



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to : **Statistics Canada**
Propositions aux: **Statistique Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

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

Solicitation No – N° de l’invitation : J024632
Solicitation closes – L’invitation prend fin At – à : 14:00 EDT / 14 h HAE On – le : September 16, 2019
Update – Mise à jour :

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression).
Name – Nom :
Title – Titre :

Date of Solicitation – Date de l’invitation: August 7, 2019	
Address inquiries to – Adresser toute demande de renseignements à: statcan.macs-bids-smc-soumissions.statcan@canada.ca	
Area code and Telephone No. Code régional et n° de téléphone (613) 402-7636	Facsimile No. N° de télécopieur N/A
Destination MACS BID – RECEIVING Statistics Canada Distribution Centre Attn: Courtney Dauphinee Room 0702, Main Building 150 Tunney’s Pasture Driveway Ottawa, Ontario K1A 0T6 statcan.macs-bids-smc-soumissions.statcan@canada.ca	

Instructions :
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:
Les taxes municipales ne s’appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Delivery required – Livraison exigée	Proposed Region – Région proposée :
Vendor Name and Address – Raison sociale et adresse du fournisseur Facsimile No – N° de télécopieur : Telephone No – N° de téléphone :	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Task Authorization Form, the Electronic Payment Instruments and any other annexes and attachments.

1.2 Summary

The Questionnaire Design Resource Centre (QDRC) of Statistics Canada requires various recruitment services to be conducted on their behalf across Canada. The work will be carried out at the Contractor's premises and delivered to Statistics Canada.

This requirement has been broken down into five (5) Regions as defined below:

- The Atlantic Provinces (Newfoundland and Labrador, Prince Edward Island, Nova Scotia, and New Brunswick)
- Québec (except for the National Capital Region (NCR))
- The National Capital Region (NCR)
- Ontario (except for the NCR)
- The Western Provinces (Manitoba, Saskatchewan, Alberta and British Columbia)

Up to two (2) contracts will be awarded per Region. The amount of work per year per Region will be distributed between each resulting contracts as per Section E of 7.1.2.1 Task Authorization Process.

These services will not be rendered in areas covered by a Comprehensive Land Claim Agreement (CLCA).

The period for each resulting contract will be from contract award to March 31, 2021, with two (2) additional two (2) year option periods.

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



Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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.

The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by email at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the OPO website.



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](#) (2019-03-04) 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: 180 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Statistics Canada". Delete "PWGSC" and Insert "StatCan"

2.2 Submission of Bids

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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

A former public servant may be:

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



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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must



be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Canada requests that Bidders provide each bid in separately bound sections as follows:

Section I: Technical Bid: one (1) soft copy by e-mail in a "pdf" format;
Section II: Financial Bid: one (1) soft copy by e-mail in a "pdf" format;
Section III: Certifications: one (1) soft copy by e-mail in a "pdf" format.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Bidders must submit one (1) separate bid per Region. Canada requests that the Bidder clearly identifies in the first pages of its bid which Region it is bidding on.

Canada requests that Bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

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

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

Section I: Technical Bid

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

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

Part 4, Evaluation Procedures and Basis of Selection, contains additional instructions that Bidders should consider when preparing their technical bid.



Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with Attachment 1 to Part 3 - Pricing Schedule.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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



ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below, its quoted all-inclusive fixed rates (in Can \$) for the Region of services identified in Annex A on which they are bidding.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Column A: Recruitment of participants includes recruitment for one-on-one interviews and/or participation in focus groups.

Column C: Fixed costs include screening questionnaire design, screener translation (if applicable), and project management costs that are not included in the cost per participant. **Do not** include costs associated with facility rental, refreshments, DVD recording, participant fee handling, or any other cost that is not associated with the recruiting of participants.

Definitions for general population and hard to recruit population are as per 5.4 Definitions in Annex A Statement of Work (SOW).

*Pricing for hard-to-recruit populations will only apply if the entire sample is considered hard-to-recruit.



Rate Schedule - Region X					
Period	Category of Services	Cost per participant who attends (A)	Estimated number of participants (B)	Fixed Costs (C)	Total Estimated Cost (D) (A x B + C = D)
Initial Period (Contract award to March 31, 2021)	Recruitment of ten (10) participants or less - General Population	\$ _____	10	\$ _____	\$ _____
	Recruitment of ten (10) participants or less - Hard to Recruit Population	\$ _____	10	\$ _____	\$ _____
	Recruitment of eleven (11) to twenty five (25) participants - General Population	\$ _____	25	\$ _____	\$ _____
	Recruitment of eleven (11) to twenty five (25) participants - Hard to Recruit Population	\$ _____	25	\$ _____	\$ _____
	Recruitment of twenty-six (26) participants or more - General Population	\$ _____	26	\$ _____	\$ _____
	Recruitment of twenty-six (26) participants or more - Hard to Recruit Population	\$ _____	26	\$ _____	\$ _____
Option 1 (April 1, 2021 to March 31 2023)	Recruitment of ten (10) participants or less - General Population	\$ _____	10	\$ _____	\$ _____
	Recruitment of ten (10) participants or less - Hard to Recruit Population	\$ _____	10	\$ _____	\$ _____
	Recruitment of eleven (11) to twenty five (25) participants - General Population	\$ _____	25	\$ _____	\$ _____
	Recruitment of eleven (11) to twenty five (25) participants - Hard to Recruit Population	\$ _____	25	\$ _____	\$ _____
	Recruitment of twenty-six (26) participants or more - General Population	\$ _____	26	\$ _____	\$ _____
	Recruitment of twenty-six (26) participants or more - Hard to Recruit Population	\$ _____	26	\$ _____	\$ _____



