



<p>RETURN BIDS TO:</p> <p>Bid Receiving - Environment Canada</p> <p>ec.soumissions-bids.ec@canada.ca</p> <p>Attention: Marie-Christine Blais</p> <p>BID SOLICITATION</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p>	<p>Title – COVID-19 Pandemic Response - Emergency Management contract (Support for Infectious Diseases and Emergency Management Technical Expertise)</p>	
	<p>EC Bid Solicitation No. 5000053958</p>	
	<p>Date of Bid solicitation (2020-08-26)</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) -</p> <p>at : 2:00 P.M. on : 2020-09-22</p>	<p>Time Zone</p> <p>Eastern Daylight Time EDT</p>
	<p>F.O.B Destination</p>	
	<p>Address Enquiries to Mitchel Easey</p>	
	<p>E-Mail mitchel.easey@canada.ca</p>	
	<p>Delivery Required (YEAR-MM-DD) TBD</p>	
	<p>Destination NCR</p>	
	<p>Security There is a security requirement associated with this bid solicitation</p>	
<p>Vendor/Firm Name and Address</p>		
<p>Telephone No.</p>	<p>Fax No.</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) /</p>		
<p>Signature</p>	<p>Date</p>	



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include:

- Annex A: the Statement of work,
- Annex B: the Basis of Payment,
- Annex C: the Security Requirements Checklist

List of Attachment:

- Attachment 1 to Part 4 – Evaluation Criteria

1.2 Summary

- 1.2.1 Environment Climate Change Canada has a requirement for a Covid-19 Pandemic Response Emergency Management Contract as detailed in the Statement of Work, Annex A. The duration of the contract is one (1) year from the date of contract award with the possibility to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website”.

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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: “sixty (60) days”



Insert: "one hundred and twenty (120) days"

2.2 Submission of Bids

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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 FPS 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 before **September 17th 2020**. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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



2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

In order to be considered, bids must be received no later than the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted **ONLY** to the following email address:

Email Address: ec.soumissions-bids.ec@canada.ca
Attention: **Marie-Christine Blais**
Solicitation Number: **5000053958**

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.



Section I: Technical Bid

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with Annex "B"

3.1.2 Bidder's information

Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

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

4.1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

4.1.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included Attachment 1 to Part 4

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

- I. For evaluation purposes only, the price of the bid will be determined as indicated in Annex B
- II. The volumetric data included in Annex B are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

4.2 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. and meet all mandatory criteria;
 - c. and obtain the required minimum of **35 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **54 points**.
2. Bids not meeting (choose "(a) or (b) or (c)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **80 %** for the technical merit and **20 %** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **80 %**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **20 %**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively.



The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		55 000,00 \$	50 000,00 \$	45 000,00 \$
Calculations	Technical Merit Score	$115/135 \times 80 = 68.15$	$89/135 \times 80 = 52.74$	$92/135 \times 80 = 54.52$
	Pricing Score	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18$	$45/45 \times 20 = 20$
Combined Rating		84.51	70.74	74.52
Overall Rating		1	3	2

Bidder 1 wins the tender



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 – Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates comply with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.2 Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.2.1 Status and Availability of Resources

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

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

5.2.1 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual



proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award.

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

TITLE: *Add the title of the requirement.*

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2010B ([2020-05-28](#)), General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"



At Section 13 Transportation Carriers” Liability

Delete: In its entirety.

Insert: “Deleted”

At Section 18, Confidentiality:

Delete: In its entirety

Insert: “Deleted”

Insert Subsection: “36 Liability”

“The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

7.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

A9014C Specific person(s) (2006-06-16) The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: [Add at contract award](#).

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

Security Requirement for Canadian Supplier: Public Services and Procurement Canada File #Common-Professional Services Security Requirement Check List #6

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC)
2. The Contractor/Offeror personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **reliability status**, granted or approved by CISD/PSPC
3. The Contractor/Offeror must not remove any protected information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PSPC
5. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C
 2. Industrial Security Manual (Latest Edition)

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (**fill in end date of the period**).

