



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

Bid Receiving/Réception des soumissions

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**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Canadian Food Inspection Agency

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 therefor.

Proposition aux : Agence canadienne d'inspection des aliments

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

<b>Title – Sujet</b> Support for Implementation, Adaptation and Improvement of the ERA Model		<b>Date</b> February 5, 2020
<b>Solicitation No. – N° de l'invitation</b> D0431		
<b>Client Reference No. - No. De Référence du Client</b> D0431		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	14 :00	EST (Eastern Standard Time) HNE (heure normale de l'Est)
<b>On / le :</b>	February 20, 2020	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Aimée Legault – <a href="mailto:aimee.legault@canada.ca">aimee.legault@canada.ca</a>		
<b>Telephone No. – No. de téléphone</b> 613-773-7672	<b>Facsimile No. – No. de télécopieur</b> N/A	

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION</b> .....	<b>3</b>
1.1 SECURITY REQUIREMENTS .....	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS.....	3
1.4 TRADE AGREEMENTS .....	3
<b>PART 2 - BIDDER INSTRUCTIONS</b> .....	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS</b> .....	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION</b> .....	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	14
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION</b> .....	<b>16</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	16
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	16
<b>PART 6 - RESULTING CONTRACT CLAUSES</b> .....	<b>18</b>
6.1 SECURITY REQUIREMENTS .....	18
6.2 STATEMENT OF WORK.....	18
6.3 STANDARD CLAUSES AND CONDITIONS.....	18
6.4 TERM OF CONTRACT .....	18
6.5 AUTHORITIES .....	18
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	19
6.7 PAYMENT .....	19
6.8 INVOICING INSTRUCTIONS .....	20
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	20
6.10 APPLICABLE LAWS.....	21
6.11 PRIORITY OF DOCUMENTS .....	21
<b>ANNEX "A"</b> .....	<b>22</b>
STATEMENT OF WORK .....	22
<b>ANNEX "B"</b> .....	<b>26</b>
BASIS OF PAYMENT .....	26

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## December 2019 Medium Complexity Bid Solicitation and Resulting

### **PART 1 - GENERAL INFORMATION**

#### **1.1 Security Requirements**

There is no security requirement applicable to the Contract.

#### **1.2 Statement of Work**

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

#### **1.3 Debriefings**

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

#### **1.4 Trade Agreements**

There are no trade agreements applicable to the Contract

## 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: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to the Canadian Food Inspection Agency's Bid Receiving Unit by the date, time and place indicated on the cover page.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC 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.

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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.

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

### **3.1 Bid Preparation Instructions**

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

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

Section I: Technical Bid (1 soft copy)

Section II: Financial Bid (1 soft copy)

Section III: Certifications (1 soft copy)

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

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

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

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

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

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

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

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

<b>MANDATORY TECHNICAL CRITERIA</b>			
<b>Criterion #</b>	<b>Description</b>	<b>Required supporting information</b>	<b>Reference to proposal</b>
<b>M1</b>	<p>The Bidder must propose two (2) scientists. The Bidder's proposed Scientists must have demonstrated experience in a research environment within the public or private sector as:</p> <ul style="list-style-type: none"> <li>• A director of research, scientific advisor or equivalent in the development of a risk assessment model in food safety and/or epidemiology; and/or</li> <li>• A director of research, scientific advisor or equivalent in the development of a risk assessment model in animal health.</li> </ul> <p>Resumes to include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>a. Work description and tasks;</li> <li>b. Name of the public and/or private sector organization;</li> <li>c. Date of employment or contract and duration;</li> <li>d. Responsibilities of the position; and</li> <li>e. Name, Title, Telephone number, email address and facsimile number of reference contact.</li> </ul>	<p>To demonstrate, the Bidder must provide detailed resumes.</p>	
<b>M2</b>	<p>The Bidder's proposed Scientists must hold the following education obtained through a recognized academic institution:</p> <ul style="list-style-type: none"> <li>• Two (2) proposed Scientists must hold a</li> </ul>	<p>To demonstrate, the Bidder must provide a copy (photocopies) of the academic certification(s), degree and/or diploma with the bid.</p>	



