



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

Public Health Agency of Canada / Agence de la santé publique du Canada

Attn: Erin Massey  
Email: erin.massey@canada.ca

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal To: Public Health Agency of Canada  
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

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

**Instructions : See Herein  
Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution**  
Public Health Agency of Canada / Agence de la santé publique du Canada  
200, Eglantine Driveway  
Tunney's Pasture  
Ottawa Ontario K1A 0K9

<b>Title – Sujet</b> Dementia Guidelines and Best Practices Initiative (Phase I)	
<b>Solicitation No. – N° de l'invitation</b> 1000216974	<b>Date</b> 2020-02-03
<b>Solicitation Closes at – 2 :00PM</b> <b>L'invitation prend fin à</b> <b>on / le – 2020-02-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à :</b> Name: Erin Massey Email: erin.massey@canada.ca Telephone – téléphone : 613-941-2094	
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b> See Herein – Voir ici	
<b>Delivery required - Livraison exigée</b> See Herein – Voir ici	
<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur :</b> <b>Telephone No. – N° de téléphone :</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<hr/> <b>(type or print)/ (taper ou écrire en caractères d'imprimerie)</b>	
<hr/> <b>Signature</b>	<hr/> <b>Date</b>

**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 3**

    1.1 SECURITY REQUIREMENTS ..... 3

    1.2 STATEMENT OF WORK..... 3

    1.3 DEBRIEFINGS ..... 3

**PART 2 - BIDDER INSTRUCTIONS ..... 3**

    2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS ..... 3

    2.2 SUBMISSION OF BIDS..... 4

    2.3 FORMER PUBLIC SERVANT..... 4

    2.4 ENQUIRIES - BID SOLICITATION..... 5

    2.5 APPLICABLE LAWS..... 5

**PART 3 - BID PREPARATION INSTRUCTIONS..... 6**

    3.1 BID PREPARATION INSTRUCTIONS ..... 6

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 6**

    4.1 EVALUATION PROCEDURES..... 6

    4.2 BASIS OF SELECTION..... 15

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 15**

    5.1 CERTIFICATIONS REQUIRED WITH THE BID ..... 16

    5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION ..... 16

**PART 6 - RESULTING CONTRACT CLAUSES ..... 17**

    6.1 SECURITY REQUIREMENTS ..... 17

    6.2 STATEMENT OF WORK..... 17

    6.3 STANDARD CLAUSES AND CONDITIONS ..... 17

    6.4 TERM OF CONTRACT ..... 17

    6.5 AUTHORITIES ..... 18

    6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS ..... 18

    6.7 PAYMENT ..... 18

    6.8 INVOICING INSTRUCTIONS ..... 19

    6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION..... 19

    6.10 APPLICABLE LAWS..... 19

    6.11 PRIORITY OF DOCUMENTS ..... 19

    6.12 INSURANCE ..... 19

**ANNEX A - STATEMENT OF WORK ..... 20**

**ANNEX B – BASIS OF PAYMENT..... 27**

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

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

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **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 the 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 days

## 2.2 Submission of Bids

Bids must be submitted only to [erin.massey@canada.ca](mailto:erin.massey@canada.ca) by the date, time and place indicated in the bid solicitation.

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

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

### **2.4 Enquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### **2.5 Applicable Laws**

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

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

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **3.1 Bid Preparation Instructions**

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

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

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. The bidder must submit completed grids for the mandatory criteria and point rated technical criteria.

#### **Section II: Financial Bid**

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

#### **Section III: Certifications**

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

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **4.1 Evaluation Procedures**

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

##### **4.1.1 Technical Evaluation**

###### **4.1.1.1 Mandatory Technical Criteria**

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

Bids which fail to meet the mandatory criteria will be declared non-responsive and given no further consideration. Each mandatory criterion should be addressed separately.

#	MANDATORY CRITERIA	MET YES/NO	REFERENCE TO PROPOSAL / PAGE
MT1	The bidder must propose one resource to act as the Project Lead who will be the main point of contact for all contract-related matters. The bidder must provide a detailed CV for this resource.		
MT2	The bidder must demonstrate within the proposal and/or through reference to a detailed CV that the resource proposed as Project Lead has relevant project management experience in managing at least two (2) projects of similar scope and complexity to the requirement laid out in the Statement of Work.		
MT3	<p>The bidder must demonstrate, by providing a copy, that the resource proposed as Project Lead has a valid post-secondary degree in one of the following fields:</p> <ul style="list-style-type: none"> <li>• Nursing;</li> <li>• Medical sciences;</li> <li>• Health research methods;</li> <li>• Statistics;</li> <li>• Epidemiology;</li> <li>• Public health;</li> <li>• Economics;</li> <li>• Law;</li> <li>• Public policy;</li> <li>• Public administration;</li> <li>• Any other relevant science/social science discipline.</li> </ul>		
MT4	The bidder may propose additional resources to support the work of the Project Lead. If yes, the bidder must provide detailed CVs for each additional proposed resource.		
MT5	<p>The bidder must demonstrate, by providing copies, that any additional proposed resources have a valid post-secondary degree in one of the following fields:</p> <ul style="list-style-type: none"> <li>• Nursing;</li> <li>• Medical Sciences</li> <li>• Health research methods;</li> <li>• Statistics;</li> <li>• Epidemiology;</li> <li>• Public Health</li> <li>• Economics;</li> <li>• Law;</li> <li>• Public policy;</li> <li>• Public administration;</li> <li>• Any other relevant science/social science discipline</li> </ul>		