Option 2 (April 1, 2023 to March 31 2025)	Recruitment of ten (10) participants or less - General Population	\$ _____	10	\$ _____	\$ _____
	Recruitment of ten (10) participants or less - Hard to Recruit Population	\$ _____	10	\$ _____	\$ _____
	Recruitment of eleven (11) to twenty five (25) participants - General Population	\$ _____	25	\$ _____	\$ _____
	Recruitment of eleven (11) to twenty five (25) participants - Hard to Recruit Population	\$ _____	25	\$ _____	\$ _____
	Recruitment of twenty-six (26) participants or more - General Population	\$ _____	26	\$ _____	\$ _____
	Recruitment of twenty-six (26) participants or more - Hard to Recruit Population	\$ _____	26	\$ _____	\$ _____
Total Evaluated Price					\$ _____



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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
 - Contracts all signed by B; or
 - Contracts all signed by A and B in joint venture, or
 - Contracts signed by A and contracts signed by A and B in joint venture, or
 - Contracts signed by B and contracts signed by A and B in joint venture.
- that show in total 100 billable days.



d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2.3 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.3 Financial Evaluation

4.1.3.1 Mandatory Financial Criteria

For bid evaluation and Contractor selection purposes only, the total evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection - Highest Combined Rating of Technical Merit 70 % and Price 30%

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation and;
 - b. meet all mandatory criteria and;
 - c. meet the minimum points required for the point-rated criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.00 (45).



Basis of Selection – Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.17	73.15	77.70
Overall Rating		1st	3rd	2nd

Award of multiple contracts

- a. The responsive bids will be ranked in descending order of combined rating per Region.
- b. Up to two (2) contracts will be awarded to the Bidders with the highest combined rating per Region.
- c. Each resulting contract per Region will be given the same funding for the initial contract period and the distribution of Task Authorizations (TAs) will be managed on a proportional basis.
- d. In the event of identical combined ratings occurring, then the bid with the highest Total Technical Score will be recommended for award.
- e. Should a Bidder be recommended for contract award for more than one (1) Region, only one (1) contract will be awarded with a limitation of expenditure reflecting the total funding for all applicable Regions.



ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria (MTC)

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

All Bidders submitting a bid for any Region must address the following mandatory criteria:

MTC 1 to 4

In addition to addressing MTC 1 to 4, Bidders submitting a bid for the Regions specified in MTC 5 and MTC 6 must specifically address these criteria as well.

Experience must have been gained within the Region for which the Bidder is bidding.

Ref. #	Mandatory Technical Criteria (MTC)	Cross Reference Bid Page #
MTC1	<p>Corporate Profile</p> <p>The Bidder must include a description of the bidding organization.</p> <p>The description must include:</p> <ul style="list-style-type: none"> • Date established; • An overview of the business and the services offered to the private or public sector; • Number of years of experience providing recruitment services; • Location and contact information of the head office; • Location and contact information of a Canadian office, if applicable. 	
MTC2	<p>Business Continuity</p> <p>The Bidder must demonstrate that that the bidding organization has a business continuity strategy in place to ensure the availability of appropriate resources to conduct recruitment activities and associated deliverables.</p> <p>The Bidder must provide a strategy that addresses the following elements;</p> <ol style="list-style-type: none"> 1. Strategy for re-allocation of resources, if necessary; 2. Resourcing methods to recruit additional expertise, if necessary; 3. A written example of no more than one (1) page detailing a time when the bidding organization was required to perform the actions detailed in 1 and 2 described in this criteria. 	



MTC3	Bidders Experience Bidders must demonstrate that they have a minimum of five (5) years of experience recruiting participants for focus groups and conducting one-on-one interviews in the Region(s) for which they are bidding. To demonstrate this criteria, the Bidder must provide the following information: <ul style="list-style-type: none">• Clear timelines indicating the duration of referenced experience (i.e. month/year);• Description of work conducted including the number of participants that were recruited and the strategies used for recruitment;• The Region for which the experience applies.	
MTC4	The Bidder must identify in their proposal the name of the Manager of recruiting projects who will be the contact person for projects with Statistics Canada. The Bidder must clearly demonstrate in the Manager's resume that the Manager has a minimum of two (2) years of experience in managing recruiting projects. The resume must contain, at a minimum, the following information: <ul style="list-style-type: none">• Name of the organization where the experience was gained;• Job title and,• Description of management duties carried out for a minimum of twenty-four (24) months. Clear timelines indicating the duration of referenced experience must be included (i.e. month/year).	
MTC5	Bidders for Quebec or the National Capital Region (NCR) Regions , must demonstrate experience in recruiting both English and French speaking participants for focus groups and conducting one-on-one interviews. The Bidder must provide a minimum of ten (10) projects carried out over the past five (5) years in recruiting English and French speaking participants, in Quebec or the NCR. The projects must be spread over the five (5) year period. To demonstrate this criteria, the Bidder must provide the following information for each project: <ul style="list-style-type: none">• Name or the organization for which the work was carried out;• Brief description of the project (no more than one (1) page)• Estimated number of English and French participants• Start and end date of the project (i.e. month/year)	



MTC6	<p>Bidders for Quebec, Ontario or the National Capital Region (NCR) Regions, must demonstrate experience in at least one (1) previous business engagement of similar size and nature. The example must include the following:</p> <ul style="list-style-type: none"> • Conducting a minimum of three (3) recruitment processes, with no less than 10 participants in each process, that were carried out simultaneously. • The experience must have been completed within the last five (5) years and must be substantiated by timelines including month/year. 	
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Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately. Point rated technical criteria not addressed will be given a score of zero.