7.4.2 Option to Extend the Contract



The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: [Marie-Christine Blais](#)
Title: Procurement Officer
E-mail address: marie-christine.blais@canada.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name:
Title:
Branch:
Directorate: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

7.6 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: 2019-01](#) of the Treasury Board Secretariat of Canada.



7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the Statement of Work, in accordance with the Basis of payment at Annex B. Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. 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 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.

7.7.3 Monthly Payment

Canada will pay the Contractor on a monthly 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.

7.7.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;



- b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the following address for certification and payment.
_____ (*Insert the name of the organization*)
_____ (*Insert the address of the organization*)

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions _____ (*insert number, date and title*);
- (c) the general conditions _____ (*insert number, date and title*);
- (d) Annex A, Statement of Work **OR** Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List (*if applicable*);
- (g) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".



ANNEX "A"

STATEMENT OF WORK

COVID-19 Pandemic Response - Emergency Management contract (Support for Infectious Diseases and Emergency Management Technical Expertise)

1. OBJECTIVE

It is increasingly clear that the impact of the COVID-19 pandemic will be evolving and require constant vigilance and interventions for at least the next three years. In the first phase of the response, Environment and Climate Change Canada (ECCC) developed a comprehensive framework that can be used to capture issues, interventions and foresight in order for the Department to stay ahead of this issue and ensure that staff and clients are protected as well as maintaining mission critical functions at ECCC. In phase 2 of the response, the framework will need updating as new information about the pandemic and best public health practices are obtained. In addition, Infectious diseases and emergency management technical expertise is critical as we launch our reintegration of worksite strategy for staff. ECCC requires public health and emergency management technical advisors for advisory services in relation to: Stakeholder Interactions, Communication and Monitoring Tools, Enabling Services and most importantly Infection Control Monitoring.

The knowledge of public health systems and of government is critical for ECCC's counter response to the COVID-19 pandemic. With the creation of a COVID-19 Secretariat, this expertise is key for supporting their work from a technical public health and emergency management perspective. Phase 2 of ECCC's response is all about the safety and security of its staff, clients and stakeholders as it moves to a phased approach to reintegration of worksites.

2. BACKGROUND

Public health measures (e.g. school closures, business closures) were put in place to limit the spread of COVID-19 in Canada, and its impact on the health care system. These included measures to support the population impacted by COVID-19 and protection of vulnerable populations including seniors, Indigenous peoples and those with underlying medical conditions. To date, the priority has been on reducing significant ongoing transmission including:

- Border controls to prevent importation of cases
- Identification of cases and contacts, with appropriate isolation and quarantine
- Increasing laboratory testing & tracing
- Using public health measures to slow transmission, including social distancing, based on public health guidance
- Acquiring PPE and medical equipment supplies and ramping up domestic production

As the first wave subsides, a clear understanding of the criteria, threshold, and metrics for de-escalation of response measures in the above categories is required to provide evidence and researched based advice to ECCC. As Provincial authorities roll out a phased approach to "re-opening" the economy and allowing scaled group gatherings, key public health measures are now mandatory like the obligations to wear a face covering in public spaces when social distancing is not possible. These provincial guidelines and requirements will affect the reintegration to worksite strategy that ECCC is rolling out in a phased approach. Public health and emergency management advice to ECCC will be critical to ensure the safety and security of its staff, clients and stakeholders.



3. SCOPE

ECCC wants to have in place an Emergency Management contract to prepare and assist in the provision of public health and emergency management advice in support of the approach of the reintegration of staff to ECCC worksites, update the COVID-19 framework as new information about the pandemic and best public health practices are obtained. ECCC requires public health and emergency management technical advisors for advisory services in relation to Stakeholder Interactions, Communication and Monitoring Tools, Enabling Services and most importantly Infection Control Monitoring. The contractor will work collaboratively with the Public Health Agency of Canada and with Health Canada to understand and prepare ECCC for the impact, implementation and issues related to the vaccination for COVID-19, and assist with the development of a methodology and analysis for the lessons learned exercise.

