



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Health Canada / Santé Canada

Attn: Diana Seguin

Email: diana.seguin@canada.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Health Canada

We hereby offer 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 goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition à: Santé Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

Instructions : See Herein

Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Health Canada / Santé Canada
200, Eglantine Driveway
Tunney's Pasture
Ottawa Ontario K1A 0K9

Title – Sujet Health Canada Environmental Health National Resource Distribution to Health Professionals - Distribution nationale des ressources en santé environnementale de Santé Canada aux professionnels de la santé	
Solicitation No. – N° de l'invitation 1000206613 a	Date 2019-05-16
Solicitation Closes at – L'invitation prend fin à on / le – 14:00, 2019-06-24	Time Zone Fuseau horaire EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : Name: Diana Seguin Email: diana.seguin@canada.ca Telephone – téléphone : 613-941-2074	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
<hr/> (type or print)/ (taper ou écrire en caractères d'imprimerie)	
<hr/> Signature	<hr/> Date

December 2018 Medium Complexity Bid Solicitation and Resulting Contract Template (MC)

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1.1.1 There is no security requirement applicable to the Contract.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

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.

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

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 to Diana Seguin by the date and time indicated on page 1 of the Request for Proposal, through one of the methods below:

A. Via E-mail

Emailed bids must be submitted only to diana.seguin@canada.ca by the date, time and place indicated on page 1 of the Request for Proposal.

The RFP Reference Number and the title of the Requirement must be in the subject line of your email and your Bid should be structured in accordance to Part 3 – Bid Preparation Instructions.

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

B. Via Bid Receiving Unit

Any bid not submitted via e-mail as above must be delivered to the following address:

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

Attention: Diana Seguin

RFP Reference Number: 1000206613

Hours of Operation: 07h30 to 16h30 Monday to Friday

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

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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 ten (10) 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

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. **Bidders must provide their bid in a single transmission.**

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

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

Prices must appear in the financial bid only. The financial bid should be in a separate attachment. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements in Appendix 1 to Part 4 and how they will carry out the Work specified in Annex A.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule Appendix to Part 4. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “B” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “B” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

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

4.1.1.1 Mandatory Technical Criteria

Refer to Appendix 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

Refer to Appendix 1 to Part 4.

4.1.2 Financial Evaluation

Refer to Appendix 2 to Part 4.

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

4.2 Basis of Selection – Highest Rated Within Budget

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating
2. Bids not meeting (a) or (b) or (c) will be declared non responsive.. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

APPENDIX 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

1. Mandatory Technical Criteria

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

Reference #	Criteria	Page #	Meets	Doesn't Meet
M1	<p>The Bidder must provide a minimum 1 project/program completed within the last 5 years of this RFP demonstrating their experience in:</p> <p>Management and dissemination of products/materials through a medium (e.g. catalogue) available to a wide variety of health professionals (e.g. Doctors).</p> <p>Demonstrated experience in distributing materials at a national level to interested health professionals across Canada.</p> <p>Manage the distribution of materials to health professionals, through order processing, via online or telephone.</p> <p>Provide marketing services to promote the availability of pertinent and relevant materials to health professionals.</p> <p>Provide tracking and order statistics on a monthly basis, for analysis.</p> <p>Evaluate and report on the service delivery.</p> <p>Each project must include the following information:</p> <p>a) The name of the client organization (to whom the services were provided);</p> <p>b) Description of how many resources were allocated to the work, description of activities performed, how large the project/program was and how the Bidder managed the work;</p> <p>c) The dates and duration of the project/program (indicating the years/months of engagement and the start and end dates of the work in format mm-yyyy to mm-yyyy);</p> <p>d) Name of client reference and current email address and/or phone number;</p>			
M2	<p>The Bidder must provide evidence to demonstrate each of the following:</p> <p>Organizational mandate fitting a nation-wide goal of outreach and</p>			

	<p>education to health professionals, including but not limited to environmental health. Canada-Wide Geographic reach to target audiences Ability to participate in all project/program components. Willingness to commit an experienced point person for the initiative.</p> <p>The Bidder must provide a brief description of relevant experience to demonstrate each of the 4 above bullet points in the following format with headers: project/program dates, duration, dollar value, client reference contact, project title and brief description, including project/program reach, and, if applicable, name and CV.</p> <p>The projects/program examples included in M2 must be different than those listed in M1.</p>			
M3	<p>The total value of the contract emanating from this RFP shall not exceed \$90,000.00 CAD, including all applicable taxes.</p> <p>The option period shall not exceed \$95,000.00 CND, including all applicable taxes.</p>			

2. Point Rated Technical Criteria

Each Technical Proposal which meets all the Mandatory Requirements will be evaluated and scored in accordance with the point rated technical evaluation criteria provided below.

