



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet CSTADS	
Solicitation No. - N° de l'invitation H4133-184161/D	Date 2020-09-25
Client Reference No. - N° de référence du client H4133-184161	
GETS Reference No. - N° de référence de SEAG PW-\$\$\$-075-38493	
File No. - N° de dossier 075ss.H4133-184161	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-11-05	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Desgagnés, Marc	Buyer Id - Id de l'acheteur 075ss
Telephone No. - N° de téléphone (613) 294-5122 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF HEALTH HECSB, MAIN STATS BLDG TUNNEY'S PASTURE ROOM 1605-663 OTTAWA Ontario K1A0K9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Science Procurement Directorate/Direction de l'acquisition
de travaux scientifiques
Terrasses de la Chaudière 4th Floo
10 Wellington Street
Gatineau
Quebec
K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

The bid solicitation cancels and supersedes previous bid solicitation number H4133-184161/C, dated June 26, 2020 with a closing of July 21, 2020 at 2PM

Changes has been made on:

M1:

The window for required experience is changed from 5 to 20 years

Experience required can now be claimed through five (5) surveys conducted by the same company and the same Principal Investigator

M3:

The window for required experience is changed from 10 to 20 years

3.2.4 - Site coordinators are no longer required to possess experience contacting and coordinating with provincial ministries of education

3.2.9.1 Site Coordinators and Training

The Site Coordinators are not required to visit the schools in which questionnaires will be administered.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Security Requirements Checklist, the Electronic Payment Instruments and the Federal Contractors Program for Employment Equity - Certification.

1.2 Summary

- 1.2.1 The Department of Health Canada requires the services of a Contractor to conduct a paper based survey on student tobacco, alcohol and drug use of at least 36,000 students in schools, grades 7-12 (Secondary I-V in Quebec), in all 10 Canadian provinces excluding residents of the Yukon, Northwest Territories, and Nunavut.

The objective is to collect data that will allow Health Canada to monitor trends in the use of tobacco, alcohol, and drugs and contribute to the development of sound and effective tobacco and substance control policies and programs.

The duration of the contract is estimated at two years with the option to extend the term of the Contract by up to two additional two year periods 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to a preference for Canadian services.

1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

1.2.5 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.2.6 The Phased Bid Compliance Process applies to this requirement.

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>) 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.

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 Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: In light of the current COVID-19 pandemic, and its impact on government operations and those of vendors, Bidders must submit their bids electronically using epost Connect online service provided by Canada Post Corporation (indicated in PART 3 - Bid Preparation Instructions). This service allows Bidders to submit bids electronically to PSPC Bid Receiving Units. This online service enables the electronic transfer of large files up to Protected B level.

To use epost Connect, or to get more information on how to use it, please send an email to the national Bid Receiving Unit's generic address at tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca.

Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the Bidder is using its own licensing agreement for epost Connect.

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: 2019-01 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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

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

the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

2.7 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

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

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

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the *Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule*.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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

3.1.4 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- 3.1.4.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- 3.1.4.2** The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

<https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>

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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.
- (d) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE

IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing

in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2

Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

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- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any

change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to PART 4 – Technical Evaluation Criteria.

4.1.3 Financial Evaluation

4.1.3.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

1. 4.2.1 To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. 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 180 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 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 (60%) and Price (40%)			
	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	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

- 4.2.2** In the event two or more responsive bids have the same highest combined rating of technical merit and price, these bids will be ranked in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

1. Mandatory Technical Criteria (M)

The Mandatory Requirements listed below will be evaluated on a simple met/not met (i.e. compliant/non-compliant) basis. Each Mandatory Requirement should be addressed separately. Proposals which fail to meet the Mandatory Requirements will be deemed non-responsive and given no further consideration.

Proposals must demonstrate compliance with all of the following Mandatory Requirements and must provide the necessary documentation to support compliance.

Bidders are requested to write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

MANDATORY TECHNICAL CRITERIA			
No.	Mandatory Requirement	Cross Reference to Bid (Page #)	MET/NOT MET
M1	<p>The Bidder must have carried out and completed a minimum of one (1) school-based survey to elementary, high school, and/or post-secondary students in paper format within the past twenty (20) years before the closing date of this Request for Proposal. The Principal Investigator who led the implementation of the survey must be included in the role of Principal Investigator in the current bid.</p> <p>It is not necessary that all of the required experience be acquired through one survey. The Bidder may demonstrate this experience through up to five (5) surveys conducted by the same company, as long as the Principal Investigator is the same on all of these surveys.</p> <p>The bidder must demonstrate <i>their combined</i> experience <i>achieved through different (up to five (5))</i> surveys:</p> <ol style="list-style-type: none"> 1) been conducted in Canada; 2) been conducted in elementary, high school, and/or post-secondary schools; 3) conducted to elementary, high school, and/or post-secondary students; 4) had a minimum sample size of 5,000 respondents; 		

	<p>5) had a “national” scope, where “national” is defined as surveys that are representative of the diversity of breadth and scope that we would expect for the firm taking this on.</p> <p>6) been conducted (headed) by the same Principal Investigator that is proposed for the current project.</p> <p>To demonstrate this experience, the Bidder must provide the following detailed information for the survey:</p> <ol style="list-style-type: none"> a. title; b. budget; c. description; d. sample size; e. survey location (province/territory); f. survey start and end dates; g. work plan or critical path; and h. any published reports if available. i. Type of school 		
M2	<p>For the survey described under M1 above, the Bidder must have performed the following tasks:</p> <ol style="list-style-type: none"> 1) approval by Research Ethics Board; 2) stratified sampling frame and design; 3) questionnaire layout and design; 4) pilot testing of the questionnaire; 5) database development; 6) data collection; 7) data analytics; 8) privacy and security of personal information; 9) reporting of results. <p>The Bidder must provide detailed explanation on how each of the tasks (1 to 9) were performed and completed.</p>		

M3	<p>The Bidder must propose a Principal Investigator (PI) that has, at a minimum, a Master's Degree from a recognized University in social or health sciences, or statistics.</p> <p>In the event the proposed resource studied at an institution outside of Canada, only an equivalency assessment issued by a Canadian academic credentials assessment service will be accepted.</p> <p>In addition, the proposed PI must have:</p> <ul style="list-style-type: none">i) a minimum of 3 years of experience within the last 20 years leading survey design and implementation that involves sensitive subject matter, (e.g. substance use, sexual health, family violence, conflict with the law, etc.) and;ii) experience conducting at least one (1) (but up to five (5)) school-based survey(s) that was(were):iii) carried out and completed within the past twenty (20) years;iv) had a "national" scope, where "national" is defined as surveys that are representative of the diversity of breadth and scope that we would expect for the firm taking this on;v) used sampling methodology; andvi) had a sample size of 5,000 or more elementary, high school, and/or post-secondary students. <p>To demonstrate this experience, the Bidder must provide the following information for the proposed PI:</p> <ul style="list-style-type: none">vii) proof of education (copy of diploma or letter from University);viii) summary of role leading survey design and implementation in response to 1) above, including the start and end date of years' experience; topic of the survey sensitive subject matter; and description of deliverables;<ul style="list-style-type: none">a) ix) school-based survey experience in response to 2) above including the description, duration (start and end dates), survey locations; survey methodology; and sample size of respondents.		
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M4	<p>The Bidder must propose a Project Manager (PM) that has, at a minimum, a Bachelor's degree from a recognized University, or the equivalent as established by a recognized Canadian academic credentials assessment service¹ if the degree was obtained outside Canada.</p> <p>In addition, the proposed PM must have:</p> <ol style="list-style-type: none">1) a minimum of 5 years of experience within the last 10 years managing survey implementation ; and2) experience managing a minimum of one school-based survey that was administered to elementary, high school and/or post-secondary students, carried out and completed within the past ten (10) years. <p>To demonstrate this experience, the Bidder must provide the following information for the proposed PM:</p> <ol style="list-style-type: none">a) proof of education (copy of diploma or letter from University);b) summary of role managing the survey in response to 1) above, implementation including the start and end date of years' experience; topic of the survey; and description of deliverables; andc) school-based survey experience in response to 2) above including the description, duration (start and end dates), survey locations; survey methodology; and sample size of respondents.		
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¹ <http://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=681&top=29>

2 Point Rated Technical Criteria (R)

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

Bids which fail to obtain or exceed the total minimum points required will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Technical proposals will be assessed separately against the evaluation criteria identified below. Point rated criteria not addressed in the bid will result in a score of zero being assigned against that particular criterion.

Bidders are requested to write beside each of the criteria the relevant page number(s) from your proposal which address the requirement identified in the criteria.

Point Rated Technical Criteria Evaluation Grid

The following evaluation grid will be used to evaluate the rated criteria R.1 to R6.

