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TITLE

Bid solicitation # 1000213672 issued under the framework of the E60ZT-16TSPS Supply Arrangement for Task and Solutions Professional Services (TSPS), for the provision of the following professional services: Risk Management Specialist, Senior.

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 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 Attachments include the List of Suppliers, Pricing Schedule, Technical Criteria, Additional Certifications Precedent to Contract Award, and Additional certifications Required with the Bid.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List and Non-Disclosure Agreement.

The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1. This list will not be updated if additional suppliers request copies of the bid solicitation.

1.2 Summary

1.2.1 The Public Health Agency of Canada (PHAC) has a requirement for Risk Management Consultant Services to complete an assessment of Canada's supply chain readiness in the event of pandemic health emergencies, with the option of an additional one-year period to complete an assessment of Canada's supply chain readiness in the event of NON-pandemic health emergencies.

PHAC's Centre for Immunization and Respiratory Infectious Diseases (CIRID) leads the federal government's pandemic influenza preparedness and response efforts for the health sector. The federal government collaborates with provinces and territories on several key elements including public health guidance, surveillance programs, laboratory services, vaccine supply, antiviral supply, research, and with the international community. PHAC is prioritizing the assessment of pandemic influenza supplies to inform the development of guidance for health care services, including resource management, for the F/P/T *Canadian Pandemic Influenza Preparedness: Planning Guidance for the Health Sector*. Additionally, determining regional pandemic supply chain capacity is a priority for the North American Plan for Animal and Pandemic Influenza's (NAPAPI) in 2019/20.

The F/P/T governments share pandemic influenza preparedness responsibilities and work together to ensure a coordinated approach. While governments collectively stockpile essential supplies such as pandemic influenza antiviral medications and limited medical supplies such as ventilators and personal protective equipment (PPE), supply chain readiness and security in F/P/T jurisdictions is not well understood.

The period of the contract is from the date of contract award to March 31, 2020. Any resulting contract will include an irrevocable option to extend the resulting contract term by up to one additional one-year period under the same terms and conditions.

1.2.2 The resulting contract will not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement not forming part of the bid solicitation.

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.

ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS

Only selected TSPS SA Holders currently holding a TSPS SA under the E60ZT-16TSPS series of SAs are invited to compete. SA Holders may not submit a bid in response to this bid solicitation unless they have been invited to do so. However, should an uninvited SA Holder wish to be invited, it may contact the Contracting Authority to request an invitation at any time prior to five business days before the published bid closing date, and an invitation will be made to that SA Holder unless it would not be consistent with the efficient operation of the procurement process. In no circumstance will such an invitation require Canada to extend a bid closing date. The following SA Holders have been initially invited to bid on this requirement.

SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the E60ZT-16TSPS series as that joint venture at the time of bid closing in order to submit a bid.

1. Accenture Inc.
2. Babcock Canada Inc.
3. Compusult Limited
4. Confluence Consulting Inc.
5. FMC Professionals Inc.
6. Gelder, Gingras & Associates Inc.
7. Holonics Inc.
8. Innovative Construction Inc., Verterra Corp., in Joint Venture
9. KPMG LLP.
10. Lansdowne Technologies Inc.
11. McKinsey & Company Canada
12. QMR Staffing Solutions Incorporated, 3D Global Enterprises Inc. in Joint Venture
13. Quallium Corporation
14. Stratos Inc.
15. Tiree Facility Solutions Inc.

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 3.a) of Section 01, Integrity Provisions - Bid, of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 calendar days.

2.2 Submission of Bids

Bids must be submitted only to erin.massey@canada.ca by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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 FPS in receipt of a pension, as applicable:

- (a) name of former public servant; and
- (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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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 Inquiries - Bid Solicitation

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

2.6 Improvement of Requirement During Solicitation Period

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

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;
Section IV: Additional Information: 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 their bid:

- (a) use a numbering system that corresponds to the bid solicitation.

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.

Section II: Financial Bid

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B.** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

D. Price Breakdown

In their financial bids, bidders must provide a price breakdown for each proposed resource quoted in response to the pricing schedule detailed in Attachment 1 to Part 3.

1. Estimated Cost of Professional Fees

1.1 For each labour category, bidders must provide: a) the estimated cost of professional fees; and b) the cost basis (comprised of the quoted all inclusive fixed daily rate; and the estimated corresponding number of working days). Bidders must specify the number of hours included in a working day, exclusive of meal breaks.

1.2 The quoted all inclusive fixed time rate must include the total estimated cost of any travel and living expenses that may need to be incurred: by the labour category for the Work described in Part 7 of the bid solicitation.

