



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

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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Title – Sujet Provision of Pandemic Guidance in support of COVID-19	
Solicitation No. – N° de l'invitation 1000226501	Date 2021-01-13
Solicitation Closes at – 2 :00PM L'invitation prend fin à 14h on / le – 2021-02-12	Time Zone Fuseau horaire EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : Name: Erin Massey Email: erin.massey@hotmail.com Telephone – téléphone : 613-941-2094	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
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<hr/> Signature	<hr/> Date

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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 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 Basis of Payment, the Security Requirements Checklist, and the Task Authorization Form.

1.2 Summary

- 1.2.1 The Public Health Agency of Canada (PHAC) Immunization Programs and Pandemic Preparedness Division requires the services of a public health expert, with extensive public health, infectious disease, outbreak management, emergency (including pandemic) preparedness and response experience, to help meet the immediate and forecasted needs for pandemic guidance for the federal, provincial and territorial responses to COVID-19. Furthermore, the contractor needs to have extensive knowledge of the Canadian Public Health System and Emergency Preparedness planning.

The period of the contract will be from the date of contract award to January 31, 2022.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted by email only to the Contracting Authority by the date, time and place indicated in the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 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 three (3) 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 Public Health Agency of Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *[Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#)*:

- the 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

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

Section I: Technical Bid: One electronic copy by email;

Section II: Financial Bid: One electronic copy by email;

Section III: Certifications: One electronic copy by email; and

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

MT#	Mandatory Technical Criteria (MTC)	Bid Preparation Instructions	Met / Not Met Reference to Proposal
MT1	<p>Experience developing <u>emergency preparedness and response guidance documents at the country or regional level</u></p> <p>The Bidder must demonstrate that the proposed resource has completed three projects in the last ten years in which they were responsible for developing emergency preparedness and response guidance documents for use by governmental public health organizations.</p>	<p>To demonstrate this criteria, the Bidder must provide the following information at a minimum for each of the projects:</p> <ul style="list-style-type: none"> a. The name of the client organization; b. Start and end dates of the project; c. A brief description of the scope and complexity of the project, highlighting the document deliverables;. Identification of the national and F/P/T clients; d. Contact information (name, email and phone number) for the project authority; and 	

MT#	Mandatory Technical Criteria (MTC)	Bid Preparation Instructions	Met / Not Met Reference to Proposal
		<p>e. a copy of or an electronic link to a publicly available emergency preparedness and response guidance document authored or co-authored by the proposed resource;</p> <p>Canada reserves the right to contact client references to validate experience.</p>	
MTC2	<p>Experience providing public health guidance related to the <u>distribution of vaccines on a country, regional, provincial or territorial scale</u></p> <p>The Bidder must demonstrate that the proposed resource has completed three projects in the last ten years in which they were responsible for providing public health guidance related to the distribution of vaccines on a national, regional, provincial or territorial scale.</p>	<p>To demonstrate this criteria, the Bidder must provide the following information at a minimum for each of the projects:</p> <ul style="list-style-type: none"> a. The name of the client organization; b. Start and end dates of the project; c. A brief description of the scope and complexity of the work, highlighting the specific tasks involving the provision of guidance related to vaccine distribution on a national, regional, provincial or territorial scale; and d. Contact information (name, email and phone number) for the project authority; <p>Canada reserves the right to contact client references to validate experience.</p>	
MTC3	<p>Experience working with governmental officials and SME's on setting <u>vaccine engagement strategies and guidance documents</u></p> <p>The Bidder must demonstrate that the proposed resource has three projects in the last ten years in which they were responsible for working with country, regional, provincial or territorial and Subject Matter Experts on setting vaccine engagement strategies and guidance documents.</p>	<p>To demonstrate this criteria, the Bidder must provide the following information at a minimum for each of the projects:</p> <ul style="list-style-type: none"> a. The name of the client organization; b. The start and end dates of the project; c. A brief description of the scope and complexity of the work, highlighting the specific engagement strategies and guidance documents that were developed; and d. Identification of the national and F/P/T clients as well as the Subject Matter Experts. Contact information (name, 	