	R1 and R2	R3 to R6
<p>Excellent The response is outstanding and/or exceptional: <input type="checkbox"/> the approach/methodology is relevant to CSTADS requirement as described in the Statement of Work; <input type="checkbox"/> the approach/methodology is thorough in addressing the requirement; <input type="checkbox"/> the approach/methodology would enhance the successful delivery of CSTADS; and <input type="checkbox"/> the approach/methodology would be simple and cost-effective to implement.</p>	40 points	20 points
<p>Acceptable The response is minimally sufficient: <input type="checkbox"/> the approach/methodology is generally relevant to CSTADS requirement as described in the Statement of Work; <input type="checkbox"/> the approach/methodology addresses most aspects of the requirement; <input type="checkbox"/> the approach/methodology would somewhat enhance the successful delivery of CSTADS; and <input type="checkbox"/> the approach/methodology would be feasible to implement and affordable.</p>	20 points	10 points
<p>Poor The response is deficient: <input type="checkbox"/> the approach/methodology is generally not relevant to CSTADS requirement as described in the Statement of Work; <input type="checkbox"/> the approach/methodology does not address key aspects of the requirement; <input type="checkbox"/> the approach/methodology would not significantly enhance the successful delivery of CSTADS; or <input type="checkbox"/> the approach/methodology would not be cost-effective or practical to implement.</p>	10 points	5 points
<p>Unacceptable The response is unacceptable: <input type="checkbox"/> the approach/methodology is not described; <input type="checkbox"/> the approach/methodology is not relevant to CSTADS; <input type="checkbox"/> the approach/methodology would not enhance the successful delivery of CSTADS; or <input type="checkbox"/> the approach/methodology would be cost-prohibitive or impractical to implement.</p>	0 points	0 points

Point Rated Criteria		Available Points	Substantiating Detail/ Proposal Reference
R1	<p>Design of Sampling Frame and Sampling Methodology</p> <p>The Bidder should demonstrate that they have the capability to carry out a survey of magnitude such as CSTADS, and to produce results compatible with previous cycles of the Youth Smoking Survey (YSS) and the Canadian Student Tobacco, Alcohol and Drug Survey (CSTADS). To demonstrate this capability, the Bidder should provide:</p> <ul style="list-style-type: none"> the proposed approach and methodology for determining the sampling frame, including any stratified sampling required, and how school boards, schools, and students are to be selected to ensure that a representative sample in each province will be obtained, as per section 3.2.3 of the Statement of Work. 	/40	
TOTAL FOR R1			/40
R2	<p>Data Collection</p> <p>The Bidder should provide a description of how they plan to collect the data, as per section 3.2.9 of the Statement of Work:</p> <ul style="list-style-type: none"> how the questionnaires will be administered; the proposed process for maintaining confidentiality of the data and individuals; how the data will be collected and compiled into a cohesive data set. 	/40	
TOTAL FOR R2			/40
R3	<p>Response Rate</p> <p>The Bidder should provide a description of proposed strategies to improve the response rate, as per section 3.2.3.1 of the Statement of Work.</p>	/20	
TOTAL FOR R3			/20
R4	<p>Data Quality</p>	/20	

	The Bidder should provide a description of quality control measures and verification procedures to be taken to ensure the accuracy and precision of the data.		
TOTAL FOR R4			/20
R5	Data Cleaning and Weighting The Bidder should provide a description of the proposed method for cleaning and weighting the data, as per sections 3.2.10.1, 3.2.10.4 and 3.2.10.5 of the Statement of Work: <ul style="list-style-type: none"> • cleaning the data for errors; • deriving and applying the weights for the observations; and • deriving the bootstrap weights for the observations. 	/20	
TOTAL FOR R5			/20
R6	Recognition of problems and solutions proposed The Bidder should provide a description of the proposed method for: <ul style="list-style-type: none"> • identifying potential risks; • implementing mitigation strategies; • tracking issues; and • communicating issues with key players and the Technical Authority. 	/20	
TOTAL FOR R6			/20
R7	The Bidder should demonstrate that it has experience carrying out additional large sample surveys that include: a) over 5,000 respondents; b) a survey location in at least two (2) provinces and/or territories in Canada; and c) was carried out and completed by the Bidder within the last 10 years before the closing date of this Request for Proposal. The survey experience in response to R7 excludes the survey provided in response to M1.	5 points per survey for a maximum of 20 points	

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TOTAL FOR R7

/20

Total overall points available: 180
Total minimum points required: 80

ATTACHMENT 2 TO PART 4: FINANCIAL EVALUATION - PRICING SCHEDULE

1. The Bidder must complete this pricing schedule and include it in Section II: Financial Bid.
2. Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the Request for Proposal (RFP).
3. Failure or refusal to provide a price or rate for any item in *Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule* shall be considered as failing to meet a mandatory requirement of the RFP and, therefore, the Bidder's proposal shall be given no further consideration.
4. The volumetric data included in the pricing schedule detailed in *Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule* are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

5. Price Breakdown

Bidders are requested to provide in their financial bid a price breakdown for the Work, for the initial period, option 1 and option 2, as applicable:

- (a) Labour: For each individual and (or) labour category to be assigned to the Work, indicate: i) the hourly rate, inclusive of overhead and profit; and ii) the estimated number of hours.
- (b) Equipment: Specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable. These items will be deliverable to Canada upon completion of the contract.
- (c) Materials and Supplies: Identify each category of materials and supplies required to complete the Work and provide the pricing basis.
- (d) Travel and Living Expenses: Indicate the estimated number of trips and the estimated number of days for each trip, the estimated travel and living cost for each traveller, the destination and purpose of each journey, together with the basis of these costs.
*** Travel and living costs will be used only as an estimation and will not be included in the pricing score to calculate the basis of selection. ***
- (e) Subcontracts: Identify any proposed subcontractor and provide for each one the same price breakdown information as contained in this article.
- (f) Other Direct Charges: Identify any other direct charges anticipated, such as long distance communications and rentals, and provide the pricing basis.
- (g) GST/HST: Identify any applicable GST or HST separately.

Initial Contract Period: (Contract Award date to December 31st, 2022)			
Deliverable/ Task	Item description	Initial Contract Period	Due date
1	Initial Meeting: The Contractor must attend a meeting with the Technical Authority to discuss the project requirements	\$ _____	January 14, 2021
	Provide a final list of all provincial representatives, for each participating province to the Technical Authority - Site Coordinator		January 28, 2021
	Draft sampling Frame and Design for review and approval		February 11, 2021
	Draft layout of CSTADS Questionnaires Design and Layout		February 11, 2021
	Submission of the CSTADS to the HC REB Research Ethics Boards Approvals		February 18, 2021
2	Site Coordinators and Training	\$ _____	July 29, 2021
3	Survey Administration Progress Report - Initial feedback report - Reporting Requirements	\$ _____	December 15, 2021
4	Survey Administration Progress Report - 2nd feedback report - Reporting Requirements	\$ _____	March 1, 2022
5	Survey Administration Progress Report - final feedback report - Reporting Requirements	\$ _____	July 15, 2022
6	Analysis and Feedback - completion of the school feedback reports	\$ _____	August 31, 2022
	Delivery of Data Sets and Supporting Documentation - Delivery of the preliminary data set and supporting documentation for review by the Technical Authority		
7	Delivery of Data Sets and Supporting Documentation - Completion and delivery of data set containing the 500 mean bootstrap weights, final data sets of survey data and all supporting documentation in English only for review and approval by the technical Authority	\$ _____	October 12, 2022

8	Delivery of Data Sets and Supporting Documentation - Completion of all work and acceptance of all deliverables including the data set of bootstrap weights of survey data, final data sets and all supporting documentation in English and French	\$ _____	November 30, 2022
	Total Initial Contract Period	\$ _____	
Optional Services	Questionnaire Development and Design	\$ _____	To be determined
	CSTADS Questionnaire Design and Layout	\$ _____	To be determined
	Pilot Testing of the Questionnaires	\$ _____	To be determined
Option Period 1: (January 1st, 2023 to December 31st, 2024)			
Deliverable/ Task	Item description	Option Period 1	Due date
9	Initial Meeting: The Contractor must attend a meeting with the Technical Authority to discuss the project requirements	\$ _____	January 16, 2023
	Provide a final list of all provincial representatives, for each participating province to the Technical Authority - Site Coordinator		January 30, 2023
	Draft sampling Frame and Design for review and approval		February 13, 2023
	Draft layout of CSTADS Questionnaires - Design and Layout		February 13, 2023
	Submission of the CSTADS to the HC REB - Research Ethics Boards Approvals		February 20, 2023
10	English and French Pilot Testing Sessions	\$ _____	March 27, 2023
	English Pilot Testing Meeting		
	Pilot Testing Report of the English session		
	Final English Questionnaire		
	Draft French Questionnaire		
11	French Pilot Testing Meeting	\$ _____	April 21, 2023
	Pilot Testing Report of the French session)		
	Final French Questionnaire		

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12	Site Coordinators and Training	\$ _____	July 31, 2023
13	Survey Administration Progress Report - Initial feedback report - Reporting Requirements	\$ _____	December 15, 2023
14	Survey Administration Progress Report - 2nd feedback report - Reporting Requirements	\$ _____	March 1, 2024
15	Survey Administration Progress Report - final feedback report - Reporting Requirements	\$ _____	July 15, 2024
16	Analysis and Feedback - completion of the school feedback reports	\$ _____	August 30, 2024
	Delivery of Data Sets and Supporting Documentation - Delivery of the preliminary data set and supporting documentation for review by the Technical Authority		
17	Delivery of Data Sets and Supporting Documentation - Completion and delivery of data set containing the 500 mean bootstrap weights, final data sets of survey data and all supporting documentation in English only for review and approval by the technical Authority	\$ _____	October 11, 2024
18	Delivery of Data Sets and Supporting Documentation - Completion of all work and acceptance of all deliverables including the data set of bootstrap weights of survey data, final data sets and all supporting documentation in English and French	\$ _____	November 29, 2024
	Total Option Period 1	\$ _____	
Optional Services	Questionnaire Development and Design	\$ _____	To be determined
	CSTADS Questionnaire Design and Layout	\$ _____	To be determined
	Pilot Testing of the Questionnaires	\$ _____	To be determined
Option Period 2: (January 1st, 2025 to December 31st, 2026)			
Deliverable/ Task	Item description	Option Period 2	Due date
19	Initial Meeting: The Contractor must attend a meeting with the Technical Authority to discuss the project requirements	\$ _____	January 13, 2025

	Provide a final list of all provincial representatives, for each participating province to the Technical Authority - Site Coordinator	\$ _____	January 27, 2025
	Draft sampling Frame and Design for review and approval	\$ _____	February 10, 2025
	Draft layout of CSTADS Questionnaires - Design and Layout	\$ _____	February 10, 2025
	Submission of the CSTADS to the HC REB - Research Ethics Boards Approvals	\$ _____	February 17, 2025
20	English and French Pilot Testing Sessions	\$ _____	March 25, 2025
	English Pilot Testing Meeting		
	Pilot Testing Report of the English session		
	Final English Questionnaire		
	Draft French Questionnaire		
21	French Pilot Testing Meeting	\$ _____	April 23, 2025
	Pilot Testing Report of the French session		
	Final French Questionnaire		
22	Site Coordinators and Training	\$ _____	July 29, 2025
23	Survey Administration Progress Report - Initial feedback report - Reporting Requirements	\$ _____	December 16, 2025