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

2. Applicable Taxes

The price breakdown must not include the Applicable Taxes. [Instructions to the Bidder: consult Article 01, interpretation, of the 2035, General Conditions - Higher Complexity services, for the definition of the term "Applicable Taxes".]

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

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

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.

CONTRACT PERIOD: AWARD DATE TO MARCH 31, 2020

DELIVERABLE	DESCRIPTION (PANDEMIC ASSESSMENT)	DUE DATE	FIRM ALL-INCLUSIVE PRICE
PHASE 1	Development Of Project Plan	On or before October 31, 2019	\$
PHASE 2	Environmental Scan	On or before January 31, 2020	\$
PHASE 3	Mapping Schematic	On or before February 29, 2020	\$
PHASE 4	Analysis and Recommendations	On or before March 31, 2020	\$

OPTION PERIOD: APRIL 1, 2020 TO MARCH 31, 2021

DELIVERABLE	DESCRIPTION (NON-PANDEMIC ASSESSMENT)	DUE DATE	FIRM ALL-INCLUSIVE PRICE
PHASE 1	Development Of Project Plan	TBD	\$
PHASE 2	Environmental Scan	TBD	\$
PHASE 3	Mapping Schematic	TBD	\$
PHASE 4	Analysis and Recommendations	TBD	\$

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

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 submitted 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
Refer to Attachment 2 to Part 4 – Flexible Grid

4.1.1.3 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

4.2.1. Basis of Selection - Highest Combined Rating of Technical Merit 80% and Price 20%

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = LP / P_i \times 80$. P_i is the evaluated price (P) of each responsive bid (i).

4.2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 20$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

4.2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$.

4.2.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

4.2.1.7 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 the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (80%) and Price (20%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OS_i x 80)	Pricing Score (LP/P_i x 20)	Combined Rating
Bidder 1	120/135 x 80 = 71.11	50/60 x 20 = 16.67	87.78
Bidder 2	98/135 x 80 = 58.07	50/55 x 20 = 18.18	76.25
Bidder 3	82/135 x 80 = 48.59	50/50 x 20 = 20.00	68.59

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

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.

Mandatory Technical Criteria (MT)				
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.				
Number	Mandatory Technical Criterion	Bid Preparation Instructions	Met Not Met	Reference to Page / Proposal
PROJECT LEAD (SENIOR RISK MANAGEMENT SPECIALIST) CRITERIA				
MT1	The bidder must propose a Senior Risk Management Specialist to act as the Project Lead and demonstrate they score a minimum of 95 points on the Flexible Grid (Attachment 2 to Part 4).	The bidder must provide a detailed CV and copies of the proposed resource's CV, education credentials and professional certifications.		
MT2	<p>The bidder must demonstrate that the resource proposed as Project Lead (Senior Risk Management Specialist) has completed three (3) projects within the last three (3) years in the health, security or industrial domains specific to:</p> <ul style="list-style-type: none"> • environmental scans; and/or • gap analyses; and/or • capacity/capability assessments. <p>Please note that the experience must NOT have been obtained as part of academic training.</p>	<p>The bidder must provide detailed project summaries.</p> <p>Project summaries should include:</p> <ul style="list-style-type: none"> • The name of the client; • The partners and stakeholders involved; • The start and end dates of the project; • A brief description of the scope/complexity of the project; • The roles and responsibilities of the proposed resource; • The methodology(ies) used; • Contact information (name, telephone number and/or email address) for the client. <p>Canada reserves the right to contact references to validate experience.</p>		

MT3	The bidder must demonstrate that the resource proposed as Project Lead (Senior Risk Management Specialist) has completed a minimum of three (3) analytical reports that include options and recommendations for addressing gaps and vulnerabilities, within the health, security or industrial domain in the last seven (7) years	The bidder must provide detailed project summaries. Project summaries should include: <ul style="list-style-type: none"> • Objectives of analysis clearly articulated; • Data visualization aids utilized, if appropriate; • Interpretation of data provided; • Recommendations are clearly articulated and linked to objectives; • The direct involvement (roles and responsibilities) of the resource. 		
ADDITIONAL RESOURCE CRITERIA				
MT4	If the bidder proposes additional resources , they must demonstrate that each resource scores the required minimum for their proposed level as per the flexible grid (Attachment 2 to Part 4). Example: if the bidder proposes an intermediate resource, then they must demonstrate that this resource scores a minimum of 80 points on the flexible grid.)	The bidder must provide a detailed CV and copies of the education credentials and professional certifications for each proposed resource.		
MT5	The bidder must demonstrate that the additional resources (i.e. NOT the Project Lead) have a minimum of one (1) year of experience in the health, security or industrial domains specific to: <ul style="list-style-type: none"> • environmental scans and/or • gap analyses and/or • capacity/capability assessments; and • analytical reports Please note that experience gained as part of academic training WILL be accepted.	The bidder must provide detailed project summaries. Project summaries should include: <ul style="list-style-type: none"> • The name of the client; • The partners and stakeholders; • The start and end dates of the project; • A brief description of the scope/complexity of the project addressing the areas identified; • The roles and responsibilities of the proposed resource; • The methodology(ies) used; 		

