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Solicitation No. - N° de l'invitation
10002031789
Client Ref. No. - N° de réf. du client
XXXXXX-XXXXXX

Amd. No. - N° de la modif.
File No. - N° du dossier
xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur
DL8 – Anna MacIntosh
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Task Authorization Form and any other annexes.

1.2 Summary

This bid solicitation is being issued to satisfy the requirement for Health Canada for the provisions of Professional Services to acquire the services of a Contractor to review regulatory documents and related products to ensure that they are considering and/or addressing sex and gender based issues in their development as defined in Annex "A". It is intended to result in the award of one (1) contract for a period of up to 38 days upon Contract Award until December 31, 2021.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

2.2.1 Bids must be submitted only to the Contracting Authority by the date, time and place indicated on page 1 of the bid solicitation.

2.2.2 Due to the nature of the bid solicitation, bids transmitted 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

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

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

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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit

the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

You are invited to submit electronic copies to anna.macintosh2@canada.ca in either official languages (English or French) of both the Technical and Cost Proposals. The RFP Reference Number and the name of the Requirement must be in the subject line. Your proposal must be structured in the following manner:

Section I: one electronic copy of the Technical Bid;
Section II: one electronic copy of the Financial Bid; and
Section III: one electronic copy of the Certifications

Electronically submitted bids must contain three separate attachments, each of the sections must be addressed in separate PDF documents.

Failure to submit an electronic bid as requested will render the proposal non-compliant and will not be given further considerations.

If the proposal is **greater than 20mb** then the bid submission must be returned to the address below and an email shall be sent to the Departmental Representative (found on page 1) stating it has been sent by courier.

You **must** send an email to the Departmental Representative (anna.macintosh2@canada.ca) to ensure your bid will be included for this requirement. The RFP Reference Number and the name of the Departmental Representative must be marked on all documents, binders and respective envelopes. Your proposal must be structured in the following manner:

Section I: four (4) copies of the Technical Bid;
Section II: two (2) copies of the Financial Bid, contained in a **separate sealed envelope**.
Section III: one (1) copy of the Certifications

To the following Address:

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

Attention: Anna MacIntosh

RFP Reference Number: 1000203179

Email: anna.macintosh2@canada.ca

Hours of Operation: 07h30 to 16h30 (EST) Monday to Friday

Bid Receiving Unit Address is Solely for Delivery of Bids: The above address is for the sole purpose of bid submission. No other communications are to be forwarded to this address.

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

Format Instructions: Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

3.2 Section I: Technical Bid

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

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

3.3 Section II: Financial Bid

3.3.1 Bidders must submit their financial bid in accordance with the Pricing Schedule in Attachment 1.

3.3.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.4 Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 of Part 4.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of price - Bid

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.

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 16 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 24 points.
2. Bids 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 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 a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000	\$50,000	\$45,000
Calculations	Technical Merit Score	115/135 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 47.70
	Pricing Score	45/55 x 30 = 24.54	45/50 x 30 = 27.00	45/45 x 30 = 30.00
Combined Rating		84.17	73.15	77.70
Overall Rating		1 st	3 rd	2 nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

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

5.2.2.2 Education and Experience

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

PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

This RFP does not contain a Security Requirement.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

7.1.2.1 Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$30,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

SACC Manual clause [B9031C](#) (2011-05-16) Canada's Obligation – Portion of the Work – Task Authorizations

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed under section 2.5 of the Statement of Work under Annex "A". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035 \(2018-06-21\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4006 \(2010-08-16\)](#) Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31, 2021 inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Anna MacIntosh
Title: Senior Contracts and Procurement Officer
Health Canada
200 Eglantine Driveway, Tunney's Pasture Ottawa, ON

Telephone: 613-941-2103
E-mail address: anna.macintosh2@canada.ca

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

7.5.2 Project Authority [To be provided at time of Contract award]

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

7.5.3 Contractor's Representative [To be provided at time of Contract award]

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Terms of Payment – Monthly Invoices

Subject to Phase I and Phase II:

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

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

7.7.2 Basis of Payment - Fixed time rate:

For the Work described in Phase I of the Statement of Work at annex A:

The Contractor will be paid for the Work performed in accordance with the Basis of payment at annex B, to a limitation of expenditure of \$ _____. Customs duties are included and Applicable Taxes are extra.

7.7.2.2 Basis of Payment - Individual Task Authorizations

For the Work described in Phase II of the Statement of Work at annex A:

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

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract, including all authorized Task Authorizations, 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.
3. 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% committed, or
 - b. four 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.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - c. a copy of the monthly progress report.
2. Invoices must be distributed as follows:

P2P.East.Invoices-Factures.Est@hc-sc.gc.ca

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4006 (2016-08-10) Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2018-06-21); Higher Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the signed Task Authorizations (including all of its annexes, if any); and
- (g) the Contractor's bid dated _____.