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24	Survey Administration Progress Report - 2nd feedback report - Reporting Requirements	\$ _____	March 3, 2026
25	Survey Administration Progress Report - final feedback report - Reporting Requirements	\$ _____	July 14, 2026
26	Analysis and Feedback - completion of the school feedback reports	\$ _____	August 31, 2026
	Delivery of Data Sets and Supporting Documentation - Delivery of the preliminary data set and supporting documentation for review by the Technical Authority		
27	Delivery of Data Sets and Supporting Documentation - Completion and delivery of data set containing the 500 mean bootstrap weights, final data sets of survey data and all supporting documentation in English only for review and approval by the technical Authority	\$ _____	October 14, 2026
28	Delivery of Data Sets and Supporting Documentation - Completion of all work and acceptance of all deliverables including the data set of bootstrap weights of survey data, final data sets and all supporting documentation in English and French	\$ _____	November 27, 2026
	Total Option Period 2	\$ _____	
Optional Services	Questionnaire Development and Design	\$ _____	To be determined
	CSTADS Questionnaire Design and Layout	\$ _____	To be determined
	Pilot Testing of the Questionnaires	\$ _____	To be determined

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

- (a) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

5.2.3.1.1 SACC Manual clause A3050T 2018-12-06 Canadian Content Definition

5.2.3.2 SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

5.2.3.3 SACC Manual clause A3010T (2010-08-16) Education and Experience

5.2.3.3.1 SACC Manual clause A3015T (2014-06-26) Certifications - Bid

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;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;

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- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

- 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

4008 (2008-12-12) Personal Information

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

7.2.3 Protection and Security of Data Stored in Databases

1. The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:
 - a. equivalent protections are given to personal information as in Canada under legislation such as the Privacy Act, R.S. 1985, c.P-21, and the Personal Information Protection and Electronic Documents Act, S.C. 2000, c.5, and under any applicable policies of the Government of Canada; and
 - b. the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.

In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

2. The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
3. The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.
4. The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.
5. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.
6. Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

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.

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.3.2.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

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7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of [Contract to _____](#) inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 (two) additional 2 (two) 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: Marc Desgagnés
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Directorate: Innovation Procurement Directorate (IPD)
division Life and Earth Sciences Division
Address: 10 Wellington, Gatineau Québec, K1A 0S5
Telephone: 613-294-5122
E-mail address: marc.desgagnes@tpsgc-pwgsc.gc.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: _____
Organization: _____
Address: _____

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

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

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in contract for a **cost of \$ _____**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

7.7.2 Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;

- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.3 Schedule of Milestones

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

Initial Contract Period: (Contract Award date to December 31st, 2022)			
Deliverable/ Task	Item description	Initial Contract Period	Due date
1	Initial Meeting: The Contractor must attend a meeting with the Technical Authority to discuss the project requirements	\$ _____	January 14, 2021
	Provide a final list of all provincial representatives, for each participating province to the Technical Authority - Site Coordinator		January 28, 2021
	Draft sampling Frame and Design for review and approval		February 11, 2021
	Draft layout of CSTADS Questionnaires Design and Layout		February 11, 2021
	Submission of the CSTADS to the HC REB Research Ethics Boards Approvals		February 18, 2021
2	Site Coordinators and Training	\$ _____	July 29, 2021
3	Survey Administration Progress Report - Initial feedback report - Reporting Requirements	\$ _____	December 15, 2021
4	Survey Administration Progress Report - 2nd feedback report - Reporting Requirements	\$ _____	March 1, 2022
5	Survey Administration Progress Report - final feedback report - Reporting Requirements	\$ _____	July 15, 2022
6	Analysis and Feedback - completion of the school feedback reports	\$ _____	August 31, 2022
	Delivery of Data Sets and Supporting Documentation - Delivery of the preliminary data set and supporting documentation for review by the Technical Authority		

7	Delivery of Data Sets and Supporting Documentation - Completion and delivery of data set containing the 500 mean bootstrap weights, final data sets of survey data and all supporting documentation in English only for review and approval by the technical Authority	\$ _____	October 12, 2022
8	Delivery of Data Sets and Supporting Documentation - Completion of all work and acceptance of all deliverables including the data set of bootstrap weights of survey data, final data sets and all supporting documentation in English and French	\$ _____	November 30, 2022
	Total Initial Contract Period	\$ _____	
Optional Services	Questionnaire Development and Design	\$ _____	To be determined
	CSTADS Questionnaire Design and Layout	\$ _____	To be determined
	Pilot Testing of the Questionnaires	\$ _____	To be determined
Option Period 1: (January 1st, 2023 to December 31st, 2024)			
Deliverable/ Task	Item description	Option Period 1	Due date
9	Initial Meeting: The Contractor must attend a meeting with the Technical Authority to discuss the project requirements	\$ _____	January 16, 2023
	Provide a final list of all provincial representatives, for each participating province to the Technical Authority - Site Coordinator		January 30, 2023
	Draft sampling Frame and Design for review and approval		February 13, 2023
	Draft layout of CSTADS Questionnaires - Design and Layout		February 13, 2023
	Submission of the CSTADS to the HC REB - Research Ethics Boards Approvals		February 20, 2023
10	English and French Pilot Testing Sessions	\$ _____	March 27, 2023
	English Pilot Testing Meeting		
	Pilot Testing Report of the English session		
	Final English Questionnaire		
	Draft French Questionnaire		

11	French Pilot Testing Meeting	\$ _____	April 21, 2023
	Pilot Testing Report of the French session)		
	Final French Questionnaire		
12	Site Coordinators and Training	\$ _____	July 31, 2023
13	Survey Administration Progress Report - Initial feedback report - Reporting Requirements	\$ _____	December 15, 2023
14	Survey Administration Progress Report - 2nd feedback report - Reporting Requirements	\$ _____	March 1, 2024
15	Survey Administration Progress Report - final feedback report - Reporting Requirements	\$ _____	July 15, 2024
16	Analysis and Feedback - completion of the school feedback reports	\$ _____	August 30, 2024
	Delivery of Data Sets and Supporting Documentation - Delivery of the preliminary data set and supporting documentation for review by the Technical Authority		
17	Delivery of Data Sets and Supporting Documentation - Completion and delivery of data set containing the 500 mean bootstrap weights, final data sets of survey data and all supporting documentation in English only for review and approval by the technical Authority	\$ _____	October 11, 2024
18	Delivery of Data Sets and Supporting Documentation - Completion of all work and acceptance of all deliverables including the data set of bootstrap weights of survey data, final data sets and all supporting documentation in English and French	\$ _____	November 29, 2024
	Total Option Period 1	\$ _____	
Optional Services	Questionnaire Development and Design	\$ _____	To be determined
	CSTADS Questionnaire Design and Layout	\$ _____	To be determined
	Pilot Testing of the Questionnaires	\$ _____	To be determined
Option Period 2: (January 1st, 2025 to December 31st, 2026)			
Deliverable/ Task	Item description	Option Period 2	Due date

19	Initial Meeting: The Contractor must attend a meeting with the Technical Authority to discuss the project requirements	\$ _____	January 13, 2025
	Provide a final list of all provincial representatives, for each participating province to the Technical Authority - Site Coordinator	\$ _____	January 27, 2025
	Draft sampling Frame and Design for review and approval	\$ _____	February 10, 2025
	Draft layout of CSTADS Questionnaires - Design and Layout	\$ _____	February 10, 2025
	Submission of the CSTADS to the HC REB - Research Ethics Boards Approvals	\$ _____	February 17, 2025
20	English and French Pilot Testing Sessions	\$ _____	March 25, 2025
	English Pilot Testing Meeting		
	Pilot Testing Report of the English session		
	Final English Questionnaire		
	Draft French Questionnaire		
21	French Pilot Testing Meeting	\$ _____	April 23, 2025
	Pilot Testing Report of the French session		
	Final French Questionnaire		
22	Site Coordinators and Training	\$ _____	July 29, 2025
23	Survey Administration Progress Report - Initial feedback report - Reporting Requirements	\$ _____	December 16, 2025

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24	Survey Administration Progress Report - 2nd feedback report - Reporting Requirements	\$ _____	March 3, 2026
25	Survey Administration Progress Report - final feedback report - Reporting Requirements	\$ _____	July 14, 2026
26	Analysis and Feedback - completion of the school feedback reports	\$ _____	August 31, 2026
	Delivery of Data Sets and Supporting Documentation - Delivery of the preliminary data set and supporting documentation for review by the Technical Authority		
27	Delivery of Data Sets and Supporting Documentation - Completion and delivery of data set containing the 500 mean bootstrap weights, final data sets of survey data and all supporting documentation in English only for review and approval by the technical Authority	\$ _____	October 14, 2026
28	Delivery of Data Sets and Supporting Documentation - Completion of all work and acceptance of all deliverables including the data set of bootstrap weights of survey data, final data sets and all supporting documentation in English and French	\$ _____	November 27, 2026
	Total Option Period 2	\$ _____	
Optional Services	Questionnaire Development and Design	\$ _____	To be determined
	CSTADS Questionnaire Design and Layout	\$ _____	To be determined
	Pilot Testing of the Questionnaires	\$ _____	To be determined

7.7.4 Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Estimated Cost: \$ _____ .

7.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.8 Invoicing Instructions - Progress Payment Claim - Supporting Documentation required

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses.

2. Applicable Taxes, must be calculated on the total amount of the claim.

3. The Contractor must prepare and certify one copy of the claim on form PWGSC-TPSGC 1111, and forward it to the technical authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The technical authority will then forward the original of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

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.

7.9.2 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.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4008 (2008-12-12) Personal Information and 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information
- (c) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Security Requirements Check List;
- (f) [the Contractor's bid dated _____, \(insert date of bid\)](#)

7.12 Insurance

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

7.13 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.

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- (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

1. TITLE

CANADIAN STUDENT TOBACCO, ALCOHOL AND DRUGS SURVEY (CSTADS)

2. SCOPE

2.1. Introduction

The Department of Health Canada requires the services of a Contractor to conduct a National survey on student tobacco, alcohol and drug use of at least 36,000 students in schools, grades 7-12 (Secondary I-V in Quebec), in all 10 Canadian provinces.

2.2 Objectives of the Requirement

The objective is to collect data that will allow Health Canada to monitor trends in the use of tobacco, alcohol, and drugs and contribute to the development of sound and effective tobacco and substance control policies and programs.

The Contractor must try to obtain the participation of all 10 provinces. Should a province refuse to participate in CSTADS, the Contractor will have to get the approval from Health Canada in order to proceed with the survey administration. (The Technical Authority may refuse to proceed with the survey by cancelling the cycle if the Technical Authority believes that the survey will not be representative at the national level.) An amendment to the contract and its value will be required should a province no longer participate.

The sampling frame and design for CSTADS 2020-21 must produce a representative sample of youth in Canada in these respective grades. The survey will track smoking status and amount smoked, as well as other indicators that describe substance use behaviour, and provide both national and provincial estimates. The survey must be administered during one class period with an approximate completion time of 30 minutes.

2.3. Background and Specific Scope of the Requirement

Understanding Canadian trends in tobacco, alcohol and drug use is vital to the effective development, implementation and evaluation of strategies, policies and programs aimed at addressing problematic substance use. School-aged youth are generally recognized as the population most at risk for experimenting with tobacco products, alcohol and drugs. Effective development and monitoring of programs aimed at reducing substance use and related harms, and the regulation of tobacco products and illicit drugs requires regular measurement of progress. CSTADS is an important surveillance tool for Health Canada and its partners in this regard. CSTADS provides Health Canada, its partners and stakeholders, as well as the Canadian public, with timely and reliable data on tobacco, alcohol and drug use and related issues among Canadian students.

CSTADS is a school-based survey and has been conducted in the classroom in 1994, 2002, and during alternate school years from 2004-2005 to 2018-2019. At first, the Youth Smoking Survey (YSS) surveyed youth in grades 5 to 9. Over time, the population covered has evolved and beginning with CSTADS 2016-17, CSTADS is administered to students in grades 7-12.

Data is collected from a minimum of 36,000 youth, approximately 6,000 students in each of grades 7 to 12 in all provinces in Canada, excluding residents of the Yukon, Northwest Territories, and Nunavut. Residents

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of First Nation Reserves and students who are attending special schools (e.g., schools for visually impaired and hearing impaired) or who are attending schools located on military bases will also be excluded from the study population. The requirement excludes work performed, delivered or conducted within Comprehensive Land Claims Agreements.

CSTADS collects limited demographic and detailed information on various topics related to tobacco, alcohol and drug use, including the following:

Demographics:

- Sex;
- Gender;
- Sexual orientation;
- Age;
- Grade;
- Province of residence;
- Years in Canada.

Tobacco:

- smoking status;
- smoking behaviour;
- use of electronic cigarettes (e-cigarettes);
- where and how cigarettes and e-cigarettes are obtained;
- use of various tobacco products.

Alcohol and drugs:

- alcohol use and high risk drinking (5 or more drinks on one occasion);
- use of cannabis, illegal drugs, prescription medications and over the counter medications.

More information about CSTADS may be found on the Health Canada web site at <https://www.canada.ca/en/health-canada/services/canadian-student-tobacco-alcohol-drugs-survey.html>, or see attached in Appendix 1 CSTADS 2018-19 User Guide.

3. REQUIREMENTS

The CSTADS survey is performed every two years and follows the following cycle. The Contractor must perform the following tasks and deliverables, more details are provided under Article 3.2

3.1 COVID-19 Epidemic

Recognizing the uncertainty surrounding the COVID-19 epidemic and the functioning of schools, the Contractor must adhere to the Canadian government and public health officials' guidelines when approaching participating schools with the survey. The Contractor must ensure that data collection can occur and must communicate with the Technical Authority regarding any potential obstacles.

NOTE The Initial Contract Period Year 1 differ from the Option Period 1 Year 1 Option Period 2 Year 1

Initial Contract Period (Contract Award date to December 31st, 2022)		
Deliverable/ Task	Item description	Due date
1	Initial Meeting: The Contractor must attend a meeting with the Technical Authority to discuss the project requirements	January 14, 2021
	Provide a final list of all provincial representatives, for each participating province to the Technical Authority, as per SOW Para 3.2.4 - Site Coordinator	January 28, 2021
	Draft sampling Frame and Design for review and approval- as per SOW Para 3.2.3.2 - Sampling Frame and Design	February 11, 2021
	Draft layout of CSTADS Questionnaires, as per SOW Para 3.2.5.1.2 - CSTADS Questionnaire Design and Layout	February 11, 2021
	Submission of the CSTADS to the HC REB – as per SOW Para 3.2.7.3 - Research Ethics Boards Approvals	February 18, 2021
2	Site Coordinators and Training as per SOW Para 3.2.9.1 - Site Coordinator and Training	July 29, 2021
3	Survey Administration Progress Report - Initial feedback report as per SOW 3.5 - Reporting Requirements	December 15, 2021
4	Survey Administration Progress Report - 2nd feedback report as per SOW 3.5 - Reporting Requirements	March 1, 2022
5	Survey Administration Progress Report - final feedback report as per SOW Para 3.5 - Reporting Requirements	July 15, 2022
6	Analysis and Feedback - completion of the school feedback reports as per SOW Para 3.2.9.4 - Analysis and Feedback	August 31, 2022
	Delivery of Data Sets and Supporting Documentation - Delivery of the preliminary data set and supporting documentation for review by the Technical Authority as per SOW Para 3.2.10.7 - Delivery of Data Sets and Supporting Documentation	
7	Delivery of Data Sets and Supporting Documentation - Completion and delivery of data set containing the 500 mean bootstrap weights, final data sets of survey data and all supporting documentation in English only for review and approval by the technical Authority	October 12, 2022

	as per SOW Para 3.2.10.7 - Delivery of Data Sets and Supporting Documentation	
8	Delivery of Data Sets and Supporting Documentation - Completion of all work and acceptance of all deliverables including the data set of bootstrap weights of survey data, final data sets and all supporting documentation in English and French as per SOW Para 3.2.10.7 - Delivery of Data Sets and Supporting Documentation	November 30, 2022
Option Period 1 (January 1st, 2023 to December 31st, 2024)		
Deliverable/ Task	Item description	Due date
9	Initial Meeting: The Contractor must attend a meeting with the Technical Authority to discuss the project requirements	January 16, 2023
	Provide a final list of all provincial representatives, for each participating province to the Technical Authority, as per SOW Para 3.2.4 - Site Coordinator	January 30, 2023
	Draft sampling Frame and Design for review and approval- as per SOW Para 3.2.3.2 - Sampling Frame and Design	February 13, 2023
	Draft layout of CSTADS Questionnaires, as per SOW Para 3.2.5.1.2 - CSTADS Questionnaire Design and Layout	February 13, 2023
	Submission of the CSTADS to the HC REB – as per SOW Para 3.2.7.3 - Research Ethics Boards Approvals	February 20, 2023
10	English and French Pilot Testing Sessions as per SOW Para 3.2.8.1.2 - Pilot Testing of the Questionnaire	March 27, 2023
	English Pilot Testing Meeting as per SOW Para 3.2.8.2 - Pilot Testing Meetings	
	Pilot Testing Report of the English session as per SOW Para 3.2.8.3 -Pilot Testing Report (first item)	
	Final English Questionnaire as per SOW Para 3.2.8.3 - Pilot Testing Report (first item)	
	Draft French Questionnaire as per SOW Para 3.2.6 - Pilot Testing of the Questionnaires (second items)	
11	French Pilot Testing Meeting as per SOW Para 3.2.8.2 - Pilot Testing Meetings	April 21, 2023

	Pilot Testing Report of the French session as per SOW Para 3.2.8.3 - Pilot Testing Report (second item)	
	Final French Questionnaire as per SOW Para 3.2.8.3 - Pilot Testing Report (second item)	
12	Site Coordinators and Training as per SOW Para 3.2.9.1 - Site Coordinator and Training	July 31, 2023
13	Survey Administration Progress Report - Initial feedback report as per SOW Para 3.5 - Reporting Requirements	December 15, 2023
14	Survey Administration Progress Report - 2nd feedback report as per SOW Para 3.5 - Reporting Requirements	March 1, 2024
15	Survey Administration Progress Report - final feedback report as per SOW Para 3.5 - Reporting Requirements	July 15, 2024
16	Analysis and Feedback - completion of the school feedback reports as per SOW Para 3.2.9.4 - Analysis and Feedback	August 30, 2024
	Delivery of Data Sets and Supporting Documentation - Delivery of the preliminary data set and supporting documentation for review by the Technical Authority as per SOW Para 3.2.10.7 - Delivery of Data Sets and Supporting Documentation	
17	Delivery of Data Sets and Supporting Documentation - Completion and delivery of data set containing the 500 mean bootstrap weights, final data sets of survey data and all supporting documentation in English only for review and approval by the technical Authority as per SOW Para 3.2.10.7 - Delivery of Data Sets and Supporting Documentation	October 11, 2024
18	Delivery of Data Sets and Supporting Documentation - Completion of all work and acceptance of all deliverables including the data set of bootstrap weights of survey data, final data sets and all supporting documentation in English and French as per SOW Para 3.2.10.7 - Delivery of Data Sets and Supporting Documentation	November 29, 2024
Option Period 2 (January 1st, 2025 to December 31st, 2026)		
Deliverable/ Task	Item description	Due date
19	Initial Meeting: The Contractor must attend a meeting with the Technical Authority to discuss the project requirements	January 13, 2025