The point-rated criteria below apply to proposals for all five (5) Regions.

Each Bidder must receive a minimum overall score of **100 pts** for each proposal submitted.

Experience must have been gained within the Region for which the Bidder is bidding.

Ref. #	Point-Rated Criteria (PRTC)	Cross Reference Bid Page #
PRTC1	<p>The Bidder should demonstrate additional experience in recruitment services, above and beyond experience required in MTC3.</p> <p>To demonstrate this criteria, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> • Clear timelines indicating the duration of referenced experience (i.e. month/year); • Description of work conducted including the number of participants that were recruited and the strategies used for recruitment; • The Region for which the experience applies <p>Points shall be distributed as follows:</p> <p>More than 5 years but less than 7 years of experience = 10 points More than 7 years but less than 10 years of experience = 15 points More than 10 years or more of experience = 20 points</p> <p>Maximum to be awarded: 20 points</p>	



<p>PRTC 2</p>	<p>The Bidder should demonstrate their experience in recruiting for a wide range of projects.</p> <p>To demonstrate this criteria, Bidders should provide a list of ten (10) recruiting projects that they completed within the last two (2) years.</p> <p>Examples of types of projects may include (but are not limited to) topics such as: Health, Education, General Social Surveys, Service Industries, Finance, Agriculture, etc.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> • Name of the project; • A brief description of the project (maximum half of a page); • Start and end date of the project (i.e. month/year). <p>Points will be distributed per project as follows: Two (2) points for each different type of project. No more than two (2) projects submitted for the same topic will be considered.</p> <p>(2 points for each different type of project x 10 projects = 20 points).</p> <p>Maximum to be awarded: 20 points</p>	
<p>PRTC 3</p>	<p>The Bidder should demonstrate their experience recruiting participants from hard-to-recruit populations (definition for hard to recruit population is as per 5.4 Definitions in Annex A: Statement of Work (SOW))</p> <p>To demonstrate this experience, Bidders should describe up to three (3) <u>different hard-to-recruit population groups</u> that presented them with some level of difficulty in recruiting. These examples cannot include challenges simply recruiting from the general population.</p> <p>The recruiting difficulty must be described for each hard-to-recruit population group (maximum of half a page) and should include brief descriptions of the challenges encountered as well as the strategies employed to overcome them.</p> <p>Points will be distributed as follows: 10 points for each <u>different hard-to-recruit population group</u> for which recruiting difficulty has been demonstrated.</p> <p>(10 points per different hard-to-recruit group x 3 groups = 30 points).</p> <p>Maximum to be awarded: 30 points</p>	
<p>PRTC 4</p>	<p>Screening questionnaire for Attachment 2 to Part 4, Technical Criteria, Sample A</p> <p>Bidders should provide a screening questionnaire for recruiting participants that are required in Attachment 2 to Part 4. The screening questionnaire will be evaluated as to how well it meets the requirements outlined therein.</p>	