		<ul style="list-style-type: none"> Contact information (name, telephone number and/or email address) for the client. <p>Canada reserves the right to contact references to validate experience.</p>		
CORPORATE CRITERION				
MT6	The bidder must demonstrate how they intend to address and complete all of the tasks in the Statement of Work (specifically section 2.1.	<p>The bidder must provide a detailed workplan that addresses their proposed methodology for completing the tasks involved with each phase of the Statement of Work.</p> <p>The workplan must include:</p> <ul style="list-style-type: none"> The name(s) and category (ies) of the resource(s) who will be responsible for completion of the task; The anticipated level of effort (days) for each task; Identification of possible risks and mitigation strategies for each (ex. Delays, disputes etc.); Quality assurance (QA) procedures; 		

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 (RT) and Scores		Maximum points	Actual Score	Reference to Proposal Comments
PROJECT LEAD (SENIOR RISK MANAGEMENT SPECIALIST) CRITERIA				
RT1	<p>The bidder should demonstrate that the resource proposed as Project Lead (Senior Risk Management Specialist) has completed environmental scans and/or analyses and/or assessments over and above the minimum of three (3) within the last three (3) years required in MT3.</p> <p>To demonstrate, the bidder must provide detailed project summaries for work</p>	/15		

	<p>completed which are different from the project summaries provided for MT3.</p> <p>Project summaries should include:</p> <ul style="list-style-type: none"> • The name of the client; • The partners and stakeholders involved; • The start and end dates of the project; • A brief description of the scope/complexity of the project; • The roles and responsibilities of the proposed resource; • The methodology(ies) used; • Contact information (name, telephone number and/or email address) for the client. <p>Canada reserves the right to contact references to validate experience.</p> <p>Points Allocation:</p> <ul style="list-style-type: none"> • 1 point for each compliant scan up to a maximum of 5; • 1 point for each compliant analysis up to a maximum of 5; • 1 point for each compliant assessment up to a maximum of 5 			
<p>RT2</p>	<p>The bidder should demonstrate by providing detailed project summaries, that the resource proposed as Project Lead (Senior Risk Management Specialist) has completed environmental scans and/or analyses and/or assessments specific to market analysis and/or supply chain assessment.</p> <p>Project summaries should include:</p> <ul style="list-style-type: none"> • The name of the client; • The partners and stakeholders; • The start and end dates of the project; • A brief description of the scope/complexity of the project addressing the areas identified; • The roles and responsibilities of the proposed resource; • The methodology(ies) used; • Contact information (name, telephone number and/or email address) for the client. 	<p>/5</p>		

	<p>Canada reserves the right to contact references to validate experience.</p> <p>Points Allocation:</p> <p>1 point per each compliant project up to a maximum of 5 points.</p>			
CORPORATE CRITERION				
RT3	<p>The bidder's proposal will be evaluated for overall quality and clarity.</p> <p>Points Allocation:</p> <p>10 points: the proposal is clear and concise with no/few grammar and spelling mistakes; it is easy to follow and addresses all of the areas of the Statement of Work and evaluation criteria. Overall excellent quality.</p> <p>5 points: the proposal is somewhat clear with some grammar and spelling mistakes; it is somewhat challenging to follow and addresses most of the areas of the Statement of Work and evaluation criteria. Overall satisfactory quality.</p> <p>0 points: the proposal is difficult to follow with several/many grammar and spelling mistakes; it does not address most of the areas of the Statement of Work and evaluation criteria. Overall poor quality.</p>	/10		
SCORE:			/30	
MINIMUM OF 18/30 REQUIRED (60%)				