Solicitation No. - N° de l'invitation
10002031789
Client Ref. No. - N° de réf. du client
XXXXXX-XXXXXX

Amd. No. - N° de la modif.
File No. - N° du dossier
xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur
DL8 – Anna MacIntosh
CCC No./N° CCC - FMS No./N° VME

7.12 Insurance

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

7.13 Foreign Nationals (Canadian Contractor or Foreign Contractor)

SACC *Manual* clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC *Manual* clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

ANNEX "A"

STATEMENT OF WORK

SEX- AND GENDER-BASED ANALYSIS OF PROPOSED TOBACCO AND VAPING PRODUCT HEALTH-RELATED LABELS

1. SCOPE

1.1. Title

Sex and Gender-Based Analysis (SGBA) of potential changes to current regulatory requirements for health-related labelling of tobacco product packages and new regulatory requirements for health-related labelling on tobacco products (i.e. cigarettes, heated-tobacco products).

1.2. Introduction

The Tobacco Control Directorate (TCD) at Health Canada is in the process of developing new Health Warnings, Health Information Messages and Toxic Statements for tobacco product packages and looking at the potential of requiring health-related labels on tobacco products themselves (e.g. cigarettes). The goal of health-related labelling on tobacco product and packages is to increase awareness of the health hazards and health effects associated with tobacco use. A SGBA of the draft labels is proposed as part of the development of new labelling for tobacco products.

1.3. Objectives of the Requirement

The objective of this Contract is to review regulatory documents and related products to ensure that they are considering and/or addressing sex and gender based issues in their development. The primary task will be to review draft tobacco labels and provide an assessment against criteria for SGBA. A detailed bibliography providing evidence for the analysis will be required. A review of the proposed label(s) for vaping will also need to be assessed using the same methodology.

In addition, TCD may also require the Contractor to undertake follow-up work related to the review of these labels and activities tied to its mandate on an "as and when required" basis.

1.4 Background

Under the authority of the *Tobacco and Vaping Products Act*, Health Canada develops regulations to ensure an effective framework for tobacco control in Canada. Currently, the 2011 *Tobacco Products Labelling Regulations - Cigarettes and Little Cigars* (TPLR) and 2000 *Tobacco Products Information Regulations* (TPIR) must display a **Health Warning** (HW), covering at least 75% of the front and back of cigarette and little cigar packages, and covering at least 50% of the principle display surfaces of most of the other tobacco products, with some exceptions. Also, both Regulations require that a **Health Information Message** (HIM) be displayed on the inside of packages. While Toxic Emissions Information (TEI) and/or Toxic Constituents Information (TCI) must be displayed on every tobacco product package regulated by the TPIR, a text-based **Toxic Emissions Statement** (TS) must be displayed on the side of cigarette and little cigar packages. A pan-Canadian toll-free quitline number and web address appears on every package of cigarettes and little cigars to inform tobacco users about the availability of smoking cessation services.

These labels provide information about the health hazards and health effects arising from tobacco use and raise awareness of available cessation tools or tips to help people quit. Labels have the potential to be seen by millions of people a day and are viewed as an important tool to inform Canadians about the health effects of tobacco use.

Labelling requirements for cigarettes and little cigars were last updated in 2011, while requirements for tobacco products like cigars, pipe tobacco, bidis, kreteks and smokeless tobacco were put in place in 2000.

Under the *Tobacco and Vaping Products Act (2018)*, Health Canada has new authorities to regulate vaping products, including requiring labels to be placed on these products and their packages for the purposes set out in the Act. Regulations for vaping will be drafted and proposed during the next few years. Additional or updated regulations for tobacco products are also expected.

As part of this initiative, the Tobacco Control Directorate (TCD) is in the process of developing new labels in order to replace the existing ones for cigarettes, little cigars and other tobacco product packages (cigars, pipe tobacco, bidis, kreteks and smokeless tobacco). The proposal could require HW on shisha (waterpipe), blunt wraps and other tobacco products that are currently not subject to labelling regulations and there is consideration of adding a rotation of HW in the regulations for all tobacco products.

Also, the TCD is studying the impact of the proposal of imposing health-related labelling requirements on tobacco products themselves.

Currently, new draft tobacco product labels have been developed and assessed against established criteria for effectiveness of tobacco labels. Public Opinion Research (POR) tested 39 draft HW labels for cigarettes in four cities in November/December 2017 and another round of POR, held in March 2018, tested HIM and TS with cigarette users.