	Provide a final list of all provincial representatives, for each participating province to the Technical Authority, as per SOW Para 3.2.4 - Site Coordinator	January 27, 2025
	Draft sampling Frame and Design for review and approval- as per SOW Para 3.2.3.2 - Sampling Frame and Design	February 10, 2025
	Draft layout of CSTADS Questionnaires, as per SOW Para 3.2.5.1.2 - CSTADS Questionnaire Design and Layout	February 10, 2025
	Submission of the CSTADS to the HC REB – as per SOW Para 3.2.7.3 - Research Ethics Boards Approvals	February 17, 2025
20	English and French Pilot Testing Sessions as per SOW Para 3.2.8.1.2 - Pilot Testing of the Questionnaire	March 25, 2025
	English Pilot Testing Meeting as per SOW Para 3.2.8.2 - Pilot Testing Meetings	
	Pilot Testing Report of the English session as per SOW Para 3.2.8.3 -Pilot Testing Report (first item)	
	Final English Questionnaire as per SOW Para 3.2.8.3 - Pilot Testing Report (first item)	
	Draft French Questionnaire as per SOW Para 3.2.6 - Pilot Testing of the Questionnaires (second item)	
21	French Pilot Testing Meeting as per SOW Para 3.2.8.2 - Pilot Testing Meetings	April 23, 2025
	Pilot Testing Report of the French session as per SOW para 3.2.8.3 - Pilot Testing Report (second item)	
	Final French Questionnaire as per SOW Para 3.2.8.3 - Pilot Testing Report (second item)	
22	Site Coordinators and Training as per SOW Para 3.2.9.1 - Site Coordinator and Training	July 29, 2025
23	Survey Administration Progress Report - Initial feedback report as per SOW 3.5 - Reporting Requirements	December 16, 2025
24	Survey Administration Progress Report - 2nd feedback report as per SOW 3.5 - Reporting Requirements	March 3, 2026
25	Survey Administration Progress Report - final feedback report as per SOW Para 3.5 - Reporting Requirements	July 14, 2026
26	Analysis and Feedback - completion of the school feedback reports as per SOW Para 3.2.9.4 - Analysis and Feedback	August 31, 2026

	Delivery of Data Sets and Supporting Documentation - Delivery of the preliminary data set and supporting documentation for review by the Technical Authority as per SOW Para 3.2.10.7 - Delivery of Data Sets and Supporting Documentation	
27	Delivery of Data Sets and Supporting Documentation - Completion and delivery of data set containing the 500 mean bootstrap weights, final data sets of survey data and all supporting documentation in English only for review and approval by the technical Authority as per SOW Para 3.2.10.7 - Delivery of Data Sets and Supporting Documentation	October 14, 2026
28	Delivery of Data Sets and Supporting Documentation - Completion of all work and acceptance of all deliverables including the data set of bootstrap weights of survey data, final data sets and all supporting documentation in English and French as per SOW Para 3.2.10.7 - Delivery of Data Sets and Supporting Documentation	November 27, 2026

3.2. Tasks, Activities, Deliverables and Milestones

3.2.1 Initial Meeting

The Contractor must attend a meeting with the Technical Authority to discuss the project requirements and expectations, refine timelines (if required), confirm roles and responsibilities of the proposed project team members and any changes required to the Initial Work Plan submitted with the Contractor's proposal. The meeting will take place in Ottawa or by conference call.

3.2.2 Detailed Work Plan

Based on the feedback provided by the Technical Authority during the initial meeting, if any changes are required to the Initial Work Plan and associated timelines, the Contractor must revise the Initial Work Plan and submit a revised version to the Technical Authority within 5 working days following the initial meeting. Any subsequent changes to the Work Plan and associated timelines must be submitted to the Technical Authority for approval. Only once the changes have been approved in writing by the Technical Authority will the deliverable be considered finalized.

At a minimum, the Work Plan must include:

- The proposed approach and methodology
- The strengths and weaknesses on the approach and methodology
- Tasks, milestones, and deliverables associated with the milestones
- Schedule for the tasks, milestones and deliverables
- An appropriate assignment of personnel, allocation of responsibilities and level of effort to complete the tasks and deliverables within associated timelines to successfully complete the project.

3.2.3 Sampling

3.2.3.1 Sample Size and Composition

The CSTADS sample will consist of a minimum of 36,000 responses distributed among the provinces according to enrolment in the appropriate grades. The survey must be conducted with an equal sample allocation across the 10 Canadian provinces (with variations expected due to differences in school enrolment), to allow provincial comparisons of approximately equal reliability. Residents of the Yukon, Northwest Territories, and Nunavut will be excluded from the sample. Residents of First Nation Reserves and students who are attending special schools (e.g., schools for visually impaired and hearing impaired) or who are attending schools located on military bases will also be excluded from the study population. Half the sample must be female and half must be male. The CSTADS response rate must be at least 65%. The CSTADS response rate for previous YSS/CSTADS, was 76% in 2016-17, and 69% in 2018-19.

3.2.3.2 Sampling Frame and Design

The Contractor must design the sampling frame of the CSTADS, and it must be independent of any sampling frame used in the previous CSTADS cycles. The objective however, is to carry out this survey as closely as possible to the manner followed in previous YSS/CSTADS cycles, to provide continuity with previous data points. The sample must be generated from a list of all eligible schools in Canada's ten provinces. The Contractor is responsible to generate the list of all eligible schools. The sampling procedure, methodology, and stratification followed in CSTADS 2018-19 are included in the CSTADS 2018-19 User Guide, provided separately as a reference document only. The procedures described therein do not need to be strictly adhered to, however the Contractor must conduct this survey in a manner that will produce comparability of results from this survey to existing data points collected in previous YSS/CSTADS surveys.

The Contractor must provide the draft sampling frame and design to the Technical Authority no later than the due dates provide below for review and approval. The Technical Authority will provide a decision within 10 business days of the Contractor's submission on whether to proceed with, or request the Contractor to redesign the sampling frame.

3.2.4 Site Coordinator

The Contractor must identify a representative in each province who will contact and work the respective provincial ministries of education or health. The Contractor must provide a list of all Site Coordinator, for each participating province, to the Technical Authority no later than the due dates provide below. The roles and responsibilities of the Site Coordinator are provided under section 3.2.9.1.

3.2.5 Questionnaire Development and Design

The following tasks and deliverables detailed under section 3.2.5 Questionnaire Development and Design are to be performed by the Contractor only under Option Period 1 and under Option Period 2. The Department of Health Canada will be responsible for these tasks and Deliverables for the Initial Contract Period only.

3.2.5.1 Questionnaire Development and Design (COVID-19 Option)

The Technical Authority is responsible for the questionnaire content, while the Contractor is responsible for questionnaire layout and design. Technical Authority will provide the Contractor with a draft of the 2020-21 questionnaire content following the project kick-off meeting.

3.2.5.1.2 CSTADS Questionnaire Design and Layout

The Contractor will design a paper version of the questionnaire. A suitable layout and proper space allocated for each question is required for ease of completion. In general, the questionnaire should preserve the current order of the questions to ensure year-to-year comparison. However, it is understood that new questions will not be always added at the end of the survey. The 2018-19 CSTADS questionnaire is provided in Appendix 2.

There are no restrictions on the number of pages or paper format for the CSTADS paper questionnaire. Nonetheless, the questionnaire should be of reasonable length that would allow for it to be completed within an estimated time of 30 minutes. The Contractor may propose to use letter, legal, or 11 X 17 (then folded) size paper.

3.2.5.1.3 CSTADS Questionnaire Design and Layout (COVID-19 Option)

The Contractor must design an online version of the questionnaire and a survey link must be sent to students participating in the piloting. A suitable layout and proper space allocated for each question is required for ease of completion. In general, the questionnaire should preserve the current order of the questions to ensure year-to-year comparison. However, it is understood that new questions will not be always added at the end of the survey.

3.2.5.2 Skip Patterns

The CSTADS questionnaires must not include any skip patterns. All students must take approximately the same amount of time to complete the questionnaire to ensure confidentiality. Students who do not use substances must not complete the questionnaire ahead of students who do, which would result in the latter being more easily identified.

3.2.5.2.1 Skip Patterns (COVID-19 Option)

Because the CSTADS questionnaire will be paper-based during the survey phase, the online version that will be piloted must not include any skip patterns.

3.2.5.3 Programming of the Questionnaire

The Contractor is required to fully program the questionnaire. The Contractor may program the questionnaire using the software of their choice, keeping in mind that it has to be capable to process paper-based questionnaires once filled.

3.2.5.3.1 Programming of the Questionnaire (COVID-19 Option)

The Contractor is required to fully program an online (electronic) version the questionnaire. The Contractor may program the questionnaire using the software of their choice.

3.2.5.4 Approval of the Questionnaire

1) Draft English Questionnaire:

The Contractor must submit to the Technical Authority the draft layout and design of the English version no later than the due dates mentioned below. The Technical Authority will review the draft for clarity, flow, and errors, and provide a decision within 10 business days of the Contractor's submission of the draft questionnaire. Once approved by the Technical Authority, the Contractor must test the version of the English questionnaire through the Pilot Testing detailed under section

3.2.5.4.1 Approval of the Questionnaire (COVID-19 Option)

The Contractor must submit to the Technical Authority the electronic draft version of the English 2020-21 CSTADS questionnaire for review and approval as per section 3.2.5.4. The Technical Authority will provide a decision within 10 business days of the Contractor's submission of the draft questionnaire. This version of the English questionnaire will be pilot tested.

Upon completion of the pilot testing (see Section 2), the English version must be revised as per feedback from the Technical Authority. The final version must be completed as per section 3.2.6.

The Contractor must submit to the Technical Authority the draft online version of the French 2020-21 CSTADS questionnaire for review and approval by the as per section 3.2.6. This version of the French questionnaire will be pilot tested.

Upon completion of the pilot testing (see Section 2), the French version must be revised as per feedback from the Technical Authority. The final French version must be completed as per section 3.2.6. Any adjustments made to the French version as a result of the pilot testing must also be incorporated into the final English version, except where those changes are specific to the French language

3.2.6 Pilot Testing of the Questionnaires.

1.1) Final English Questionnaire:

Upon completion of the pilot testing, the Contractor must revise the English version and incorporate the comments and feedback provided by Technical Authority and submit the final version of the English questionnaire no later than the due dates mentioned below:

2) Draft French Questionnaire:

The Contractor must submit to the Technical Authority the draft layout and design of the French version. The Technical Authority will review the draft for clarity, flow, and errors, and provide a decision within 10 business days of the Contractor's submission of the draft questionnaire. Once approved by the Technical Authority, the Contractor must test the version of the French questionnaire through the Pilot Testing detailed under section 3.2.6 Pilot Testing of the Questionnaires.

2.1) Final French Questionnaire

Upon completion of the pilot testing, the Contractor must revise the French version and incorporate the comments and feedback provided by Technical Authority and submit the final version of the French questionnaire no later than the due dates mentioned below. Any adjustments made to the French version as a result of the pilot testing must also be incorporated into the final English version, except where those changes are specific to the French language.