**ATTACHMENT 2 TO PART 4
FLEXIBLE GRID**

Project Manager Consultant Flexible Grid

Levels of Expertise

Senior: **Minimum 100 pts**

Intermediate: **Minimum 80 pts**

Junior: **Minimum 65 pts**

14. Relevant Education to the Consultant Category

University (PhD, Graduate, Undergraduate, degree): 35 pts

College or CEGEP Diploma/Certificate: 25 pts

14. Professional Certification

Relevant Professional Certification: 15 pts

14. Relevant Experience in Consultant Category

≥1 yrs and <2 yrs: 12-23 months—15 pts

≥2 yrs and <4 yrs: 24-47 months—20 pts

≥4 yrs and <6 yrs: 48-71 months—30 pts

≥6 yrs and <8 yrs: 72-95 months—35 pts

≥8 yrs and <10 yrs: 96-119 months—55 pts

≥10 yrs: 120 + months—65 pts

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 and Additional Information Required with the 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 website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information 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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD

1. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

1. Education and Experience

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

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirement

6.1.1 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 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

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

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, and the Contractor's technical bid entitled _____, dated _____.

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 with the following replacements:

Section 08 – Replacement of Specific Individuals, of [2035](#) (2018-06-21) General Conditions – Higher Complexity – Services is deleted and replaced with the following:

1. if the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - b. security information on the proposed replacement as specified by Canada, if applicable.

Any assessment of the information provided will occur as per 2 (b) below.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor"; or
 - b. assess the information provided under 1 (a) and (b) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in 2 (a) above, or require the Contractor to propose another replacement within five working days' notice.
3. Where an Excusable Delay applies, Canada may require 2 (b) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.
4. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the

Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

5. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

With respect to **Section 30 - Termination for Convenience**, of [2035](#) (2018-06-21) General Conditions - Higher Complexity - Services, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 04) The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract
- 05) Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - a. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination; or
 - b. the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 06) The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

7.2.1.1 General Conditions – Modifications

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

- the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

7.2.2 Supplemental General Conditions

SACC *Manual* clause [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information.

7.2.3 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D , and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.2.4 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.

7.2.5 Specific Person(s)

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

7.2.6 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

Security requirement for Canadian supplier: Public Works and Government Services Canada file # Common-Professional Services Security Requirement Check List #2

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
4. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C
 2. Industrial Security Manual (Latest Edition)

7.3.2.2 The Company Security Officer (CSO) must ensure through the [Contract Security Program](#) that the Contractor and proposed individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

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

7.4.2 Option to Extend the Contract

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

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

7.4.3 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Erin Massey
Title: Senior Procurement and Contracting Officer
Health Canada and the 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

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 identified at contract award)

The Project Authority for the Contract is:

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

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

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

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

7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices by phase as specified in Annex B for a cost of \$ _____. Customs duties are excluded and Applicable Taxes are extra.

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

7.6.2 Canada's Total Liability

- A. For the Work described in the Statement of Work in Annex A, Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Applicable Taxes are extra.
- B. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
1. when it is 75 percent committed, or
 2. four (4) months before the Contract expiry date, or
 3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- C. 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.

7.6.3 Method of Payment – Milestone Payments – Not subject to holdback

SACC Manual clause [H3010C](#) (2016-01-28), Milestone Payments – No subject to holdback

7.6.4 Discretionary Audit

[C0705C](#) (2010-01-11), Discretionary Audit

7.7 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;

- b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original must be forwarded to hc.p2p.east.invoices-factures.est.sc@canada.ca and the Project Authority for certification and payment.

7.8 Certifications and Additional Information

7.8.1 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.

7.9 Applicable Laws

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

7.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Non-Disclosure Agreement; and
- (h) the Contractor's bid dated _____

7.11 Insurance

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

7.12 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.

ANNEX A - STATEMENT OF WORK

Assessment of Canada's Supply Chain Readiness in the Event of Health Emergencies

1. SCOPE

1.1. Introduction

During health emergencies, such as an influenza pandemic, there is expected to be increased demand for health care supplies within the health care system. There may be a rapid need for large quantities of critical medical supplies to support the delivery of health care services and to protect the health and safety of health care providers. There will be an increased likelihood of equipment and supply shortages due to an increase in the global demand. Factors such as transportation delays, border restrictions or closures, concurrent natural disasters or other unforeseen events affecting the supply chain, and workforce absenteeism due to illness, may further affect the capacity of the supply chain to meet product demand.

A recent example of a supply chain failure was the critical shortage of intravenous (IV) saline bags due to the 2017 Hurricane Maria, which destroyed the sole manufacturing facility in Puerto Rico. The impacts of this failure were felt globally, but more severely in the United States of America (US), which was experiencing a severe influenza season, with an increased number of patients presenting to hospitals for care. The global shortage of IV bags led to other supply shortages (e.g., mini IV bags, syringes) and required significant changes in clinical practices. This situation highlighted the need to prevent the occurrence of supply shortages in times of high demand and develop innovative solutions to mitigate their impacts should shortages occur. Manufacturing and distribution of essential medical supplies are key components of the health care system's critical infrastructure. Without a supply chain, there are no supplies; without supplies, there cannot be an effective response.

