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MANDATORY AND POINT RATED TECHNICAL EVALUATION CRITERIA17



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 and the Mandatory and point rated technical evaluation criteria.

1.2 Summary

The Centre for Surveillance and Applied Research of the Health Promotion and Chronic Disease Prevention Branch of the Public Health Agency of Canada requires a pool of qualified University affiliated professionals to provide Associate Scientific editing services to the *Health Promotion and Chronic Disease Prevention in Canada: Research, Policy and Practice* (the HPCDP Journal).

This bid solicitation is intended to result in the award of up to 7 contracts for associate scientific editors in order to capture a broad range of specialization relevant to the scope of the journal *Health Promotion and Chronic Disease Prevention in Canada*.

The resources will be called upon to provide expert advice to the Editor-in-Chief and and the Managing Editor, by evaluating manuscripts submitted to the journal, recommending peer reviewers for specific manuscripts, evaluating peer reviews, making recommendations as to the suitability for publishing, and verifying that revisions have been made to a manuscript as per the comments from peer reviewers.

1.3 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement, the Canada-Chile Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership, the Canada-Colombia Free Trade Agreement, the Comprehensive Economic and Trade Agreement (European Union), the Canadian-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement, the North American Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Ukraine Free Trade Agreement and the World Trade Organization-Government Procurement Agreement.



1.4 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

Bids must be submitted only to angel.dechantal@canada.ca by the date, time indicated in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile are not 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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.

2.6 Improvement of Requirement During Solicitation Period

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

2.7 Basis for Canada's Ownership of Intellectual Property

The Public Health Agency of Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [*Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*](#):

- The main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions.

Emails, including attachments must not be larger than 20mb to not exceed Health Canada server limitation. If required please submit your bid in separate emails.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid - One electric (PDF) copy by email;
- Section II: Financial Bid - One electric (PDF) copy by email;
- Section III: Certifications - One electric (PDF) copy by email;

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

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 in a thorough, concise and clear manner for carrying out the work.



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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Exchange Rate Fluctuation

C3010T (2014-11-27), Exchange Rate Fluctuation Risk Mitigation.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "C".

4.2 Basis of Selection

4.2.1 *Manual* Clause **A0034T** (2007-05-25), Basis of Selection – Minimum Point Rating

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; and
 - c. obtain the required minimum of 15 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract

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, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

6.2.1 *SACC Manual* clause [G1005C](#) (2016-01-28) Insurance - No Specific 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".

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2010B](#) (2018-06-21), General Conditions - Professional services (medium complexity)

7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

There is no security requirement applicable to the Contract.

- Contractors must be escorted by an employee or Commissionaire at all times when visiting Government of Canada Facilities.
- Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by HC/PHAC and/or The Government of Canada.
- No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from July 2nd 2019 to June 30th 2020 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Angel de Chantal
Title: Procurement and Contracting Officer
Telephone: 613-790-9182
E-mail address: angel.dechantal@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

The Project Authority for the Contract is: (To be identified at contract award)

Name: _____

Telephone: ____-____-_____

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 identified at contract award)

Name: _____

Telephone: ____-____-_____

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 Basis of Payment

Canada will pay the Contractor on a quarterly basis for work performed during the quarter 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 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- Direct Deposit (Domestic and International)

7.7.3 Time Verification

SACC *Manual* clause [C0711C](#) (2008-05-12), Time Verification

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 the release document and any other documents as specified in the Contract;
- b) time tracking details in tabular format (template to be provided by the Managing Editor)

2. Invoices must be distributed as follows:

The electronic copy must be forwarded to the Project Authority and to hc.p2p.east.invoices-factures.est.sc@canada.ca for certification and payment.

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 [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information,
- c) the general conditions [2010B](#) (2018-06-21), General Conditions - Professional services (medium complexity)
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) the Contractor's bid dated _____.

7.12 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement



ANNEX "A"

STATEMENT OF WORK

1. TITLE

Associate Scientific Editors (ASE) for the *Health Promotion and Chronic Disease Prevention in Canada* Journal.