<p><b>MT6</b></p>	<p>The bidder must demonstrate that the combined proposed resources as a group have experience relating to the following areas of work by providing two (2)* detailed project descriptions for EACH area:</p> <ul style="list-style-type: none"> <li>• Conducting environmental scans;</li> <li>• Assessing the quality/relevance of guidance**;</li> <li>• Preparing gap analyses and providing recommendations;</li> <li>• Identifying subject matter experts and facilitating their input (e.g., conducting research interviews, focus groups, surveys and convening a panel of experts/other guidance users to review and validate findings); and</li> <li>• Summarizing findings and preparing final reports.</li> </ul> <p>*Note that the same project description may be used for more than one area, where appropriate. **Guidance includes both guidelines and best practices.</p> <p>Project Descriptions should include:</p> <ul style="list-style-type: none"> <li>• Client name and contact information (name, telephone number, email address);</li> <li>• Start and end dates;</li> <li>• Description of the scope and complexity of the project;</li> <li>• Roles and responsibilities of the proposed resource(s);</li> <li>• Details of methodologies used;</li> <li>• Description of how the experience is relevant to the current requirement.</li> </ul> <p>Canada may contact client to validate experience.</p>		
<p><b>MT7</b></p>	<p>The bidder must provide a detailed proposal, including a work plan which outlines the proposed strategy for completing the work as well as CVs for each proposed resource.</p> <p>The proposal must:</p> <ul style="list-style-type: none"> <li>• Respond to the five tasks (Statement of Work, Section 3), including details on which task will be completed by which resource and the estimated timeframe for completion;</li> <li>• Identify the strategy for recruiting the expert panel review members and the proposed methodology and timelines for seeking their input and guidance;</li> <li>• Demonstrate the steps that will be taken to ensure the inclusion of people living with dementia and/or caregivers in each of the activities, as appropriate; and</li> </ul>		



	<ul style="list-style-type: none"> <li>Identify potential risks (including potential for perceived conflict of interest) and mitigation strategies for each.</li> </ul>		
<b>MT8</b>	The bidder should demonstrate, by providing a reference letter, that <b>one or more proposed resource</b> is fluently bilingual (English and French) and able to complete all five tasks (Statement of Work, Section 3) in both official languages, as necessary to fulfill the requirement.		

#	MANDATORY FINANCIAL CRITERION	MET / NOT MET
<b>MF1</b>	The bid must not exceed \$100,000 (applicable taxes extra)	

#### 4.1.1.2 Point Rated Technical Criteria

The Bidder must address the rated requirements in the order in which they are listed and in sufficient detail so that an in-depth evaluation is possible. These criteria will be used by the Public Health Agency of Canada (PHAC) to evaluate each proposal. The assessment by PHAC will be based solely on the information contained in the proposal. An item not addressed will be given zero (0) points. PHAC may, but is not obliged to, ask the Bidder for clarifications. Proposals which fail to meet the overall minimum Rated Requirements will be deemed non-compliant and given no further consideration.

#	CRITERIA	MAXIMUM POINTS	REFERENCE TO PROPOSAL/PAGE
RT1	<p>The bidder should demonstrate, by referencing up to two (2) detailed project descriptions required for MT6, that the combined proposed resources have experience related to assessing the quality/relevance of health-related guidance*, including guidance related to healthy aging and dementia. *Guidance includes guidelines and best practices.</p> <p><b>POINTS ALLOCATION:</b> Points will be allocated according to an assessment of each project description as follows. Each project will be allocated a maximum of 5 points – up to a maximum of one point for each of these five areas of description:</p> <ul style="list-style-type: none"> <li>• A brief description of the objective of the project;</li> <li>• A brief description of the scope and complexity of the project;</li> <li>• The roles and responsibilities of the proposed resource;</li> <li>• Details of methodologies used; and</li> <li>• A description of how the experience is relevant to the current requirement.</li> </ul> <p><b>Inadequate (0 pts)</b> Description is unrelated to assessing the quality/relevance of health-related guidance*, including guidance related to healthy aging and dementia.</p> <p><b>Good (0.5 pt)</b> Description is somewhat related to assessing the quality/relevance of health-related guidance*, including guidance related to healthy aging and dementia.</p> <p><b>Excellent (1 pt)</b> Description is fully related to assessing the quality/relevance of health-related guidance*, including guidance related to healthy aging and dementia.</p>	/10	
RT2	<p>The bidder should demonstrate, by referencing up to two (2) detailed project descriptions provided for MT6, that the combined proposed resources have experience related to preparing gap analyses of</p>		