For the realization of this mandate, the contractor must provide the services of:

- Senior Emergency Preparedness and Response Consultant
- Senior Science and Technical Public Health Advisor

4. TASKS

The Contractor will be required, but not limited to:

1. Attend a kick-off meeting (virtually) to review ECCC requirements and discuss objectives, timelines and deliverables
2. Provide revisions and updates to the ECCC's comprehensive long-term COVID-19 framework;
3. Provide public health and emergency management advisory services in relation to: Stakeholder Interactions, Communication and Monitoring Tools, Enabling Services and most importantly Infection Control Monitoring;
4. Support the work of the COVID-19 Secretariat by providing technical public health and emergency management advice by having a minimum of two (2) bi-weekly calls;
5. Provide weekly email update reports including any existing or expected concerns to ECCC;
6. Work collaboratively with the Public Health Agency of Canada and with Health Canada to understand and prepare ECCC for the impact, implementation and issues related to the vaccination for COVID-19
7. Provide assistance with the development of a methodology and analysis for the lessons learned exercise.
8. Provide services for any adhoc requests made by ECCC in relation to the COVID-19 pandemic.
9. Advise ECCC on new on major changes to local, provincial and federal guidelines;
10. Assist as independent advisors on the evaluation of reintegration (for worksites) Work-Plans before review by the Executive Management Committee (EMC)

5. DELIVERABLES

The contractor will:

1. Provide a work Plan
2. Provide briefing materials and advice for Senior Management on a variety of COVID-19 issues such as the reintegration critical path, the COVID-19 Framework, Evaluation Guide for reintegration, PPE and other issues as requested;
3. Contribute to the the development and completion of the COVID-19 Chronology of events;
4. Provide science foresight and monitoring related to the COVID-19 reintegration at worksites;
5. Assist with the development of storyboards for reintegration plans;



6. Assist with the development of a methodology and analysis for the lessons learned exercise;
7. Provide reports, decks, graphics and briefing material in English and drafts as required

6. Availability

The consultants must be available 24/7 to provide fast and nimble advice should an outbreak or potential outbreak occur at an ECCC worksite. ECCC requires quick turnaround times on required advice, briefing products and for meetings called at a moment's notice. ECCC also requires the consultants to prepare high quality and high design graphics for use in briefings with Senior management and for internal and external briefing products.

7. MEETINGS

As and when required by the Project Authority.

8. LOCATION

The contractor will be working from their location.

9. LANGUAGE

The contractor must be fluent in English and French, to be able to provide advice to ECCC employees in the language of their choice.



ANNEX "B"

BASIS OF PAYMENT

Bidders must complete Annexe B and include it in its financial bid.

Bidders must include a single, firm, all-inclusive per diem rate in Canadian dollars in each cell requiring an entry in the pricing tables. Bids that do not comply with this requirement will be considered non-responsive and be disqualified. No modification to Annex B will be accepted.

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."

Initial Contract Period one (1) year which begins on the date the Contract is awarded			
Resource Category	Maximum Estimated Number of Days per year per resources	Firm Per Diem Rate	Total Cost per Resource
Senior Emergency Preparedness and Response Expert	251 days	\$ _____	\$ _____
Senior Science and Technical Public Health Expert	251 days	\$ _____	\$ _____
Grand total (excluding taxes)			\$ <TBD>

Option period 01 one (1) year duration			
Resource Category	Maximum Estimated Number of Days per year per resources	Firm Per Diem Rate	Total Cost per Resource
Senior Emergency Preparedness and Response Expert	251 days	\$ _____	\$ _____
Senior Science and Technical Public Health Expert	251 days	\$ _____	\$ _____
Grand total (excluding taxes)			\$ <TBD>



Option period 02 one (1) year duration			
Resource Category	Maximum Estimated Number of Days per year per resources	Firm Per Diem Rate	Total Cost per Resource
Senior Emergency Preparedness and Response Expert	251 days	\$ _____	\$ _____
Senior Science and Technical Public Health Expert	251 days	\$ _____	\$ _____
Grand total (excluding taxes)			\$ <TBD>