Once the labels have been finalized as a result of POR findings, TCD requires the services of a consultant to review the tobacco labels and undertake a SGBA for the entire set of proposed HW, HIM, TS, TEI and TCI. A review and analysis of the fact sheets that accompany the final labels when posted on the web and the health-related labels that may be put on tobacco products (i.e. cigarettes and/or heated tobacco products) will also be required.

Finally, there is also a requirement to review and provide analysis on a limited number of vaping labels (estimate – 3) and to provide limited analysis and advice on other regulations to fulfill Treasury Board requirements for SGBA. This work would be considered on an “as and when required” basis.

2. REQUIREMENTS

2.1. Tasks, Activities and Deliverables Schedule

2.1.1 Phase I:

The tasks will include, but are not limited to, the following:

The Contractor will prepare a report in order to propose SGBA assessment criteria. Once approved, the contractor will conduct a SGBA based on the proposed set of HW, HIM, TS and cigarette labels and provide a summary report based on their SGBA findings. The report must be in the form of a fact sheet or of a brief summary, must be between 3-10 pages, must be suitable for distribution to a general audience and contain a reference bibliography. A detailed bibliography providing evidence for the analysis will be required.

The work will be delivered as electronic documents in MS Word as per the schedule outlined below. Specifically, the tasks that the Contractor must complete include:

Phase and Tasks	Deliverables	Schedule and Estimated Level of Effort
<p>Kick Off Meeting:</p> <p>The Contractor will attend via teleconference a kick off meeting with the TCD Project Manager to discuss the project: objectives, work plan and methodological research approach and to update the Contractor on the work completed by TCD.</p>	<p>Background information</p>	<p>(0.5 days)</p> <p><i>Within two weeks of contract award</i></p>
<p>Methodology:</p> <p>Based on the Work Plan and Methodological Approach proposed by the Contractor and the information discussed at the kick-off meeting, the Contractor must provide a revised Work Plan and Methodological Approach to the TCD Project Manager for review and approval.</p>	<p>Final Methodology for the assessment of HW, HIM and TS.</p>	<p>(1 day)</p> <p><i>Four weeks after contract award</i></p>
Phase and Tasks	Deliverables	Schedule and Estimated Level of Effort
<p>Task 1 - HIM, TS for Cigarettes</p> <p>The Contractor must undertake a SGBA of the HIM and TS for Cigarettes and prepare a draft report for the review and comments by the TCD Project Manager.</p> <p>Based on comments received, the Contractor must revise the draft document.</p>	<p>Full draft report</p> <p>Revised Draft report</p>	<p>(6 days)</p> <p>(1 day)</p>
<p>Task 2 – Review Vaping Label</p> <p>The Contractor must undertake a SGBA of up to three labels for vaping and prepare a draft report for the TCD Project Manager.</p> <p>Based on comments received, the Contractor must revise the draft report.</p>	<p>Draft report</p> <p>Revised draft report</p>	<p>(Up to 1 day)</p> <p>(0.5 days)</p> <p><i>Eight weeks after contract award.</i></p> <p><i>*Deadline to be determined after contract award</i></p>

<p>Task 3- HW for cigarettes and other Tobacco Products</p> <p>The Contractor must undertake a SGBA of the HW for cigarettes and other Tobacco Products and prepare a draft report for the review and comments by the TCD Project Manager.</p> <p>Based on comments received, the Contractor must revise the draft report.</p> <p>Present at one internal and one external stakeholders meeting on the methodology and recommendations of the SGBA.</p>	<p>Full draft report</p> <p>Revised Draft report</p> <p>Presentation</p>	<p>(6 days)</p> <p>(1 day)</p> <p>(0.5 day)</p> <p><i>Timelines to be determined after completion of Task 1</i></p>
<p>Task 4 – Review of Fact Sheets</p> <p>The Contractor must conduct a review of the Fact Sheets in terms of SGBA and prepare a draft report for the review and comments by the TCD Project Manager.</p> <p>Based on comments received, the Contractor must revise the draft report. In addition, the Contractor must finalize the draft Reports undertaken in previous phases, Task 1, 2 and 3, and include the SGBA in one (1) final report.</p>	<p>Final report on the review of the Fact Sheets</p> <p>Final report on SGBA including Fact Sheets</p>	<p>(4 days)</p> <p>(1 day)</p> <p><i>Timelines to be determined after completion of Task 2</i></p>

2.1.2 Phase II (As and When Required Services)

On an “as and when required” basis the Contractor will undertake the following tasks, produce the identified deliverables according to the schedule identified in the approved TA.