In Canada, from a national perspective, there is a need to understand the capacity of the supply chain for critical medical supplies (i.e., the who/what/where/when/how), and to identify supply chain vulnerabilities to inform supply-assurance recommendations with a scenario-based mitigation plan. This work will provide the basis for a robust Canadian strategy for supply chain readiness/security for critical medical supplies during health emergencies. The first priority of this project will be an assessment of the supply chain of critical medical supplies in the context of an influenza pandemic. This assessment will be followed by a similar exercise on the supplies required for other health emergencies, such as non-respiratory infectious disease outbreaks or natural disasters.

1.2. Objectives of the Requirement

The Supplier is to determine and assess the current state of Canada's supply chain for critical medical supplies essential for 1) pandemic influenza and 2) other health emergencies by:

- Performing an environmental scan of existing federal, provincial, territorial (F/P/T) arrangements (e.g., just in time ordering, stockpiling) for accessing the identified critical medical supplies;
- Determining and generating a mapping schematic of Canada's supply chain for the identified critical medical supplies; and
- Analysing the supply chain data to identify the vulnerabilities in the supply chain's capacity to meet increased supply demands in the event of an influenza pandemic or other health emergency.

1.3. Background and Specific Scope of the Requirement

Strengthening health care supply chain readiness during health emergencies is an international priority. In 2015, as a recommendation from the World Economic Forum Annual Meeting, several public and private sector entities launched an innovative public-private partnership called the Pandemic Supply Chain Network (PSCN). The PSCN is an important collective commitment, of which Canada is part of, to learn from past health crises, and to put into practice supply chain procedures, policies, and capacities that can better prepare for and ensure effective responses to future infectious disease outbreaks. The Network is involved in identifying a list of critical medical items, developing methods and software to calculate supply estimates, and mapping both publicly held physical reserves and privately held virtual supplies. The Network identified a list of 62 critical pandemic supplies. From this list, the Network further divided the critical supplies by disease, including influenza pandemic, into Disease Commodity Packages (DCPs). The aim of the DCPs is to create a more efficient supply chain from logistics to market supply to risk assessment, with a focus on hard to obtain cross-disease items. The outputs of these activities will inform Canada's strategy on supply chain readiness/security for critical medical supplies during an influenza pandemic and other health emergencies.

These initiatives align with the Public Health Agency of Canada's (PHAC) priority area of enhanced public health security. Within the PHAC, the Centre for Emergency Preparedness and Response (CEPR) is Canada's central coordinating point for public health security issues. CEPR maintains the National Emergency Strategic Stockpile (NESS) to provide health and social service supplies in a timely manner to provinces and in support of health emergency response efforts. The NESS maintains a number of stockpiled assets, including critical medical supplies for pandemic influenza and other health emergencies, and supports a 24/7 response capability. The NESS assets are routinely reassessed to ensure that the state of the national stockpile remains in alignment with any noted shifts in the health emergency risk landscape.

The PHAC's Centre for Immunization and Respiratory Infectious Diseases (CIRID) leads the federal government's pandemic influenza preparedness and response efforts for the health sector. The federal government collaborates with provinces and territories on several key elements including public health guidance, surveillance programs, laboratory services, vaccine supply, antiviral supply, research, and with the international community. The PHAC is prioritizing the assessment of pandemic influenza supplies to inform the development of guidance for health care services, including resource management, for the F/P/T *Canadian Pandemic Influenza Preparedness: Planning Guidance for the Health Sector*. Additionally, determining regional pandemic supply chain capacity is a priority for the North American Plan for Animal and Pandemic Influenza's (NAPAPI) in 2019/20.

The F/P/T governments share pandemic influenza preparedness responsibilities and work together to ensure a coordinated approach. While governments collectively stockpile essential supplies such as pandemic influenza antiviral medications and limited medical supplies such as ventilators and personal protective equipment (PPE), supply chain readiness and security in F/P/T jurisdictions is not well understood.

2. REQUIREMENTS

2.1. Tasks, Activities, Deliverables and Milestones – Initial Contract period (Pandemic Assessment)

Phase 1: Development of a project plan

In consultation with the Project authority, the Supplier will prepare a project plan based on the proposed Project Schedule below that reflects how each project deliverable will be met within the required timeframes. This deliverable will identify the specific tasks, dates and deliverables for the assessment of Canada's critical medical supply chain, with the first priority being supplies for pandemic influenza.

