



**REQUEST FOR PROPOSAL (RFP) # HC1000203178
QUESTIONS AND ANSWERS #1**

January 15, 2019

To: All Bidders

Subject: RFP# HC1000203178 - Cost-benefit analysis of new requirements for labelling tobacco product packages and labelling on cigarettes

Bidders are hereby notified of the following question raised regarding the above requirement:

Question 1:

Is it possible to put forward a number of co-leaders that together would fulfill the requirements for MT3 and MT4?

Answer 1:

Yes.

Question 2:

If yes, do co-leaders collectively require 3 projects to meet MT3 and an additional 3 projects to meet MT4 or can the same project be used to meet both MT3 and MT4?

Answer 2:

Yes, they can provide the same project for both MT3 and MT4.

Question 3:

Our understanding of the requirements for Task 7: Labelling Tobacco Products (Annex A, Section 2.1, Tasks, Activities, Deliverables and Milestones, p. 23 of the RFP) is that Health Canada is requesting an analysis and report on the costs and benefits of requiring health related labelling on tobacco products – specifically, health related labelling on individual cigarettes – that is entirely separate from and independent of the analysis and report on the costs and benefits of potential changes to current regulatory requirements for health-related labelling of tobacco product packages. Is that correct? If so, would Health Canada be willing to consider an alternative approach – i.e., a single report addressing both sets of requirements – provided the results are presented in a manner that clearly differentiates between their impacts? We would appreciate any clarification on the requirements of Task 7 that Health Canada can provide.

Answer 3:

A separate report for Task 7 would not be necessary if these costs are clearly laid out in a separate section in the Final Report. In other words, as long as the information is provided according to the requirements, it may be included in the same report as the cost-benefit analysis of changes to tobacco packaging.



Question 4:

In describing the regulations it is considering (Annex A, Section 1.5, Background and Specific Scope of the Requirement, p. 17 of the RFP), Health Canada enumerates key elements of potential changes in its tobacco products labelling requirements. Under "Rotation", the first bullet stipulates the number of sets of health-related labels (three) and the rotation period for several products. The second bullet does the same for a different set of products, but does not specify the planned number of sets. Has Health Canada determined this number? If so, how many sets will be required?

Answer 4:

No, we have not yet determined the number of sets for other products.

Question 5:

Our experience with similar analyses suggests that the estimated schedule may not provide sufficient time for the completion of some tasks, particularly those that require gathering information from industry stakeholders. Is Health Canada willing to consider proposed changes to the schedule, based on the proponent's assessment of the time each task will require?

Answer 5:

The estimate provided was based on actual timelines from past contracts. It is important to note that Health Canada will be providing a current industry profile as well as the benefits statement and this should be taken into account when assessing timelines. If during the course of the contract unforeseen circumstances arise, we are open to adjusting timelines as required.

Question 6:

Regarding Section 7.8, Invoicing Instructions (pg. 14), we understand that this section calls for Contractors to provide "a copy of timesheets to support the time claimed and a copy of invoices, receipts, vouchers for all direct expenses, and all travel and living expense". However, we also note that Tasks 1 through 7 are to be performed on a firm price/milestone basis and that only Task 8 (Unforeseen Revisions (Optional Task)) will be performed on a Time & Materials basis. Can you confirm that, section 7.8 billing requirements, applies only to Task 8?

Answer 6:

Yes, the invoicing instructions under section 7.8 of the RFP, only applies to the Optional Task 8. Contractors are to provide all applicable information detailed under the section entitled "Invoice Submission" of the general conditions.

Question 7:

Given the expected three-year period of performance, it is reasonable to expect that there may be staffing changes, e.g., new staff hired, individuals changing labor categories as they advance in their careers over time. Would it be acceptable to specify rates by category without individual names in the detailed breakdown requested in Attachment 1, Pricing Schedule?

Answer 7:

No, the individual names must be included in the detailed breakdown in Attachment 1, Pricing Schedule. Please refer to section 7.2.1, General Conditions - 2035 08 (2008-05-12), of the RFP.



Question 8:

Regarding 5.1 Certifications Required with the Bid, please confirm that, consistent with the Integrity Declaration Form's instructions, it is only required to be submitted if the contractor (or any of its subcontractors) has been charged or convicted of a criminal offence in a country other than Canada or if they are unable to provide any of the certifications required by the Integrity Provisions.

Answer 8:

Yes, this is to confirm that the Declaration Form is only required for the reasons specified above, if applicable. When submitting a bid, Bidders certify they have read and understand the Ineligibility and Suspension Policy.

ALL OTHER TERMS AND CONDITIONS OF THIS RFP WILL REMAIN THE SAME.