	<p>health-related guidance* and providing recommendations, including guidance related to healthy aging and dementia. *Guidance includes guidelines and best practices.</p> <p><b>POINTS ALLOCATION:</b> Points will be allocated according to an assessment of each project description as follows. Each project will be allocated a maximum of 5 points – up to a maximum of one point for each of these five areas of description:</p> <ul style="list-style-type: none"> <li>• A brief description of the objective of the project;</li> <li>• A brief description of the scope and complexity of the project;</li> <li>• The roles and responsibilities of the proposed resource;</li> <li>• Details of methodologies used; and</li> <li>• A description of how the experience is relevant to the current requirement.</li> </ul> <p><b>Inadequate (0 pts)</b> Description is unrelated to preparing gap analyses of health-related guidance and providing recommendations, including guidance related to healthy aging and dementia.</p> <p><b>Good (0.5 pt)</b> Description is somewhat related to preparing gap analyses of health-related guidance and providing recommendations, including guidance related to healthy aging and dementia.</p> <p><b>Excellent (1 pt)</b> Description is fully related to preparing gap analyses of health-related guidance and providing recommendations, including guidance related to healthy aging and dementia.</p>	/10	
<b>RT3</b>	<p>The bidder should demonstrate, by referencing up to two (2) detailed project descriptions required for MT6, that the combined proposed resources have experience related to conducting research interviews, focus groups, surveys and/or convening a panel of experts on health-related issues and/or guidance* users (including guidance related to healthy aging and dementia) to review and validate findings. *Guidance includes guidelines and best practices.</p> <p><b>POINTS ALLOCATION:</b> Points will be allocated according to an assessment of each project description as follows. Each project description will be allocated a maximum of 5 points – up to a maximum of one point for each of these five areas of description:</p> <ul style="list-style-type: none"> <li>• A brief description of the objective of the project;</li> <li>• A brief description of the scope and</li> </ul>	/10	

	<ul style="list-style-type: none"> <li>• complexity of the project;</li> <li>• The roles and responsibilities of the proposed resource;</li> <li>• Details of methodologies used; and</li> <li>• A description of how the experience is relevant to the current requirement.</li> </ul> <p><b>Inadequate (0 pts)</b> Description is unrelated to identifying subject matter experts and facilitating their input – e.g., conducting research interviews, focus groups, surveys and convening a panel of experts/other health-related guidance users (including guidance related to healthy aging and dementia) to review and validate findings.</p> <p><b>Good (0.5 pt)</b> Description is somewhat related to identifying subject matter experts and facilitating their input – e.g., conducting research interviews, focus groups, surveys and convening a panel of experts/other health-related guidance users (including guidance related to healthy aging and dementia) to review and validate findings.</p> <p><b>Excellent (1 pt)</b> Description is fully related to identifying subject matter experts and facilitating their input – e.g., conducting research interviews, focus groups, surveys and convening a panel of experts/other health-related guidance users (including guidance related to healthy aging and dementia) to review and validate findings.</p>		
<p><b>RT4</b></p>	<p>The bidder should demonstrate, by referencing up to two (2) detailed project descriptions required for MT6, that the combined proposed resources have experience related to the development of clinical and/or public health-related guidance*, including guidelines related to healthy aging and dementia. *Guidance includes guidelines and best practices.</p> <p>POINTS ALLOCATION: Points will be allocated according to an assessment of each project description as follows. Each project description will be allocated a maximum of 5 points – up to a maximum of one point for each of these five areas of description:</p> <ul style="list-style-type: none"> <li>• A brief description of the objective of the project;</li> <li>• A brief description of the scope and complexity of the project;</li> <li>• The roles and responsibilities of the proposed resource;</li> <li>• Details of methodologies used; and</li> <li>• A description of how the experience is relevant to the current requirement.</li> </ul> <p><b>Inadequate (0 pts)</b> Description is unrelated to the</p>	<p>/10</p>	

	<p>development of clinical and/or public health-related guidance, including guidelines related to healthy aging and dementia.</p> <p><b>Good (0.5 pt)</b> Description is somewhat related to the development of clinical and/or public health-related guidance, including guidelines related to healthy aging and dementia.</p> <p><b>Excellent (1 pt)</b> Description is fully related to the development of clinical and/or public health-related guidance, including guidelines related to healthy aging and dementia.</p>		
RT5	<p>The bidder should demonstrate, by referencing detailed project descriptions, that the combined proposed resources have experience related to Canada’s dementia landscape, including on dementia guidance* (e.g., guidance related to healthy aging and dementia) available to Canada and with dementia guidance stakeholders and experts.</p> <p>*Guidance includes guidelines and best practices.</p> <p><b>POINTS ALLOCATION:</b> Points will be allocated according to an assessment of each project description as follows. Each project will be allocated a maximum of 5 points –up to a maximum of one point for each of these five areas of description:</p> <ul style="list-style-type: none"> <li>• A brief description of the objective of the project;</li> <li>• A brief description of the scope and complexity of the project;</li> <li>• The roles and responsibilities of the proposed resource;</li> <li>• Details of methodologies used; and</li> <li>• A description of how the experience is relevant to the current requirement.</li> </ul> <p><b>Inadequate (0 pts)</b> Description is unrelated to Canada’s dementia landscape, including on dementia guidance (e.g., guidance related to healthy aging and dementia) available to Canada and with dementia guidance stakeholders and experts.</p> <p><b>Good (0.5 pt)</b> Description is somewhat related to Canada’s dementia landscape, including on dementia guidance (e.g., guidance related to healthy aging and dementia) available to Canada and with dementia guidance stakeholders and experts.</p> <p><b>Excellent (1 pt)</b> Description is fully related to Canada’s dementia landscape, including on</p>	/10	