3.2.6.1 Pilot Testing of the Questionnaires (COVID-19 Option)

The Contractor must conduct separate pilot testing sessions of both the English and French online versions of the CSTADS questionnaire. The Contractor must have at least one of its resources to hold a valid reliability-level security clearance at this point (prior to conducting pilot testing with youth).

The purpose of pilot testing is to assess the logic and order of the questions and the flow of the questionnaire, the length of time it takes to complete the survey, and whether the language and the terms used in the questionnaire is understood by youth. Health Canada will virtually attend all pilot-testing sessions.

Any questions that have been added to the questionnaire must be pilot-tested to assess respondents' comprehension of the questions and vocabulary, and to ensure that the questions are valid and reliable measures of what was intended to be measured. The Contractor must carry out the pilot testing sessions of the English questionnaire prior to its translation into French.

The pilot testing sessions will take the form of virtual focus group testing through online means. The Contractor must arrange for a random sample of youth in grades 7 through 12, to participate in the pilot testing sessions according to the following criteria:

- a) At least one focus group must be held for grade 7 and 8 English-speaking students; at least one for grade 7-8 French-speaking students; at least one for grade 9 to 12 English-speaking students; and at least one for grade 9 to 12 French-speaking students with approximately 10 students in each group.
- b) It is preferable that the focus groups are divided into small groups; if that is unfeasible, individual interviews looking into questionnaire feedback may be conducted.
- c) The focus groups must include a sample of students who do and students who do not: smoke, use alcohol, use drugs.
- d) Males and females must be equally represented.
- e) The pilot testing sessions must be carried out separately on both the English and the French versions of the online questionnaire.
- f) The pilot testing sessions must include a minimum of 20 English speaking youth and 20 French speaking youth.

3.2.7 Ministries of Education, School Boards, Schools and Research Ethics Boards

3.2.7.1 Contacting Ministries of Education, School Boards and Schools

To ensure entry into the number of schools necessary to obtain the minimum sample size, the Contractor is encouraged, by means of consulting with their provincial representatives in each province, to determine if any other tobacco, substance use or general-health school-based surveys will be in the field at the same time as CSTADS, and to attempt to coordinate the administration of these surveys with CSTADS.

The Contractor must contact the provincial ministries of education to inform them that the administration of CSTADS will take during school year and request a letter of support or other indication of their willingness for their schools to participate.

The Contractor must also contact the selected school boards to obtain permission to contact those individual schools that were selected to participate in CSTADS as per the Contractor's sampling frame and design.

The Contractor must inform the ministries, school boards and schools from which permission is to be obtained of the following:

- a) that the Contractor is an independent firm contracted by the Government of Canada to conduct the survey;

- b) that the information is being collected on behalf of Health Canada;
- c) the purpose of the collection;
- d) that the information collected will be made available to Health Canada in a manner that will not identify any of the participants in the survey; and
- e) the time frame for the survey.

3.2.7.2 Additional Schools to be Included in the Survey

The sample must be generated from a list of all eligible schools in Canada's ten provinces. The Contractor is responsible to generate the list of all eligible schools. The sample of school boards and schools who will participate in the study will be determined through the design of sampling frame. The list of school boards, number of participating schools by province, and the estimated number of participating students by grade and province that made it into the sample will be shared with and approved by the Technical Authority.

When contacting the provinces and school boards, the Contractor must offer the flexibility to add schools to the sample or questions on the survey in the event that Provinces and school boards request additional schools and/or questions to be included in the survey. This option could be initiated and exercised by a province or a school board requesting additional data collection from the Contractor using the approved methodology and procedures and must be approved by the Contractor and Technical Authority. Should questions be added to a survey by a province or a school board, the Contractor must submit an amendment to the Research Ethics Board highlighting the addition.

If the number of schools is increased from the final approved list, any CSTADS data collected must be included in the data sets submitted to Health Canada and must be accommodated by the bootstrap weights. If questions are to be added to the survey, the Contractor must first obtain approval from the Technical Authority. Conditions for such approval may include a requirement to provide Health Canada with the data collected on the additional content.

3.2.7.3 Research Ethics Boards Approvals

The Contractor must submit the CSTADS questionnaire to the Health Canada Research Ethics Board. Information is available on the Health Canada website (<https://www.canada.ca/en/health-canada/services/science-research/science-advice-decision-making/research-ethics-board.html>) or from the Technical Authority.

In addition, some Ministries of Education or school boards may require that their research ethics boards review the CSTADS questionnaire. The Contractor must submit the draft CSTADS questionnaire to, and obtain approval from, all of the required research ethics boards.

3.2.7.4 Active versus Passive Consent

The Contractor, in conjunction with the research ethics boards and school boards, will determine whether active or passive consent is required for students to participate in CSTADS. The Contractor must be able to accommodate either procedure. The use of active consent will reduce the response rate of the survey and the Contractor should consider this during the design of the sampling frame.

The Contractor will provide schools with the information letters and permission materials that will be shared with students' parents. All schools will send information and permission materials home to parents of students enrolled in grade 7 to 12 classes. The information letters will provide details about the project, contact information for project staff, and refer parents to the project website for further details and copies of the questionnaires. Parents will have a minimum of two weeks to respond. Schools participating with active protocols will require that only those students whose parents indicated "yes" on a permission form would be able to participate in the survey. Schools participating with passive permission protocols will require that parents call a toll-free number if they did not want their child to participate in the survey. Students will also have the opportunity to decline participation on the day of data collection.

3.2.8 Pilot Testing of the Questionnaires

The following tasks and deliverables detailed under 3.2.8.1.2 and 3.2.8.1.3 Pilot Testing of the Questionnaires are to be performed by the Contractor only under Option Period 1 and under Option Period 2. The Department of Health Canada will be responsible for these tasks and Deliverables for the Initial Contract Period only.

3.2.8.1 Pilot Testing Sessions

It is understood that the Contractor would have already obtained the approval from Health Canada's Research Ethics Board to proceed with the CSTADS cycle for the given option year. If a renewal of the Research Ethics Board approval is required, the Contractor must obtain one prior to conducting any pilot testing.

3.2.8.1.1 Pilot Testing Sessions (COVID-19 Option)

Prior to conducting the pilot test, the Contractor must obtain approval from Health Canada's Research Ethics Board to proceed with the piloting.

The Contractor must submit the CSTADS questionnaire to the Health Canada Research Ethics Board (REB). Information is available on the Health Canada website (<https://www.canada.ca/en/health-canada/services/science-research/science-advice-decision-making/research-ethics-board.html>) or from the Technical Authority.

Note that the Contractor will not contact the provincial or school boards regarding the piloting of the questionnaire at this time. The Contractor is further not going to design the sampling frame for the actual survey, nor be involved in any kind of sampling activity. The Contractor's efforts will be directed only at the questionnaire piloting activities.

3.2.8.1.2 Pilot Testing of the Questionnaire

The purpose of pilot testing is to assess the logic and order of the questions and the flow of the questionnaire, the length of time it takes to complete the survey, and whether the language and the terms used in the questionnaire is understood by youth. Health Canada will attend all pilot-testing sessions.

Both the existing and any new questions that have been added to the questionnaire must be pilot-tested to assess respondents' comprehension of the questions and vocabulary, and to ensure that the questions are valid and reliable measures of what was intended to be measured.

The Contractor must carry out the pilot testing sessions of the English questionnaire prior to its translation into French.

The pilot testing sessions will take the form of focus group testing, which must be carried out by the Contractor during non-classroom hours. The Contractor must arrange for a random sample of youth in grades 7 through 12, to participate in the pilot testing sessions according to the following criteria:

- g) at least one focus group must be held for grade 7 and 8 for the English-speaking students; at least one for grade 7 and 8 for the French-speaking students; at least one for grade 9 to 12 for the English-speaking students; and at least one for grade 9 to 12 for the French-speaking students.

- h) the focus groups must include a sample of students who do and students who do not: smoke, use alcohol, use drugs;
- i) males and females must be equally represented;
- j) the pilot testing sessions must be carried out separately on both the English and the French versions of the draft questionnaire; and
- k) the pilot testing sessions must include a minimum of 40 English speaking youth and 20 French speaking youth split into groups of approximately 10 students as follows:
 - Grades 7 to 8: two English speaking groups, one French speaking group
 - Grades 9 to 12: two English speaking groups, one French speaking group

3.2.8.1.3 Pilot Testing of the Questionnaires (COVID-19 Option)

The Contractor must conduct separate pilot testing sessions of both the English and French online versions of the CSTADS questionnaire. The Contractor must have at least one of its resources to hold a valid reliability-level security clearance at this point (prior to conducting pilot testing with youth).

The purpose of pilot testing is to assess the logic and order of the questions and the flow of the questionnaire, the length of time it takes to complete the survey, and whether the language and the terms used in the questionnaire is understood by youth. Health Canada will virtually attend all pilot-testing sessions.

Any questions that have been added to the questionnaire must be pilot-tested to assess respondents' comprehension of the questions and vocabulary, and to ensure that the questions are valid and reliable measures of what was intended to be measured. The Contractor must carry out the pilot testing sessions of the English questionnaire prior to its translation into French.

The pilot testing sessions will take the form of virtual focus group testing through online means. The Contractor must arrange for a random sample of youth in grades 7 through 12, to participate in the pilot testing sessions according to the following criteria:

- a) At least one focus group must be held for grade 7 and 8 English-speaking students; at least one for grade 7-8 French-speaking students; at least one for grade 9 to 12 English-speaking students; and at least one for grade 9 to 12 French-speaking students with approximately 10 students in each group.
- b) It is preferable that the focus groups are divided into small groups; if that is unfeasible, individual interviews looking into questionnaire feedback may be conducted.
- c) The focus groups must include a sample of students who do and students who do not: smoke, use alcohol, use drugs.
- d) Males and females must be equally represented.
- e) The pilot testing sessions must be carried out separately on both the English and the French versions of the online questionnaire.
- f) The pilot testing sessions must include a minimum of 20 English speaking youth and 20 French speaking youth.