<p>Points will be distributed as follows:</p> <p>1. Meeting the specific recruiting specifications (21 points), and the Schedule specs in the recruiting specifications (3 points) - maximum = 24 points</p> <p>24/24: No mistakes – the correct participants get invited at the correct scheduled dates and times.</p> <p>21/24: Minor mistakes – Some interview/focus group slots are not correctly filled, but these can be corrected by a quick e-mail or phone call to the recruiter. The screener still shows that the bidder understands the specs.</p> <p>11/24: Major mistakes – Many participants get invited to the wrong focus group/interview, many corrections needed to the screener.</p> <p>0/24: Little or no understanding of the recruiting specs – structure of the questionnaire clearly does not address them.</p> <p>2. Addressing generic criteria listed in Sample A under Additional Specifications (8 points)</p> <p>1 point for each of the 8 criteria – maximum = 8 points</p> <p>3 - Screener Script Introduction – maximum = 5 points</p> <p>The screening questionnaire should cover all of the necessary information outlined in Sample A to ensure participants have been properly introduced to the recruitment project.</p> <p>5/5: All necessary information covered 4/5: One piece of necessary information missing 2/5: Two pieces of necessary information missing 0/5: Three pieces or more of necessary information missing</p> <p>4 - Telephone interview prior to the Focus Groups – maximum = 3 points</p> <p>3 points- All items required are mentioned 2 points- only one (1) required item is mentioned 0 points- no required items are mentioned.</p> <p>5 - Information to be provided to participants – maximum = 10 points</p> <p>1 point for each of the 10 criteria – maximum = 10 points</p> <p>Maximum to be awarded: 50 points</p>	
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<p>PRTC 5</p>	<p>Bidder's capacity</p> <p>1. Quality management – The Bidder should provide a document in which they clearly describe how they ensure the quality of the work, including the quality control procedure for recruitment processes. (10 points)</p> <p>2. Managing conflicting priorities / back-up plan – The Bidder should describe: (i) how they manage an excessive volume of work and/or urgent jobs, and; (ii) their back-up plan in the event of conflicting priorities (such as conducting multiple recruitment processes at one (1) time) (10 points)</p> <p>Quality management</p> <ul style="list-style-type: none"> ➤ No procedure = 0 points ➤ Incomplete procedure: Some processes are not interconnected; the quality control procedure is incomplete, unclear or inconsistent. = 2.5 points ➤ Good procedure: All processes are interconnected; the quality control procedure is complete and clear and considers most situations that may arise. = 5 points ➤ Excellent procedure: All processes and decisions are interconnected; the procedure is very clear and considers all situations that may arise. A diagram or organizational chart is also provided. = 10 points <p>Managing conflicting priorities / back-up plan</p> <ul style="list-style-type: none"> ➤ No procedure = 0 points ➤ Incomplete procedure: Some processes are not interconnected; the procedure for respecting deadlines and the back-up plan are incomplete, unclear or inconsistent. = 2.5 points ➤ Good procedure: All processes are interconnected; the procedure for respecting deadlines and the back-up plan are complete and clear and consider most situations that may arise. = 5 points ➤ Excellent procedure: All processes and decisions are interconnected; the procedure for respecting deadlines and the back-up plan consider all situations that may arise. A diagram or organizational chart is also provided. = 10 points <p>Maximum to be awarded: 20 points</p>	
<p>Total Maximum points: 140 points Minimum score of 100 points must be achieved</p>		



ATTACHMENT 2 TO PART 4, TECHNICAL CRITERIA Sample A

Recruitment of Participants in < *City X and Your Region* > to Participate in Focus Groups and One-on-One Interviews to Test Questions for the Canadian Community Health Survey (CCHS)

1. Background

Statistics Canada is conducting 2 focus groups and 8 one-on-one, in-depth interviews in < insert *City X, Your region* > to discuss the proposed questionnaire for the Canadian Community Health Survey (CCHS). The survey is a household survey that measures various aspects of Canadians' health such as mental and physical health, nutrition, and physical activity.

The objectives of the focus groups and one-on-one interviews include:

- To obtain feedback from respondents on their overall impressions of and reactions to the CCHS questionnaire and the interview process;
- To test respondents' understanding of specific questions, terminology and instructions;
- To test whether the questionnaire captures the varied experience of Canadians as far as health is concerned;
- To assess the respondent-friendliness and interviewer-friendliness of the questionnaire.

2. Description of Work

Two (2) focus groups will take place in < *City X, Your region* > at **Address XYZ** from 7 p.m. to 9 p.m. on **Monday and Tuesday, April 22 and April 23, 2019** (dates are subject to change).

In addition, a total of **8 one-on-one, in-depth interviews** will take place during the **mornings and afternoons of April 22 and 23** in the same location (4 interviews each day). Each interview is expected to last approximately one hour.

Focus Groups: Statistics Canada interviewers will administer the CCHS questionnaire over the telephone approximately 2 to 5 days prior to the focus groups. Each telephone interview is expected to last approximately 30 minutes

One-on-one interviews: The questionnaire will be administered face-to-face at the time of the scheduled interview appointment at the Contractor's facility, to be followed by a short follow-up discussion about the survey.

The Contractor shall prepare the screening questionnaire and recruit participants for focus groups and one-on-one interviews according to the specifications set out below.

The screening questionnaire is to be approved by the QDRC, Statistics Canada.

The Contractor shall telephone all participants to confirm the focus group and one-on-one interview times at least 24 hours in advance of the scheduled time.



The Contractor's final payment shall be based on the number of participants who attend each group and the number of completed in-depth interviews. *The Contractor shall not be paid for any cancellations or "no shows."*

3. Recruiting Specifications

1st focus group - 7:00 p.m., Monday, April 22, 2019:

- 10 participants (recruit 12 to ensure that 10 attend)
- Approximately 50% males and 50% females.
- Age range: a mix (between 21 and 70 years).
- About half of the participants should have children living at home.
- Participants should be from various labour force backgrounds (i.e., employed, unemployed, not in the labour force).
- Participants should be from various education levels and income ranges.
- **All participants need to have one of the following long-term or chronic conditions** that must be diagnosed by a health professional, and the condition is expected to last at least 6 months: diabetes, chronic pain, cardio-vascular condition, respiratory condition, disability, etc. A good mix of these conditions is required.

2nd focus group - 7:00 p.m., Tuesday, April 23, 2019:

- 10 healthy participants (i.e., not having one of the above chronic conditions).
- Approximately 50% males and 50% females.
- Age range: a mix (between 21 and 70 years).
- About half of the participants should have children living at home.
- Participants should be from various labour force backgrounds (i.e., employed, unemployed, not in the labour force).
- Participants should be from various education levels and income ranges.