	<p>Doctorate of Veterinary Medicine (DVM);</p> <ul style="list-style-type: none"> <li>• At least one (1) of the proposed Scientists must hold Doctoral Degree (PhD.) in Food Science, Microbiology or Veterinary Microbiology; and</li> <li>• At least one (1) of the proposed Scientists must hold a Doctoral Degree (PhD.) in Veterinary Epidemiology.</li> </ul> <p>The individual must have obtained their education from a recognized* Canadian university, college, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.</p> <p>*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials web site (<a href="http://www.cicic.ca/2/home.canada">http://www.cicic.ca/2/home.canada</a>).</p>		
<b>M3</b>	<p>At least one (1) of the proposed Scientists must be fluently bilingual (French/English).</p>	<p>To demonstrate, the Bidder must provide a letter or email from a previous client stating that they have received services in both official languages (French and English) and that the proposed resource was able to effectively communicate verbally and in writing with a wide range of audiences.</p>	
<b>M4</b>	<p>The Bidder's proposed Scientists must each have a minimum of two (2) science research initiatives completed in the last five (5) years. The Bidder must provide the following, at the minimum, for each scientist:</p> <ol style="list-style-type: none"> <li>Project/Program/Initiative description and deliverables;</li> <li>Name of the client organization of company;</li> <li>Date of the project/program/initiative and duration;</li> <li>Nature of the project/program/initiative scope, schedule and budget;</li> <li>Responsibilities of the Scientist on the project/program/initiative; and</li> <li>Name, Title, Telephone number, email address and facsimile number of reference contact.</li> </ol>	<p>To demonstrate, the Bidder must provide detailed resumes including the following:</p> <ul style="list-style-type: none"> <li>• Name of client organization or company;</li> <li>• Name, Title, Telephone number, email and Fax number of contact;</li> <li>• Description of project or contract;</li> <li>• When and timeframe the position was held.</li> </ul>	

<b>M5</b>	<p>The Bidder must provide references for two (2) previous clients where the proposed resource worked as a Chief Scientist or similar position on science research initiatives.</p> <p>References may be contacted for validation purposes.</p>	<p>To demonstrate, the Bidder must provide a detailed resume with the following information:</p> <ul style="list-style-type: none"> <li>• Name of client organization or company;</li> <li>• Name, Title, Telephone number, email and Fax number of contact;</li> <li>• Description of project or contract;</li> <li>• When and timeframe the position was held.</li> </ul>	
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#### 4.1.1.2 Point Rated Technical Criteria

Bidders 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 or points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Criterion #	Description	Rating Scheme	Max Points	Bidder's Score	Substantiation
PR1	<p>At least one (1) proposed Scientist demonstrated experience working as a director of research, scientific advisor or equivalent, within the public and/or private sector in the development of food safety policies, on-farm Hazard Analysis Critical Control Points (HACCP) based models and in risk analysis.</p> <p>To demonstrate, the proposed Scientist should provide examples of projects. For each project provided as an example, the following information should be provided:</p> <ol style="list-style-type: none"> <li>the project name;</li> <li>the client organization;</li> <li>the project dates and duration;</li> <li>each project's duration must be more than three (3) months;</li> <li>a brief project summary, describing the nature and object of the project; and</li> <li>a project reference.</li> </ol> <p>Each project reference must include, at the minimum, the following information:</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> </ul>	<p>&gt;6 initiatives = 10 points  5 initiatives = 7 points  4 initiatives = 5 points  3 initiatives = 3 points  &lt;2 initiatives = 0 points</p>	<p><b>10 points</b>   <b>(Allocated to one Scientist)</b></p>		