2. SCOPE

2.1. Introduction

The Centre for Surveillance and Applied Research of the Health Promotion and Chronic Disease Prevention Branch of the Public Health Agency of Canada requires a pool of qualified University affiliated professionals, specializing in one or more of the following areas: chronic diseases, health promotion, injuries, lifecourse health, healthy living, health equity, indigenous health, qualitative research, research methods, public health intervention research public and population health, or environmental health, to provide Associate Scientific Editor professional services to the *Health Promotion and Chronic Disease Prevention in Canada: Research, Policy and Practice* (the HPCDP Journal).

2.2. Objectives of the Requirement

The Contractor will serve as an Associate Scientific Editor for the HPCDP Journal. More specifically, the Contractor will be responsible for providing expert advice to the Editor-in-Chief and the Managing Editor, by evaluating manuscripts submitted to the journal, recommending peer reviewers for specific manuscripts, evaluating peer reviews, making recommendations as to the suitability for publishing, and verifying that revisions have been made to a manuscript as per the comments from peer reviewers.

2.3. Background and Specific Scope of the Requirement

The HPCDP Journal is an open-access, peer-reviewed, monthly, scientific journal of the Health Promotion and Chronic Disease Prevention Branch of the Public Health Agency of Canada. The journal publishes articles on disease prevention, health promotion and health equity in the areas of chronic diseases, injuries and life course health. Other areas of priority include healthy living, indigenous health, intervention research and environmental health. The journal fosters collaboration between researchers, public health practitioners, health policy planners and related community professionals. Submissions are selected based on scientific quality, public health relevance for Canada, clarity, conciseness and technical accuracy.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

The Contractor will provide on an as-and-when required basis:

- 1) Evaluate assigned manuscripts according to criteria provided by the HPCDP Journal and advise the Editor-in-Chief and the Managing Editor whether the manuscript merits external peer review for consideration in the HPCDP Journal and, if so, identify potential peer reviewers with expertise appropriate to the subject of the manuscript;
- 2) Assess and synthesize peer reviewers' comments and advise Editor-in-Chief and the Managing Editor whether the manuscript is: a) publishable without revisions; b) merits conditional acceptance dependent on minor revision; c) requires major revision and reconsideration; d) or should be rejected for publication;
- 3) Provide assessment ratings for the quality of each peer reviewer's comments;
- 4) For manuscripts requiring revision or rejection, provide the Editor-in-Chief and the Managing Editor with any written suggestions to accompany the reviewers' comments or



the journal's standard publication recommendation options, to be addressed by the corresponding author;

- 5) For revised manuscript submissions, evaluate the resubmission with respect to the requested revisions and provide the Editor-in-Chief and the Managing Editor with a final publication recommendation; in the case of revised manuscripts with major revisions, also determine whether the resubmitted manuscript requires additional peer-review before a final publication decision;
- 6) Draft responses to authors for any of the points above as required; and
- 7) Participate in at least one annual reporting meeting of the Editorial Board and Associate Scientific Editors and select teleconferences, as required, to discuss editorial issues and advise the Editor-in-Chief, Managing Editor and editorial office on editorial content, policy, practice, and direction.

3.2. Specifications and Standards

The ASE requires use of email and the following software to complete required task:

- Microsoft Word;
- Microsoft Excel;
- Adobe Acrobat;
- Microsoft Outlook, or compatible email software

3.3. Method and Source of Acceptance

Approximate turnaround time of one week (from ASE's receipt) is generally expected for items 1-6 under 3.1. As items 1-6 are received, they will be reviewed by HPCDPJ editorial staff to ensure that they are in accordance with section 3.1 of this Statement of Work, and journal-stipulated manuscript assessment criteria. A successful outcome of the work is that manuscripts pass through the peer review process and are given a status of "accepted" or "rejected".

3.4. Reporting Requirements

The Contractor must submit one (1) electronic copy of a review details report to the Project Authority outlining the accomplishments for the given period, open issues and upcoming milestones on a quarterly basis.

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

Access to the time and advice of the HPCDP Journal's Editor-in-Chief, Managing Editor, and editorial office.