One-on-one interviews at Contractor's facility - Monday and Tuesday, April 22 and April 23, 2019:

- 8 participants.
- Approximately 50% males and 50% females.
- Age range: a mix (between 21 and 70 years).
- About half of the participants should have children living at home.
- Participants should be from various labour force backgrounds (i.e., employed, unemployed, not in the labour force).
- Participants should be from various education levels and income ranges.
- At least 4 recent immigrants (landed in Canada since 2014 or later) from a variety of countries.
- **4 out of 8 participants must have one of the following long-term or chronic conditions** that must be diagnosed by a health professional, and the condition is expected to last at least 6 months: diabetes, chronic pain, cardio-vascular condition, respiratory condition, etc. A good mix of these conditions is required.

The one-on-one interviews should be scheduled at the following times, or at agreed times after consultation with QDRC, Statistics Canada:

Monday, April 22, 2019: 9:00 a.m., 10:30 a.m., 1:00 p.m., 2:30 p.m.

Tuesday, April 23, 2019: 9:00 a.m., 10:30 a.m., 1:00 p.m., 2:30 p.m.

Additional recruiting specifications:

- The Contractor shall not recruit persons or members of the immediate family of people who work for the federal government, including Statistics Canada.



- The Contractor shall not recruit health care professionals (doctors, nurses, health facilities administrators, etc.).
- The Contractor shall not recruit persons who work in market research, marketing, advertising or the media (i.e., radio, television, newspaper, etc.).
- The Contractor shall not recruit persons who have taken part in a focus group or cognitive interview in the previous 12 months.
- The Contractor shall not recruit persons who have taken part in previous focus groups or one-on-one interviews conducted by Statistics Canada.
- The Contractor shall not recruit any relatives or persons who personally know any person who is doing the recruiting.
- The Contractor shall not recruit persons who personally know each other.
- *Focus groups only:* The Contractor shall determine the best time for a Statistics Canada to conduct the telephone interview (e.g., instructions from participants for convenient times may include: Any evening after 6 p.m.; any day except Friday, Monday or Tuesday afternoon, etc.). Try to arrange for approximate times instead of exact times.

Information to be provided to participants during recruiting:

During recruiting, the Contractor shall provide the following information to each participant:

- The Contractor is recruiting on behalf of Statistics Canada.
 - The purpose of the focus groups and one-on-one interviews is to test the proposed questionnaire for the Canadian Community Health Survey.
 - All interviews and discussions will be completely private.
 - All focus groups and one-on-one interviews will be conducted by Statistics Canada
 - Location of the focus group and one-on-one interview.
 - Participants should arrive at least 10 minutes before the scheduled focus group/interview time.
 - Participants must be comfortable speaking and reading English, or French, depending on the language of the groups and interviews.
 - Please bring eyeglasses, if necessary, since written material may have to be read.
 - *Focus groups only:* Focus groups involved a **two-step process...**
 - (1) A few days before the scheduled focus group date, participants will receive a telephone call from a Statistics Canada interviewer, who will administer the questionnaire over the telephone. This interview is expected to last approximately 30 minutes.
 - (2) Participants will then take part in the scheduled focus group discussions, where they will have the opportunity to discuss the questionnaire and provide their opinions about the survey. The focus group discussion will last approximately 2 hours. (Note that Statistics Canada will not bring any completed questionnaires to the focus group session.)
- A payment of \$75 will be provided to each participant at the conclusion of the focus group. Note that the term “incentive” must not be used.
- *One-on-one interviews only:* The interviews will be conducted by Statistics Canada (i.e., a face-to-face interview followed by a discussion about their reactions and feedback about the questions). These interviews will last approximately 1 hour.



A payment of \$75 will be provided to each participant. Note that the term “incentive” must not be used.

4. Deliverables

The Contractor shall provide Statistics Canada with the following information for each participant:

- Name
- Age and sex
- Profile according to the recruitment specifications
- Scheduled focus group or one-on-one interview time
- *Focus groups only*: Best time to call to administer questionnaire and participants' phone number.

The Contractor shall provide these deliverables according to the following schedules:

- No later than 12 noon EDT on **Tuesday, April 16, 2019** for the focus group participants.
- No later than 12 noon EDT on **Friday, April 19, 2019** for the one-on-one interview participants.

5. Work Plan

Schedule:

- The project shall begin on **Monday, April 8, 2019**.
- The Contractor shall recruit participants from April 8 to April 16, 2019.
- The Contractor shall provide the deliverables to Statistics Canada according to the schedule provided under “Section 4. Deliverables.”
- The project shall be completed by April 24, 2019.

Project initiation:

- The Contractor shall discuss the work plan and schedule as well as clarify the recruiting specifications with the QDRC, Statistics Canada. The QDRC shall approve the screening questionnaire before any recruiting begins.

Recruitment of participants:

- The Contractor shall recruit the participants for the focus groups and one-on-one interviews according to the recruiting specifications described under “Section 3. Recruiting Specifications.”

Provide participants' names and profiles:

- The Contractor shall provide the names and profiles of all participants to Statistics Canada as described under “Section 4. Deliverables.”

Confirm the focus group and interview times:

- The Contractor shall telephone each participant to confirm the focus group/interview time at least 24 hours in advance of the scheduled time.



6. Available Client Support

Participants who want to speak with someone at Statistics Canada about the focus groups and interviews should be asked to contact _____, Statistics Canada, at (613) 951-_____, or _____ at (613) 951-_____.

If clarification about any special situations that may arise during recruiting is required, then the Contractor should contact _____ at (613) 951-_____.