The Contractor may be required, but not limited to, provide the following:

- Additional SGBA and reviews of TDC documents; and
- Guidance on the implementation of SGBA into its regulatory process to TCD staff.

Deliverables shall be provided as requested in the TA form; however, it is expected that the deliverables identified in each TA could include, but are not limited to, the following:

- Written summaries of how to improve SGBA considerations related to regulatory development;
- Revisions to the report on SGBA for labelling to respond to senior management changes to the regulatory package; and
- Additional SGBA work and written analysis on revised tobacco labels post Canada Gazette I to respond to stakeholder comments.

The level of effort for the additional work is not expected to be more than fifteen (15) days in total.

2.2 Specifications and Standards

The work of this Contract must be performed in accordance with standards of quality acceptable to Canada and in full conformity with the specification and all the requirement of the Contract.

All deliverables and communications, whether written or oral, will be provided in English to the Departmental Representative. Written work will be provided electronically in MS Word 2010.

2.3 Technical, Operational and Organizational Environment

The work must be performed in accordance with Health Canada's [Sex and Gender Based Analysis](#) policy.

2.4. Method and Source of Acceptance

The Departmental Representative will review and approve all deliverables submitted by the Contractor against the milestones and deliverables outlined in the Statement of Work (SoW). HC will also review all reports prepared as a result of this Contract for quality and completeness.

2.5. Reporting Requirements

The Contractor must report electronically to the Departmental Representative at the end of every month on the status of the work, outlining the work completed, the work proposed for the next work period and identifying any issues or concerns that need to be raised to the TCD Project Manager.

2.6 Project Management Control Procedures

The HC individual identified in the SOW as the Departmental Representative shall review drafts of all deliverables and provide comments within the timeframe discussed with the contractor on all draft products. The Departmental Representative shall also ensure that the Project Schedule is respected. This will ensure that the project is brought in on budget, on time and of acceptable quality.

The Departmental Representative responsible for all matters concerning the technical content of the work, including defining the scope and requirements; monitoring the progress of the work; and inspecting and accepting the deliverables. Any change to the scope of work or the terms of this Contract will be subject to approval by the Project Manager and authorized in writing with a Contract amendment by the Contracting Authority.

3. ADDITIONAL INFORMATION

3.1. Authorities

The Departmental Representative is responsible for all matters concerning the technical content of the work, including defining the scope and requirements; monitoring the progress of the work; and inspecting and accepting the deliverables. Any proposed changes to the scope of work are to be discussed with the Project Manager, but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

The Departmental Representative/Contracting Authority will be: To be provided at the time of Contract Award

The TCD Project Manager is responsible for the management of this Contract. Any changes to the Contract must be authorized in writing by the Project Manager. The Contractor is not to perform work in excess of or outside the scope of this Contract based on verbal or written requests or instructions from any government personnel other than the Project Manager.

The TCD Project /Task Authorization Authority will be: To be provided at the time of Contract Award

3.2 Canada's Obligations

Health Canada shall:

- Arrange an initial meeting with the Contractor within the first week of the Contract.
- Provide comments on draft and final reports within timelines described in the Scope of Work above in section 2.1.
- Provide other assistance or support, as needed.

3.3 Contractor's Obligations

The Contractor must:

- Work in collaboration with HC to ensure project timelines are established and met.
- Complete work and produce/deliver Contract deliverables as described in the SOW.
- Meet with HC to discuss comments on draft reports.
- As appropriate and within agreed upon time, apply revisions to deliverables according to comments from the Departmental Representative .
- Communicate with the TCD Project Manager on an on-going basis.
- Seek the written approval of the TCD Project Manager for any modification to the Contract or the work to be conducted as part of the Contract.
- Unless otherwise specified, the Contractor must use its own equipment, furnishings and software for the performance of this SOW.
- Present on the methodology for the SGBA and recommendations as a result of the analysis at one internal and one external stakeholders meeting.

3.4 Location of Work, Work site and Delivery Point

Work is to be done at the Contractor's place of work and sent to Health Canada via email. Feedback on the draft documents and all deliverables will be via email and/or telephone, as required.

All work, with exception of the face-to-face meetings, related to this Contract will be completed at the Contractor's facilities utilizing the equipment of the Contractor.

3.5 Language of Work

The language of the work and all deliverables will be completed in English.

3.6 Security Requirements

Given the work will be completed at the Contractor's site and none of the documents are protected, there is no security requirements for this work.

Information which is to be used in the development of the Contracted product as reference material or otherwise made available to the Contractor must be unclassified material and considered to be releasable to the public by HC and/or The Government of Canada.