Criterion #	Description	Rating Scheme	Max Points	Bidder's Score	Substantiation
PR2	<p>The proposed Scientists demonstrated experience publishing and presenting scientific papers on molecular epidemiology, pathogenesis and control of pathogens such as Salmonella, Yersinia, Campylobacter and Cryptosporidium.</p> <p>To demonstrate, the proposed Scientists should each provide up to a maximum of 25 examples of scientific papers related to the area of food safety. For each scientific paper provided as an example, the following information should be provided:</p> <ol style="list-style-type: none"> <li>the scientific paper's name;</li> <li>the client organization;</li> <li>a brief summary, describing the nature and object of the scientific paper; and</li> <li>a reference:</li> </ol> <p>Each reference must include, at the minimum, the following information:</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> </ul>	<p>For each Scientist separately: &gt;25 scientific papers = <b>10 points</b> 20 up to 24 scientific papers = <b>8 points</b> 15 up to 19 scientific papers = <b>6 points</b> 10 up to 14 scientific papers = <b>4 points</b> 5 up to 9 scientific papers = <b>2 points</b> &lt;5 scientific papers = <b>0 points</b></p>	<p><b>20 points</b></p> <p><b>(Up to 10 points allocated to each Scientist)</b></p>		
PR3	<p>The proposed Scientists demonstrated experience working as a director of research, scientific advisor or equivalent, within the public and/or private sector on initiatives associated to agri-food or animal science, or pathology related to food safety.</p> <p>To demonstrate, the proposed Scientists should each provide up to 6 project examples that meet the following:</p> <ol style="list-style-type: none"> <li>the project name;</li> <li>the client organization;</li> <li>the project dates and duration;</li> </ol>	<p>For each Scientist separately: &gt;6 initiatives = <b>10 points</b> 5 initiatives = <b>7 points</b> 4 initiatives = <b>5 points</b> 3 initiatives = <b>3 points</b> &lt;2 initiatives = <b>0 points</b></p>	<p><b>20 points</b></p> <p><b>(Up to 10 points allocated to each Scientist)</b></p>		

Criterion #	Description	Rating Scheme	Max Points	Bidder's Score	Substantiation
	<p>d. each project's duration must be more than three (3) months;</p> <p>e. a brief project summary, describing the nature and object of the project; and</p> <p>f. a project reference.</p> <p>Each project reference should include, at the minimum, the following information:</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> </ul>				
PR4	<p>The proposed Scientists demonstrated experience managing research projects/team in food safety. To demonstrate, the proposed Scientists should each provide up to 25 project examples that meet the following:</p> <ol style="list-style-type: none"> <li>a. the project name;</li> <li>b. the client organization;</li> <li>c. the project dates and duration;</li> <li>d. each project's duration must be more than three (3) months;</li> <li>e. a brief project summary, describing the nature and object of the project; and</li> <li>f. a project reference.</li> </ol> <p>Each project reference should include, at the minimum, the following information:</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> </ul>	<p>For each Scientist separately:</p> <p>&gt;25 projects/team = <b>15 points</b></p> <p>21 up to 25 projects/ team = <b>12 points</b></p> <p>16 up to 20 projects/team = <b>8 points</b></p> <p>11 up to 15 projects/ team = <b>5 points</b></p> <p>6 up to 10 projects/ team = <b>3 points</b></p> <p>&lt;5 projects/team = <b>0 points</b></p>	<p><b>30 Points (Up to 15 points allocated to each Scientist)</b></p>		

Criterion #	Description	Rating Scheme	Max Points	Bidder's Score	Substantiation
PR5	<p>The proposed Scientists demonstrated experience supervising or co-supervising graduate students in food safety research. To demonstrate, the proposed Scientists should each provide up to 5 project examples that meet the following:</p> <ol style="list-style-type: none"> <li>the project name;</li> <li>the client organization;</li> <li>the project dates and duration;</li> <li>each project's duration must be more than three (3) months;</li> <li>a brief project summary, describing the nature and object of the project;</li> <li>a list of graduate students, including level of education (MSc, PhD) and duration on the team; and</li> <li>a project reference.</li> </ol> <p>Each project reference should include, at the minimum, the following information:</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> </ul>	<p>For each Scientist separately:</p> <p>&gt;20 students = 10 points 15 up to 19 students = 7 points 10 up to 14 students = 5 points 5 up to 9 students = 3 points &lt;4 student = 0 points</p>	<p><b>20 points (Up to 10 points allocated to each Scientist)</b></p>		
<b>Minimum pass mark is 80 points</b>			<b>100 points</b>		