7. Constraints

The Contractor shall carry out the work in accordance with the Directive on the Management of Communications Appendix C: Mandatory Procedures for Public Opinion Research (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=30682#appC>)

8. Language Requirements

The Contractor shall carry out all recruitment in English or French (depending on the region).



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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



5.2.3.2 Education and Experience

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



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Contract.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

A. Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex C Task Authorization Form. An authorized TA is a completed Annex C signed or approved in writing by the TA Authority.

C. TA Authority and Limit

The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$10,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

D. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations, not being exceeded.

E. Multiple contracts

As more than one contract has been awarded for each Region specified in the Statement of Work, in Annex A, a request to perform a task will be sent in accordance with paragraph F of this clause to a Contractor determined by the Project Authority and in consideration of the proportional basis of selection



defined below. If the Contractor confirms in writing that it is unable to perform the task, the TA will be forwarded to another Contractor until one is able to perform the task. If no contractor can perform the task, Canada reserves the right to acquire the required Work by other means. A contractor may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more than one authorized TA and no request to perform a task will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to perform additional tasks.

X **(to be inserted at contract award)** contracts were awarded as a result of bid solicitation number J024632 for the Regions specified in the Statement of Work, in Annex A.

The Contractors' awarded contracts are as follows:

(to be inserted at contract award)

Managing proportional basis of selection

Canada has awarded X contracts for Region X **(to be inserted at contract award)**. Each contract per Region has been awarded an equal percentage of the total budget amount for that Region.

Subject to operational requirements and on a best effort basis, Canada will attempt to respect a + or – 20% distribution of work between all contracts awarded in the same Region. On a bi-annual basis, the Contracting Authority and the Project Authority will conduct a review to determine if the proportions are being respected and Contractors may be advised of any deviations.

F. TA Process

1. For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex C, Task Authorization Form, containing as a minimum:
 - I. the task or revised task description of the Work required, including:
 - a) the details of the activities or revised activities to be performed;
 - b) a description of the deliverables or revised deliverables to be submitted; and
 - c) a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
 - II. the Contract basis of payment applicable to the task or revised task.
2. Within two (2) business days of its receipt of the request, the Contractor must provide the Project Authority with a dated email reply to the TA form received from the Project Authority, containing as a minimum:
 - i. the confirmation that the task or revised task will be performed as stated and in accordance with Annex B, Basis of Payment.

G. TA Authorization

1. The TA Authority will authorize the TA based on:
 - i. the request submitted to the Contractor pursuant to paragraph F of this clause;
 - ii. the Contractor's response received, submitted pursuant to paragraph F of this clause; and
 - iii. the agreed total estimated cost for performing the task or, as applicable, revised task



2. The TA Authority will authorize the TA provided the cost and timelines proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph F of this clause.
3. The authorized TA will be issued to the Contractor either by email as an email attachment in PDF format, by mail and/or by facsimile. The original version will follow either by email as an email attachment in PDF format, by mail and/or by facsimile.

H. Minimum Work Guarantee - All the Work - Task Authorizations

In this clause,

1. "**Maximum Contract Value**" means the sum specified in the "Limitation of Expenditure" set out in the contract
2. "**Minimum Contract Value**" means 2.5% of the Maximum Contract Value.
3. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 4 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
4. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
5. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

I. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.
2. The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.
3. The data must be submitted on a quarterly basis to the Contracting Authority. The quarterly periods are defined as follows:
 - 1st quarter: April 1 to June 30;
 - 2nd quarter: July 1 to September 30;
 - 3rd quarter: October 1 to December 31; and
 - 4th quarter: January 1 to March 31.
4. The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

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



For each authorized task:

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

For all authorized tasks:

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

J. Refusal of Task Authorizations

The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least five instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued. Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 1%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative.

Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract _____:



7.3 Security Requirements

7.3.1 There are no security requirements applicable to this Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of contract is from contract award to March 31, 2021 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional two (2) year periods 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 two (2) 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Courtney Dauphinee
Title: Coordinator
Organization: Statistics Canada
Address: 150 Tunney's Pasture Driveway, Ottawa, ON
Telephone: 613-402-7636
E-mail address: Courtney.Dauphinee@canada.ca

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

7.5.2 Project Authority (to be inserted 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.



7.5.3 Contractor's Representative (to be inserted at contract award)

The Contractor's Representative is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: ____ - ____ - _____
 E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B to the limitation of expenditure specified in the authorized TA.

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

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ **(To be inserted at Contract Award)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



7.7.3 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

7.7.4 Electronic Payment of Invoices – Contract

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

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

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- i. the Task Authorization (TA) number, the cost per participant and associated fixed rates;
- ii. any other documents or information as requested by the Project Authority or as specified in the Contract.

2. Invoices must be distributed as follows:

- i. One (1) electronic copy must be forwarded to the following address for certification and payment.
Email: statcan.financecounter-comptoirfinance.statcan@canada.ca
- ii. One (1) electronic must be forwarded to the Contracting Authority and the Project Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- a) the Articles of Agreement;



- b) the general conditions 2035 (2018-06-21), Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) the signed Task Authorizations (including all of its annexes, if any); and;
- f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " *or* ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

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

OR

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

7.13 Insurance Requirements

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

7.14 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(b) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by email at boa.opo@boa-opo.gc.ca, or by web www.opo-boa.gc.ca.

