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**ANNEX A - STATEMENT OF WORK**

**ANNEX B - BASIS OF PAYMENT**

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. 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 6 - 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 6 - 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;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex A – Statement of Work.

### **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 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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

## 2.2 Basis for Canada's Ownership of Intellectual Property

Health 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;

## 2.3 Submission of Bids

Bids must be submitted by email only to the Health Canada Contracting Authority by the date, time and place indicated in the bid solicitation.

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

## 2.4 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.

## **2.5 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.

## **2.6 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.

## **2.7 Personal Information**

[4008](#) (2008-12-12), Personal Information

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid - One electronic copy by email;
- Section II: Financial Bid - One electronic copy by email;
- Section III: Certifications – One electronic copy by email

Prices must appear in the financial bid only. 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 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 and how they will carry out the Work.

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### 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

<b>M1. Bidder's Experience</b>	Met/ (Yes/No)
<p><b>M1.1</b> The Bidder must have experience in carrying out national surveys that involve sensitive subject matter, (e.g. substance use, sexual health, family violence, conflict with the law, etc.). "National" is defined as surveys that are representative of the diversity of breadth and scope that we would expect for the firm taking this on.</p> <p>a) The Bidder must provide the summary of one (1) project conducted within the past three (3) years (as calculated on the closing date of this bid solicitation) which involved sensitive subject matter, (e.g. substance use, sexual health, family violence, conflict with the law, etc.). The project summary should include:</p> <ul style="list-style-type: none"><li>- a brief description of the project;</li></ul>	

<ul style="list-style-type: none"> <li>- start and end date;</li> <li>- role of the Bidder;</li> <li>- project scope;</li> <li>- methodology;</li> <li>- a description of the deliverables that clearly demonstrate sensitive subject matter.</li> </ul> <p>b) A contact name with a telephone number or an e-mail address must be provided for verification purposes.</p>	
	Met/ (Yes/No)
<p><b>M1.2</b> The Bidder must have experience in carrying out surveys that involve a platform for online completion.</p> <p>a) The Bidder must provide the summary of one (1) project initiated and completed in the past three (3) years (as calculated on the closing date of this bid solicitation) which included an online survey platform option. The project summary should include:</p> <ul style="list-style-type: none"> <li>- a brief description of the project;</li> <li>- start and end date;</li> <li>- role of the Bidder;</li> <li>- project scope;</li> <li>- methodology;</li> <li>- a description of the deliverables that clearly demonstrate use of a platform for online completion.</li> </ul> <p>b) A contact name with a telephone number or an e-mail address must be provided for verification purposes.</p>	
<p><b>M2. Resource Experience</b></p>	Met/ Not Met
<p><b>M2.1 Online Survey Experience</b></p> <p>The Bidder must propose the services of one (1) resource with experience in online surveys and who will be the <b>principal Investigator for this project</b>.</p> <p>The Principal Investigator (PI) must have an MSc in a health or social science domain. A PhD in a health or social science domain is an asset. The PI is responsible to undertake the work as described in the Statement of Work, which includes ensuring that the research is scientifically sound and ensuring the ethical conduct of the research.</p> <p>a) The Bidder must provide the summary of one (1) project conducted within the past 3 years (as calculated on the closing date of this bid solicitation) in which the resource was involved that included an online survey component. The involvement and role of the resource in the project must be described and detailed and be related to the online surveying component of the project. The project summary should include:</p> <ul style="list-style-type: none"> <li>- a brief description of the project;</li> <li>- start and end date;</li> <li>- scope;</li> </ul>	

<ul style="list-style-type: none"> <li>- methodology;</li> <li>- deliverables and dissemination (publications);</li> <li>- a clear definition of the roles and responsibilities of the resource in the project, particularly in relation to the online surveying component of the project.</li> </ul> <p>b) A contact name with a telephone number or an e-mail address must be provided for verification purposes.</p> <p>c) The Bidder must provide the resource’s curriculum vitae. A copy of the education credential of the resource must be included in addition to their experience.</p>	
	Met/Not Met
<p><b>M2.2 Survey Developer Experience</b></p> <p>The Bidder must propose the services of one (1) Survey Developer for the creation of the online platform for data collection and HTML, Javascript, CSS and/or other coding to undertake the work as described in Annex A, Statement of Work. The same resource can be proposed to fulfil the roles and responsibilities of M2.1, M2.2 and M2.3.</p> <p>The Survey Developer must have experience with <b>questionnaire coding</b> and have the skills and abilities to perform complex survey creation which includes the creation of the required skip patterns, questionnaire flow features (page changes, introductory text and pages, tool tips, survey navigation and help functionalities), all of which may require additional coding using HTML, Javascript, CSS, and/or other coding.</p> <p>The database manager must also have experience with <b>database management</b>, which includes the manipulation of data sets using statistical software, such as SAS, SPSS, and STATA and creation of supporting documentation (e.g. User Guide and Codebook), Data manipulations include: data quality control checks; de-personalisation of the data; the editing of variable names, labels and values; and, the creation of derived variables.</p> <p>The Bidder must provide:</p> <ol style="list-style-type: none"> <li>1. The Survey Developer’s curriculum vitae</li> <li>2. Summaries of two (2) projects conducted within the past three (3) years (as calculated on the closing date of this bid solicitation) in which the Survey Developer was involved. It is not necessary that these projects addressed sensitive subject matter, but they must have included an online platform for data collection. Each project summary should include: <ol style="list-style-type: none"> <li>i. A brief description of the project, including the client name;</li> <li>ii. Start and end date;</li> <li>iii. Roles and responsibilities of the Survey Developer;</li> <li>iv. Project scope;</li> <li>v. Methodology;</li> <li>vi. A clear description of the HTML, Javascript, CSS, and/or other coding that the Survey Developer performed for the project</li> <li>vii. Deliverables and dissemination products (publications); and</li> <li>viii. A contact name with a telephone number or an e-mail address for each project for verification purposes.</li> </ol> </li> </ol>	



<p><b>M2.3 Data Analyst/ Database Manager Experience</b></p> <p>The Bidder must propose the services of one (1) Data Analyst/Database Manager to undertake the work as described in Annex A, Statement of Work. The same resource can be proposed to fulfil the roles and responsibilities of M2.1, M2.2 and M2.3.</p> <p>The Data Analyst/Database Manager must have experience in the creation of a database and/or manipulation of data using statistical software such as SPSS, STATA or SAS.</p> <p>The Bidder must provide:</p> <ol style="list-style-type: none"> <li>i. The Data Analyst/Database Manager’s curriculum vitae</li> </ol> <p>The Bidder must provide summaries of two (2) projects conducted within the past three (3) years (as calculated on the closing date of this bid solicitation) in which the Data Analyst/Database Manager was involved. It is not necessary that these projects addressed sensitive subject matter, but they must have included an online platform for data collection. Each project summary should include:</p> <ol style="list-style-type: none"> <li>i. A brief description of the project, including the client name;</li> <li>ii. Start and end date;</li> <li>iii. Roles and responsibilities of the Data Analyst/Database Manager;</li> <li>iv. Project scope;</li> <li>v. Methodology;</li> <li>vi. A clear description of the role that the resource performed in data manipulation using statistical software such as SPSS, STATA or SAS for the project;</li> <li>vii. Deliverables and dissemination products (publications); and</li> </ol> <p>A contact name with a telephone number or an e-mail address for each project for verification purposes.</p>	
<p><b>M3. Secure Network</b></p>	<p>Met/ Not Met</p>
<p><b>M3.0</b></p> <p>The Bidder must have access to a secure network that fulfils the following conditions:</p> <ul style="list-style-type: none"> <li>- The network is totally independent and autonomous from the government of Canada infrastructure;</li> <li>- The network is accessible to users anywhere in Canada;</li> <li>- The network is accessible using various electronic devices operating under most common operating systems, including Windows, Apple, Linux, and Android.</li> </ul> <p>The bidder will demonstrate the ability to meet this criterion by describing the location and security features of the network (e.g. size, security features, data transfer capability).</p>	

#### 4.1.1.2 Point Rated Technical Criteria

<b>R1</b>	<b>WORK BREAKDOWN STRUCTURE</b> <b>The Bidder should provide a detailed work plan, including details on implementation which cover the points identified in R1a. to R3f.</b>	<b>Maximum Score</b>	<b>Your Score</b>	<b>COMMENTS</b>
<b>R1a.</b>	Key steps and key activities of the project are identified (0-poor/not addressed, 1 pt - acceptable, 2 pt -exceptional)	2		
<b>R1b.</b>	Major milestones/schedule (0-poor/not addressed, 3 pt - acceptable, 6 pt - exceptional)	6		
<b>R1c.</b>	Deliverables are defined (0 -poor/not addressed, 1 pt - acceptable, 2 pt - exceptional)	2		
<b>R1d.</b>	Level of effort is defined and consistent with requirement of the tasks (0 - poor/not addressed, 3 pt - acceptable, 6 pt - exceptional)	6		
<b>R1e.</b>	Resources allocation, roles and responsibilities are defined. (0 - poor/not addressed, 1pt - acceptable, 2 pt - exceptional)	2		
<b>R1f.</b>	Reporting structure is defined (0-poor/not addressed, 1pt - acceptable, 2 pt - exceptional)	2		
<b>R1g.</b>	Quality control and risk mitigation management measures are defined. (0 - poor/not addressed, 1pt - acceptable, 2 pt - exceptional).	2		
	<b>SUB-TOTAL R1</b>	<b>22</b>	<b>**Minimum of 11 required</b>	

<b>R2</b>	<b>DATA COLLECTION AND ANALYSIS</b>	<b>Maximum Score</b>	<b>Your Score</b>	<b>COMMENTS</b>
<b>R2a.</b>	Details provided regarding the approach for collaborating with universities and colleges (Rating guide: 0-poor, 3 pt - satisfactory, 6 pt - excellent)	6		
<b>R2b.</b>	Details provided for ensuring recruitment and tracking of respondents and method for achieving adequate response rates. (Rating guide: 0 - poor, 2 pt - satisfactory, 4 pt - excellent)	4		
<b>R2c.</b>	Details provided about online survey platform to be used. Preference will be given to survey firms that are able to use Voxco as the main survey programming platform. (Rating guide: 0 - poor, 3 pt - satisfactory, 6 pt - excellent)	6		

<b>R2d.</b>	The bidder should describe methods used to minimize errors during data collection and to ensure data quality. (0-poor/not addressed, 1pt - acceptable, 2 pt - exceptional)	2		
<b>R2e.</b>	The Bidder should describe how the data will be cleaned and how data weights will be applied. (Rating guide: 0-poor/not addressed, 3 pt - satisfactory, 6 pt - excellent)	6		
	<b>R2. TOTAL</b>	<b>24</b>	<b>**Minimum of 12 required</b>	
<b>R3</b>	<b>CONFIDENTIALITY OF INFORMATION AND DATA</b>	<b>Maximum Score</b>	<b>Your Score</b>	<b>COMMENTS</b>
<b>R3a.</b>	Guidelines for maintaining security and confidentiality of survey data. (Rating guide: 0 - poor/not addressed, 1 pt - satisfactory, 2 pt - excellent)	2		
<b>R3b.</b>	Guidelines for maintaining security and confidentiality of information when transmitting information to Health Canada. (Rating guide: 0 - poor/not addressed, 1 pt - satisfactory, 2 pt - excellent)	2		
<b>R3c.</b>	Guidelines for maintaining security and confidentiality of information when collecting survey responses from students (Rating guide: 0 - poor/not addressed, 1 pt - satisfactory, 2 pt - excellent)	2		
	<b>R3. TOTAL</b>	<b>6</b>	<b>**Minimum of 3 required</b>	

## 4.2 Basis of Selection

### 4.2.1 Highest Combined Rating of Technical Merit (80%) and Price (20%)

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 26 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 52 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 80 % for the technical merit and 20 % 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 80 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.
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 80/20 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)</b>				
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>	
<b>Overall Technical Score</b>	115/135	89/135	92/135	
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00	
<b>Calculations</b>	<b>Technical Merit Score</b>	115/135 x 80 = 64.15	89/135 x 80 = 52.74	92/135 x 80 = 54.52
	<b>Pricing Score</b>	45/55 x 20 = 16.36	45/50 x 20 = 18.00	45/45 x 20 = 20.00
<b>Combined Rating</b>	80.51	70.74	74.52	
<b>Overall Rating</b>	1st	3rd	2nd	

## **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 Additional Certifications Precedent to Contract Award**

### **5.2.2.1 Status and Availability of Resources**

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

### **5.2.2.2 Education and Experience**

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

## **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** 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.

### **6.2 Statement of Work**

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

### **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.

##### **6.3.1.1 Supplemental General Conditions**

[4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

[4008](#) (2008-12-12) Personal Information

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to May 31, 2020 inclusive

#### **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 thirty (30) 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: Erin Massey  
Title: Senior Procurement and Contracting Officer  
Health Canada | Public Health Agency of Canada  
Chief Financial Officer Branch  
Directorate: Materiel and Assets Management  
Address: 200 Eglantine Driveway, Ottawa, ON K1A 0K9  
Telephone: 613-941-2094  
E-mail address: [erin.massey@canada.ca](mailto:erin.massey@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 (to be identified at contract award)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
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 identified at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **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 – Firm Price – Services**

Professional Fees

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ (insert amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

### **6.7.2 Limitation of Price**

SACC *Manual* clause [C6000C](#) (2017-08-17) Limitation of Price

### **6.7.3 Method of Payment – Milestone Payments – Not subject to holdback**

[H3010C](#) (2016-01-28) Milestone Payments – Not subject to holdback

## **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. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **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) [4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information
- c) [4008](#) (2008-12-12) Personal Information
- d) the general conditions [2010B](#) (2018-06-21) General Conditions: Professional services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Contractor's bid dated \_\_\_\_\_

## **6.12 Insurance**

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

## ANNEX A - STATEMENT OF WORK

### THE CANADIAN POSTSECONDARY EDUCATION ALCOHOL AND DRUG USE SURVEY (CPADS) NATIONAL SURVEY 2019

#### 1. Scope

##### 1.1 Introduction

Health Canada (HC) Office of Drug Research and Surveillance (ODRS) is launching a national online survey that will measure the prevalence of alcohol and drug use among students 17 to 25 years of age, who are attending university or college in Canada. This survey was pilot tested by Health Canada from April to May, 2018 in four postsecondary institutions. The goal of the pilot test was to ensure survey comprehension and test the feasibility of the approach developed for recruiting and contacting students. The lessons learned from pilot testing have been incorporated into the current CPADS protocol and questionnaire that will be used for national implementation.

*Objectives:* The overall objective of this project is to implement the CPADS among a nationally representative sampling frame of schools, to obtain both nationally and regionally representative prevalence estimates of substance use among Canadian postsecondary students.

The primary outcomes that will be measured by the CPADS include:

- self-assessed prevalence of alcohol and drug use;
- patterns of alcohol and drug use (e.g., age of initiation, frequency of use, binge drinking);
- student demographic characteristics;
- self-assessed harms resulting from alcohol and drug use (e.g., health, social, legal);
- self-assessed comorbidities in this population that might influence substance use (e.g., self-assessed mental health); and
- knowledge of Low Risk Drinking Guidelines (LRDG)

##### 1.2 Background

There has never been a survey of postsecondary students performed by Health Canada as part of surveillance efforts under Canada's drug strategy. Although there have been studies conducted by groups other than Health Canada (e.g., the Canadian Campus Survey; Adlaf et al, 2004), they have been restricted to university students (not colleges) and are now outdated. Current data on substance use among Canadian postsecondary students is either not current or not nationally representative resulting in a data gap for this population.

There are currently two major health surveys sponsored by Health Canada to measure prevalence and harms associated with problematic substance use in the Canadian general population. These include the Canadian Alcohol and Drugs Survey (CADS, formerly the CTADS) and the Canadian Student Tobacco, Alcohol and Drugs Survey (CSTADS). However, neither specifically examines postsecondary students. Externally conducted surveys that cover postsecondary students include the Canadian Campus Survey (CCS), which was last conducted in 2004, and the National Campus Health Assessment Survey (NCHA), which is ongoing, but only includes a subset of participating postsecondary institutions that elect to participate. The NCHA is implemented on a cost recovery basis among schools that purchase the survey. School-specific results are provided back to each school and are combined with other schools, to create an aggregate report, which is not nationally representative.

The CPADS complements current population-level surveillance initiatives to provide a more complete and current picture of alcohol and drug use for the Canadian population. It would also provide ongoing data to institutions that could be used to measure the impact of alcohol and drug prevention programs implemented on at institutions as well as provide guidance for the development and implementation of new programs and policies to deal with new and ongoing issues.

*High risk population:* Postsecondary students are a high risk population. They are known to have higher rates of alcohol and drug use compared to the general population and have the highest rates of non-compliance with respect to the LRDG (9.2% exceed weekly limits; 29.9 exceed daily limits; 39.1% binge drink).<sup>1</sup> It is anticipated that we would obtain similarly high prevalence estimates of self-reported alcohol and drug use for the CPADS. There are contextual and individual factors that can influence patterns of consumption among students and that require further investigation (e.g. living on- or off-campus, mental health and factors related to the school environment). These factors might influence students' use of alcohol and drugs and require further investigation.

The focus of this survey is students 17-25 years of age. This age group has been selected to obtain data on the student age group with the highest rate of substance use as determined by other national Canadian surveys such as the CADS. A specific survey allows us to ask more detailed questions about substances and behaviours which are unreportable in the general population.

Substance use is a significant cause of health and safety issue in the Canadian postsecondary student population. Higher rates of consumption make students more vulnerable to harms such as accidents (e.g., falls, driving accidents) and sexual and physical violence. In addition, student success at school can be affected if problematic substance use impedes student's ability to fulfill educational requirements.

*Surveillance goals:* With regularly available surveillance data, colleges and universities will be able to monitor the success of alcohol and drug prevention programs implemented at their postsecondary institution. College and university settings provide multiple options for intervention and students have access to on-site counseling, medical and therapeutic resources that can be used for prevention and/or treatment of substance use. This survey offers a tool for action in that the data can help institutions steer their interventions to the appropriate target. Postsecondary education is a time when intervention can ensure that individuals who confront acute challenges do not move on to suffer long term impairment, therefore early intervention is crucial. Survey results will contribute to forming and evaluating intervention programs.

At the national level, this data will enable improved evidence-based drug policy development. Furthermore, Canada has legalized and regulated cannabis and there is intense policy and scientific interest in collecting data to evaluate the impacts of this major regulatory change. The CPADS will be one of the tools used to measure the impact of this policy change in the Canadian population.

*Collaboration:* Given the nature of this study, broad collaboration is essential to ensure endorsement and successful implementation among colleges and universities alike. Health Canada has been collaborating with the Postsecondary Education Partnership-Alcohol Harms (PEP-AH). A description of PEP-AH is below:

*'PEP-AH is a network of universities and colleges from across Canada that have partnered with the Canadian Centre on Substance Use and Addiction to support nation-wide campus efforts to reduce the harms related to alcohol consumption. PEP-AH members are using an evidence-based framework to develop action plans for the reduction of alcohol harms on their campuses. The framework includes five strategic areas, recommended initiatives and evaluation indicators. PEP-AH members come together to share knowledge, expertise and the results of their ongoing efforts.'*

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<sup>1</sup> Statistics Canada. (2014a). Canadian Community Health Survey 2011/12; Ministry of Health and Long-Term Care Share File. Sudbury & District Health Unit: s.n. Internal Data

While this group's mandate is targeted at addressing alcohol-related harms, they have partnered with Health Canada and agreed to broaden the scope of its inter-related surveillance work to measure both alcohol and drug use at postsecondary institutions.