4.2. Contractor's Obligations

Unless otherwise specified the Contractor must use their own equipment and software for the performance of the Statement of Work.

4.3. Location of Work, Work site and Delivery Point

The work outlined in this contract will be carried out on the premises of the contractor. Delivery is electronic and shall be directed to the HPCDP Journal's generic email account phac.hpmdp.journal-revue.pspmc.aspc@canada.ca.

4.4. Language of Work

The work shall be delivered in English.

5. PROJECT SCHEDULE

5.1. Schedule and Estimated Level of Effort (Work Breakdown Structure)



Associate Scientific Editor professional services will be required for up to 52.5 hours (7 days) of work on an as-and-when requested basis throughout the term of the initial contract with an option to extend the contract for 4 one-year periods.

Editorial Review Process for HPCDP Journal (Extract with timelines for ASEs)

Article Submission	EIC Initial review, assigns ASE	A- ASE First review (1 week*) - in receipt of new paper	B - ASE Second review (1 week*) - in receipt of revised paper and peer reviews for peer-reviewed papers	C - ASE Third review (1 week*) - in receipt of revised paper and author responses to all reviewers.	D - ASE Fourth review (1 week*) - in receipt of revised paper and author responses to remaining concerns.
		The ASE, at this point, can either:	The ASE, at this point, can either:	The ASE, at this point, can either:	The ASE, at this point, can either:
		1a. Request author revisions (all papers)	1b. Request that peer reviews be sent to authors in order to revise paper.	1c. Recommend acceptance / further revisions / or rejection	1d. Recommend acceptance / further revisions / or rejection
		2a. Request peer review and suggest peer reviewers (for peer-reviewed papers)	2b. Recommend that the paper be rejected		
		3a. Recommend that the paper be rejected (all papers)	3b. For non-peer reviewed papers recommend acceptance / further revisions / or rejection		

Legend:

EIC, Editor-in-Chief;

ASE, Associate Scientific Editor.

** 1-week deadline for ASE's assessment/review.*

Note:

Depending on articles types, complexity and quality, the editorial review process for one paper may take from 10 to 20 weeks.

6. APPLICABLE DOCUMENTS AND GLOSSARY

6.1. Applicable Documents

- Information about the HPCDP Journal's mandate and article types can be found here :

<https://www.canada.ca/en/public-health/services/reports-publications/health-promotion-chronic-disease-prevention-canada-research-policy-practice/information-authors.html>



ANNEX "B"

BASIS OF PAYMENT

Period	All-inclusive fixed Hourly Rate	Volumetric Data (estimated)	Total
	A	B	C = A x B
July 2nd 2019 to June 30th 2020			
ASE services	\$	Up to 52.5h	\$
Option Year 1 July 1 st 2020 to June 30 th 2021			
ASE Services	\$	Up to 52.5h	\$
Option Year 2 July 1 st 2021 to June 30 th 2022			
ASE services	\$	Up to 52.5h	\$
Option Year 3 July 1 st 2022 to June 30 th 2023			
ASE services	\$	Up to 52.5h	\$
Option Year 4 July 1 st 2023 to June 30 th 2024			
	\$	Up to 52.5h	\$
Total (applicable taxes excluded)			\$
Applicable Taxes (HST):			\$



ANNEX "C"

MANDATORY AND POINT RATED TECHNICAL EVALUATION CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria (MT) set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory technical criteria are evaluated on a simple pass or fail basis. This will be evaluated as either a "Yes" or a "No."