Phase 2: Perform an environmental scan of Canada's critical medical supplies and supply chain

The Supplier, in consultation with the Project Authority, will prepare a detailed information gathering strategy for collecting key information on Canada's critical medical supplies and supply chain (list to be provided by Project Authority).

The Supplier will compile a list of subject matter experts and key internal and external partners and stakeholders (either groups of stakeholders or individuals), who have knowledge and expertise with critical medical supplies and supply chain management. The Supplier will develop a consultation tool and conduct interviews with national, provincial/territorial, industry and other experts to collect information on critical medical supplies, modeling tools available, origin/manufacturer of supplies, manufacturers and suppliers, distribution networks, contingency plans, etc. The Supplier will prepare and submit the results of the environmental scan in a summary report.

Potential information sources:

- Public Health Infrastructure Steering Committee (PHI-SC);
- Communicable infectious Disease Steering Committee (CID-SC);
- CEPR;
- CIRID;
- Canadian Pandemic Influenza Preparedness Task Group (CPIP TG);
- F/P/T Public Health Emergency Management (PHEM) Task Group – with health emergency management experts from across F/P/T jurisdictions;
- Other government departments (e.g., Transport Canada, Public Safety/RCMP, Department of National Defence, Department of Indigenous Services Canada, etc.)
- Private sector organizations;
- Industry partners
- WHO (Pandemic Supply Chain Network).

Phase 3: Determine and generate a mapping schematic of Canada's supply chain for critical medical supplies

The Supplier will schematically depict Canada's supply chain for all the identified critical medical supplies from point of production to point of use, taking into account Canada's vast geography and remote and isolated areas. The Supplier will prepare and submit the mapping schematic in a Word document. The Supplier will also prepare a presentation deck on the mapping exercise.

Phase 4: Analyse the capacity of the supply chain for the critical medical supplies, and provide recommendations to mitigate the vulnerabilities; prepare a final report

Using the information gathered in Phase 2, the Supplier will conduct an analysis of the supply chain's capacity to meet Canada's critical medical supply needs during an influenza pandemic event and identify any vulnerabilities in the supply chain. Using existing modeling assumptions and tools, the Supplier will also determine and assess the supply chain's capacity to ramp up production. This will include lead-time metrics to meet the increased medical supply demands of the health care system in different pandemic influenza scenarios, which are outlined in the *Canadian Pandemic Influenza Preparedness: Planning Guidance for the Health Sector*, to inform this assessment. Develop recommendations for mitigating the identified vulnerabilities. The Supplier will prepare and submit a final report with the outputs of Phases 2-4.

Project Schedule

	Tasks	Responsibility	Deliverables	Duration	Notes
Phase 1: Development of project plan					
1.1	Initial planning meeting between Supplier and Project authority to discuss requirements of project.	Supplier and Project authority		1 week from contract award	Approvals needed by Project Authority.
1.2	Develop Project Plan, in consultation with Project authority.	Supplier	#1 Project Plan	2 week (after initial meetings listed in 1.1).	
1.3	Review and approval of project plan by Project authority	Project authority		1 week from project plan presented.	
Phase 2: Perform an environmental scan of Canada's critical medical supplies and supply chain					
2.1	Prepare a detailed information gathering strategy.	Supplier	#2 Information gathering strategy	2 weeks	Project authority will review and input into all deliverables. The Supplier will integrate feedback from Project authority into deliverables, as appropriate.
2.2	Develop list of targeted SMEs/partners/stakeholders for consultation.	Supplier	#3 List of SMEs/partners/stakeholders	1 week	
2.3	Develop a consultation tool to guide consultations.	Supplier	#4 Consultation tool	1 week	
2.4	Conduct, in consultation with Project authority, the interviews	Supplier		12 weeks	
2.5	Summarize environmental scan results.	Supplier	#5 Summary report	2 weeks	
Phase 3: Determine and generate a mapping schematic of Canada's supply chain for critical medical supplies					
3.1	Produce a schematic of Canada's supply chain of critical medical supplies.	Supplier	#6 Schematic	4 weeks	Project authority will review and input into all deliverables. The Supplier will integrate feedback from Project authority into deliverables, as appropriate.
3.2	Present schematic to FPT PHEM TG	Project authority, Supplier will support through provision of material.	#7 Deck	Dependent on teleconference schedule of PHEM TG	
Phase 4: Analyse the capacity of the supply chain for the critical medical supplies, and provide recommendations to mitigate the vulnerabilities					
4.1	Develop a detailed report on the findings from Phases 2-4.	Supplier	#8 Report	2 weeks	Project authority will review and input into all deliverables.