The CPADS is one of the tools that PEP-AH will use to track the need and impact of alcohol related interventions at postsecondary institutions. Key indicators can be tracked using data obtained through the CPADS to measure PEP-AH's progress. PEP-AH collaborated with Health Canada during the 2018 CPADS pilot study in the following ways:

- A subgroup of PEP-AH, the data management working group, provided recommendations on the alcohol content of the CPADS questionnaire
- Four schools affiliated with PEP-AH participated in the 2018 CPADS pilot study.

Health Canada is also collaborating with other partners and these include:

Universities Canada (Univcan, <http://www.univcan.ca/>): A membership organization providing university presidents with a unified voice and a forum for collective action, UnivCan has represented the interests of close to 100 Canadian universities since 1911.

Colleges and Institutes Canada (CICan, <http://www.collegesinstitutes.ca/>): CICan is the national and international voice of Canada's publicly supported colleges, cégeps, institutes and polytechnics. The association works with industry and social sectors to train 1.5 million learners of all ages and backgrounds at campuses serving over 3,000 urban, rural and remote communities. CICan currently represents over 100 publicly funded Canadian colleges and institutes.

Canadian Association of College and University Student Services (CACUSS, <https://www.cacuss.ca/>): CACUSS is a professional bilingual association representing and serving those individuals who work in Canadian post-secondary institutions in student affairs and services. Health Canada will be consulting with the Student and Wellness Committee and other communities of practice (CoP's) which are part of CACUSS.

### **1.3 Specific Scope of the Requirement**

The Contractor is responsible for implementing national data collection for the CPADS in November 2019. The lead up to data collection will involve recruiting and collaborating with schools to ensure that all school approvals are in place and that the national protocol has been adapted uniformly across postsecondary institutions. The contractor will be responsible for undertaking the following:

- 1) Making revisions to the national sampling strategy;
- 2) Recruiting a nationally representative sample of postsecondary institutions based on the sampling strategy in **Section 2.1.3**;
- 3) Securing school-specific ethics approvals. Some minor variability in how the protocol is implemented among schools is to be expected due to individual school requirements and resource availability;
- 4) Programming the online version of the questionnaire;
- 5) Pilot testing the questionnaire. Testing will involve both internal user testing and focus group testing with a group of students;
- 6) Collaborating with and providing support/training to postsecondary institutions during survey implementation;
- 7) Managing data collection, analysis and report development. Reporting includes, creating national frequency tables, national and school-specific reports; and
- 8) Delivering final dataset with all supporting documentation (user guide, codebook and frequency tables) to Health Canada.

Some of the above tasks will need to be conducted simultaneously in order to meet project timelines.

## 2. Requirements

### 2.1 Tasks, Activities, Deliverables and Milestones

The Contractor will carry out the following tasks:

#### 2.1.1 Background documentation and Initial Meeting

Upon contract award, the Project Authority will provide the Contractor with draft versions of survey material that is required for contract completion. This includes, but is not limited to the following:

1. **School list:** A list of schools that have already been recruited by Health Canada prior to the contract start date if any with contact information for the main contact person at each school. A list of other schools that should be targeted for recruitment will also be provided (e.g. PEP-AH membership list).
2. **School recruitment package** including material to be used by the Contractor for recruiting new schools. This package will include:
  - Draft letter to seek endorsement for the survey from other associations or groups
  - Draft emails to invite new schools to participate (English and French)
  - A brief protocol summary
  - An example of a school-specific report
  - Powerpoint presentation with an overview of the CPADS to present at meetings if needed
3. **Student communication material:**
  - Standard student communication material that can be adapted to each school (recruitment notices, email reminders, closing message);
4. **Draft CPADS questionnaire and supporting documentation:**
  - Draft questionnaire in English and French in MS Word to be programmed and pilot tested. A preliminary questionnaire has been included in **Appendix 1** for reference only and a final version will be provided to the Contractor prior to the programming start date.
  - Definitions of key words and indicators
5. **Report templates**
  - School-specific report template used in the 2018 pilot study

The following additional item will be provided to the Contractor at contract award.

6. **School implementation toolkit:** The implementation toolkit will contain step-by-step instructions and documentation required by schools to implement the survey. The toolkit may contain the following:
  - Checklist of HC requirements prior to survey implementation:
    - name of main contact point at each school and any other resources needed for implementation (IT, communications etc)
    - school-specific ethics approval/certificate and any other permissions or approvals needed prior to survey implementation. Schools will be provided with the national ethics protocol as a template that can be adapted to the ethics submission requirements of their school.
    - enrolment data request form for creating survey weights
    - list of school resources related to substance use

- school-specific questions.
- Protocol summary with stepwise instructions for implementation.
- A “Question and Answer” fact sheet to assist schools with survey implementation
- Data sharing agreement template- to be signed by schools to enable sharing of school-specific data between Health Canada and each participating school.

Within one (1) week of the beginning of the Period of Contract/Option Period, the Contractor must organize a meeting with the Project authority either in person or via teleconference to discuss the project.

At the initial meeting, all supporting documentation will be discussed to identify areas where the Contractor will be required to review and provide input on specific documents. All documents will require further review by the Contractor prior to finalization as per **Section 2.1.2**.

At the initial meeting, the Contractor will provide an updated work plan and schedule, including a list of all project team members. Any changes to the work plan and schedule resulting from this meeting will be submitted in a finalized format to the Project authority within 5 working days following the initial meeting.

### **2.1.2 Review of survey documentation**

The Contractor will be responsible for reviewing all survey documents listed in **Section 2.1.1** (documents 1 to 6) and for providing recommendations for improvement. The timelines for review of the CPADS questionnaire (item 4) are outlined separately in **Section 2.1.5**.

### **2.1.3 Sampling strategy**

The Contractor will be responsible for making any necessary revisions and recommendations to the draft sampling approach outlined below. The Contractor must provide any recommended changes to the draft sampling strategy to the Project authority within two (2) weeks of the beginning to the Period of Contract/Option Period for review and approval. The Project authority will provide a decision within 10 business days of the Contractor’s submission, on whether to proceed, or redesign part of the sampling approach.

#### ***Sampling frame and approach:***

The CPADS will employ a two-stage cluster sample approach where the first stage is the selection of the schools within each region and the second stage is the selection of students within the school. Since there is currently no existing list of postsecondary students in Canada that would allow for a direct random sampling, the CPADS will recruit institutions to participate and then survey invitations will be sent to students.

The goal is to produce nationally and regionally representative results of substance use for Canadian postsecondary students. The six (6) regions that will be used for stratification in the CPADS include: British Columbia; the Prairies (Alberta, Saskatchewan, and Manitoba); Ontario; Quebec, the Atlantic (Newfoundland, New Brunswick, PEI, and Nova Scotia); and in the case of the Colleges, the Northern Territories (Nunavut, NWT and Yukon).

A sampling tool has been developed in Excel to determine the recommended number and types of schools that should be recruited in each region to ensure national representation. The sampling tool also includes the estimated number of invitations that should be sent out at each school to attain minimum survey completion targets.

The sampling tool will be shared with the Contractor to provide guidance on specific schools that should be targeted for recruitment in each region. Since targeting specific schools for recruitment is not

necessarily practical, the tool can also be modified/updated with the actual schools that elect to participate in order to determine how accurately the final sample of recruited schools reflects the composition of the Canadian postsecondary population.

The sampling tool was derived using a comprehensive list of schools obtained from the member list of Universities Canada (UnivCan) and of Colleges and Institutes Canada (CICan) and the list of institutions included in the Statistics Canada's Postsecondary Student Information System (PSIS) database. The institutions were subsequently grouped by region (as per breakdown above) and screened to remove those that did not meet the CPADS inclusion criteria. The CPADS school inclusion criteria are as follows:

- Have a registrar office
- Have more than 500 students
- Are not-for-profit public or private schools
- Do not offer exclusively online courses
- Exclude theological or military institutions

The target population for the CPADS includes students attending a postsecondary institution full- or part-time between the ages of 17 and 25 at an undergraduate or diploma level (*i.e.* all streams of study that are not at the graduate level) in an eligible institution. The profile of eligible students attending each school will be used to determine the appropriate composition of schools in each region. The goal will be to obtain a sample of schools in each region that reflects the student population in that region based on: 1) student age 2) sex 3) full-time/part time status and 4) country of citizenship.

### **Recruitment targets**

Based on the sampling tool developed, the CPADS requires the recruitment of **48 institutions** from across Canada. A total of **29,331** interviews would be completed, with the following breakdown by region:

Region	# of schools	Total expected interviews	Number of eligible students	Margin of error <sup>2*</sup>
Atlantic	10	5,093	78,624	+/- 1.4%
Quebec	11	6,498	338,145	+/- 1.2%
Ontario	8	6,205	579,969	+/- 1.2%
Prairies	9	6,418	179,799	+/- 1.2%
British Columbia	7	5,035	167,637	+/- 1.4%
Territories	3	81	798	+/- 10.9%
<b>Overall</b>	<b>48</b>	<b>29,331</b>	<b>1,344,972</b>	<b>+/- 0.6%</b>

The total number of survey invitations that need to be distributed at each school will be proportional to enrolment size to ensure that no school is over represented in the national sample. The number of invites to be sent at each school varies between 2,500 and 10,000. For institutions which are not large enough to meet the recommended sample target, a census approach is recommended wherein every student would be sent an invitation.

The target is to reach a minimum number of 600 completed interviews. Targets are based upon the American College Health Association's National Campus Health Assessment (NCHA)<sup>2</sup>. The NCHA is a web-based survey of postsecondary institutions. Response rates vary by institution, but they do recommend minimum sample targets depending on the size of the institution overall.

<sup>2</sup> [https://www.acha.org/documents/ncha/ACHA-NCHA-WEB\\_FAQ.pdf](https://www.acha.org/documents/ncha/ACHA-NCHA-WEB_FAQ.pdf)



A minimum respondent sample of 600 interviews will ensure sufficient responses to generate a school-specific report. There will not be sufficient responses from individual schools to produce school-specific responses for all survey questions.

Recruitment targets are as follows:

Eligible Student Population	Recommended Sample Size (Completed surveys)	CPADS Institution Size
<600	All students	Small
600-2,999	600	Small
3,000-9,999	700	Small
10,000-19,999	800	Medium
20,000-29,999	900	Medium
≥30,000	1,000	Large

### **Estimated response rate**

The aim of the 2019 CPADS is to achieve a response rate of 30% similar to that obtained for the 2018 pilot study. However although the 2018 CPADS used student compensation, the 2019 cycle will not provide any financial compensation to students. As such, all recruitment targets are based on a response rate of 10% to ensure that sufficient recruitment is achieved.

The CPADS should make use of the following measures to counter the anticipated low response rate:

- the CPADS implementation toolkit, should provide ideas for increasing survey awareness and participation within schools;
- conduct the survey online;
- contact with students should be made by a trusted source within the university administration;
- maintain a short survey length of 15-20min;
- e-mail a preliminary notification to students indicating that a survey link will be forthcoming;
- optimize the survey for all online devices (i.e., mobile devices, desktops and laptops);
- ensure easy flow and logical skip patterns ;
- provide respondents with the ability to stop and restart the survey to complete their responses in multiple sessions; and
- send survey reminders throughout data collection.

Any additional proposed measures (e.g. non-monetary incentive) will need to be determined collaboratively between the Project authority and the Contractor.

### **2.1.4 School participation**

#### **School recruitment**

The Contractor will be responsible for using the *CPADS recruitment package* (**Section 2.1.1**) to recruit the number of specified in the *2019 CPADS sampling strategy* (**Section 2.1.3**).

The most recently available membership lists for UnivCan and CICan will be the sampling frames to recruit universities and colleges, respectively. As of September 2017, the UnivCan membership list includes 96 public and private not-for profit universities. As of September 2017, the CICan membership list includes 124 publicly funded colleges and institutes.



Prior to the contract start date, a number of schools may already have been recruited by Health Canada and the Contractor will be responsible for completing recruitment to reach target recruitment quotas for each region. For any new schools that need to be recruited, the Contractor may use a combination of general outreach to groups of schools and targeted recruitment to individual schools to solicit interest in survey participation. The Contractor should pay attention not to duplicate efforts and contact the same school multiple times. A direct contact approach should be favoured over mass emails so that contact is personalized and the study details that are provided can be made specific (e.g. PEP-AH member or non-member).

The Contractor will need to communicate with schools in their preferred language (English or French). Timely, consistent and clear communication with schools will be essential to ensure smooth and uniform implementation.

The Contractor will be responsible for organizing and tracking school recruitment until targets are met for each region. The Contractor will need to determine an appropriate method of tracking school recruitment progress and organizing any pertinent information relevant to each school (main contact person, number and type of efforts made to contact each school, outcome etc.).

In order to meet school recruitment targets, the Contractor must have contacts and experience working with Canadian postsecondary institutions in each region. Contacts can be from postsecondary school associations, individual schools, and communities of practice or other school networks that operate in a specific region.

To ensure entry into the number of schools necessary to obtain the minimum sample size, the Contractor is encouraged, by means of consulting with their regional representatives, to determine if any other substance use surveys will be in the field at the same time as the CPADS and minimize any conflicts this may present for the schools.

### ***Collaborating with/training schools***

Once a school is recruited, a main contact person at each school will be identified. This individual, referred to as the “School Representative” will be the main point of contact throughout survey implementation and will serve as the liaison between other school resources/departments and the Contractor. The Contractor will be responsible for establishing a working relationship with the School Representative for the duration of study implementation. The School Representative’s responsibilities with respect to the CPADS are as follows:

- Coordinate project approvals (e.g. ethics review board applications)
- Work with HC/the Contractor to adapt the CPADS protocol to specific school requirements and determine the most appropriate method for sending out the survey link to students.
- Coordinate the selection of a random sample of students based on study selection criteria. The school representative will be required to reach out to other required resources at their institution to complete this step (e.g. registrar’s office, IT support).
- Be the main point of contact for students who have general questions about the survey.
- Be the lead in coordinating how survey results are distributed to students and faculty at their institution.

The role of the Contractor with respect to the school representative will be to guide them through the steps of survey implementation, review and ensure survey timelines are met and ensure that the protocol is adapted to the schools’ specific requirements. See **Section 2.1.6** “survey delivery” for more detail on the modifications available to schools. The Contractor will also assist the School Representative by responding and addressing any technical issues that arise during this study.

The Contractor will be responsible for developing a coordinated training method to ensure that school representatives understand the survey protocol, are aware of next steps and have adapted the protocol to their specific school environment. To assist in providing guidance to school representatives, the Contractor will provide schools with a *CPADS implementation toolkit* that will be developed by Health Canada. The toolkit will contain step-by-step instructions to facilitate survey implementation, including some of the following:

- Protocol summary with stepwise instructions for implementation, including school options where applicable (e.g. survey delivery method)
- Survey implementation schedule (e.g. launch date, reminder dates, closing date)
- A checklist of Health Canada requirements prior to survey implementation:
  - name of main contact point at each school and any other resources needed for implementation (e.g. IT, communications);
  - school-specific ethics approval/certificate and any other permissions or approvals needed prior to survey implementation. Schools will be provided with the national ethics protocol as a template that can be adapted for the research ethics review board of their school;
  - enrolment data required for creating survey weights;
  - list of school resources related to substance use;
  - list of school-specific questions; and
  - reviewing and adapting student communication material. The Contractor will be required to work with each school to adapt survey communications to individual school requirements (e.g. adding student names to emails, adding contact information for school representatives). All letters/emails that are used to contact students will have a standard format with required wording; however some individualisation between schools will likely be required. The Contractor will initiate any changes and will confirm these with each school to ensure consistency.
- Data sharing agreement template- to enable sharing of school-specific data between Health Canada and each participating school.
- Following focus group testing of the questionnaire (**Section 2.1.5**) and once changes are incorporated, a test survey link will be sent to each school to review programming for school-specific questions and to test the functionality of the mechanism through which emails will be merged with the survey link for distribution to students.

To ensure clear communication, the Contractor will be responsible for all communication with schools, however the Project authority should be informed of progress and any questions related to the survey protocol should be discussed. A generic e-mail inbox may be set up to receive questions from schools regarding the CPADS.

All training/information sessions should be held in the school's preferred language.

### ***Creating a student contact list***

The School Representative will be responsible for working with their Registrar's office to select a random sample of students and for compiling a corresponding list of student email addresses (i.e. the contact list), while ensuring that no systematic selection bias occurs.

The number of selected e-mails should correspond to the required recruitment targets (**Section 2.1.3**) and the Contractor will communicate these targets with each school based on their most recent enrolment size.

Universities will compile a list of email addresses based on all undergraduate students, while colleges will compile a list of email addresses based on all students. When compiling a random sample of students, schools should adhere to the target population definition (i.e. students attending a postsecondary institution full- or part-time between the ages of 17 and 25 at an undergraduate or diploma level (i.e. all streams of study that are not at the graduate level) in an eligible institution). Undergraduate programs will

include students enrolled in professional schools, such as law, dentistry, medicine, nursing, pharmacy, business and engineering.

Question 'pse2' in the CPADS questionnaire will be used to screen-in eligible students who are between the age of 17 to 25 years. The target population is limited to students who are studying in Canada at the time of survey administration, regardless of their citizenship. Those who are living or studying out of country or who are enrolled, but are not currently attending classes on campus at the time of the survey will be excluded (e.g. coop students, international placements etc.). International students are eligible to participate if they are studying in Canada and on campus at the time of the survey.

Students may be excluded from this survey for practical reasons, if they are not able to complete the questionnaire in the languages provided (either French or English) or do not have access to the internet to complete a survey online.

The Contractor will be responsible for ensuring that each school selects a random list of students based on survey selection criteria. The Contractor will also document the exact method used for random student selection by each participating school (i.e. method of random selection).

### ***Ethics approval***

Health Canada will be responsible for obtaining national ethics approval and for submitting protocol amendments for this project prior to implementation. The Contractor will be responsible for assisting schools with obtaining approval from their school-specific ethics review boards at least 4 weeks prior to survey implementation.

If schools request school-specific questions they need to be approved by the Health Canada and the Public Health Agency of Canada's (PHAC) Research Ethics Board and by that school's own ethics review board. The Contractor should compile a list of school-specific questions requested by schools, along with their rationales so that Project authority can submit these to the Health Canada and the Public Health Agency of Canada's (PHAC) Research Ethics Board for approval through an amendment.