Total Bid Price	
(Initial Contract Period + Option Period 1 + Option Period 2)	\$ <TBD>

Definition of a Day/Proration: A day is define as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked (days worked in the formula below) which is les than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{Days worked} = \frac{\text{Hours Worked}}{7.5 \text{ hour per day}}$$



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Environment and Climate Change Canada
 2. Branch or Directorate / Direction générale ou Direction: Corporate Services and Finance Branch

3. a) Subcontract Number / Numéro du contrat de sous-traitance
 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
 ECCC wants to have in place an Emergency Management contract to prepare and assist in the provision of public health and emergency management advice in support of the approach of the reintegration of staff to ECCC worksites, update the COVID-19 framework as new information about the pandemic and best public health practices are obtained.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 (Specify the level of access using the chart in Question 7. c)
 (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
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7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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



Contract Number / Numéro du contrat PR 500053958
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Yves Lanthier		Title - Titre Acting Director General, ARPSD, CSFB	Signature
Telephone No. - N° de téléphone 819-208-5422	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel yves.lanthier@canada.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Jill McIntosh		Title - Titre Director, Departmental Security	Signature
Telephone No. - N° de téléphone 613-614-7704	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jill.mcintosh@ec.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIAS

Each of the Bidder's proposed resources must meet all mandatory criteria listed. Any bid not meeting any one of the mandatory criteria below will be deemed non-compliant and will not be given further consideration.

For the purpose of personnel qualifications, experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting.

For each project that is cited as experience, the following information must be identified on the proposed resource's resume:

- a) The name of the client organization (to whom the services were provided);
- b) The name, title, telephone number and e-mail address of the Project Authority;
- c) A brief description of the type and scope of services that meets the identified criteria provided by the resource;
- d) The dates and duration of the project (indicating the years / months of engagement and the start and end dates of the work);

No.	Mandatory Requirement	Criteria Met / Not Met	Proposal Cross-reference Page
Stream 1: Senior Science and Technical Public Health Expert			
M1	<p>Demonstrate that the Senior Science and Technical Public Health Expert has 48 months experience, in implementing, managing infectious disease programs at the national level and providing advice at the national/international level to infectious disease control organization Bidder must provide examples of projects for which the proposed resource has professional work experience as described above.</p> <p>The following parameters must be cited for each of the projects references, if not they will be deemed NON-COMPLIANT:</p> <ul style="list-style-type: none"> • Each project must have a minimum duration of six (6) months; completed or has been ongoing for a minimum of six months (as of RFP close date) • Overlapping projects are not accepted <p>The sum of all the examples must exceed 48 months.</p>		
M2	<p>Demonstrate that the Senior Science and Technical Public Health Expert has 48 months experience in developing, implementing, monitoring emergency management or public health action plans within government organization(s) and briefing them to senior leadership (Assistant Deputy Minister and above).</p> <p>Bidder must provide examples of projects for which the proposed resource has professional work experience as described above.</p> <p>The following parameters must be cited for each of the projects references, if not they will be deemed NON-COMPLIANT:</p>		



	<ul style="list-style-type: none"> Each project must have a minimum duration of six (6) months; completed or has been ongoing for a minimum of six months (as of RFP close date) A minimum of one project with the Government of Canada department/agency/crown or provincial Government Department Overlapping projects are not accepted <p>The sum of all the examples must exceed 48 months.</p>		
M3	<p>Senior Science and Technical Public Health Expert MUST hold a PhD or MD in infectious diseases from a recognized Canadian university</p> <p>Proof of education must be submitted with your bid. A photocopy of the document is acceptable.</p>		
Stream 2: Senior Emergency Preparedness and Response Expert			
M4	<p>Demonstrate that the Senior Emergency Preparedness and Response Expert has 48 months experience, providing national leadership and technical expertise for the coordination of public health security issues including the development and maintenance of national emergency response plans, the monitoring of outbreaks and global disease events</p> <p>Bidder must provide examples of projects for which the proposed resource has professional work experience as described above.</p> <p>The following parameters must be cited for each of the projects references, if not they will be deemed NON-COMPLIANT:</p> <ul style="list-style-type: none"> Each project must have a minimum duration of 6 months; completed or has been ongoing for a minimum of 6 months (as of RFP close date) Overlapping projects are not accepted <p>The sum of all the examples must exceed 48 months.</p>		
M5	<p>Demonstrate that the Senior Emergency Preparedness and Response Expert has 48 months experience in</p> <ul style="list-style-type: none"> advising senior executives (ADM and above) on emergency management and preparedness issues and being an emergency manager/ deputy event manager during national health emergencies, and; 		