#### 4.2 Basis of Selection

- To be declared responsive, a bid must:
  - comply with all the requirements of the bid solicitation; and
  - meet all mandatory criteria; and
  - obtain the required minimum of 80 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 100 (points).
- Bids not meeting (choose "(a) or (b) or (c)") will be declared non-responsive.
- The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
- To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %).
- To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		<b>115/135</b>	<b>89/135</b>	<b>92/135</b>
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd

\*In the above scenario, Bidder 1 will be recommended for contract award.

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## **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 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

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



### **5.2.3.2 Status and Availability of Resources**

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. Failure to comply with the request may result in the bid being declared non-responsive.

### **5.2.3.4 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.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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

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

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

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

### **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.

### **6.4 Term of Contract**

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

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

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract one (1) additional one (1) 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 at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Aimée Legault  
Contracting Officer  
The Canadian Food Inspection Agency  
59 Camelot Drive, Ottawa ON, K1A 0Y9  
Telephone: 613-773-7672

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E-mail address: [aimee.legault@canada.ca](mailto:aimee.legault@canada.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: ***(To be completed at Contract Award)***

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.

### 6.5.3 Contractor's Representative

***(To be completed at Contract Award)***

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Payment

#### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid an all-inclusive firm unit price, as specified in Annex B for a cost of \$ \_\_\_\_\_. ***(To be completed at contract award)***. Customs duties are included and Applicable Taxes are extra.

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

#### 6.7.2 Limitation of Expenditure (not to be used in Firm Price contracts).

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. ***(To be completed at contract award.)*** Customs duties are included and Applicable Taxes are extra.
2. 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

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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:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. 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.

### 6.7.3 Method of Payment – Quarterly Payments

Canada will pay the Contractor on a quarterly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### 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.
2. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
3. Invoices must be distributed as follows:
  - a. The original must be forwarded to the following address for certification and payment.  
\_\_\_\_\_ **(To be completed at contract award)**  
\_\_\_\_\_

### 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

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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.

### **6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 general conditions 2010B , 2018-06-21 [General conditions: Services \(medium complexity\)](#);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_ .

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. Title**

Support for implementation, adaptation and improvement of the Canadian Food Inspection Agency's (CFIA) Establishment-based Risk Assessment (ERA) model and Importer Risk Assessment (IRA) model.

#### **2. Background**

The CFIA is modernizing its inspection system and developing risk-based models for assigning inspection resources to the food establishments under its jurisdiction within Canada as well as for licensed food importers.

The Establishment-based Risk Assessment (ERA) model has been developed to assess the risk of domestic food establishments and is already being implemented in a commodity by commodity approach. Though the model applicability and performance has been tested for most food commodities (e.g.: meat, dairy, honey, maple, fish), its applicability in the produce sector (including fresh and processed fruits and vegetables) is still pending considering the limitations regarding historical Canadian data. An adaptation of the ERA model, the Importer Risk Assessment (IRA) model, is also in development with the objective to assess the food safety risk of food importers. The initial evaluation of the risk factors to be incorporated within this model has already been completed. It quickly became apparent that significant changes with regard to certain risk factors would be necessary as serious limitations emerged as to the sources of data available to feed the model.

The applicability and performance of the ERA model in the produce sector and the adaptation of the model for importers (IRA model) thereof require in depth investigations pertaining to the consumption patterns of Canadian consumers and the volume of fruits and vegetables to address the identified limitations of historical data. These projects will thus be more complex than expected and will be the subject of work under this contract.

In addition, when implementing these risk-based models, close monitoring is needed to check the model's performance, and to identify and correct shortcomings. The CFIA has therefore agreed to updating the model(s) periodically, ensuring input data is up to date and pertinent, preserving its scientific value. To do so, in-depth reviews of new literature and technological developments in the food industry, will need to be completed.