### **2.1.5 Questionnaire development**

The Project authority will provide the Contractor with a copy of the questionnaire to be programmed in both English and French prior to the initial meeting (section 2.1.1). A sample draft from the 2018 CPADS pilot study is included in **Appendix 1**. The Contractor will be responsible for making the following revisions and school-specific changes to the questionnaire prior to online programming:

- *Reviewing the questionnaire* and making recommendations on any wording, format improvements, or suggestions for reducing the length of the survey. The Contractor must program the questionnaire such that inserting or removing questions can be easily performed. The questionnaire re-design must preserve the current order of the questions in the 2018 pilot study questionnaire.
- *Recruitment notice*: The Contractor will review and suggest any necessary revisions to the recruitment and consent portion of the questionnaire, if needed, with the Project authority having final decision authority. The recruitment notice should include any relevant privacy notices, terms or policy of use associated with the online survey platform to which respondents are subject to.
- *School-specific questions*: The survey will be updated by the Contractor to include the final list of school-specific questions that are provided by schools. However, school-specific questions should not be integrated into the survey unless clearly indicated by the Project authority and only if specific ethics approval has been obtained. Each school will be allowed

to include 1 minute or less of school-specific content. The Contractor will work in collaboration with the Project authority to suggest possible question placement and changes. These suggestions will then be sent to the School Representative to confirm question placement.

- *School resources*: The Contractor will include a list of resources at designated points within the survey that can be used by students who require assistance with substance use or would like to talk to someone for emotional support. A list of resources will be developed by the Contractor in collaboration with each school. The Contractor will program information regarding school resources into the online questionnaire at designated questions marked with the 'i' symbol (e.g. click on a symbol to view a pop-up window information).
- *Programming of question on past 7 days alcohol use* needs to be incorporated. Student responses related to the 7 day alcohol wheel need to be re-entered if they are not completed within 24 hours. Question AHW (7 day alcohol wheel) must be programmed to reset and erase answers if students complete the survey in more than one session. This is to ensure that the timeframe of the responses captured is valid.
- *Contact information*: Contact information for the following resources should be adapted on the recruitment notice for students' to reference:
  - the school representative who will be the main point of contact if students have any general questions about the survey during implementation (e.g. why the survey is being completed, how the results will be used, school-specific programs related to substance use);
  - the Contractor for any technical questions/issues;
  - the Health Canada and the Public Health Agency of Canada's (PHAC) Research Ethics Board for concerns related to participation and privacy; and
  - school-specific ethics review board for information.

### **Coding of online questionnaire**

The Contractor will program and host the online survey using a survey platform of their choice, however preference will be given to Contractors that are able to program the survey using Voxco. The survey data must be secured using a password and at no time should survey responses be made public. The survey should at no time require the use of any Health Canada computer or network and any data that is collected should be stored on the Contractor's own server.

The preparation of the survey may require some HTML and/or Javascript and/or CSS coding or other. The questionnaire provided by the Project authority will be in MS Word (.docx) format and will include the content of the survey, the wording of the questions and some instructions/requests for coding. The Project authority will provide coding guidance and instructions to address concerns such as skip patterns, questionnaire flow, page changes, introductory text and pages, tool tips, survey navigation and help functionalities.

Data collection must be conducted using an internet accessible online platform (software) selected and provided by the Contractor. The network must be totally independent and autonomous from the government of Canada infrastructure, however must also be accessible to users anywhere in Canada and accessible using various electronic devices operating under most common operating systems, including Windows, Apple, Linux, and Android.

The online platform must include the following minimum requirements:

- ✓ The capacity to include simple skip and branching patterns. For example, if a respondent answers that a drug was used exclusively by injection and never used orally, they would receive follow-up questions about injection drug use but skip over questions about oral use.

- ✓ Platform portability. Respondents have to be able to complete the survey with comparable ease using various electronic devices including a: personal computer, laptop, tablet, or smart phone operating under various operation systems such as Windows, Apple, Linux and Android.
- ✓ The capacity to customize presentation and to include various forms of questions (e.g., yes/no, multiple response, Likert scale, text-based).
- ✓ The capacity to allow students to complete the survey in multiple sessions.
- ✓ Capability to export and transfer data into multiple data analysis software (e.g. SPSS (.sav), SAS and Stata (.dta) format without quality loss or data corruption.
- ✓ The servers are physically located in Canada and the data never transit outside of Canadian jurisdiction.
- ✓ The capacity for respondents' to complete the survey in the official language of their choice (English and French).
- ✓ Survey indicators including: 1) date of survey completion 2) time to complete the survey 3) page timer i.e. time to complete each survey page 4) survey drop-offs and at which question.

If a license and/or account is required for the use of the online platform, from the initiation of data collection and for as long as any data related to the requirement is retained on the account, any individual permitted to access the account or view the data must be authorized under the requirements of this contract. All individuals who have access to the security and login information associated with the license must be authorized by Health Canada prior to being given access to the account, irrelevant of the reason for which they need access to the account.

### **Approval of Questionnaire**

The Contractor must submit to the Project authority a draft coded online version of the English 2019 CPADS questionnaire for review and approval within four (4) weeks of the beginning of the Contract Period. The Project authority will perform user testing and make the final decision regarding revisions and questions to be included in the CPADS questionnaires. The Project authority will provide a decision within 10 business days of the Contractor's submission of the draft questionnaire.

### **Focus group testing**

Prior to conducting the pilot test, the Contractor must ensure that approval from Health Canada and the Public Health Agency of Canada's (PHAC) Research Ethics Board has been obtained. The Contractor must conduct separate focus group testing sessions of both the English and the French draft versions of the CPADS questionnaires, with English testing to be complete prior to testing in French. The purpose of the pilot testing sessions is to assess the logic and order of the questions, the flow of the questionnaire, and to determine the length of time it takes to complete. Any new questions that have been added to the questionnaire since 2018 must be pilot tested to assess respondents' comprehension of the questions and vocabulary. Any changes arising from focus testing or pilot testing are to be implemented and translated by the Contractor.

The Contractor will carry out focus group testing of a sample of undergraduate students. The Contractor is required to recruit students from a postsecondary institution or from student representatives that are part of the PEP-AH membership list.

The Contractor will be required to arrange for the selection of 10 English and 10 French speaking postsecondary students. Focus group testing for English and French speaking students, must capture:

- (a) 20 substance users – 10 in French and 10 in English
- (b) males and females must be equally represented among the 20 respondents in each language;

## Focus group reporting

The Contractor will organize two meetings by teleconference with the Project authority to discuss focus group testing results and discuss changes to be made to the questionnaires. The first meeting must be held after the English focus group sessions have been conducted, but prior to the French speaking group sessions. The second meeting must be held following the completion of the French focus group sessions. The Contractor must submit a written summary of the points discussed and decisions made at each of these meetings within 5 business days following the meeting.

The Project authority will provide a decision within 10 business days of the Contractor's submission, on whether to proceed, or rewrite some of the questions.

### 2.1.6 Data collection

The Contractor will be responsible for undertaking data collection for the CPADS among recruited schools. Prior to beginning data collection, the Contractor must ensure that both Health Canada and school-specific ethics approvals have been obtained.

#### Schedule

The target date to begin data collection (i.e. to send out the survey link to students) for this study is November 4, 2019. Students will be able to access the online questionnaire for a period of 4 weeks from this date.

The Contractor is responsible for ensuring that each school is aware of the survey release schedule. Modifications to the timing of survey implementation can be considered on a case by case basis and the Contractor should discuss all instances with the Project authority.

The survey should be implemented according to the schedule below. The Contractor must provide contingency procedures so that timelines are maintained. A detailed description of each step follows:  
*Summary of student contact schedule:*

Estimated Survey timeframe	Contact
Day 1 (Monday Nov 4, 2019)	<b>Pre-survey email</b> notice sent to randomly sampled students
Day 2 (Tuesday Nov 5, 2019-morning)	<b>Soft launch:</b> a small number of survey links should be sent out (e.g. 75-100) to ensure that the distribution mechanism is working correctly and ensure there are no errors in the survey link).
Day 2 (Tuesday Nov 5, 2019-afternoon)	<b>Full launch:</b> Email sent to remaining 'student contact list' with survey link.
Day 6 (Monday Nov 11, 2019)	<b>Reminder #1:</b> Email reminder to all students contacted or non-responders only
Day 13 (Nov 18, 2019)	<b>Reminder #2:</b> Email reminder to all students contacted or non-responders only
Day 28 (Nov 29, 2019)	Survey closure

#### Survey delivery

The Contractor will work with each school to determine the most appropriate method for sending out the survey links to students. This should be established prior to submitting school-specific ethics protocols.

The Contractor will need to ensure that the re-identification of students does not occur during the survey administration process. The use of personal information by schools should be limited to what is necessary for the successful execution of this study and will be destroyed upon completion of survey implementation



or as soon as is deemed appropriate. Any deviation from this recommendation due to school-specific differences should be discussed with the Project authority prior to survey implementation.

To maintain consistency across schools, the survey can be implemented by schools using one of the following methods. Approval must be obtained for the method chosen prior to initiating student contact and survey implementation. The method of approval is school specific and could involve approval by their Research Ethics Review Board or another means of approval.

**Method 1:** This method is to be used by schools that are able to extract a random sample of student e-mail addresses from their student enrolment database and who obtain approval to share student e-mail addresses on their 'student contact list' with the Contractor. If this method is chosen, student e-mail addresses will not be shared with Health Canada. They will only be retained transiently by the Contractor during the data collection period. The Contractor will use students email addresses to contact students with unique survey links and to send reminders to non-responders.

The Contractor will create the list of unique survey links for each student on the contact list (i.e. the number of unique survey links created will be equal to the number of students on the list of randomly selected students). The use of unique survey links will limit the risk of duplicate survey entries and will allow students to access and complete the survey in multiple sessions by re-entering through their unique link. A **unique study ID** will be embedded within each unique survey link and will serve as a reference number to track respondents in the online database without directly identifying them.