7.15 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web www.opo-boa.gc.ca.



ANNEX A – STATEMENT OF WORK

SW.1.0 TITLE

Recruitment of Participants for Qualitative Research

SW.2.0 BACKGROUND

The Questionnaire Design Resource Centre (QDRC) of Statistics Canada is responsible for the development and testing of questionnaires on behalf of many different program area divisions of Statistics Canada. As part of its mandate, the QDRC tests household, business, institutional and agricultural survey questionnaires using methods such as focus groups and cognitive techniques. In connection with this work, the QDRC must often contract out the recruitment of participants for focus groups and one-on-one, in-depth interviews.

SW.3.0 OBJECTIVES

The selected contractors will recruit individuals from the general public. These individuals will participate in questionnaire testing activities (typically, one-on-one interviews or focus groups) moderated by the QDRC. These questionnaire testing activities help Statistics Canada evaluate and improve its survey questionnaires, resulting in better data quality.

Milestones and Schedules

Milestones and schedules will vary but will be described in the Task Authorization (TA) for each project.

SW.4.0 DESCRIPTION OF WORK

The work will be carried out in various Regions across Canada including:

- The Atlantic Provinces (Newfoundland and Labrador, Prince Edward Island, Nova Scotia, and New Brunswick)
- Québec (except for the National Capital Region (NCR))
- The National Capital Region (NCR)
- Ontario (except for the NCR)
- The Western Provinces (Manitoba, Saskatchewan, Alberta and British Columbia)

These services will not be rendered in areas covered by a Comprehensive Land Claim Agreement (CLCA).

Tasks, Activities and Deliverables

Tasks, deliverables and specifications for work conducted under this contract include, but are not limited to, the work outlined below. The tasks and deliverables specific to a particular recruitment activity will be outlined accordingly in the applicable task authorization (TA) but will be within the scope of recruitment services.

Additional recruiting specifications (such as interview/focus group schedules and locations, and recruitment criteria), not mentioned below, that are more specific to that project will be outlined in the TA.

Operational Requirements (Procedures):

Work Plan:

For each project, the following work plan will be followed:



- The Contractor will discuss the project's work plan, schedule and recruiting specifications (described in the project's Task Authorization) with the QDRC. Recruiting specifications indicate the required profile of participants and typically include:
 - The number of participants to recruit;
 - Their preferred language of communication (English or French)
 - A good mix of participants by age, sex, education level and income level;
 - Other recruiting criteria specific to the project, for example (but not limited to) recent immigrants; persons with a disability, or with specific chronic conditions; persons in specific household situations (e.g. mixed families); persons having experienced specific events such as travel, accidents, legal problems, purchases, etc.
- The Contractor must prepare a screening questionnaire for the recruitment of focus group and/or in-depth interview participants. This screening questionnaire takes into account factors outlined on the recruiting specifications such as sex, age, language spoken, occupation and other recruitment characteristics.
- The QDRC will approve the screening questionnaire before any recruiting takes place.
- Using the screening questionnaire, the Contractor will recruit participants for focus groups and/or one-on-one, in-depth interviews according to the recruiting specifications of each project. The list of participant names must be generated by the company as it is not provided by Statistics Canada.
- Approximately 24 hours before the scheduled focus group or interview time, the Contractor must telephone each participant to confirm the date, time and location.
- If there are cancellations, the Contractor must make every reasonable effort to find replacements.
- The Contractor must provide the names and profiles of all focus group/interview participants to the QDRC as described under "Deliverables" in the project's Task Authorization, which will also specify the date when this information is required. Typically, the deliverables will be due 1 or 2 working days before the beginning of the interviews or focus groups, and will include:
 - Participants' names and contact information;
 - Their answers to the screening questionnaire;
 - The confirmed date and time of their scheduled interview or focus group.

Recruiting Specifications:

There are several recruiting specifications that will apply to every QDRC recruiting project:

- The Contractor must not recruit persons or members of the immediate family of people who work for the federal government, including Statistics Canada (unless specifically asked to).
- The Contractor must not recruit persons who work in market research, marketing, advertising or the media (i.e., radio, television, newspapers, etc.) unless specifically asked to.
- The Contractor must not recruit persons who have taken part in a focus group or in-depth interview in the previous 12 to 24 months (exact time frame to vary by project).
- The Contractor must make every reasonable attempt to avoid recruiting persons who personally know any person who is doing the recruiting.
- The Contractor must not recruit persons who personally know each other.



Information Provided to Participants:

During the recruitment of participants for a focus group/in-depth interview, the Contractor must provide the following information to each participant:

- the Contractor is recruiting on behalf of Statistics Canada
- the purpose of the focus group/in-depth interview
- the expected length of the focus group/in-depth interview
- the fact that all discussions at the interviews/focus groups will be private
- the focus group/in-depth interview will be conducted by Statistics Canada
- the amount of payment given to each participant following the focus group/in-depth interview (if applicable)
- the location and scheduled time of the focus group and/or in-depth interview
- the requirement to bring eyeglasses (if reading is required)
- the requirement that participants arrive 10 minutes early at the scheduled focus group/interview location
- the requirement that participants are comfortable speaking and reading the language of the focus group/interview

Additional information that is more project-specific must be conveyed to the participants, if requested by the QDRC and outlined in the TA.