No Protected or Classified information is to be made available to the Contractor, used in the production of the Contracted product, or produced as a result of this Contract.

The Contractor will be escorted by an employee or Commissionaire at all times if visiting Government of Canada facilities.

3.7 Insurance Requirements

It is the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the Contract and to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Contractor at its own expense.

3.8 Travel and Living

No travel is expected as part of this work.

4. PROJECT SCHEDULE

4.1. Expected Start and Completion Dates

The services of the Contractor will be required from Contract Award until December 31, 2021.

ANNEX "B"

BASIS OF PAYMENT

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

INITIAL CONTRACT PERIOD:

Phase I		
Contract award to December 31, 2021		
Description: GSBA Tobacco labels	Level of Effort	Firm Per Diem Rate
Name of Proposed Resource: _____	23	\$ _____

Phase II		
Contract award to December 31, 2021		
Description: "As and when required" GBSA services	Level of Effort	Firm Per Diem Rate
Name of Proposed Resource: _____	15	\$ _____

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File No. - N° du dossier

xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

DL8 – Anna MacIntosh

CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

This RFP does not contain a Security Requirement.

Solicitation No. - N° de l'invitation
 10002031789
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 XXXXX-XXXXXX

Amd. No. - N° de la modif.
 File No. - N° du dossier
 xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur
 DL8 – Anna MacIntosh
 CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

**TASK AUTHORIZATION FORM FOR SERVICES TO BE PERFORMED
 ON AN AS-AND-WHEN-REQUESTED BASIS**

Contractor:		Contract No.:	
CAS Commitment No.:		GST Financial Code:	
Task Authorization No.:		Date:	
1.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED			
2.0 PERIOD OF SERVICES			
From:		To:	
3.0 SERVICES TO BE PERFORMED FOR: (LOCATION / ADDRESS)			
4.0 AUTHORITIES			
		Responsibility Centre:	
5.0 COST			
Category and Level of Personnel	Per Diem Rate	No. of Days to Perform the Tasks/Work	Total
			\$
		GST/HST	\$
		TOTAL	\$
<p>You are requested to sell to Her Majesty The Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein and on any attached sheets at the price set out therefore.</p>			
6.0 SIGNATURES			
Contracting Authority:		Signature:	
<p>Check Either Option (To be filled out by Supplier)</p> <p><input type="checkbox"/> I accept this task authorization. The proposed contractor is:</p> <p><input type="checkbox"/> I do not accept this task authorization because _____</p>			
Name of Contractor authorized to sign (type or print):		Title of Contractor authorized to sign (type or print):	Date:
_____		_____	_____
Signature:			

ATTACHMENT 1

PRICING SCHEDULE

In respect of the “Estimated Number of Days” listed below in (A*) the estimated number of days is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

Phase 1			
Contract award to December 31, 2021			
	(A)	(B)	(C)
Description: GSBA Tobacco labels	Estimated Number of Days	Firm Per Diem Rate	Total Cost (A x B)
Name of Proposed Resource: _____	23	\$	\$
Total Price Phase I			\$ <TBD>
HST (13%)			\$

Phase 2			
Contract award to December 31, 2021			
	(A)	(B)	(C)
Description: “As and when required” GBSA services	Estimated Number of Days	Firm Per Diem Rate	Total Cost (A x B)
Name of Proposed Resource: _____	15	\$	\$
Total Price Phase II			\$ <TBD>
HST (13%)			\$

Total Bid Price	
(Phase I + Phase II)	\$ <TBD>

ATTACHMENT 2

BID EVALUATION CRITERIA

Failure to comply with the following instructions will render the technical proposal non-compliant.

Technical Proposal:

- General
 - Projects must be specific to the criteria and copying/pasting the criteria does not demonstrate experience.
 - Work experience gained as part of an educational program will not be considered except for experience gained through a formal co-operative program at a post-secondary institution.
 - Bidders **MUST** account for all overlapping projects and ensure that the level of work effort is accurate.
- Evaluation Grids (Mandatory and Point-Rated)
 - Bidders must provide the following information in their technical response to the technical evaluation criteria:
 - Project #
 - Client Organization/Project Name
 - Duration (month/year to month/year)
 - Total level of work effort (# years/# months)

Résumé:

- For each project that is cited as experience within the technical proposal, the following information must be identified on the proposed resource's résumé:
 - The name of the client organization (to whom the services were provided);
 - A brief description of the type and scope of services that meets the identified criteria provided by the resource;
 - The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and
 - A description of the work as it relates to the stated mandatory or point-rated criteria.
 - For work experience to be considered, the résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position.