Student e-mail addresses will be destroyed upon completion of data collection and will at no time be linked to survey responses in the same database. This method will produce a sample representative of the student population for that school.

**Method 2:** This method is to be used by schools that are able to extract a random sample of student e-mail addresses from their student enrolment database, but who do not have approval to share student e-mail addresses with the Contractor and/or Health Canada. The School Representative will be responsible for sending out unique survey links directly to each student. This method will produce a sample representative of the student population for that school.

Schools will be responsible for emailing out unique survey links to each student on the student recruitment list, along with targeted reminders to non-responders during the data collection period. The Contractor will assist each school during this process by cueing the School Representative at the appropriate times when the initial survey links and reminders should be sent out.

The Contractor will identify survey non-responders that require reminders, by providing each school with a list of study ID codes for students who have not yet completed the survey. The School Representative will be in possession of the master list which links students' email addresses to the study ID codes and can therefore follow up with the appropriate non-responders. The Master list will at no time be shared with the Contractor or with Health Canada. The Contractor will not be in possession of any student contact information and any discussions between the Contractor and School Representative regarding specific students must be undertaken by referencing students' study ID codes only.

**Method 3:** This method is to be used by schools that are not able to extract a random sample of student e-mail addresses from their student enrolment database, but who are able to contact a subset of students who meet the target population definition for the CPADS. Schools using this method also do not have approval to share student e-mail addresses with the Contractor and/or Health Canada. This method may not produce a sample representative of the student population for that school.

The School Representative will be responsible for sending out a generic survey link to all students on their contact list. Since students will not have any personal identifiers linked to them (i.e. unique study ID, e-mail address), reminders will be sent to both responders and non-responders.

## **Active Consent**

Students will be asked to provide electronic consent to participate at the start of the online questionnaire. Their consent is implied by clicking “I agree” when accessing the survey link.

The student recruitment and consent notice in the CPADS questionnaire will include any relevant privacy notices, terms or policy of use associated with the online survey platform to which respondents are subject to.

## **Student pre-notice**

To increase survey visibility and awareness, all students that are part of the selected random sample will be notified of the upcoming survey in a pre-notice email sent to the email address affiliated with their university or college. This email will summarize survey objectives and outline how students can participate. This pre-notice will help ensure that students are aware that a survey is coming to their inbox and is a legitimate email (i.e. not spam). The pre-notice also helps to promote the survey on campus and will be sent to students by a contact familiar to them within their university or college administration.

Students will not be contacted using alternative email addresses (Hotmail, Yahoo etc.) for this survey as these may be subject to spam filters that would result in the student not receiving the survey link. It is assumed that all students are assigned a school-related email address at the time of enrolment.

## **Questionnaire Administration**

Shortly following the student pre-notice email (e.g. 1 day later), an email will be sent to the sample of randomly selected students that contains the unique or generic survey link depending on the method selected by each school.

Respondents will be asked to complete the online survey using their own electronic device within 4 weeks. This email will also describe the study goals, describe the potential risks and benefits to the respondent, and inform them that participation is voluntary and that their answers will remain completely anonymous. They will also be informed that their names will not be connected to their responses and that they can refuse to answer any question or decline to participate in the study at any time with no impact on their academic status.

If students are sent a unique survey link, they will be informed that they are able to complete the survey in multiple sessions by re-accessing the survey via their unique link (method #1). If students are sent a generic survey link, (method #2) they will be provided with a study ID code upon survey login that they can use to re-access the survey if needed.

## **Non-respondent follow-up**

Reminders will be sent by email to all non-respondents or responders (dependent upon the method selected under “Survey Delivery” (Section 2.1.6) 1 week after the initial survey is emailed out. During the field work period, reminders will be sent every week, one week apart. Reminder emails will stress the surveys’ importance, its anonymous nature and will provide the survey link (and any other information required) to access the survey.

## **Closing notes**

Once the student completes the survey, they will receive a message thanking them for their participation as well as a reminder of the resources/programs that are available to them regarding alcohol and drug use at their institution. The Contractor is programming the survey so that it cannot be recompleted once



submitted by a respondent. The Contractor is also responsible for posting closing notes on the survey URL once data collection has ended.

## **2.2 Data Collection and submission**

### **2.2.1 Data Collection Quality Control Reporting**

In accordance with the need for Quality Control Reporting, the Contractor must provide the Project authority with weekly updates on survey progress by email or telephone throughout the duration of the data collection at other times throughout the contract period as stipulated in the Statement of Work. This will ensure responsive quality control and dynamic error correction. Additional teleconferences may be required to provide updates, including if there are any issues with the data collection process. The Contractor will be responsible for organizing the teleconferences and indicating if any issues arise during data collection.

Response rates should be monitored throughout the data collection period. If response rates look like they will not be met, the Contractor should develop recommendations to improve response rates while the survey is still in the field.

Some methods that will be used in the CPADS to increase response rates include:

- limiting the length of the survey;
- e-mailing a preliminary notification to students indicating that a survey link will be forthcoming;
- optimizing the survey for all devices (i.e., mobile devices, desktops and laptops);
- ensuring easy flow and logical skip patterns;
- providing the respondent with the ability to stop and restart the survey to complete their responses in multiple sessions; and
- the use of reminders.

### **2.2.2 Data Quality and Management**

The survey software must be hosted on a secure website that allows for immediate verification of data, complex skip patterns, and item randomization. Many of these programming features will avoid errors during data collection and will result in less data cleaning.

The final dataset must be reviewed and edited by the Contractor to correct errors to ensure that the data provided are accurate, reliable and valid. All data manipulations must be well documented.

A thorough review of data quality must be conducted to identify institutions whose data contain serious issues such as mismatched ID numbers and unusually low response rates. Micro-editing procedures need to be employed to ensure data quality. Critical edit scanning to assess errors in ID numbers, invalid values and item non-response, where the magnitude and pattern of item missing values is problematic, will be conducted. Problematic cases must be documented and discussed with the Project authority before a decision is made to remove them from the database.

Although the majority of the survey consists of quantitative data, respondents can in some questions provide an open-ended response to the answer category "Other (please specify)". Prior to submitting to the Project authority, the Contractor must verify that no personal information was provided by the respondents for any of the text-based questions. Any personal information is provided must be redacted prior to sending the data file to the Project authority. For example, in the unlikely event that a respondent would provide an exact name, e-mail address or a telephone number, the data must be anonymized by replacing the identifying information "[information redacted]".

The exported data file may include additional qualitative variables pertaining to survey completion or data entry (e.g., "created at", "updated at", "completion time"). These variables are not to be removed and are to be included in the final datasets.

### 2.2.3 Safeguarding and Confidentiality of Data

Participation in the CPADS is both anonymous and confidential. The Contractor must ensure that no direct link is made between student survey responses and their identity. As part of the survey, respondents will be asked for some demographic information, such as age and sex. Students will not be directly asked for any personal identifying information (such as name or social insurance number) within the questionnaire.

E-mail addresses will be collected by schools for the purpose of contacting students. This personal information whether it is shared with the Contractor or not (as per method #1), will be kept separate from the survey data at all times. All student contact information will be kept in a secure format/ location by the School Representative or the Contractor for the duration of field work. Student email addresses will only be used for the current survey cycle and will not be retained for future survey cycles.

In addition, school identities must be protected by ensuring that school names do not appear in the final dataset. Each school can be assigned an identifying code so that school-specific data can still be separated from the larger dataset when needed.

The Contractor must safeguard data at all times by taking all measures necessary to secure and protect their integrity and confidentiality. To do so, at a minimum, the Contractor must do the following:

- The Contractor will be responsible to ensure that the survey software does not automatically collect information that could be used to identify or locate a respondent (e.g., deactivate collection of variables such as location or IP address or others).
- The Contractor shall review all text-based data collected and ensure that the information provided does not include personal information as per the instructions described in the SOW **Section 2.2.2**.
- The Contractor will safeguard all survey data at all times by implementing administrative, physical and technical security and safeguarding measures to preserve the confidentiality, security and integrity of premises, information and systems (e.g. password-protected documents and databases). These measures must satisfy all requirements described in this Contract, the Statement of Work, Health Canada and the Public Health Agency of Canada's (PHAC) Research Ethics Board requirements as well as comply with industry best practices. The Project authority reserves the right to authorize the measures and solutions proposed and request implementation of reasonable measures and solutions from time to time.
- The Contractor must only provide access to survey data to individuals who require this in order to perform work related to this Contract.
- The Contractor must notify the Project Authority immediately of any security breaches.
- The Contractor must not disclose the data to any third parties unless it has obtained the written approval of the Contracting Authority or unless otherwise required by law. The data collected as part of this survey can only be used for the purposes of performing the work as described in this Statement of Work.

## 2.3 Reporting and Supporting Documentation

### 2.3.1 Data Set specifications

All data sets must be provided to the Project authority in Statistical Package for Social Sciences (SPSS®) format. However, users of the final dataset utilize various statistical software for analysis. As a result, the capability to export and transfer data into SAS, SPSS, and STATA without quality loss or data corruption is necessary.

The Contractor must produce the following datasets:

- a. A master dataset that includes data from responses to all survey questions, including school-specific questions and all agreed upon derived variables (see Section 2.3.2). This dataset must be translated into French.
- b. A public use data set which contains a set of derived variables agreed upon by the Project authority. The public use dataset will not include any school-specific questions or school identifiers. This dataset must be translated into French.
- c. School-specific datasets for schools that request access to their own data. Datasets that are to be provided to French speaking schools must be translated into French.

All files must include a common reference ID variable to allow for the data sets to be merged. The weight variable must be included all data sets. Some derived variables will also be requested by the Project authority to be included in the final dataset. A list of derived variables will be provided to the Contractor at the time of data analysis.