The Bidder must meet a minimum of 12 points overall (6 for each RT) to be responsive.

Reference #	Criteria	Page #	Score
RT1	<p>Bidder must provide a detailed workplan. It must contain information on the services the Bidder is proposing to deliver for this specific project with Health Canada, outlined in the Statement of Work.</p> <p>Points are allocated based on the following 3 demonstrated abilities:</p> <ol style="list-style-type: none"> 1. Planning a pro-active strategy to optimize reach 2. Reaching a national target audience (all provinces and territories) 3. Quantifying reach; estimating quantity of health professionals and patients reached and materials distributed, quarterly or annually. : <p>The AQHI Health Professional Resource Kit, Extreme Heat Events Guidelines: Technical Guide for Health Care Workers, Radon –</p>		

	<p>Another reason to quit or What you Need to Know factsheets and any additional and relevant publications or products to the national health professional community.</p> <p>Each category will be awarded up to 5 points for demonstrating the ability relating to the 3 categories above.</p> <p>The points will be awarded as follows:</p> <p>0: Provides no proof of ability to deliver the services outlined in the workplan or the services are not aligned with the Statement of Work 1 – 3: Provides limited quantitative and qualitative detail on how services will be delivered to maximize reach and impact. or the ability demonstrated in not fully in line with the Statement of Work. 4 – 5: Provides detailed workplan with concrete examples and quantitative and qualitative data demonstration how they will deliver the services and maximize reach and impact.</p> <p>Maximum Points allocated for the criteria: 15 Minimum Points required for the criteria: 10</p>		
<p>RT2</p>	<p>Ability to regularly make health information outreach products available to health professionals and their patients at a national level, either through pro-active promotion and distribution or through a medium (e.g. catalogue) for ordering. Bidder must demonstrate experience in housing and managing inventory for periods longer than 6 months.</p> <p>One point will be allocated per relevant example (up to 5 examples). One additional point (up to 5 in total) will be allocated based on the depth and relevancy of the examples.</p> <p>The Bidder must provide a brief description of relevant experience to demonstrate each of the 5 above bullet points in the following format with headers:</p> <ol style="list-style-type: none"> 1. Project/program dates, 2. Duration, 3. Dollar value, 4. Client reference contact, 5. Project title and brief description (including project/program reach) <p>0 (Provides no project examples of required experience or experience is not relevant to the Statement of Work) 1 – 5 (Provides limited project examples of required experience, or related experience only partially relevant) 6 – 10 (Provides detailed project examples of required experience and clearly outlines experience within examples)</p>		

	Maximum Points allocated for the criteria: 10 Minimum Points required for the criteria: 6		
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Appendix 2 to Part 4 – Pricing Schedule

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

As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive fixed rate for each of the categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed in a national scope.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

	Period	All-inclusive fixed Rate	Volumetric Data (estimated by the bidder based on maximum yearly expenditure)	Total
		A	B	C = A x B
1	Period 1 - 01 April 2019 to 31 March 2020			
1a	AQHI distribution		XX kits yearly	
1aa	Extreme Heat Guide		XX Guides yearly	
1aaa	Radon Factsheet pads		XX Factsheet pads yearly	
1b	Marketing and promotion		2 times yearly	
1c	Administrative, Inventory Control and Storage Costs		6 months storage for 2000 kits, with reducing kit quantities per month	
			Total Period 1:	
2	Period 2 - 01 April 2020 to 31 March 2021			
2a	AQHI distribution		XX kits yearly	
2aa	Extreme Heat Guide		XX Guides yearly	
2aaa	Radon Factsheet pads		XX Factsheet pads yearly	
2b	Marketing and promotion		2 times yearly	
2c	Administrative, Inventory Control and Storage Costs		6 months storage for 2000 kits, with reducing kit quantities per month	
			Total Period 2:	
3	Optional Period 1 - 01 April 2021 to 31 March 2022			
3a	AQHI distribution		XX kits yearly	
3aa	Extreme Heat Guide		XX Guides yearly	
3aaa	Radon Factsheet pads		XX Factsheet pads yearly	
3b	Marketing and promotion		2 times yearly	
3c	Administrative, Inventory Control and Storage Costs		6 months storage for 2000 kits, with reducing kit quantities per month	
			Total Option Period 1:	
4	Optional Period 2 - 01 April 2022 to 31 March 2023			
4a	AQHI distribution		XX kits yearly	
4aa	Extreme Heat Guide		XX Guides yearly	
4aaa	Radon Factsheet pads		XX Factsheet pads yearly	
4b	Marketing and promotion		2 times yearly	
4c	Administrative, Inventory Control		6 months storage for 2000	