	Tasks	Responsibility	Deliverables	Duration	Notes
					The Supplier will integrate feedback from Project authority into deliverables, as appropriate.
4.3	Present deliverable #8 to PHAC CIRID and CEPR	Supplier			Incorporate feedback in consultation with Project authority.

**Schedule may be revised after initial planning meeting.*

2.2. Tasks, Activities, Deliverables and Milestones – Option period (Non-Pandemic Asset Assessment)

Phase 1: Development of a project plan

In consultation with the Project authority, the Supplier will prepare a project plan based on the proposed Project Schedule below that reflects how each project deliverable will be met within the required timeframes. This deliverable will identify the specific tasks, dates and deliverables for the assessment of Canada’s critical medical supply chain, with the first priority being supplies for non-pandemic specific health emergencies.

Phase 2: Perform an environmental scan of Canada’s critical medical supplies and supply chain

The Supplier, in consultation with the Project Authority, will prepare a detailed information gathering strategy for collecting key information on Canada’s critical medical supplies and supply chain (list to be provided by Project Authority).

The Supplier will compile a list of subject matter experts and key internal and external partners and stakeholders (either groups of stakeholders or individuals), who have knowledge and expertise with critical medical supplies and supply chain management. The Supplier will develop a consultation tool and conduct interviews with national, provincial/territorial, industry and other experts to collect information on critical medical supplies, modeling tools available, origin/manufacturer of supplies, manufacturers and suppliers, distribution networks, contingency plans, etc. as they related to non-pandemic specific assets. The Supplier will prepare and submit the results of the environmental scan in a summary report.

Potential information sources:

- Public Health Infrastructure Steering Committee (PHI-SC);
- Communicable infectious Disease Steering Committee (CID-SC);
- CEPR;
- CIRID;
- F/P/T Public Health Emergency Management (PHEM) Task Group – with health emergency management experts from across F/P/T jurisdictions;
- Other government departments (e.g., Transport Canada, Public Safety/RCMP, Department of National Defence, Department of Indigenous Services Canada, etc.)
- Private sector organizations;
- Industry partners

Phase 3: Determine and generate a mapping schematic of Canada's supply chain for critical medical supplies

The Supplier will schematically depict Canada's supply chain for all the identified critical medical supplies from point of production to point of use, taking into account Canada's vast geography and remote and isolated areas. The Supplier will prepare and submit the mapping schematic in a Word document. The Supplier will also prepare a presentation deck on the mapping exercise.

Phase 4: Analyse the capacity of the supply chain for the critical medical supplies, and provide recommendations to mitigate the vulnerabilities; prepare a final report

Using the information gathered in Phase 2, the Supplier will conduct an analysis of the supply chain's capacity to meet Canada's critical medical supply needs during an health emergencies of non-pandemic origin, and identify any vulnerabilities in the supply chain. Using existing modeling assumptions and tools, the Supplier will also determine and assess the supply chain's capacity to ramp up production. This will include lead-time metrics to meet the increased medical supply demands of the health care system in different health emergency scenarios.

2.3. Specifications and Standards

All deliverables are to be provided electronically to the Project authority in English; documents and presentations should be in Microsoft Office Word and PowerPoint respectively.

2.4. Technical, Operational and Organizational Environment

The majority of the work will take place in an environment of the Supplier's choosing and expense, outside of PHAC's facilities. Meetings will be held via teleconference. The Supplier may be required to attend face-to-face meetings in Ottawa, with colleagues from CEPR and CIRID, or be present during an F/P/T table meeting.

2.5. Method and Source of Acceptance

The Project authority will work closely with the Supplier for all areas of work included in the contract. The Project authority, via the electronic drafts submitted by the Supplier, will monitor completion of the deliverables. Significant changes and revisions to the documents shall be highlighted using the documents' review functions (i.e. track changes and comments boxes) for ease of review.

2.6. Reporting Requirements

The Supplier will submit a report upon completion of each phase of the project, outlining work completed and time spent. The report is will be submitted with the phase deliverable(s).

2.7. Project Management Control Procedures

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

- Meet with Supplier via teleconference on a mutually agreed upon schedule to review progress to date, timelines, etc., and to provide clarification as required, and will be scheduled in consultation with the Supplier;
- Receive and respond to deliverables as detailed in the Project Schedule; and
- Facilitate payments according to the established schedule.