Validation of Information:

- Canada reserves the right to validate any or all of the information supplied by the bidder from the supplied project reference(s) prior to contract award and will document the responses and results of the Mandatory project references.
- Canada reserves the right to interview all candidates required to validate the Mandatory Criteria and/or to adjust the points assigned in the Point-rated Criteria.
 - The candidates will be given 48 hours advance notice of the time and place of the interview.
 - The interview is expected to take no more than 45 minutes in duration.
 - The questions will relate to the information presented in the Technical Proposal and résumé of the proposed resource as it relates to the Evaluation Criteria and the Statement of Work.

Use of Information by the Contractor

All drawings, software codes, reports, data, documents, or materials, provided to the Contractor by the Crown shall be used solely in support of this requirement. The Contractor shall be required to secure it from unauthorized use and shall not release it to any third party, person or agency external to Canada without the express written permission of the Project Authority. Such material(s) shall be returned to the Project Authority upon completion of each tasking or when requested by the Project Authority.

1.0 MANDATORY EVALUATION CRITERIA

INSTRUCTIONS

Bidders **MUST** respond to the following mandatory evaluation criteria IN THE ORDER SHOWN. Any proposal which fails to meet all of the mandatory criteria will be eliminated from further consideration and will be deemed **NON-COMPLIANT**. Only information cited in the Mandatory technical grid response will be evaluated.

FOR THE PURPOSE OF THIS EVALUATION:

1. Bidders MUST use the attached evaluation grid below to reference supporting documentation, including but not limited to CVs with detailed descriptions of tasks/activities performed, the timeframe in which those task/activities were completed, Diplomas, and/or Degrees, which clearly demonstrates compliance with each of the stated mandatory and rated criteria.
2. Multiphase projects will be counted as a single project.

1.1 Mandatory Corporate Evaluation

Criteria #	SEX- AND GENDER-BASED ANALYSIS OF PROPOSED TOBACCO AND VAPING PRODUCT HEALTH-RELATED LABELS Corporate Mandatory Criteria	Required Supporting Information	Cross-Reference to bid (page #)
MC1	<p>Institution, Agency or Research Center experience in carrying out sex gender based analysis (SGBA) on health-related issues</p> <p>The Bidder must demonstrate in their proposal that they have a minimum of two (2) completed SGBA projects in the last five (5) years where the work was applied to health policy, research and program development.</p> <p>Each project description must include:</p> <ul style="list-style-type: none"> ▪ their role in the project, ▪ research and/or project scope, ▪ methodology and any challenges encountered in the analysis and how these were addressed; and ▪ the result of the analysis. 	<p>Provide examples of projects for which the Bidder has demonstrated experience providing SGBA applied to health policy, research and program development.</p>	

	<p><i>For the project cited, the following information must be identified on the proposed resource's résumé:</i></p> <p><i>a) The name of the client organization (to whom the services were provided);</i></p> <p><i>b) A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p><i>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).</i></p> <p><i>The following parameters should be provided for each of project references:</i></p> <ul style="list-style-type: none"> <i>o The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i> 		
<p>MC2</p>	<p>Institution, Agency or Research Center experience with developing SGBA at a national or provincial level</p> <p>The Bidder must demonstrate in their proposal that they have a minimum of two (2) projects in the last five (5) years, where they developed a SGBA to support health policy, research and program development at a national or provincial level.</p> <p>Each project description must include:</p> <ul style="list-style-type: none"> ▪ their role in the project, ▪ research and/or project scope, ▪ methodology and any challenges encountered in the analysis and how these were addressed; and ▪ the result of the analysis. <p><i>For the project cited, the following information must be identified on the proposed resource's résumé:</i></p> <p><i>a) The name of the client organization (to whom the services were provided);</i></p> <p><i>b) A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p><i>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).</i></p>	<p>Provide example of projects for which the Bidder has demonstrated experience developing a SGBA to support health policy, research and program development at a national or provincial level.</p>	

	<p>The following parameters should be provided for each of project references:</p> <ul style="list-style-type: none"> ○ The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources). 		
MC3	<p>Work Plan, Approach and Methodology</p> <p>The Bidder must provide in their proposal a detailed technical document outlining their Work Plan, Approach and Methodology in relation to the SOW.</p> <p>The technical document must include:</p> <ul style="list-style-type: none"> a) Allocation of resources and estimated timelines to complete the work within the designated project period and budget; b) An outline of the approach and description of the proposed methodology used for all of the tasks in the SOW; c) The work plan and project schedule cross referencing against the tasks in the SOW under section 2.1 Tasks, Activities and Milestones; d) The Performance and Quality Approach that will be undertaken in the performance of the work. e) Identification of any issues that may need to be addressed with respect to timelines or deliverables and propose solutions to address them; and f) An outline of the final report. 	Provide the technical document outlining the Work Plan, Approach and Methodology in relations to the SOW.	
MC4	<p>The Bidder must provide the name and resume of one (1) Project Lead that will contribute, manage and act as the dedicated point of contact for the work.</p>	Provide c.v. of proposed resource.	