#### **3. Scope**

To support the CFIA in continuously improving the ERA and IRA models through expert advice targeted research, including but not limited to consumption studies and literature reviews, analysis of data/information and compilation of results.

To support the vocal and written scientific communications needed to disseminate the models internationally and among the scientific community.

#### 4. Resource Requirement

The CFIA has a requirement for two (2) Scientists.

#### 5. Tasks

Direct the technical and scientific team in adapting the ERA model for imports (IRA model); plan and lead meetings of the technical and scientific committees
Consult on the work and participate in the activities of the technical committee for integrating chemical hazards into the various components of the ERA/IRA models
Carry out targeted literature reviews and research on risk factors, input data, and new criteria for consideration with the aim of improving the ERA/IRA models
Validate and supervise studies, canvassing experts on subjects likely to enhance the ERA/IRA models
Participate in analysing and compiling the results obtained as the model is applied in different waves, including performance of the appropriate statistical analyses
Provide an interface between the data and analysis results obtained and the various updates of the mathematical model with the intent of estimating the risks associated with food establishments
Participate in the fine-tuning needed to integrate new risk factors and their weighting into the IRA mathematical risk-assessment model
Participate in developing the necessary interfaces to enable CFIA inspectors to evaluate criteria in the field and relate them to CFIA data banks that may be applicable to the model
Propose adjustments to the model's general parameters following its application in different guises
Participate in the activities of the scientific and/or technical committee, including correction of various documents relating to developments of the ERA model and the IRA model and their application in pilot projects
Participate in defining training needs and drawing up a training plan for those involved in implementing the models

#### 6. Optional Services

Direct the technical and scientific team in adapting the ERA model to imports (IRA model); plan and lead meetings of the technical and scientific committees
Supervise the work and participate in the activities of the technical committee for integrating chemical hazards into the various components of the ERA/IRA models
Validate and supervise studies, canvassing experts on subjects likely to enhance the ERA/IRA models
Participate in analysing and compiling the results obtained as the model is applied in different waves, including performance of the appropriate statistical analyses
Provide an interface between the data and analysis results obtained and the various updates of the mathematical model with the intent of estimating the risks associated with food production and processing facilities
Participate in the fine-tuning needed to integrate new risk factors and their weighting into the IRA mathematical risk-assessment model
Participate in developing the necessary interfaces to enable CFIA inspectors to evaluate criteria in the field and relate them to CFIA data banks that may be applicable to the model
Propose adjustments to the model's general parameters following its application in different guises
Participate in the implementation phase of the ERA model to the fruit and vegetable sector
Participate in the activities of the science committee, including correction of various documents relating to developments of the ERA model and the IRA model and their application in pilot projects
Participate in defining training needs and drawing up a training plan for those involved in implementing the models

#### 7. Deliverables

##### 7.1 Initial Period (Contract award to August 31, 2020)

Description	Estimated Level of effort (in days)
Review of the literature on the methodologies and performance of consumption surveys.	<b>16 days</b>
Delivering/deployment of the consumption survey(s), ensuring representation of the entire Canadian adult population.	
Collaborate in the analysis and compilation (MS Word, MS PowerPoint, MS Excel) of the results of surveys and on the relevance and weighting of criteria that may affect risk assessment in food establishments and/or importers.	
Contribute to summarizing the consumption patterns of the Canadian population (MS Word), and suggested adjustments to risk factor weightings within the algorithm.	
Periodic evaluation of the adjusted mathematical model produced by the CFIA or its consultants, with the aim of estimating the risk levels associated with food establishments and importers under the CFIA Safe Food for Canadians Regulations.	
Periodic written or verbal reports on the progress of the work and presentations to groups of specialists. Completed MS Word, MS PowerPoint, and/or MS Visio.	
Follow-up and amendments to the scope of the annual report (MS Word) on the risk-based-type models and their progression.	
Correction of various documents relating to the development of the models and their application at frequencies determined by the CFIA.	