	and Storage Costs		kits, with reducing kit quantities per month	
			Total Optional Period 2:	
5	Evaluated Price (Applicable Taxes excluded): \$_____ (i.e., sum of: Total Period 1 + Total Period 2 + Total Optional Periods)			
6	Applicable Taxes	Insert the amount, as applicable:		GST: HST: PST:

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 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 provided 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 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

[4006](#) (201-08-16), Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of **July 1, 2019** to March 31, 2021.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (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 at least 10 calendar days 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Diana Seguin
Title: Procurement and Contracting Officer
Health Canada
Chief Financial Officer Branch
Address: 200 Eglantine Driveway
Ottawa, ON, K1A 0K9
Telephone: 613-941-2074
E-mail address: diana.seguin@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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: *To be confirmed at Contract Award*
Title:
Organization:
Address:

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.

6.5.3 Contractor's Representative

To be confirmed at Contract Award

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid *firm unit price(s), as specified in contract for a cost of \$TBD*. Customs duties are *included* and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Method of Payment

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment, apply to and form part of the Contract.

6.7.3 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

6.8 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. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the following email address for certification and payment.
hc.p2p.east.invoices-factures.est.sc@canada.ca

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 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 (201-08-16), Contractor 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) the Contractor's bid dated _____

ANNEX "A"
STATEMENT OF WORK

E1.0 Scope

E1.1 Title

Health Canada Environmental Health **National** Resource Distribution to Health Professionals

E1.2 Introduction

Health Canada (HC) has a requirement to educate and outreach to health professionals on issues related to environmental health. Three of HC's environmental health programs are seeking services to assist in the **national** distribution of their program's materials. The three programs which may be included are: the Heat Program within the Climate Change Information Bureau (CCIB), the Air Quality Health Index (AQHI) Program within Water and Air Quality Bureau (WAQB), and the National Radon Program (NRP) within the Radiation Protection Bureau (RPB).

The objective of this contract is to engage with a physician driven service provider to provide environmental health outreach for all three programs, if required, to physicians and other health professionals on an on-demand basis and applicable to the programs mandate.

This requirement and the resulting contract do not include any mandatory services provided exclusively by PWGSC (Including Public Opinion Research and Survey, Advertising Services and Audio Visual Services).

E1.3 Estimated Value

The total value of the contract to disseminate environmental health products, which includes a 2 year initial duration plus an additional 2 option years, will be divided by the 3 Programs (AQHI, Radon, Heat) as outlined below:

AQHI Program:

Fiscal Years 2019-2021: \$35,000

Fiscal Year 2019-2020: \$18,000

Fiscal Year 2020-2021: \$17,000

Optional Years 2021-2023: \$35,000

Fiscal Year 2021-2022: \$18,000

Fiscal Year 2022-2023: \$17,000

Total amount of up to a maximum \$70,000, including all applicable taxes.

Radon Program:

Fiscal Years 2019-2021: up to a maximum of \$35,000

Fiscal Year 2019-2020: \$15,000

Fiscal Year 2020-2021: \$20,000

Optional Years 2021-2023: up to a maximum of \$40,000

Fiscal Year 2021-2022: \$20,000

Fiscal Year 2022-2023: \$20,000

Total amount of up to a maximum of \$75,000, including all applicable taxes.

Heat Program:

Fiscal Years 2019-2021: up to a maximum of \$20,000

Fiscal Year 2019-2020: \$10,000

Fiscal Year 2020-2021: \$10,000

Optional Years 2021-2023: up to a maximum of \$20,000

Fiscal Year 2021-2022: \$10,000

Fiscal Year 2022-2023: \$10,000

Total amount of up to a maximum of \$40,000, including all applicable taxes.

E1.4 Objectives of the Requirement

Examples of the outreach and education materials for each program are as follows:

AQHI: The Health Professional Resource Kit, tear pads, brochures, posters and any additional and relevant publications or products to the health professional community.