1.2 Mandatory Resource Evaluation

Criteria #	SEX- AND GENDER-BASED ANALYSIS OF PROPOSED TOBACCO AND VAPING PRODUCT HEALTH-RELATED LABELS Resource Mandatory Criteria	Required Supporting Information	Cross-Reference to bid (page #)
MT1	<p>Project Lead experience in carrying out SGBA on health-related issues</p> <p>The Bidder must demonstrate in their proposal that the proposed resource has professional work experience, within in the last five (5) years, *leading a minimum of two (2) projects in the field of SGBA applied to health policy, research and program development.</p> <p>*or had a critical role in</p> <p>Each project cited must include:</p> <ul style="list-style-type: none"> ▪ Project lead's role including their specific responsibilities in the delivery of the analysis; ▪ Relevant details about how they contributed to the methodology and project outcome(s); and ▪ The nature of interaction with the Project Authority must be included (ie. Regular meetings). <p><i>For the project cited, the following information must be identified on the proposed resource's résumé:</i></p> <ol style="list-style-type: none"> a) <i>The name of the client organization (to whom the services were provided);</i> b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i> c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).</i> <p><i>The following parameters should be provided for each of project references:</i></p> <ul style="list-style-type: none"> ○ <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i> 	<p>Provide project examples for which the proposed resource has demonstrated experience *leading projects in the field of SGBA applied to health policy, research and program development.</p>	

MT2	<p>Project Lead analyst experience with developing SGBA in health-related issues at the national or provincial level</p> <p>The Bidder must demonstrate in their proposal that the proposed resource has professional work experience *undertaking the development of two (2) SGBA projects to support health policy, research and program development at a national or provincial level.</p> <p>*or had a critical role in</p> <p>Each project cited must include:</p> <ul style="list-style-type: none">▪ Project lead's role including their specific responsibilities in the delivery of the analysis;▪ Relevant details about how they contributed to the methodology and project outcome(s); and▪ The nature of interaction with the Project Authority must be included (ie. Regular meetings). <p><i>For the project cited, the following information must be identified on the proposed resource's résumé:</i></p> <ul style="list-style-type: none">a) <i>The name of the client organization (to whom the services were provided);</i>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).</i> <p><i>The following parameters should be provided for each of project references:</i></p> <ul style="list-style-type: none">○ <i>The name, title, telephone number and e-mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i>	Provide a one page summary of the projects for which the proposed resource has demonstrated experience developing a SGBA to support health policy, research and program development at a national or provincial level.	
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1.3 Mandatory Financial Evaluation:

Criteria #	SEX- AND GENDER-BASED ANALYSIS OF PROPOSED TOBACCO AND VAPING PRODUCT HEALTH-RELATED LABELS Mandatory Financial Evaluation Criteria
MF1	Bid Financial Criteria The Bidder's financial proposal must remain under the NAFTA threshold (\$106,000.00 including applicable taxes). Any proposal exceeding the value will be deemed non-compliant.

*****Note to Bidders:** *In response to this criterion, the technical evaluation should only indicate that this is met. Do not provide the cost of the proposal with this technical criterion or your proposal will be deemed non-compliant****

2.0 POINT-RATED EVALUATION CRITERIA

In order to qualify for the rating process, proposals MUST respond to the following rated requirements IN THE ORDER SHOWN. Any proposal which fails to achieve an overall minimum technical rating of 70% will be eliminated from further consideration.

FOR THE PURPOSE OF THIS EVALUATION:

3. Bidders MUST use the attached evaluation grid below to reference supporting documentation, including but not limited to CVs with detailed descriptions of tasks/activities performed, the timeframe in which those task/activities were completed, Diplomas, and/or Degrees, which clearly demonstrates compliance with each of the stated mandatory and rated criteria.
4. Multiphase projects will be counted as a single project.