Any data that is transferred from the Contractor to Health Canada will be done in a secure manner using a secure protocol, such as a File Transfer Protocol (FTP).

The data sets provided to the Project authority must not contain personal information or identifiers such as name, IP address, usernames or contact information, other than the non-identifying sociodemographic information considered as variables in the questionnaire. Some of the variables may have to be collapsed into ranges in order to eliminate the possibility of identifying an individual respondent through a combination of unique characteristics, or may be dropped, if necessary.

The Contractor must ensure that the final dataset includes variable names, labels and values that have been edited and match the codebook.

The Project authority will review all data files upon the completion of data collection. to ensure that it meets Health Canada's needs. In the event that errors are found in the data, the Contractor must make the appropriate corrections and resubmit a copy of the revised version of the data and supporting material to the Project authority.

### **2.3.2 Statistical weighting**

The Contractor must provide the proper weights in all data sets. The data must be appropriately weighted to ensure that any analysis is representative of the school from which the sample was drawn. The weights must be derived taking into account the sampling frame and design developed by the Contractor and must be calibrated using the total student enrolment by sex and age for each school.

### **2.3.3 Supporting documentation**

Sufficient documentation is needed to appropriately use and interpret the data and facilitate future cycles of data collection. The supporting documentation must consist of a CPADS User Guide, Codebook, and Frequency Tables in MS Word or Excel provided in English.

The **CPADS User Guide** will contain, but will not be limited to, background information on the CPADS information regarding the survey methodology, including the sampling frame and design, response rates, data processing, and guidelines for tabulation, analysis and release. There must be sufficient detail provided in the user guide so that the methodology can be replicated. Also, the protocol must provide

sufficient context to interpret the data and understand the limitations. The final version of the User guide must be translated into French.

The Contractor must include the following statement in the User Guide:

*'For information purposes, Health Canada would appreciate receiving advance copies of planned publications arising from the Canadian Postsecondary Education Alcohol and Drug use Survey (CPADS) data at least 3 weeks prior to the publication date. Copies can be sent by mail or via email, to the Project authority.'*

The **CPADS codebook** must consist of a table that describes the data elements in the final dataset, including the variable names, description, values, and formats. Skip patterns or conditions associated with the questions/variables must be noted. If appropriate, manipulations made to the raw data may be noted in the Codebook (e.g., a list of derived or created variables, recoding, aggregate categories). The final version of the codebook must be translated into French.

The **CPADS Frequency Tables** will provide the frequency of responses (both weighted and unweighted) for all of the variables included in the data set. The final frequency tables do not need to be translated into French.

### **2.3.4 Delivery of data sets and supporting documentation**

The Contractor must deliver a first version of the Master data set and supporting documentation in English only, to the Project authority six (6) weeks after the end of data collection for review.

The Project authority will review the preliminary data sets and supporting documentation, ensure the validity of the data, to ensure that respondents are not identifiable and that confidentiality has been maintained. The Project authority will provide feedback and comments within 15 business days. Once revisions have been incorporated, the final versions of the master dataset, public use dataset, school-specific datasets and all supporting documentation in both English and French (where specified) must be provided to the Project authority no later than ten (10) weeks after the end of data collection.

### **2.3.5 School reports**

Within 3 months of the administration of the CPADS, the Contractor must analyze the results of the survey for each participating school, share draft school-specific reports with the Project authority for approval and finalize reports to each school. Reports should be developed in either English or French depending on the official language of each school. The school-specific report must include prevalence estimates for all substances and comparisons with the regional and national rates. School reports must adhere to the Statistics Canada Quality level guidelines (<http://www.statcan.gc.ca/pub/13f0026m/2007001/table/tab5p1-eng.htm>).

Confidentiality must be maintained in the reports and individual respondents must be anonymous and not be able to be identified.

The Contractor will provide drafts of the all school-specific reports to the Project authority for review as they become available. All school reports must be completed and provided to the Project authority within twelve (12) weeks after end of data collection. The Contractor will be responsible for translating the final version of reports for French schools.

The Contractor will not send schools report or school specific datasets directly to schools. The Project authority will be responsible for delivering all school reports directly to school representatives along with their school-specific dataset if required.

The Project authority will review and provide feedback to the Contractor on the school-specific reports within 15 days.

### **2.3.6 National report**

The national report will contain an overview of results and limitations. The final national report must be written and submitted in both English and French.

## **3. Specifications and Standards**

### **3.1 Technical, Operational and Organizational Environment**

Details outlined in Section 2.3.

### **3.2 Method and Source of Acceptance**

Deliverables must be submitted in the formats as described in **Section 2.3**. Approval by the Project authority is required for each deliverable prior to progressing to the next step.

### **3.3 Reporting Requirements**

The Contractor will meet in person or via teleconference with the Project authority as described in **Sections 2.1.1**. The Contractor will communicate with the Project authority by teleconference or by e-mail at other times throughout survey implementation to discuss each specific deliverable and at a minimum once per week during data collection (**Section 2.1.6**).

The Contractor is responsible for the organization of these meetings. Further teleconferences might be required should the need arise particularly at the time of setting-up or as problems arise.

### **3.4 Project Management Control Procedures**

The individual identified in the proposal as the Project authority will:

- Attend meetings, via teleconference or in person,
- Provide comments on deliverables within the specified number of working days for each deliverable
- Verify that deliverables are of an acceptable quality
- Ensure timely response to any emails or phone calls should any issues arise

### **3.5 Additional Information**

#### **3.5.1 Health Canada's Obligations**

The Project authority will be available to coordinate activities, respond to questions and concerns, oversee the process, and approve the Contractor's deliverables. Health Canada will review and approve the Contractor's proposed work plan and schedule provided to the Project authority during the initial meeting.

#### **3.5.2 Contractor's Obligations**

In providing services to Canada:

1. the Work is to be completed on the Contractor's premises using the Contractor's equipment;
2. the Survey Questionnaires must be translated by the Contractor;

3. the Contractor must supply its own equipment (i.e., statistical software) and other equipment it feels necessary in order to complete the work.
4. The Contractor must supply the online survey platform, and ensure that all data collected are managed and stored on Canadian servers.
5. In reference to the SOW, the Contractor will be responsible for achieving objectives, performing tasks and activities, meeting reporting requirements, and delivering services and/or results in accordance with established deadline of the Contract.

### 3.6 Location of Work, Work Site and Delivery Point

The Contractor is expected to perform the majority of the Work on their premises and ensure secure storage for all information collected and handled under this contract.

### 3.7 Translation

It is the responsibility of the Contractor to translate the questionnaire into French prior to testing the finalized survey and to translate any changes made throughout the duration of this Contract. The final datasets, codebook and user guide must be translated into French by the Contractor, and provided to the Project authority along with the English versions.

### 3.8 Language of Work

The Contractor must be able to conduct all work and communication (emails, meetings, reports) in both of Canada's official languages, English and French. Unless otherwise specified, deliverables must be provided in both official languages.

## 4. Project Schedule

### 4.1 Expected Start and Completion Dates

The services of the Contractor will be required for a period of approximately sixteen (16) months commencing on or about June 24, 2019. The expected completion date of this study is May 31, 2020. For more details, please see **Section 4.2**.

### 4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

The Contractor must provide the stipulated deliverables to the Project authority for review and acceptance. The tasks below are listed in chronological order by milestone delivery date. Some tasks may need to be completed simultaneously in order to meet project deadlines.

Milestone	Tasks	Deliverables	Delivery Date
1 <b>Initial meeting</b> <i>(Reference Section 2.1.1)</i>	The Contractor must meet with the Project authority in person or via teleconference to ensure a clear understanding of the objectives of the requirement. HC to provide survey documentation to Contractor prior to meeting.	<ul style="list-style-type: none"> <li>• Comprehensive work plan, schedule format and list of project team members in MS Word (.doc)</li> </ul>	Meeting within one (1) week following contract award

<p><b>2</b> <b>Review of survey documentation</b> <i>(Reference Section 2.1.2)</i></p>	<p>The Contractor must review all survey documentation provided by Health Canada and provide suggestions for improvement</p>	<ul style="list-style-type: none"> <li>• Survey documents with recommendations from Contractor</li> <li>• Document translation</li> </ul>	<p>Within two (2) weeks following contract award</p>
<p><b>3</b> <b>Sampling strategy</b> <i>(Reference Section 2.1.3- School recruitment targets, student recruitment targets)</i></p>	<p>Revisions to draft sampling strategy for the 2019 CPADS</p>	<ul style="list-style-type: none"> <li>• Recommendations from Contractor on draft sampling strategy in MS Word (.doc) format</li> </ul>	<p>Within two (2) weeks of contract award</p>
<p><b>4</b> <b>School recruitment</b> <i>(Reference Section 2.1.4 School recruitment process)</i></p>	<p>Recruitment of schools according to sampling strategy defined in Milestone No 2.</p>	<ul style="list-style-type: none"> <li>• List of regional contacts</li> <li>• Progress updates on school recruitment to Health Canada every 2 weeks.</li> </ul>	<p>Within 3 weeks of contract award.</p>
		<ul style="list-style-type: none"> <li>• Final list of recruited schools with relevant information summarized using an appropriate tracking tool</li> </ul>	<p>Within 3 months of contract award.</p>
<p><b>5</b> <b>Questionnaire development</b> <i>(Reference 2.1.5 Approval of questionnaire)</i></p>	<p>Questionnaire programming and user testing</p>	<ul style="list-style-type: none"> <li>• Draft online version in English of the 2019 CPADS questionnaire</li> <li>• Written summary of discussion and decisions in MS word (.doc) format.</li> <li>• Finalize translation of English questionnaire to French.</li> </ul>	<p>Within four (4) weeks of contract award</p>
<p><b>6</b> <b>Questionnaire pilot testing</b> <i>(Reference Section 2.1.5)</i></p>	<p>Focus group testing</p>	<ul style="list-style-type: none"> <li>• teleconference after English and French focus group testing is complete</li> </ul> <p>Final report summarizing results from French and English focus group testing.</p>	<p>Focus group testing completed in English and French within <b>eight (8)</b> weeks following contract award.</p>