Radon: Radon- another reason to quit factsheet pads, Radon – What you Need to Know factsheets

Heat: Extreme Heat Events Guidelines: Technical Guide for Health Care Workers (referred to as the Technical Guide), and Extreme Heat and Health in Canada - Resources for the Health and Emergency Management Sectors (referred to as the CD)

E1.5 Background, Assumptions and Specific Scope of the Requirement

The following paragraphs provide a summary of background, assumption and specific issues related to each of the HC environmental health programs covered under this Statement of Work.

AQHI

HC has estimated that approximately 14,500 premature deaths per year in Canadian cities are linked to exposure to air pollution. Other serious health effects of air pollution include asthma, bronchitis, and increased respiratory distress symptoms.

Certain populations are especially vulnerable to exposure to high levels of air pollution, including children, the elderly, and those with diabetes or those with pre-existing cardio-respiratory disease. Individuals who exercise or do strenuous activities outdoors are also susceptible to the negative effects of air pollution.

The AQHI, with readings available for over 100 locations in Canada, enables Canadians to stay informed, on a daily basis, about air pollution conditions in their communities. The tool provides real time data regarding current pollution levels in a community, and includes forecast values, to allow people to plan activities. The level of risk is translated into a number from 1 to 10 where the higher the number, the greater the risk and the greater the need to take precautions.

The AQHI (available at www.airhealth.ca) is a health management tool designed to help Canadians make decisions to protect their health by limiting short-term exposure to air pollution and deciding the best times to enjoy their outdoor activities. It also provides interesting facts on air pollution and health and advice on how they can improve the quality of the air in their community.

The Index pays particular attention to people who are sensitive to air pollution and provides them with specific advice on how to protect their health during air quality levels associated with low, moderate, high and very high health risks.

Engaging healthcare professionals in AQHI outreach and education has proven to be one of the most effective ways to reach at-risk populations. Healthcare professionals are able to deliver messages that have credibility and resonate strongly with at-risk populations. They may also have more opportunities for detailed and meaningful one-on-one promotion than other groups.

Radon: Radon is the second leading cause of lung cancer after smoking. It is estimated that 16%, more than 3000 lung cancer deaths in 2011, are caused by residential radon exposure. HC leads an on-going NRP with the goal of reducing the health risks associated with radon exposure. A key component of the NRP is outreach activities which inform Canadians of the increased risk of developing lung cancer associated with radon exposure and encourages them to take action to reduce those risks at home and in their workplaces. Research shows that there is a synergistic relationship between smoking and radon exposure and therefore smokers are at a much higher risk of developing lung cancer if they are also exposed to high levels of radon. Participating in a physician's sampling program is an effective method of reaching Physicians with radon information to educate their patients about the health effects of radon, testing and radon reduction methods. The ability to have the Radon-Another Reason to Quit factsheets distributed in combination with smoking cessation information increases our ability to effectively target an at risk population.

Heat:

Extreme heat poses a growing risk to the health and well-being of Canadians as climate change is expected to produce a greater intensity, frequency and duration of extreme heat events. Health Professionals need to be informed which of their patients are at greatest risk and the most effective ways their patients can protect themselves. Health Canada provides guidance and expert advice to public health and emergency management officials on the implementation of Heat Alert and Response Systems (HARS), as well as training tools for health professionals to reduce the health risks associated with extreme heat. Health Canada supports individuals and communities to increase their resiliency to extreme heat events by providing science-based information to health professionals, public health, and emergency management institutions. By preparing Canadians for extreme heat events, Health Canada is strengthening Canada's adaptive capacity to reduce the health impacts of our changing climate.

CCIB has published a number of evidence-based information products specifically targeting health professionals since 2011. The main resource is the "Extreme Heat Events Guidelines: Technical Guide for Health Care Workers". The Guidelines further include a series of fact sheets for health care workers on acute care, community care and health facilities preparation. The information is currently available in print format as well as part of a broader package of materials on a CD. These guidelines provide health care workers with comprehensive information for recognizing, diagnosing, treating, and preventing heat illnesses and heat stroke - a life-threatening condition. Dissemination of this guidance is critical to reaching both Canadian health professionals to help protect the health of Canadians.