Criteria #	SEX- AND GENDER-BASED ANALYSIS OF PROPOSED TOBACCO AND VAPING PRODUCT HEALTH-RELATED LABELS Point Rated Technical Criteria	Required Supporting Information	Max Points
PR1	<p>Project Lead experience in carrying out SGBA on health-related issues</p> <p>Beyond the experience identified in MT1, the Bidder should demonstrate in their proposal that the proposed resource has professional work experience, within in the last five (5) years, *leading projects in the field of SGBA applied to health policy, research and program development.</p> <p>*or had a critical role in</p> <p style="text-align: center;">3 projects = 2 points 4 projects = 4 points 5 projects = 6 points 6 and > projects= 8 points</p> <p>Each project cited must include:</p> <ul style="list-style-type: none"> ▪ Details about the proposed resources' role including their specific responsibilities in the development of the SBGA report; ▪ Relevant details about how they contributed to the methodology and project outcome(s); and ▪ The nature of interaction with the Project Authority should be included (ie. Regular meetings). <p><i>For the project cited, the following information must be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).</i></p> <p><i>The following parameters should be provided for each of project references:</i></p> <ul style="list-style-type: none"> ○ <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i> 	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>	8 points

<p>PR2</p>	<p>Project Lead analyst experience with developing SGBA in health-related issues at the national or provincial level</p> <p>Beyond the experience identified in MT2, The Bidder should demonstrate in their proposal that the proposed resource has professional work experience *undertaking the development of SGBA projects to support health policy, research and program development at a national or provincial level.</p> <p>*or had a critical role in</p> <p style="text-align: center;">3 projects = 2 points 4 projects = 4 points 5 projects = 6 points 6 and > projects = 8 points</p> <p>Each project cited must include:</p> <ul style="list-style-type: none"> ▪ Details about the proposed resources' role including their specific responsibilities in the development of the SBGA report; ▪ Relevant details about how they contributed to the methodology and project outcome(s); and ▪ The nature of interaction with the Project Authority should be included (ie. Regular meetings). <p><i>For the project cited, the following information must be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).</i></p> <p><i>The following parameters should be provided for each of project references:</i></p> <ul style="list-style-type: none"> ○ <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i> 	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>	<p style="text-align: center;">8 points</p>
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<p>PR3</p>	<p>Resource experience producing a written report and detailed referenced bibliography</p> <p>The Bidder should demonstrate in their proposal that the proposed resource has professional work experience producing written reports detailing the SGBA findings as well providing a detailed reference bibliography similar to those identified in the RFP.</p> <p><i>* A maximum of two projects will be accepted.</i></p> <p>2 points = relevance of the project in association to the requirements of this RFP within the report 1 point = references provided within the report 1 point = findings/results of the analysis provided in the report 1 point =format and structure of the report such as grammar, punctuation and spelling</p> <p>Up to 5 points per project to a maximum of 10 points</p>	<p>Provide a copy of the report.</p>	<p>10 points</p>
<p>PR4</p>	<p>Proposed Work plan, Approach and Methodology</p> <p>In addition to MC3, the Bidder's technical document outlining their Work Plan, Approach and Methodology should describe how they meet the objectives and tasks identified in the SOW under section 2.1, 2.2 and 2.3.</p> <p>8 points = Bidder demonstrated extensive, in-depth description of all elements of the project and methodology. The approach and methodology mentioned are up to date and innovative while being presented in a clear and coherent manner. The knowledge, experience or approach demonstrated should ensure highly effective performance on this aspect of the work. The approach and methodology addresses all elements as outlined in the Statement of Work.</p> <p>6 points = Bidder demonstrated a good description of all elements of the project and methodology. The approach and methodology mentioned are up to date while being presented in a clear and coherent manner. The knowledge, experience or approach demonstrated should ensure adequate performance on this aspect of the work. The approach and methodology addresses all elements as outlined in the Statement of Work.</p> <p>4 points = Bidder demonstrated a partial description of the project and methodology. Some elements are not clearly addressed. The knowledge, experience or approach demonstrated should meet the minimum needed for adequate performance on this aspect of the work. The approach and methodology addresses most elements as outlined in the</p>	<p>Provide a copy of the proposed Work plan, Approach and Methodology document.</p>	<p>8 points</p>

Solicitation No. - N° de l'invitation

10002031789

Client Ref. No. - N° de réf. du client

XXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

DL8 – Anna MacIntosh

CCC No./N° CCC - FMS No./N° VME

	<p>Statement of Work.</p> <p>2 points = Bidder's demonstrated a minimal description of the project and methodology. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work. The approach and methodology addresses some elements as outlined in the Statement of Work.</p> <p>0 points = Bidder does not address the criterion. The approach and methodology does not address any elements as outlined in the Statement of Work.</p>		
			<p>Total points: 34 points Minimum Pass mark (68%) 23 Points</p>

ATTACHMENT 3

BID CERTIFICATION

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

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

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Contract, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the Contract and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has 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. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above Date