	dementia guidance (e.g., guidance related to healthy aging and dementia) available to Canada and with dementia guidance stakeholders and experts.		
<b>RT6</b>	<p>The bidder should demonstrate, by referencing the detailed CVs and project descriptions provided for all resources (project lead and additional), that <b>one or more proposed resource</b> has relevant clinical dementia expertise including prevention, diagnosis, treatment, management and/or palliative care. Bidders must highlight the areas in the detailed project descriptions and CVs where this experience is clearly demonstrated.</p> <p><b>POINTS ALLOCATION</b> Points will be allocated on the basis of years and breadth of relevant experience for a maximum of 10 points. Years of experience will earn a maximum of 5 points as follows, based on the cumulative years of experience across all proposed resources: 1-3 years experience = 2 pts; 4-6 years = 3 pts; 7-9 years = 4 pts, 10 or more years = 5 pts. One point for each area of clinical dementia expertise demonstrated across the team will be allocated (e.g., prevention, diagnosis, treatment, management, palliative care) up to a maximum of 5 points.</p>	/10	
<b>RT7</b>	<p>The bidder should demonstrate, by referencing the detailed CVs and project descriptions provided for all resources (project lead and additional) that <b>one or more proposed resource</b> has relevant experience assessing the quality of guidance using validating tools such as <u>AGREE II</u> for guidelines and <u>AMSTAR</u> for systematic reviews.</p> <p><b>POINTS ALLOCATION</b> Points will be allocated on the basis of years of experience for a maximum of 2 points. Years of experience will earn a maximum of 2 points as follows, based on the cumulative years of experience across all proposed resources: 1-5 years experience = 1 point or 5-10 years = 2 pts.</p>	/2	
<b>RT8</b>	<p>The bidder should demonstrate, by referencing the detailed CVs and project descriptions provided for all resources (project lead and additional), that <b>one or more proposed resource</b> has relevant experience with the <u>GRADE</u> approach or some other form of risk of bias assessment.</p> <p><b>POINTS ALLOCATION:</b> Points will be allocated on the basis of years of experience for a maximum of 2 points. Years of experience will earn a maximum of 2 points as follows, based on the cumulative years of experience across all proposed resources: 1-5</p>	/2	

	years experience = 1 point or 5-10 years = 2 pts.		
<b>RT9</b>	<p>The bidder's overall proposal will be assessed for quality and clarity.</p> <p><b>POINTS ALLOCATION:</b></p> <p><b>Inadequate (0 pts):</b> The bidder does not appear to understand the requirement including the five tasks to be completed (Statement of Work, Section 3), the proposal is poorly drafted and the information necessary for evaluation is difficult to locate.</p> <p><b>Good (5 pts):</b> The bidder satisfactorily demonstrates the understanding of the requirement by responding to the five tasks to be completed (Statement of Work, Section 3), the proposal is somewhat difficult to follow and the information necessary for evaluation is relatively accessible.</p> <p><b>Excellent (10 pts):</b> The bidder clearly demonstrates the understanding of the requirement by responding to the five tasks to be completed (Statement of Work, Section 3), the proposal is well written and the information necessary for evaluation is easy to locate.</p>	/10	
<b>MINIMUM OF 60% (45/74) REQUIRED</b>		<b>/74</b>	

#### 4.2 Basis of Selection

##### 4.2.1 Highest Rated Within Budget

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 45 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 74 points.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement (see MF1).

#### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

## **5.1 Certifications Required with the Bid**

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

### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

## **5.2 Certifications Precedent to Contract Award and Additional Information**

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

### **5.2.1 Integrity Provisions – Required Documentation**

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

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

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

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

#### **5.2.2.2 Education and Experience**

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



## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting Government of Canada facilities.

Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by Health Canada/Public Health Agency of Canada and/or The Government of Canada.

No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

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

##### **6.3.1.1 Basis for Canada's Ownership of Intellectual Property**

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

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

#### **6.3.2 Supplemental General Conditions**

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

### **6.4 Term of Contract**

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

The period of the Contract is from the date of contract award to November 16, 2020 inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

Name: Erin Massey  
Title: Senior Procurement and Contracting Officer  
Organization: Health Canada and the Public Health Agency of Canada  
Telephone: 613-941-2094  
E-mail address: [erin.massey@canada.ca](mailto:erin.massey@canada.ca)

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

### 6.5.2 Project Authority (to be identified at contract award)

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

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

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

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B, for a total 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.