E2.0 Requirements

- Manage the distribution of all three programs' materials, as required to health professionals across Canada, through order processing, via online, fax, mail or telephone.
- Provide marketing services to promote the availability of pertinent and relevant materials to health professionals – e.g. Posters in doctors office, information in print and/or digital catalogue publications.
- Store and manage inventory of materials.
- Provide monthly or quarterly reporting of product distribution online, separately by each program.
- Provide tracking and order statistics on a monthly or quarterly basis to Health Canada, for analysis, separately by each of the 3 environmental health programs.
- Provide Health Canada with at least three (3) months notice on restocking requests for all resource materials distributed under this contract.
- Evaluate and report on the service delivery quarterly and at the end of each fiscal year, separately by each program.
- Promote the three programs' materials through all relevant or complimentary activities/ channels / requests (e.g. smoking cessation and radon, COPD or other respiratory related products or medications and AQHI, products or information targeting seniors or babies and extreme heat

E2.1 Tasks, Activities, Deliverables and Milestones

- Inventory all applicable products for all three programs (including confirmation via pdf copies of HC products listed in catalogues).
- Link to HC's online program information.
- Distribute products to health professionals and their patients as required and through various mechanisms.
- Market the availability of all materials on an on-going basis, to specific target health professionals dependent on the program.
- Track distribution, inventory, and provide statistics to Health Canada on the target market by program, region, and any other definers as requested (preferably via an online platform).
- Raise awareness of and distribute other program materials jointly, when relevant and/or as appropriate.
- Report on the contract deliverables for each fiscal year (e.g. by webinar or teleconference or written reporting).
- In the event of excess stock at the very end of the contract, the Contractor will mail excess stock to Health Canada. Costs associated with the return shipment will be covered by Health Canada.

E2.2 Specifications and Standards

The Contractor is expected to send HC a monthly report on products distributed during the work period, separated out by program. The HC Project Authority will review the summary reports and provide feedback, if necessary.

E2.3 Technical, Operational and Organizational Environment

All work related to this contract will be completed at the contractor's facilities utilizing the equipment of the contractor.

E2.4 Method and Source of Acceptance

The Technical Authority will review the monthly reports and base the effectiveness of the project on the demand and distribution of materials being requested by health professionals across Canada.

E2.6 Project Management Control Procedures

The individual identified in the proposal as the Project Coordinator or Technical Authority shall arrange communications via emails and phone calls periodically during the work period to measure and control the work, however, each program will provide a primary contact, should questions arise for specific programs.

All three programs will review content to be inserted to ensure accuracy, and review the summary reports. All three programs will review the invoices, which should be done on a quarterly basis, to ensure the deliverables have been met.

E2.7 Change Management Procedures

Any changes to this contract will be done in the form of a written contract amendment.

E3.0 Health Canada Obligations

- access to a staff member who will be available to coordinate activities
- access to a staff member for each program who will be available to deal with program- specific issues
- provide other assistance or support

E3.1 Contractor's Obligations

As per E2

E3.2 Location of Work, Work Site and Delivery Point

Work will be completed at the contractor's place of business

Due to existing workload and deadlines, all personnel assigned to this contract must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

E3.3 Language of Work

Written and verbal communication must be in English and/or French. Products distributed by the Contractor shall be available both in French and English

E3.4 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.

E4.0 Project Schedule

E4.1 Expected Start and Completion Dates

The services of the Contractor will be required for a period of approximately **20 months**. The expected completion date of this project is March 31, 2021.

Included in the contract will be 2 (1) year optional periods should they be deemed necessary.

Option year 1: April 1, 2021 – March 31, 2022

Option year 2: April 1, 2022 – March 31, 2023

E4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Twice a year, the Contractor will make all 3 of the environmental health program's products available in a catalog for ordering. The Contractor will send the products to the clients who order them, on an on-going basis.

E5.0 Required Resources or Types of Roles to be Performed

As per E2.1

E5.1 Security

Unscreened 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 Health Canada 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.

E 5.2 Reference Links

Radon What you Need to Know - <http://publications.gc.ca/site/eng/9.835641/publication.html>

Radon Another Reason to Quit - <http://publications.gc.ca/site/eng/9.699274/publication.html>

Take Action on Radon Infographic - https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/ewh-semt/alt_formats/pdf/pubs/radiation/take-action-on-radon-occupe-toi/radon-infographic-eng.pdf

AQHI Resource Kit - <https://www.canada.ca/en/environment-climate-change/services/air-quality-health-index/publications.html#X-2017062912474417>

AQHI App Infographic - <https://www.canada.ca/en/environment-climate-change/services/air-quality-health-index/publications.html#X-2017062912474417>

ANNEX “B” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);