3. ADDITIONAL INFORMATION

3.1. Canada's Obligations (PHAC Obligations)

PHAC will:

- Provide access to current drafts of key documents such as list of supplies/assets, PSCN reports, pandemic influenza planning guidance, existing modeling tools, and other relevant materials as necessary for completion of work;
- Provide access to the departmental library, government policies and procedures, and publications and reports as required for completion of work;

- Provide access to the Project authority to discuss the project as needed;
- Contribute technical expertise via review and comments towards the project deliverables;
- Be available for any questions regarding the development of the deliverables and any other communication from the Supplier within 1-business days of receipt. A response will be provided as soon as possible; and
- Provide French translation as required.

3.2. Supplier’s Obligations

The Supplier must use their own equipment and software for the performance of this Statement of Work. The software must be compatible with the current PHAC technical environment, specifically, Microsoft Office products versions 2003 through 2010.

The Supplier is also required to:

- Ensure availability to discuss tasks and activities when required by the Project authority;
- Participate in teleconferences and in-person meetings, as required; and
- Include in the reviews and reports, where appropriate, a clear description of the methodology used (including specific search terms, databases used, study designs, document flow, inclusion/exclusion), and synthesis and summary results.
- Maintain a record of all input received and how it was addressed in the draft documents.

3.3. Location of Work, Work site and Delivery Point

Apart from the in person meetings in Ottawa, the work will take place in an environment of the Supplier’s choosing and expense, outside of PHAC’s facilities.

3.4. Language of Work

The language of work will be English.

4. APPLICABLE DOCUMENTS AND GLOSSARY

4.1. Applicable Documents

- Disease Commodity Package Accessible from the following link:
<https://www.who.int/emergencies/what-we-do/prevention-readiness/disease-commodity-packages/dcp-influenza.pdf?ua=1>
- Prioritized Asset List for Assessment
- [Canadian Pandemic Influenza Preparedness: Planning Guidance for the Health Sector](#)

4.2. Relevant Terms, Acronyms and Glossaries

Acronym	Phrase/Name
CEPR	Centre for Emergency Preparedness and Response
CIRID	Centre for Immunization and Respiratory Diseases
CPIP TG	Canadian Pandemic Influenza Plan Task Group
DCP	Disease Commodity Package
DISC	Department of Indigenous Services Canada
DND	Department of National Defence
F/P/T	Federal/Provincial/Territorial
GoC	Government of Canada
HC	Health Canada
IV	Intravenous
NAPAPI	North American Plan for Animal and Pandemic Influenza
NESS	National Emergency Strategic Stockpile

PHAC	Public Health Agency of Canada
PHI-SC	Public Health Infrastructure Steering Committee
PPE	Personal Protective Equipment
PSCN	Pandemic Supply Chain Network
RCMP	Royal Canadian Mounted Police
U.S.	United States of America

ANNEX B - BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid firm unit prices by phase as per the table below. Customs duties are excluded and Applicable Taxes are extra.

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

CONTRACT PERIOD: AWARD DATE TO MARCH 31, 2020

DELIVERABLE	DESCRIPTION (PANDEMIC ASSESSMENT)	DUE DATE	FIRM ALL-INCLUSIVE PRICE
PHASE 1	Development Of Project Plan	On or before October 31, 2019	\$
PHASE 2	Environmental Scan	On or before January 31, 2020	\$
PHASE 3	Mapping Schematic	On or before February 29, 2020	\$
PHASE 4	Analysis and Recommendations	On or before March 31, 2020	\$

OPTION PERIOD: APRIL 1, 2020 TO MARCH 31, 2021

DELIVERABLE	DESCRIPTION (NON-PANDEMIC ASSESSMENT)	DUE DATE	FIRM ALL-INCLUSIVE PRICE
PHASE 1	Development Of Project Plan	TBD	\$
PHASE 2	Environmental Scan	TBD	\$
PHASE 3	Mapping Schematic	TBD	\$
PHASE 4	Analysis and Recommendations	TBD	\$

ANNEX C - SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#2



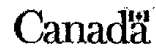
Contract Number / Numéro du contrat 100013672
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Health Agency of Canada	2. Branch or Directorate / Direction générale ou Direction HSIB / CEPR / OEP	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To conduct a vulnerability assessment / market analysis Re: the market supply chain for pandemic and health assets to inform stockpiling decisions for the National Emergency Strategic Stockpile		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

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Government of Canada
Gouvernement du Canada

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1000213672

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UNCLASSIFIED

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments / Commentaires spéciaux :	<u>Contractor must be escorted at all times</u>
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non <input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non



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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D - NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and The Public Health Agency of Canada, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: _____

Signature

Date