## **6.7.2 Method of Payment**

H3010C (2016-01-28), Milestone Payments – Not subject to holdback

## **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.  
Each invoice must be supported by:
  - a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
  - a. The original must be forwarded to [hc.p2p.east.invoices-factures.est.sc@canada.ca](mailto:hc.p2p.east.invoices-factures.est.sc@canada.ca) for certification and payment.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

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

## **6.10 Applicable Laws**

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

## **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_

## **6.12 Insurance**

G1005C (2016-01-28), Insurance, No Specific Requirement

## ANNEX A - STATEMENT OF WORK

### 1. TITLE

Dementia Guidelines and Best Practices Initiative (Phase I)

### 2. SCOPE

#### 2.1. Introduction

The Public Health Agency of Canada (PHAC) has a requirement for a contractor to support initiatives related to the development, updating and dissemination of guidance for dementia. This support will require the contractor to undertake an environmental scan focused on an assessment of existing and relevant dementia guidance. These initiatives will support the objectives of Canada's first national dementia strategy, *A Dementia Strategy for Canada: Together We Aspire*.

#### 2.2. Objectives of the Requirement

The objective of this work is to understand to what extent existing and relevant dementia guidance could be leveraged immediately to meet the objectives of Canada's national dementia strategy. Specifically, the contractor will:

- Prepare a methodology for and conduct an environmental scan of existing and relevant dementia guidance, building as needed on an internal scan conducted by PHAC;
- Prepare an assessment of the quality of existing and relevant dementia guidance, including recommendations on whether existing and relevant guidance should be used as is, updated, adapted (e.g., translated to the Canadian context) or, in the absence of guidance, developed de novo;
- Prepare a gap analysis, grouped by priority dementia topics and key audiences, that identifies where efforts are needed to improve dementia guidance (e.g., update, adapt, or develop new guidance), including evidence gaps and recommendations on approaches to resolve these gaps;
- Establish a panel of experts/other guidance users and facilitate the panel's review and validation of the outcomes of the environmental scan/assessment and solicit input on a variety of dementia guidance topics to inform the final report, including the identification of the nature of uptake, including barriers; and
- Prepare a final report summarizing the findings from the environmental scan, assessment, gap analysis and expert review panel, including any implications for delivering on the requirements related to dementia guidance outlined in the *National Strategy for Alzheimer's Disease and Other Dementias Act* and achieving progress on the national objectives of *A Dementia Strategy for Canada: Together We Aspire*.

These activities represent Phase I of work on dementia guidance through the Dementia Strategic Fund and will inform later phases of the initiative, which may include solicitations for dementia guideline development and updating, and/or dissemination through the development of and improved access to tools (e.g., training and information resources) based on current evidence-based dementia guidance.

#### 2.3. Background and Specific Scope of the Requirement

The *National Strategy for Alzheimer's Disease and Other Dementias Act* (the Act) was passed in June 2017. The Act called for the development and implementation of a national strategy that would address all aspects of Alzheimer's disease and other forms of dementia, including:

- "assisting the provinces in developing and disseminating emerging clinical diagnostic and treatment guidelines based on new research";
- "assisting the provinces in assessing and disseminating best practices for improving the quality of life of people suffering from dementia and their caregivers, including greater integration of care, chronic disease prevention and management as well as coordination of community support and care aimed at minimizing familial impacts";

- “assisting the provinces in developing and disseminating information, to health care professionals as well as to the general public, on the importance of prevention and management of and early intervention in Alzheimer’s disease and other forms of dementia; and
- “making recommendations in respect of the development of national guidelines for standards of dementia care that are founded on evidence-based best practices in care delivery and daily programming focused on the needs of the persons suffering from those diseases”.

On June 17, 2019, the government released Canada’s first national dementia strategy: *A Dementia Strategy for Canada - Together We Aspire*. The vision of the strategy is **a Canada in which all people living with dementia and caregivers are valued and supported, quality of life is optimized, and dementia is prevented, well understood and effectively treated**. Each of the strategy’s three national objectives provides a broad scope for initiatives and activities. Under each national objective, areas of focus are identified where greater efforts are required to make progress on dementia in Canada. The three national objectives are:

1. Prevent dementia
2. Advance therapies and find a cure
3. Improve the quality of life of people living with dementia and caregivers

The new Dementia Strategic Fund, launched as a result of Budget 2019, provides funding over five years for work to develop and share guidelines and best practices related to dementia, including on early diagnosis, treatment and care.

### **3. REQUIREMENTS**

#### **3.1. Tasks, Activities, Deliverables and/or Milestones**

The Contractor will be responsible for the following tasks and deliverables\*:

1. Prepare a methodology for and conduct an environmental scan to prepare an inventory of existing and relevant dementia guidance, building as needed on the results of an internal scan conducted by PHAC and retaining its categorization approach. The methodology used to undertake the scan will be discussed with and receive approval from PHAC prior to initiation.

Scope of the environmental scan to include:

- Grey literature, best practice advice, expert opinion, professional recommendations, evidence-based guidelines.
- Current Canadian (e.g., provincial/territorial, regional, NGO, professional) and major international dementia guidance (e.g., NICE (UK), WHO, US, etc.). Dementia guidance from other jurisdictions (e.g., France, Australia, Netherlands, etc) may also be part of the scope in the absence of relevant/recent guidance from the sources mentioned above. Selection of guidance from additional jurisdictions must be approved by PHAC prior to inclusion in the assessment.
- Timeframe – dementia guidance produced in the last 10 years (2009 to date)
- Language: Limited to guidance available in English or French.

2. Prepare a written assessment of the quality of existing and relevant dementia guidance using validated tools (e.g., AGREE II for guidelines and AMSTAR for systematic reviews) to assess the evidence base and methodology. The assessment will also confirm if the guidelines used the Grading of Recommendations, Assessment, Development and Evaluation (GRADE) approach or some other form of risk of bias assessment and evaluation of evidence. Methods for decision-making among guideline panels and grading of final recommendations (e.g. Evidence to Decision framework (GRADE), Delphi panel, consensus or majority vote,

strength of recommendation) will be assessed. The assessment will also determine relevancy to the Canadian population and recency of the guideline.

The methodology used to undertake the assessment, including which dementia guidance documents/initiatives will be included within the assessment of guidance, will be discussed with and receive approval from PHAC prior to undertaking the assessment.

Following the assessment, the Contractor will provide recommendations on whether existing and relevant guidance should be:

- Adopted (Used as is).
  - Adapted: Identification of which existing and relevant high quality guidance merits adaption for use and how (e.g. rationale and what methods could make them ready to use). For guidance from another country, the assessment would, where possible, suggest the degree and nature of the changes that would be necessary to make the guidance applicable to Canada.
  - Updated: Identification of high quality guidance that is no longer current (i.e. based on older evidence) that merits updating and what evidence would be needed to update it.
  - De novo: Identification of gaps where new guidelines or best practices are needed and why these gaps exist (e.g. evidence is lacking/unavailable or of very low quality).
3. Based on the environmental scan and assessment, prepare a gap analysis, grouped by priority dementia topics\*\* and key audiences\*\*, that identifies where efforts are needed to improve dementia guidance (e.g., update, adapt or develop new guidance). PHAC will provide an initial list of priority dementia topics and key audiences, which the Contractor may wish to expand. PHAC will review and approve the Contractor's final list of priority dementia topics and key audiences prior to work being undertaken using this list. The gap analysis will include evidence gaps and recommendations on approaches to resolve these gaps.
4. Establish a panel of experts/other guidance users and facilitate their review and validation of a draft report on the outcomes of the environmental scan/assessment. The expert review panel must include a minimum of 10 and a maximum of 20 members, and must be a balanced panel selected of individuals with relevant expertise and/or experience to ensure a range of views is represented. A priority should be placed on selecting individuals with experience using dementia guidance. The expert panel must include at least one of each of the following: person living with dementia, caregiver, health professional (e.g. physicians, nurses, neurologists, gerontologists, psychiatrists, psychologists, occupational therapists), personal support worker, and first responder. Additional panel members may include others who have experience using dementia guidance such as NGOs (e.g., Alzheimer's Society of Canada) and provincial and territorial government representatives. PHAC will propose experts to contact, as needed, and will support connecting the Contractor with provincial/territorial government representatives. The Contractor may also propose experts. PHAC will approve the proposed panel membership prior to engagement with experts.

The report will also include input from the expert review panel on:

- i. Identification of the nature of uptake, including barriers
- ii. Identification and prioritization of gaps in dementia guidance
- iii. Identification of potential duplication and / or conflicting messaging
- iv. How the use of current and future dementia guidance tools could be evaluated, including in terms of effectiveness and uptake

The Contractor will share the findings of the expert review panel with PHAC and discuss how to incorporate these findings into the final report.

5. Prepare a final report which summarizes the findings from the environmental scan, assessment, gap analysis and expert review panel, including any implications for delivering on the requirements related to dementia guidance outlined in the *National Strategy for Alzheimer's Disease and Other Dementias Act* and achieving progress on the national objectives of *A Dementia Strategy for Canada: Together We Aspire* (see Section 2.3).

**Note:** The Contractor should demonstrate the steps that will be taken to ensure the inclusion of people living with dementia and/or caregivers in each of the above tasks and deliverables, as appropriate.

\*PHAC will review all draft documents and provide input at key stages.

\*\*Please refer to the "Important considerations" section found below, which outlines considerations for the gap analysis including priority dementia topics, priority populations and key audiences.

### **IMPORTANT CONSIDERATIONS TO INCLUDE FOR THE GAP ANALYSIS:**

Note: PHAC will provide the Contractor with an initial list of priority dementia topics and key audiences (see below) prior to this aspect of work proceeding. The Contractor may add to the list and will be required to have the final list reviewed and approved by PHAC prior to the work proceeding. The list of priority dementia topics is not exhaustive. The full list should be informed by analysis of *A Dementia Strategy for Canada: Together We Aspire* among other sources.

#### **A). Priority dementia topics** include:

1. Prevention (e.g., risk and protective factors, interventions, health promotion)
2. Early diagnosis (e.g., screening, diagnostic tests)
3. Treatment and management, including for cases where co-morbidities are present
4. Stigma (e.g., social isolation)
5. Dementia-inclusive communities (e.g., community programming/infrastructure, models of care and support)

**Guidance tailored for priority populations** (e.g., individuals at higher risk of developing dementia and/or who experience significant barriers to diagnosis and access to dementia supports and services) should be identified in the environmental scan and gap analysis when analyzing the above listed topics. Priority populations include rural and remote communities, individuals with young onset dementia, Indigenous peoples, individuals with intellectual disabilities, individuals with existing health issues, older adults, women, ethnic and cultural minority communities, LGBTQ2 individuals, official language minority communities. For more information, please consult Chapter 6 of *A Dementia Strategy for Canada: Together We Aspire*.

#### **B). Key audiences** (i.e. end-user of the guidance) may include:

1. Health professionals (includes family physicians, psychologists, psychiatrists, nurses, nurse practitioners, social workers, occupational therapists, researchers and academics)
2. Personal care workers (includes health care aides, home support workers, personal support workers, and attendants)
3. People living with dementia
4. Family/friend caregivers
5. Employers
6. Governments (includes federal, provincial/territorial, regional and municipal governments)
7. Any other organization working in dementia that could benefit from dementia guidance
8. General public

### **3.2. Specifications and Standards**

The Contractor will keep PHAC informed at all stages of the project. PHAC will review and provide input and feedback on all draft documents, as indicated. PHAC will provide approval before any documents are shared with the expert review panel or any other individuals or organizations outside of the contract team. PHAC will provide approval of the final report in order for it to be deemed final. The Contractor will be

responsible for integrating the feedback received from PHAC into all project deliverables, as necessary. The standard for the receipt of deliverables will be by email to the Project Authority in both Microsoft Word and PDF formats. The deliverables should be produced in English, Times New Roman, size 12 font. Where possible within project funding, inventory and gap data/analysis will be displayed in picture or infographic format to enhance communicability of findings and submitted to the Project Authority.

### **3.3. Method and Source of Acceptance**

The Project Authority will schedule regular meetings with the Contractor to discuss the progress of the project. The meetings will be held by teleconference at a mutually agreeable time and will be scheduled as needed. The Project Authority will provide feedback and approval of the progress of the work and deliverables with the Contractor during these meetings, or via email, where appropriate. Deliverables are to be submitted in electronic format, in both Microsoft Word and PDF versions, to the Project Authority by email. The Project Authority will evaluate whether or not the deliverables are satisfactory and considered complete.

### **3.4. Reporting Requirements**

The Project Authority will schedule regular meetings with the Contractor to discuss the project. The meetings will be held by teleconference at a mutually agreeable time, and will be scheduled as needed.

The contractor will report, by email, with updates every two weeks or once they have achieved a contract milestone as set out in Section 5.1.

The Project Authority will review draft documents and provide input at key stages. The Contractor must submit one electronic copy of each of the milestone documents to the Project Authority by the dates provided in the milestone schedule. Documents must be provided in Microsoft Word and PDF formats.

### **3.5. Project Management Control Procedures**

The Project Authority will assess the progress of the project during regularly scheduled meetings with the Contractor. The Project Authority will also provide feedback and recommend revisions on the milestone deliverables, as necessary, during meetings or in writing via email.

## **4. ADDITIONAL INFORMATION**

### **4.1. Canada's Obligations**

The Project Authority will:

- Schedule meetings with the Contractor to receive updates and discuss the details/progress of the project.
- Provide comments and feedback on deliverables within five to ten (5-10) working days, identifying recommended revisions and approving deliverables.
- Notify the Contractor as soon as possible if any changes are required to the project schedule (as identified in Section 5.1) to ensure adequate feedback or review of the deliverables.
- Provide other assistance or support.

### **4.2. Contractor's Obligations**

The Contractor will:

- Meet all tasks, deliverables and milestones as identified in Sections 3.1 and 5.1 of this Statement of Work.
- Notify the Project Authority as soon as possible if any changes are required to the project, including timelines for deliverables.
- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.
- Submit all written materials in electronic format using Microsoft Office products.



- Ensure availability of any staff with whom the Contractor may need to consult.
- Participate in teleconferences and meetings with PHAC, when required.

#### 4.3. Location of Work, Work site and Delivery Point

The work is expected to be completed at the contractor's location. Due to the nature of the work, all personnel assigned to work on this project must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.

#### 4.4. Language of Work

The working language for this project will be English. The scope of the contract is limited to guidance produced in English or French, however all products developed by the Contractor will be completed in English. Any translation services will be completed or provided by the Government of Canada.

### 5. PROJECT SCHEDULE

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

MILESTONE #	DESCRIPTION / DELIVERABLE	DUE DATE
1	Draft partial assessment to confirm approach and discuss priority for remaining assessment	Within six weeks of award
2	Draft full assessment of the quality of existing and relevant dementia guidance	Within two months of award
3	Draft gap analysis, grouped by priority dementia topics and key audiences, that identifies where efforts are needed to improve guidance (e.g., update, adapt or develop new guidance), including evidence gaps and approaches to resolve these gaps	Within three months of award
4	Draft report of the outcomes of the environmental scan/assessment for review and validation by the panel of experts	within four months of award
5	Draft findings from the review and validation by the panel of experts	Within 4.5 months of award
6	Draft final report	Within 5.5 months of award
7	Final report	Within 6.5 months of contract award, no later than September 16, 2020 (TBC)

### 6. APPLICABLE DOCUMENTS AND GLOSSARY

#### 6.1. Applicable Documents

1. Internal PHAC environmental scan of national and international dementia guidance (9 documents total).
2. *A Dementia Strategy for Canada: Together We Aspire:* [https://www.canada.ca/content/dam/phac-aspc/images/services/publications/diseases-conditions/dementia-strategy/National%20Dementia%20Strategy\\_ENG.pdf](https://www.canada.ca/content/dam/phac-aspc/images/services/publications/diseases-conditions/dementia-strategy/National%20Dementia%20Strategy_ENG.pdf)
3. Budget 2019: <https://www.budget.gc.ca/2019/home-accueil-en.html>
4. *National Strategy for Alzheimer's Disease and Other Dementias Act:* <https://laws-lois.justice.gc.ca/PDF/N-16.75.pdf>

## 6.2. Relevant Terms, Acronyms and Glossaries

- AGREE II: International tool to assess the quality and reporting of practice guidelines.
- AMSTAR: A MeaSurement Tool to Assess systematic Reviews
- Audience: End-user of the guidance.
- Best practices: Accepted methods (standard practice) based on expert opinion.
- Canadian dementia strategy: On June 17, 2019, the government released Canada's first national dementia strategy: [\*A Dementia Strategy for Canada - Together We Aspire\*](#).
- Dementia: An umbrella term used to describe a set of symptoms affecting brain function that are caused by neurodegenerative and vascular diseases or injuries. It is characterized by a decline in cognitive abilities such as memory; awareness of person, place, and time; language, basic math skills; judgement; and planning. Dementia can also affect mood and behaviour. As a chronic and progressive condition, dementia can significantly interfere with the ability to maintain activities of daily living, such as eating, bathing, toileting and dressing. Alzheimer's disease, vascular disease and other types of disease all contribute to dementia. Other common types of dementia include Lewy body dementia, frontotemporal dementia and mixed dementias.
- Dementia Strategic Fund: Launched as a result of Budget 2019, provides funding over five years for work to develop and share guidelines and best practices related to dementia, including on early diagnosis, treatment and care, and for efforts to increase awareness on a broad range of dementia topics
- GRADE: The GRADE approach (Grading of Recommendations, Assessment, Development and Evaluation) is a method of grading the quality of evidence and the strength of recommendations in guidelines. This approach is being used by many international organisations to produce rigorous and transparent clinical practice guidelines and other health care recommendations.
- [Grey literature](#): Information produced outside of traditional publishing and distribution channels, and can include reports, working papers, newsletters, government documents, speeches, white papers, urban plans, and so on.
- Guidance: Includes both guidelines and best practices.
- Guidelines: Recommendations based on systematic evidence-based analysis.
- HC: Health Canada
- LGBTQ2: Lesbian, gay, bisexual, transgender, queer, two-spirit
- NGO: Non-governmental Organization
- NICE: National Institute for Health and Care Excellence
- PHAC: Public Health Agency of Canada
- Priority populations: Include rural and remote communities, individuals with young onset dementia (e.g., ages 65 and younger), Indigenous peoples (i.e., First Nations, Métis and Inuit communities), individuals with intellectual disabilities (e.g., Down Syndrome), individuals with existing health issues (e.g, hypertension, type 2 diabetes, depression), older adults, women, ethnic and cultural minority communities, LGBTQ2 individuals, official language minority communities (i.e., Francophones who reside outside of Quebec and English-speaking residents of Quebec).
- Project Authority: The client seeking contract services. In this case, the project authority is the Public Health Agency of Canada.
- RFP: Request for Proposals
- WHO: World Health Organization

## ANNEX B – BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified below, for a total 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.

### Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

MILESTONE #	DESCRIPTION / DELIVERABLE	DUE DATE	% OF TOTAL CONTRACT VALUE
1	Draft partial assessment to confirm approach and discuss priority for remaining assessment	Within six weeks of award	25%
2	Draft report of the outcomes of the environmental scan/assessment for review and validation by the panel of experts	within 4 months of award	25%
3	Final report	Within 6.5 months of contract award, no later than September 16, 2020	50%
Estimated total contract value:			<b>\$BIDDER TO PROVIDE</b>