	<ul style="list-style-type: none"> • having worked in an ICS (Incident Command Structure) during public health emergencies. <p>Bidder must provide examples of projects for which the proposed resource has professional work experience as described above.</p> <p>The following parameters must be cited for each of the projects references, if not they will be deemed NON-COMPLIANT:</p> <ul style="list-style-type: none"> • Each project must have a minimum duration of six (6) months; completed or has been ongoing for a minimum of six months (as of RFP close date) • A minimum of one project with the Government of Canada department/agency/crown or provincial Government Department • Overlapping projects are not accepted <p>The sum of all the examples must exceed 48 months.</p>		
M6	<p>Demonstrate that the Senior Emergency Preparedness and Response Expert has 48 months experience in developing, implementing, monitoring action plans within operational federal government organization(s) and briefing them to senior leadership (Assistant Deputy Minister and above).</p> <p>Bidder must provide examples of projects for which the proposed resource has professional work experience as described above.</p> <p>The following parameters must be cited for each of the projects references, if not they will be deemed NON-COMPLIANT:</p> <ul style="list-style-type: none"> • Each project must have a minimum duration of six (6) months; completed or has been ongoing for a minimum of six months (as of RFP close date) • A minimum of one project with the Government of Canada department/agency/crown or provincial Government Department • Overlapping projects are not accepted <p>The sum of all the examples must exceed 48 months.</p>		



Criteria No.	Criteria Description	Maximum Points Attainable	Points Achieved	Cross Reference to Proposal with Page number
Stream 1: Senior Science and Technical Public Health Expert				
R1	The consultant has experience over and above the minimum of 48 months of experience described in M1 .	Points are allocated as follows: >63 months = 9 points >56 months up to 62 months = 6 points >49 months up to 55 months = 3 points ≤ 48 months = 0 points MAX POINTS: 9		
R2	The proposed resource has experience over and above the minimum of 48 months of experience described in M2 .	Points are allocated as follows: >63 months = 9 points >56 months up to 62 months = 6 points >49 months up to 55 months = 3 points ≤ 48 months = 0 points MAX POINTS: 9		
R3	The proposed resource has experience over and above the minimum of 48 months of experience described in M3 .	Points are allocated as follows: >63 months = 9 points >56 months up to 62 months = 6 points >49 months up to 55 months = 3 points ≤ 48 months = 0 points MAX POINTS: 9		
Stream 2: Senior Emergency Preparedness and Response Expert				
R4	The consultant has experience over and above the minimum of 48 months of experience described in M4 .	Points are allocated as follows: >63 months = 9 points >56 months up to 62 months = 6 points >49 months up to 55 months = 3 points ≤ 48 months = 0 points MAX POINTS: 9		
R5	The consultant has experience over and above the minimum of 48 months of experience described in M5 .	Points are allocated as follows: >63 months = 9 points >56 months up to 62 months = 6 points >49 months up to 55 months = 3 points ≤ 48 months = 0 points MAX POINTS: 9		
R6	The consultant has experience over and above the minimum of 48 months of experience described in M6 .	Points are allocated as follows: >63 months = 9 points >56 months up to 62 months = 6 points >49 months up to 55 months = 3 points ≤ 48 months = 0 points MAX POINTS: 9		
Technical Points Score			/54	