3.2.8.2 Pilot Testing Meetings

The Contractor will organize two meetings by teleconference with the Technical Authority to discuss the pilot testing and the changes to be made to the hardcopy questionnaire. One meeting must be held after the English focus group sessions and prior to the French focus group sessions, and another meeting after the French focus group sessions.

3.2.8.3 Pilot Testing Report

- 1) English Pilot Testing Report

A Pilot Testing Report outlining the methodology employed and the results of the English focus group testing, and the Final English version of the questionnaire, must be submitted to the Technical Authority for review and approval.

2) French Pilot Testing Report

A Pilot Testing Report outlining the methodology employed and the results of the French focus group testing, written in English, and the Final French version of the questionnaire, must be submitted to the Technical Authority for review and approval.

A draft Pilot Testing Report outlining the methodology employed and the results of the English focus group testing, and the Final English version of the questionnaire, must be submitted to the Technical Authority for review and approval. Both of the deliverables will include TA's feedback on the questionnaire and the methodology discussed during meetings.

A draft Pilot Testing Report outlining the methodology employed and the results of the French focus group testing, written in English, and the Final French version of the questionnaire, must be submitted to the Technical Authority for review and approval. Both of the deliverables will include TA's feedback on the questionnaire and the methodology discussed during meetings.

A final report summarizing results from the English and the French language pilot testing must be submitted to the TA. The report will incorporate the feedback received from the TA on the draft reports.

The Technical Authority will provide a decision within 10 business days of each of the Contractor's submissions described above, on whether to proceed, or rewrite some of the questions.

3.2.9 Administration of CSTADS including School Feedback Reports

3.2.9.1 Site Coordinators and Training

The Contractor must ensure that each province has in place a member of the project team to act as a Site Coordinator, who will be responsible for the administration of the survey in the selected schools. The Contractor must train the Site Coordinators with respect to the systems and platforms that are to be employed for the implementation of the CSTADS questionnaire in the schools and how the completed questionnaires will be returned to the Contractor. The Site Coordinators are not required to visit the schools in which questionnaires will be administered. Communication with schools and the Contractor may be done electronically, through telephone, and other means. The Contractor must provide the Technical Authority with a one-page report summarizing the outcomes of the Site Coordinators' training session.

3.2.9.2 Printing

The English and French questionnaires and all supplementary materials required for the administration of CSTADS must be printed and forwarded to the selected schools in sufficient quantities prior to the administration of CSTADS in the respective schools. The total number of printed copies will be established by the Contractor in accordance with the expected number of respondents in each province.

3.2.9.3 Administration of the Survey

Prior to administering the survey, the Contractor must obtain approval from all required research ethics boards as per section 3.2.7.3.

The survey must be administered in the selected schools of each province between the month of September and June. The Site Coordinators will contact the selected schools to arrange for the survey to be administered during one class period with an approximate completion time of 30 minutes.

The survey is to be administered by the respective grades 7 to 12 classroom teachers during a designated class period, in accordance with the instructions provided by the Contractor. To ensure confidentiality, teachers must remain in the classroom during the survey and the Site Coordinator (or delegate) will remain on site at the school until all completed questionnaires have been handed back.

Each teacher is required to place the completed questionnaires in the envelope provided by the Contractor and all the envelopes for each school must be gathered together and given to the Site Coordinator. The Site Coordinator is responsible for the shipment of these envelopes to the Contractor. Site Coordinators must ensure that the privacy of individuals taking the survey is maintained.

Due to the remote locations of some schools, the Contractor may delegate an employee of the school to stand in for the Site Coordinator for up to a maximum of 10% of schools. The Site Coordinator is to train the delegated person in their responsibilities in advance of the survey administration. The Site Coordinator must be available and accessible during collection time should the delegate need support.

The Contractor must obtain feedback from each participating school on the survey content and administration from each Site Coordinator, and provide the Technical Authority at the Progress Review Meetings with a summary of the feedback received. The feedback from schools may be obtained over the phone or in writing, and will be summarized in a short report (one-to-two pages) to the Technical Authority.

3.2.9.4 Analysis and Feedback

For each school, within 2 months of the administration of CSTADS, the Contractor must analyze the results of the survey for each participating school and provide them with an individualized report in either English or French, depending on the official language of the respective school, outlining the school's specific survey results. The school-specific report must include school smoking prevalence rates, specifics of smoking behavior, prevalence of alcohol and binge drinking, cannabis use, opioid use and other drug use, as well as comparisons with the provincial and the national rates. It is expected that the school-specific reports will assist participating schools with planning and evaluating their substance control initiatives.

Confidentiality must be maintained in the reports such that individual respondents are unidentifiable and anonymity is maintained. An example of a previous school-specific report is provided in Appendix 3 to Annex A. All school-specific reports must be completed and provided to the schools no later than the due dates mentioned below. The Contractor must provide a written assertion to the Technical Authority that all the school-specific reports have been provided to the schools no later than the due dates mentioned below by August 31, 2022.

3.2.10 Data Sets and Supporting Documentation

3.2.10.1 Data Set Specifications

The Contractor must produce a total of three data sets:

- a master file data set, which will contain individual-level data, to be retained by the Contractor and stored as per the Security Requirements identified under Article 7.3 of Part 7 – Resulting Contract Clauses. More specification is provided in section 3.2.10.2.
- two other data sets are to be provided to the Technical Authority. These data sets are:
 - a) A Public Use data set which contains a set of derived variables agreed upon by the Technical Authority and for which all unique identifiers will have been removed

- so as to maintain respondent confidentiality. More specification is provided in section 3.2.10.3.
- b) a data set that contains the 500 mean bootstrap weights. More specification is provided in section 3.2.10.5.

The Contractor must elaborate on the process by which the data sets will be cleaned (e.g., imposed skips, logic flow, that will be used to address inconsistent responses) and obtain approval from the Technical Authority prior to doing so.

The Contractor must evaluate the Public Use data set for any inconsistencies caused by new questions in the instrument for each CSTADS cycle, and make recommendations and obtain approval for remediating any issues from the Technical Authority.

All files must include a common reference ID variable to allow the data sets to be merged. The weight variable (see section 3.2.10.4) must be included in the Public Use data set. The derived variables must include those used in previous YSS/CSTADS and any new agreed upon variables by the Technical Authority. All data sets must be provided to the Technical Authority as Statistical Package for Social Sciences (SPSS®), SAS®, and STATA® data files.

3.2.10.2 Storage of Data

Questionnaires are to be securely stored and then securely destroyed 2 years after the cycle's data collection ends. All other Electronic data not covered under Article 3.2.10.1 are to be destroyed 2 years after acceptance of the final data set by the Technical Authority.

3.2.10.3 Confidentiality of Data

The Public Use file must maintain respondents' confidentiality. The Public Use file must not contain any variables/data that would allow for the identification of persons, as the anonymity of individual survey respondents must be maintained. Some of the variables may have to be collapsed into ranges in order to eliminate the possibility of identifying an individual respondent through a combination of unique characteristics, or may be dropped, if necessary. The Contractor must work with the Technical Authority to ensure that confidentiality is maintained in the final Public Use data set, although the final decision regarding the inclusion and/or collapsing of variables is up to the Technical Authority.

3.2.10.4 Statistical Weighting

The Contractor must provide the proper weights in the Public Use data set, which permit the sample results to be generalized to the overall Canadian population of the same grade group as those surveyed. The weights must be derived taking into account the sampling frame and design developed by the Contractor, and be calibrated using the total student enrolment by sex and by grade for each province. The weighting will be such that the estimated numbers of students in these domains (sex, grade, and province) reproduce known population numbers exactly.

3.2.10.5 Bootstrap Weighting

For confidentiality reasons it is not possible to include sample design information in the Public Use files, thereby allowing users to build their own weights. Hence, bootstrap weights must be derived to allow for the derivation of confidence intervals using statistical analysis software such as STATA® and SAS®. The Contractor must produce 6000 bootstrap weights using the collected data and the sampling design information. A data set, which contains 500 mean bootstrap weights (each mean bootstrap weight is the mean of 12 bootstrap weights) must be provided to the Technical Authority.

3.2.10.6 Supporting Documentation

The supporting documentation must consist of a User Guide, Codebook, and Frequency Tables in English and in French. The User Guide will contain, but is not limited to, background information on CSTADS, information regarding the survey methodology including the sampling frame and design, response rates, data processing, and guidelines for tabulation, analysis and release. At a minimum, the User Guide must contain the same information as the example Table of Contents set out in the 2018-19 CSTADS User Guide. The Contractor must follow a similar format in the preparation of the CSTADS supporting documentation. The Contractor must include the following two statements in the User Guide:

For information purposes, Health Canada would appreciate receiving advance copies of planned publications arising from the CSTADS data at least 3 weeks prior to the publication date. Copies can be sent by mail or via e-mail, to the Technical Authority.

Suggested acknowledgement when using CSTADS data:

Data used for this research were taken from Health Canada's Canadian Student Tobacco, Alcohol and Drugs Survey (CSTADS), which was conducted for Health Canada by {insert name of Contractor}. Health Canada has not reviewed, approved, nor endorsed this research. Any views expressed or conclusions drawn herein do not necessarily represent those of Health Canada.

The Codebook must contain all relevant information regarding the variable names and labels, including the composition of derived variables, while the Frequency Tables will provide the frequency of responses (both weighted and unweighted) for all of the variables included in the data set.

3.2.10.7 Delivery of Data Sets and Supporting Documentation

The Contractor must deliver to the Technical Authority, in English only, a preliminary version of the data set that excludes variables (as directed by the Technical Authority) that might compromise respondent anonymity, and supporting documentation, no later than the due dates mentioned below. The Technical Authority will review the preliminary data set and supporting documentation to further ensure that respondents are not identifiable and that confidentiality has been maintained as outlined in section 3.2.10.1. The Technical Authority will also review the data set for the validity of the data and provide feedback and comments on all these aspects within 15 business days.

The final two data sets (no identifiable data), including the Public Use data set containing individual level data and a data set containing the 500 mean bootstrap weights, and all final supporting documentation must be submitted to the Technical Authority, in English only, for review and approval no later than the due dates mentioned below. The final data sets must be provided in the appropriate formats (see section 3.2.10.1) via a secure FTP (file transfer protocol) site. The Technical Authority must provide a decision on the approval of the final English version of the data set within 10 business days of the Contractor's submission.