### 7.2 Option 1 (from September 1, 2020 to March 21, 2021)

Description	Estimated Level of Effort (in days)
Support the analysis and compilation (MS Excel) of fruit and vegetable consumption and volume data	<b>5 days</b>
Participate in the periodic evaluation of the adjusted mathematical model produced by the CFIA or its consultants following the analysis of consumption data amongst the Canadian adult population and/or fruit and vegetable volume data.	
Correction of various documents (MS Word, MS PowerPoint, MS Excel) relating to the development of the models and their application at frequencies determined by the CFIA.	
Participate in drafting and corrections of scientific articles (MS Word) related to the evidence-based development steps of the models.	
Consult on the development of communication tools according to the training plan for stakeholders involved in the implementation of the models. Completed in MS Word, MS PowerPoint, and/or MS Visio	
Periodic written or verbal reports on the progress of the work and presentations to groups of specialists. Completed in MS Word, MS PowerPoint, and/or MS Visio.	
Follow-up and amendments to the scope of the annual report (MS Word) on the risk-based-type models and their progression.	

### 8. Language of Work and Deliverables

The language of work is a mix of French and English interchangeably. At least one of the scientists must be able to read, communicate orally and in writing in Canada's both official languages. The other Scientist must be able to read, communicate orally and in writing in French and/or English. CFIA reserves the right to evaluate the language(s) proficiency (ies) of any of the personnel throughout the period of the Contract.



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Should the evaluation of Contractor personnel determine that one of the resources does not meet the language requirement; the Contractor must immediately replace the resource at no additional cost.

## **9. Travel**

Travel to provinces across Canada as well as abroad may be required in the course of duties related to the present contract. Travel abroad may be required to countries such as but not limited to France, Netherlands, Belgium, Italy, South Korea, Australia and Chile. Many countries (and/or provinces) may be visited in the same trip and the total number of trips will vary between one (1) and three (3). In addition, one (1) meeting per year is scheduled in Ottawa and one (1) meeting per year is scheduled in Montreal. All other communications will be by conference call.

## **10. Meetings**

Participation in the meetings and activities of the scientific and technical committee includes, though is not limited to revision of the various versions of the model(s), completion and analysis of surveys, and review and correction of reports and literature searches. A face-to-face meeting is scheduled for February 2020. Weekly conference calls are scheduled, except for the weeks of the face-to-face meeting. Occasional on-demand participation in conference calls of the technical subcommittees on targeted scientific and technical issues is expected.

## **11. Support provided by CFIA**

The CFIA will reserve and provide space for meetings and handle the logistics of conference calls.

## **12. Constraints**

Collaborators must comply with the directives given to them regarding government policies or standards and security, language and resource conservation requirements.

The various activities will be carried out either concurrently or sequentially, as the case may be.

## **13. Contractor Responsibility**

The Contractor is responsible to ensure that all required travel documents such as visas and passports are in good order prior to travel, and is responsible to cover any associated costs.

## **14. Location of Work**

The work will be performed off-site at the contractor's location with occasional travel on an as-needed basis.

## **15. Period of the Contract**

The initial period of the contract is from the date of contract award to August 31, 2020 with the option of one (1) one (1) year option to extend this contract.

**ANNEX "B"**

**BASIS OF PAYMENT**

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid specified below its quoted all-inclusive fixed price for the resource categories identified.

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

Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2.

travel between the successful bidder's place of business and the NCR; and the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

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

<b>Initial Contract Period</b>				
<b>Date of Contract award to August 31, 2020</b>				
<b>Resource Category</b>	<b>Propose Resources Name</b>	<b>Estimated Level of Effort</b>	<b>All-Inclusive Firm Per Diem Rate</b>	<b>Subtotal</b>
<b>Scientist 1 and 2</b>	1.	16	\$	\$
	2.			
<b>Total Evaluated price</b>				\$

<b>Option Period 1</b>				
<b>From September 1, 2020 to March 21, 2021</b>				
<b>Resource Category</b>	<b>Proposed Resources Name</b>	<b>Estimated Level of Effort</b>	<b>All-Inclusive Firm Per Diem Rate</b>	<b>Subtotal</b>
<b>Scientist 1 and 2</b>	1.	5	\$	\$
	2.			
<b>Total Evaluated price</b>				\$