<p><b>7</b> <b>Collaboration/ training with schools</b> <i>(Reference Section 2.1.4 Collaborating with schools</i></p>	<p>School training and protocol implementation</p>	<ul style="list-style-type: none"> <li>• Teleconferences or training sessions organized with groups of pilot sites to review 2019 CPADS toolkit, survey timelines, establish survey delivery method and adapt student communications.</li> </ul>	<p>To be completed at least 4 weeks prior to survey launch. <b>(Oct 7, 2019)</b></p>
<p><b>8</b> <b>Ethics approvals</b> <i>(Reference Section 2.1.4 Ethics approvals)</i></p>	<p>Secure schools specific ethics approvals and collate list of school specific questions with rationales</p>	<ul style="list-style-type: none"> <li>• Final ethics certificates for recruited schools</li> <li>• Final list of school specific questions with rationales</li> </ul>	<p>4 weeks prior to survey launch.</p>
<p><b>9</b> <b>Student contact list</b> <i>(Reference Section 2.1.4 Student contact list)</i></p>	<p>Contractor to work with each school to ensure a student contact list is created in accordance with study eligibility criteria</p>	<ul style="list-style-type: none"> <li>• Confirmation from schools that a list of student emails was created</li> <li>• Documented method of random student selection at each school</li> </ul>	<p>4 weeks prior to survey launch</p>
<p><b>10</b> <b>Data collection</b> <i>(Reference Section 2.1.6)</i></p>	<p>Coordinate data collection among recruited schools</p>	<ul style="list-style-type: none"> <li>• Weekly survey progress updates</li> <li>• Completion of <b>13,674</b> surveys among 40 schools</li> </ul>	<p>Weekly from Nov 4-30, 2019</p>
<p><b>11</b> <b>Dataset submission and supporting documentation</b> <i>(Reference, SOW Section 2.3)</i></p>	<p>Delivery of draft national dataset and supporting documentation</p>	<ul style="list-style-type: none"> <li>• Data cleaning</li> <li>• Create derived variables</li> <li>• Draft Master dataset in English</li> <li>• Draft supporting documentation</li> </ul>	<p>Six (6) weeks following data collection <b>(Jan 10, 2020)</b></p>
	<p>Delivery of final national, schools specific datasets and supporting documentation</p>	<ul style="list-style-type: none"> <li>• Final supporting documentation in MS Word in English and French</li> <li>• Final datasets in English and French (where specified in section 2.3): <ol style="list-style-type: none"> <li>1. Master dataset</li> <li>2. Public use dataset</li> <li>3. School specific datasets</li> </ol> </li> </ul>	<p>Ten (10) weeks following the end of data collection <b>(Feb 7, 2020)</b></p>
<p><b>12</b> <b>School reports</b> <i>(Reference, SOW Section 2.3)</i></p>	<p>Development of school-specific reports and draft national report</p>	<ul style="list-style-type: none"> <li>• Draft of school specific reports sent to Project authority</li> <li>• Draft national report</li> </ul>	<p>Twelve (12) weeks following the end of data collection <b>(Feb 21, 2020)</b></p>
<p><b>13</b> <b>National report</b> <i>(Reference, SOW Section 2.3)</i></p>	<p>Final national report</p>	<ul style="list-style-type: none"> <li>• Completion of final version of national report of CPADS results</li> </ul>	<p>Sixteen (16) weeks following the end of data collection <b>(March 20, 2020)</b></p>



## ANNEX B – BASIS OF PAYMENT

<b>Milestone</b>	<b>Tasks</b>	<b>Deliverables</b>	<b>Delivery Date</b>	<b>Firm Amount</b>
<b>1</b> <b>Initial meeting</b> <i>(Reference Section 2.1.1)</i>	The Contractor must meet with the Project authority in person or via teleconference to ensure a clear understanding of the objectives of the requirement. HC to provide survey documentation to Contractor prior to meeting.	<ul style="list-style-type: none"> <li>Comprehensive work plan, schedule format and list of project team members in MS Word (.doc)</li> </ul>	Meeting within one (1) week following contract award	
<b>2</b> <b>Review of survey documentation</b> <i>(Reference Section 2.1.2)</i>	The Contractor must review all survey documentation provided by Health Canada and provide suggestions for improvement	<ul style="list-style-type: none"> <li>Survey documents with recommendations from Contractor</li> <li>Document translation</li> </ul>	Within two (2) weeks following contract award	
<b>3</b> <b>Sampling strategy</b> <i>(Reference Section 2.1.3- School recruitment targets, student recruitment targets)</i>	Revisions to draft sampling strategy for the 2019 CPADS	<ul style="list-style-type: none"> <li>Recommendations from Contractor on draft sampling strategy in MS Word (.doc) format</li> </ul>	Within two (2) weeks of contract award	
<b>4</b> <b>School recruitment</b> <i>(Reference Section 2.1.4 School recruitment process)</i>	Recruitment of schools according to sampling strategy defined in Milestone No2.	<ul style="list-style-type: none"> <li>List of regional contacts</li> <li>Progress updates on school recruitment to Health Canada every 2 weeks.</li> </ul>	Within 3 week of contract award.	
		<ul style="list-style-type: none"> <li>Final list of recruited schools with relevant information summarized using an appropriate tracking tool</li> </ul>	Within 3 months of contract award.	
<b>5</b> <b>Questionnaire development</b> <i>(Reference 2.1.5 Approval of</i>	Questionnaire programming and user testing	<ul style="list-style-type: none"> <li>Draft online version in English of the 2019 CPADS questionnaire</li> <li>Written summary of discussion and</li> </ul>	Within four (4) weeks of contract award	

<i>questionnaire)</i>		<p>decisions in MS word (.doc) format.</p> <ul style="list-style-type: none"> <li>Finalize translation of English questionnaire to French.</li> </ul>		
<b>6</b> <b>Questionnaire pilot testing</b> <i>(Reference Section 2.1.5)</i>	Focus group testing	<ul style="list-style-type: none"> <li>teleconference after English and French focus group testing is complete</li> </ul> <p>Final report summarizing results from French and English focus group testing.</p>	Focus group testing completed in English and French within <b>eight (8)</b> weeks following contract award.	
<b>7</b> <b>Collaboration/training with schools</b> <i>(Reference Section 2.1.4 Collaborating with schools)</i>	School training and protocol implementation	<ul style="list-style-type: none"> <li>Teleconferences or training sessions organized with groups of pilot sites to review 2019 CPADS toolkit, survey timelines, establish survey delivery method and adapt student communications.</li> </ul>	To be completed at least 4 weeks prior to survey launch.	
<b>8</b> <b>Ethics approvals</b> <i>(Reference Section 2.1.4 Ethics approvals)</i>	Secure schools specific ethics approvals and collate list of school specific questions with rationales	<ul style="list-style-type: none"> <li>Final ethics certificates for recruited schools</li> <li>Final list of school specific questions with rationales</li> </ul>	4 weeks prior to survey launch.	
<b>9</b> <b>Student contact list</b> <i>(Reference Section 2.1.4 Student contact list)</i>	Contractor to work with each school to ensure a student contact list is created in accordance with study eligibility criteria	<ul style="list-style-type: none"> <li>Confirmation from schools that a list of student emails was created</li> <li>Documented method of random student selection at each school</li> </ul>	4 weeks prior to survey launch	
<b>10</b> <b>Data collection</b> <i>(Reference Section 2.1.6)</i>	Coordinate data collection among recruited schools	<ul style="list-style-type: none"> <li>Weekly survey progress updates</li> <li>Completion of <b>13,674</b> surveys among 40 schools</li> </ul>	Weekly from Nov 4-30, 2019	

<p><b>11</b> <b>Dataset submission and supporting documentation</b> <i>(Reference, SOW Section 2.3)</i></p>	<p>Delivery of draft national dataset and supporting documentation</p>	<ul style="list-style-type: none"> <li>• Data cleaning</li> <li>• Create derived variables</li> <li>• Draft Master dataset in English</li> <li>• Draft supporting documentation</li> </ul>	<p>Six (6) weeks following data collection <b>(Jan 10, 2020)</b></p>	
	<p>Delivery of final national, schools specific datasets and supporting documentation</p>	<ul style="list-style-type: none"> <li>• Final supporting documentation in MS Word in English and French</li> <li>• Final datasets in English and French (where specified in section 2.3):               <ol style="list-style-type: none"> <li>4. Master dataset</li> <li>5. Public use dataset</li> <li>6. School specific datasets</li> </ol> </li> </ul>	<p>Ten (10) weeks following the end of data collection <b>(Feb 7, 2020)</b></p>	
<p><b>12</b> <b>School reports</b> <i>(Reference, SOW Section 2.3)</i></p>	<p>Development of school-specific reports and draft national report</p>	<ul style="list-style-type: none"> <li>• Draft of school specific reports sent to Project authority</li> <li>• Draft national report</li> </ul>	<p>Twelve (12) weeks following the end of data collection <b>(Feb 21, 2020)</b></p>	
<p><b>13</b> <b>National report</b> <i>(Reference, SOW Section 2.3)</i></p>	<p>Final national report</p>	<ul style="list-style-type: none"> <li>• Completion of final version of national report of CPADS results</li> </ul>	<p>Sixteen (16) weeks following the end of data collection <b>(March 20, 2020)</b></p>	