ATTENTION BIDDERS:				
Write beside each of the criterion the relevant page number(s) from your bid which addresses the requirement identified in the criteria.				
#	Mandatory Technical Criteria	Page#	Met (Yes/No)	Comments
MT1	The bidder must demonstrate, by providing a copy with the proposal, that the resource has a valid PhD and/or an MD degree, from a recognized accredited educational institution.			
MT2	<p>The bidder must identify the resource's primary area of relevance from the following specializations:</p> <ul style="list-style-type: none"> • Chronic Diseases • Health Promotion • Injuries • Lifecourse Health • Healthy Living • Health Equity • Indigenous Health • Qualitative Research • Research Methods • Public Health Interventions Research • Public and Population health • Environmental Health <p>and demonstrate within the proposed resource's CV that the proposed resource has professional experience as a researcher in the identified primary area by having published a minimum of 20 papers in peer-reviewed scientific journals.</p>			
MT3	<p>The bidder must demonstrate within the proposed resource's CV that the proposed resource has a minimum of three (3) years of experience within the past five (5) years providing advice on the acceptability of scientific manuscripts and/or grant proposals as:</p> <ul style="list-style-type: none"> - a peer reviewer for one or more scientific journals; or - a scientific editor for one or more peer-reviewed journals; or - a reviewer on three or more national or international scientific grant review panels. 			



	<p>Note: minimum experience is equivalent to peer-review completion or scientific editorial assessment of 3 research articles per year, or 3 grant reviews per year.</p> <p>Canada reserves the right to contact Journals or Granting Agencies to verify review activities.</p> <p>Bidder must provide the following information for all relevant Journals or Granting Agencies: Contact Name: Contact Phone Number: Contact email:</p>			
MT4	<p>The bidder must provide information to verify the proposed resource's affiliation with a recognized university in Canada or in the United States as faculty, adjunct or emeritus.</p> <p>Information must include the following: University: Contact Name: Job Title of Contact: Contact Phone Number: Contact email:</p> <p>Canada reserves the right to contact the university for validation.</p>			

Point Rated Technical Criteria

In addition to meeting the Mandatory Criteria, the Bidder must also address the Point-Rated Technical Criteria (RT) identified below. The overall minimum cumulative score is 15/50 points for the sum of point-rated technical criteria RT1, RT2 and RT3. Bids that fail to meet the minimum score of 15/50 points will be declared non-responsive and no further consideration will be given to the bid.

	Criteria	Points	Comments
RT1	<p>The bidder should demonstrate within the proposed resource's CV that the proposed resource has additional years of experience within the past ten (10) years, beyond the three (3) years required in MT3, providing advice on the acceptability of scientific manuscripts as:</p> <ul style="list-style-type: none"> - a peer reviewer for one or more scientific journals; or - a scientific editor for a peer-reviewed journal. <p><u>POINTS ALLOCATION</u> 1 additional year of experience = 10 points 2 additional years of experience = 15 points 3 additional years of experience = 20 points</p> <p>Note: additional year experience is equivalent to peer-review completion or scientific editorial assessment (or combination of the two) of 3 research articles per year.</p>	/20	



	<p>Canada reserves the right to contact Journals to verify review activities.</p> <p>Bidder must provide the following information for all relevant Journals: Contact Name: Contact Phone Number: Contact email:</p>		
RT2	<p>The Bidder should identify the resource's secondary area of relevance from the following specializations:</p> <ul style="list-style-type: none"> • Chronic Diseases • Health Promotion • Injuries • Lifecourse Health • Healthy Living • Health Equity • Indigenous Health • Qualitative Research • Research Methods • Public Health Interventions Research • Public and Population health • Environmental Health <p>by demonstrating within the proposed resource's CV that the proposed resource has published papers beyond papers identified in MT2.</p> <p><u>POINTS ALLOCATION</u> 1 point per published paper to a maximum of 15 points</p>	/15	
RT3	<p>The Bidder should identify the resource's tertiary area of relevance from the following specializations:</p> <ul style="list-style-type: none"> • Chronic Diseases • Health Promotion • Injuries • Lifecourse Health • Healthy Living • Health Equity • Indigenous Health • Qualitative Research • Research Methods • Public Health Interventions Research • Public and Population health • Environmental Health; <p>by demonstrating within the proposed resource's CV that the proposed resource has published papers beyond papers identified in MT2 and in RT2</p> <p><u>POINTS ALLOCATION</u> 1 point per published paper to a maximum of 15 points</p>	/15	
Final Score (minimum 15 required)		/50	



Health Canada and the Public
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