MT#	Mandatory Technical Criteria (MTC)	Bid Preparation Instructions	Met / Not Met Reference to Proposal
		email and phone number) for the project authority; Canada reserves the right to contact client references to validate experience.	
MTC4	<p>Experience working within the <u>Canadian Public Health System</u> at the federal or provincial or territorial level.</p> <p>The Bidder must demonstrate that the proposed resource has completed three projects in the last 10 years that show an understanding of the Canadian Health and Public Health systems..</p>	<p>To demonstrate this criteria, the Bidder must demonstrate that the proposed resource has a solid understanding of how the Canadian Public Health system works, by providing the following information at a minimum for each of the projects:</p> <ol style="list-style-type: none"> The name of the client organization; The start and end dates of the project; A brief description of the scope and complexity of the work, highlighting the specific issues that were the focus of the work as well as a description of how the issues were impacting the Canadian public. Contact information (name, email and phone number) for the project authority; <p>Canada reserves the right to contact client references to validate experience.</p>	

4.1.1.2 Point Rated Technical Criteria

RTC#	Rated Technical Criteria (RTC)	Bid Preparation Instructions	Score
RTC1	<p>Experience developing <u>pandemic guidance documents</u> for the country, regional, PT level</p> <p>The Bidder should demonstrate that the proposed resource has completed up to two (2) projects the last ten years in which they were responsible for developing pandemic guidance documents for use by country, regional, provincial or territorial public health organizations.</p> <p>POINTS ALLOCATION:</p>	<p>To demonstrate this criteria, the Bidder must provide the following information at a minimum for each of the projects:</p> <ol style="list-style-type: none"> The name of the client organization; Start and end dates of the project; A brief description of the scope and complexity of the project, highlighting the Pandemic-related document deliverables; Identification of the national and F/P/T clients; Contact information (name, email and phone number) for the project authority; 	<p>Project 1 /5</p> <p>Project 2 /5</p> <p>TOTAL /10</p>

RTC#	Rated Technical Criteria (RTC)	Bid Preparation Instructions	Score
	1 point for each item a-e, per project to a maximum of 10 points	Canada reserves the right to contact client references to validate experience.	
RTC2	<p>Experience providing public health guidance related to the <u>distribution of vaccines on a country scale</u></p> <p>The Bidder should demonstrate that the proposed resource has completed up to five (5) projects in the last ten years in which they were responsible for providing public health guidance related to the distribution of vaccines on a <u>country scale</u>.</p> <p>POINTS ALLOCATION:</p> <p>1 point for each item a-d, per project to a maximum of 20 points</p>	<p>To demonstrate this criteria, the Bidder must provide the following information at a minimum for each of the projects:</p> <ul style="list-style-type: none"> a. The name of the client organization; b. Start and end dates of the project; c. A brief description of the scope and complexity of the project, highlighting the specific tasks involving the provision of guidance related to the distribution of vaccines on a country scale; and d. Contact information (name, email and phone number) for the project authority; and <p>Canada reserves the right to contact client references to validate experience.</p>	<p>Project 1 /4</p> <p>Project 2 /4</p> <p>Project 3 /4</p> <p>Project 4 /4</p> <p>Project 5 /4</p> <p>TOTAL /20</p>
RTC3	<p>Experience working with SME's in the areas of public health, infectious disease, outbreak management or pandemic influenza preparedness</p> <p>The Bidder should demonstrate that the proposed resource has completed up to five (5) projects in the last ten years working with relevant Subject Matter Experts (SMEs) including members from national professional medical societies in the areas of public health, infectious disease, outbreak management or pandemic influenza preparedness. For purposes of this criteria the SME's could be drawn from professional societies such as the Association for Medical Microbiology and Infectious Diseases, Canadian Critical Care Societies, Canadian Association of Emergency Physicians and the College of Family Physicians of Canada.</p> <p>POINTS ALLOCATION:</p>	<p>To demonstrate this criteria, the Bidder must provide the following information at a minimum for each of the projects:</p> <ul style="list-style-type: none"> a. The name of the client organization; b. Start and end dates of the project; c. A brief description of the scope and complexity of the project, highlighting the specific tasks involving working with SME's in the areas of public health, infectious disease, outbreak management or pandemic influenza preparedness were involved; d. