the CFREF Evaluation - Draft and Final Report: Bibliometric Design Options for the CFREF Evaluation 	10%	\$
<ul style="list-style-type: none"> - Draft and Final Analysis Plan for the Bibliometric Study for the CERC and C150 Evaluation - First Draft Bibliometric Technical Report for CERC and C150 	50%	\$
<ul style="list-style-type: none"> - Second Draft Bibliometric Technical Report for CERC and C150 - Final Bibliometric Technical Report for CERC and C150 - Slides for CERC and C150 Findings Presentation 	35%	\$
<ul style="list-style-type: none"> - Presentation of the bibliometric component to EAC - Respond to requests from the Project Authority for supplementary information or clarifications on the bibliometric study <p style="color: red; font-size: small;">Note – payment will be made following the presentation of the bibliometric component to EAC, however the Bidder agrees to respond to requests from the Project Authority for supplementary information or clarifications on the bibliometric study</p>	5%	\$
Subtotal:		\$
Applicable taxes:		\$
Total contract value:		\$



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat S19-17375
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 Natural Sciences and Engineering Research Council of Canada	2. Branch or Directorate / Direction générale ou Direction Procurement	
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 Bibliometric Study		
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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
6. 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
6. 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	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 checked="" 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)

8. 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? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. 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 material / 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 checked="" 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 SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

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 material 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



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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				COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI IT Link / Lien électronique																

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date