3.2.10.8 Revision of Approved Data Sets

Should mistakes or inconsistencies be found after the data sets have been approved by the Technical Authority, the Contractor must perform amendments on the data sets to correct all issue raised by the Technical Authority. The Contractor must also be responsible for defining the protocol for processing the requested revision(s) of the data sets and for obtaining approval of the changes made from the Technical Authority. The timeline to amend the data will be determined by the Technical Authority.

3.3. Specifications and Standards

All data must be provided to the Technical Authority using SPSS®, SAS® and as STATA® data files. All documentation must be provided electronically in MS Word.

Deliverables must be provided in accordance with the Statement of work.

The descriptions of roles and responsibilities of Project Manager and Principal Investigator are below.

Project Manager

Responsibilities could include but are not limited to

- Manage the team members, each responsible for an element of the project; initiates and oversees the task assignment process and approves the selection or appointment of individuals to project's tasks
- Manage the project during the development, implementation and operations start-up by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters
- Formulate statements of problems; establish procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains PA's approval thereof
- Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team
- Report progress of the project on an ongoing basis and at scheduled points in the life cycle
- Meets in conference with stakeholders and other project members, and states problems in a form capable of being solved
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools

Principal Investigator

Responsibilities could include but are not limited to

- Responsible for all actions required to oversee and accomplish all aspects of the project.
- Initiates any and all changes to the project and seeks approval from the PA when changes are required.
- Prepares or directly supervises the preparation of project budget. Seeks approval from PA when budget changes are required.
- Prepares or directly supervises the application and approval of all required Research Ethics Boards.
- Designs the sampling frame and methodology.
- Ensures the protection of identify of all survey subjects.
- Directs all negotiations with provincial education ministries, school boards, and/or schools, as well as all other relevant stakeholders, as required. Should these negotiations be performed by co-investigators or other project members, the PI would be supervising the project members overseeing these negotiations.
- Responsible for the success of data collection. Ensures the implementation of sampling frame and adequate sample size.
- Ensures the quality and protection of data.
- Ensures the completion, quality, and timeliness of reports.
- Ensures the quality of work, output, and the overall performance of all project team members.
- Signs off on all deliverables and on the project.

Data Analyst (DA)

Education:

- Bachelor's degree from a recognized University in a specialization involving statistics.
- If the degree was obtained outside Canada, the equivalent needs to be recognized by The Canadian academic credentials assessment service.

Must have experience in:

- Creation of a survey database and/or manipulation of survey data using statistical software such as SPSS, STATA or SAS. The DA must have, at a minimum, a Bachelor's degree, or the equivalent as established by a recognized Canadian academic credentials assessment service.
- At least three (1) years of experience within the last five (5) years in the creation of a survey database and/or manipulation of survey data using statistical software such as SPSS, STATA or SAS

3.4 Method and Source of Acceptance

All documents must be reviewed by the Technical Authority. The review process will include assessment of the content of the document, the accuracy of the language used, the flow and readability of the document, and grammar and spelling.

The Technical Authority will review the data sets provided by the contractor prior to giving final approval. This review process will include a data analysis completed by the Technical Authority to: compare the results to the results of previous years, replicate the frequencies provided by the Contractor for all variables including the derived variables, ensure that the privacy of respondents is maintained in the public use file, and to ensure that the Contractor's data cleaning methods stand up to logic checks. The review of the data will also involve a thorough examination of variable names and labels, and their response category labels.

Deliverables must be submitted in the formats described in Article 3.2, and received by the Technical Authority no later than the due dates mentioned for each deliverables.

3.5 Reporting Requirements

The Contractor will produce three (3) Survey Administration Progress Reports that will describe in detail the current status of the survey administration, data collection, as well as challenges experienced and their solutions. The first progress report will be provided at the beginning of the data collection, the second will be provided mid-way through the data collection and the final progress report will be provided once the data collection is completed.

Monthly reports, which are the deliverables associated with Progress Review Meetings (see Article 3.6.1.1), are also required.

3.6 Project Management Control Procedures

3.6.1 Meetings

The Contractor must attend an initial with the Technical Authority to discuss the work as per Article 3.2.1.

The Contractor must organize a meeting by teleconference to discuss the questionnaires. As per Article 3.2.5.1.

The Contractor must organize a meeting by teleconference with the Technical Authority after the English focus group sessions and prior to the French focus group sessions, and another meeting after the French focus group sessions, to discuss the pilot testing results as per Article 3.2.6.

The Contractor must provide the Technical Authority with a written summary of the decisions made within 5 business days of each of the above meetings.

3.6.1.1 Progress Review Meetings

The purpose of the Progress Review Meetings (PRM) is to review project status, assess the probability of successfully completing the project objectives and take necessary actions to address issues and concerns raised. The Contractor must provide the Technical Authority with a list of points to be discussed during the PRM at least 24 hours in advance of the meeting and provide a written summary of the points discussed and decisions made within 5 business days of the meeting. PRM will occur monthly or as deemed necessary by the Technical Authority, or at the request of the Contractor. These meetings must occur by teleconference.

4. ADDITIONAL INFORMATION

4.1 Canada's Obligations

The Technical Authority will be available to coordinate activities, respond to questions and concerns, oversee the process and approve the Contractor's deliverables.

Health Canada will provide the Contractor with the changes to be made to the questionnaires at the beginning of the Contract Period and will review and approve the Contractor's proposed Work Plan and associated timelines provided to the Technical Authority at the initial meeting.

4.2 Contractor's Obligations

- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this requirement.

4.2.1 In providing services to Canada:

- the Work is to be completed on the Contractor's premises using the Contractor's equipment;
- the Survey Questionnaires must be printed, shipped and processed by the Contractor;
- the Contractor must hire and train resources to conduct the study, including the survey administration in schools;
- the Contractor must supply its own equipment i.e., statistical software and other equipment it feels is necessary in order to complete the work.

4.2.2 Privacy Requirements

- While Health Canada will receive the raw data from the research, it is not to receive any data (names, addresses, IP addresses, etc.) that can be used to individually identify participants.
- The contractor must protect the information until it has been destroyed or rendered completely anonymous.
- The contractor must only collect the minimum (and only that which is demonstrably necessary) personal information to achieve the requirements of the research described in the SOW.
- If a participant discloses personal information in the collection of research, any identifying information must be removed from the data.
- When warranted, instructions will be provided to participants to remind them not to provide details about specific cases.

- Health Canada must be given the opportunity to review and approve the research instrument from a privacy perspective.
- The information collected can only be used for the purpose of fulfilling contract deliverables and cannot be used or disclosed for any other purpose without Health Canada's approval.

5. Location of Work, Work site and Delivery Point

The Contractor is expected to perform the majority of the Work on their premises and must follow the Security Requirements as per Article 7.3 of Part 7, Resulting Contract Clauses The Contractor must have a site coordinator (or delegate as per Article 3.2.4) in all participating schools during the survey administration.

Due to existing workload and deadlines, all personnel assigned to this contract must be ready to work in close and frequent contact with the Technical Authority.

6. Language of Work

Canada requires all deliverables in English, with the exception of those deliverables described above in Article 3.2.6, 3.2.10.6, and 3.2.10.7 that must be provided in English and French, and the Site Coordination training, which may be conducted in either of Canada's two official languages. Notwithstanding the requirement of the deliverables being in English as per the previous sentence, the Contractor must be able to conduct all work and communication (emails, meetings, reports) in both of Canada's official languages, English and French.

7. Translation of material

It is the responsibility of the Contractor to translate into French any new questions to be added or changed for the duration of this Contract. All data sets (i.e., labels), Codebooks, User Guides, and Frequency Tables must be translated into French by the Contractor, and provided to the Technical Authority. In addition, the Contractor must provide the School Feedback Reports to the schools in the official language of the respective school (in English or French). The Pilot Testing Reports of the English and French Questionnaires must be submitted to the Technical Authority in English only.

8. APPLICABLE DOCUMENTS AND GLOSSARY

8.1 Applicable Documents

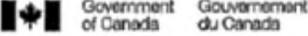
The CSTADS 2018-2019 User Guide is appended as Appendix 1.

8.2 Relevant Terms, Acronyms and Glossaries

CSTADS – Canadian Student Tobacco, Alcohol and Drugs Survey
ID – identification
PRM – Progress Review Meetings
SACC – Standard Acquisition Clauses and Condition
SOW – Statement of Work
YSS – Youth Smoking Survey

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST

	Contract Number / Numéro du contrat H4133-184161
	Security Classification / Classification de sécurité

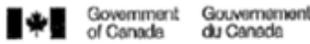
SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Health Canada	
2. Branch or Directorate / Direction générale ou Direction	CSCD - Controlled Substances Directorate	
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 An RFP is being launched for this survey. The Canadian Student Tobacco, Alcohol and Drugs Survey (CSTADS), previously called the Youth Smoking Survey (YSS), is a survey of student tobacco, alcohol, and drug use that has run for 8 years. Approximately 26,000 students in grades 7 to 12 (secondary I-V in Quebec) are expected to complete the survey in a school year (October 2020-April 2021). Each cycle collects other information of interest to Health Canada and/or educators, such as bullying, mental health, and school connectedness.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input checked="" type="checkbox"/> Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" 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"/>

TDSBCT 390-193(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat H4133-184161
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

10. 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 Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

10. 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 Yes
Non Oui

Sheet Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIERS) / 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 EMPLACEMENTS			

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 Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIERS) / 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui

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

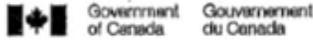
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou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

TRISCT 950-101(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat H4133-184161
Security Classification / Classification de sécurité

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 saisis 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 EXPLICATION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Annuels Renouvellements / Révisé Production		✓														
IT Media / Support IT ET 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 le présent 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).

Solicitation No. - N° de l'invitation
H4133-184161/C
Client Ref. No. - N° de réf. du client
H4133-184161

Amd. No. - N° de la modif.
File No. - N° du dossier
075SS.H4133-184161

Buyer ID - Id de l'acheteur
075SS
CCC No./N° CCC - FMS No./N° VME

ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX D

PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

OR

B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)