SW.4.0 Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

SW.5.1 Location of Work, Work Site and Delivery Point

The work is expected to be completed at the Contractor's place of business.

SW.5.2 Language of Work

The Contractor must carry out all recruitment in English or French, depending on the intended language of the interview or focus group for which the work is to be conducted. No translation will be required.

SW.5.3 Environmental considerations

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers will be encouraged to transmit work requests electronically. All non-electronic correspondence and deliverables should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content and processed chlorine free, whenever possible. Double-sided photocopying will be the default unless otherwise specified by the Project or



Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The supplier will be encouraged to provide proofs for client review and approval either on-screen or by e-mail, CD, DVD or zip file, wherever possible. Should printed material be required, double-sided format will be the default unless otherwise specified by the client.

SW.5.4. Definitions

Participants for a focus group/in-depth interview will be considered as part of one (1) of the two (2) population types listed below. Participants will only be considered from the hard-to-recruit population if the entire sample is considered hard-to-recruit; otherwise, all participant(s) will be considered general population. This information will be outlined in the TA.

General Population is defined as: Participants whose characteristics are easy to find in the population at large; typically, the recruiting criteria are based on gender, age, education level, income, main occupation, household composition and other demographic traits. “General Population” criteria may also call for a portion of the participants to have certain characteristics (for example, recent immigrants, visible minorities, people with a disability, Aboriginals, LGBT+) to ensure diversity in the recruited sample of participants.

Hard-to-Recruit Population is defined as recruiting criteria for which the local pool of potential participants is small. Examples may include, but are not limited to, certain professional communities (e.g. health researchers), participants with rare characteristics (e.g., specific health conditions, the transgender community, specific occupations, or household composition, etc.).



ANNEX B - BASIS OF PAYMENT

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1. Firm All-Inclusive Rate

The Contractor will be paid a firm all-inclusive rates for the requested recruitment services, based on the firm all-inclusive rates indicated in the table below, during the periods indicated in this Contract.

- a. The firm all-inclusive rates indicated below must include all charges related to the Work described in Appendix A, Statement of Work.
- b. These charges include (but are not limited to) : the recruitment of participants for one-on-one interviews and/or participation in focus groups, screening questionnaire design, screener translation (if applicable), project management duties and all related expenditures, GST excluded.
- c. Costs do not include facility rental, refreshments, DVD recording, and participant fee handling.
- d. All expected outcomes are FOB consignee, Canadian customs duties included, where applicable.
- e. The firm all-inclusive rates indicated in the table below, for optional years, will apply only if Canada exercises the option to extend the Contract.

*Pricing for hard-to-recruit populations will only apply if the entire sample is considered hard-to-recruit.

Periods	Category of Services	Cost per participant who attends	Fixed Costs
Initial Period (Contract award to March 31, 2021)	Recruitment of ten (10) participants or less - General Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of ten (10) participants or less - Hard to Recruit Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of eleven (11) to twenty five (25) participants - General Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of eleven (11) to twenty five (25) participants - Hard to Recruit Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of twenty-six (26) participants or more - General Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of twenty-six (26) participants or more - Hard to Recruit Population	To be inserted at contract award	To be inserted at contract award
Option 1 (April 1, 2021 to March 31 2023)	Recruitment of ten (10) participants or less - General Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of ten (10) participants or less - Hard to Recruit Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of eleven (11) to twenty five (25) participants - General Population	To be inserted at contract award	To be inserted at contract award



	Recruitment of eleven (11) to twenty five (25) participants - Hard to Recruit Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of twenty-six (26) participants or more - General Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of twenty-six (26) participants or more - Hard to Recruit Population	To be inserted at contract award	To be inserted at contract award
Option 2 (April 1, 2023 to March 31 2025)	Recruitment of ten (10) participants or less - General Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of ten (10) participants or less - Hard to Recruit Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of eleven (11) to twenty five (25) participants - General Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of eleven (11) to twenty five (25) participants - Hard to Recruit Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of twenty-six (26) participants or more - General Population	To be inserted at contract award	To be inserted at contract award
	Recruitment of twenty-six (26) participants or more - Hard to Recruit Population	To be inserted at contract award	To be inserted at contract award



ANNEX C - TASK AUTHORIZATION FORM

TASK AUTHORIZATION			
Contractor:		Contract Number:	
Work Order Number:		Date:	
TA Request (For completion by Technical Authority)			
Description of Services Required as per Statement of Work Background, Objectives, Description of work recruiting specifications, Deliverables, Work Plan, Constraints and Language Requirement			
2. PERIOD OF SERVICES		From:	To:
3. Work Location & Address			
TA Proposal [For completion by Contractor]			
4. Estimated Cost of TA			
	Cost per participant who attends	Fixed Cost	Total Cost
Quote - Cost per participant who attends	\$	\$	\$
GST/HST			\$
Total Estimated Cost			\$
TA Signing Approval			
5. Signing Authorities			
Name, Title and Signature of Individual Authorized to Sign on behalf of Contractor (type or print) Name: Title:	Signature: _____		Date: _____
	Name, Title and Signature of Individual Authorized to Sign on behalf of Statistics Canada (type or print) Name: Title:		Date: _____
		Signature: _____	Date: _____



ANNEX D - ELECTRONIC PAYMENT INSTRUMENTS

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

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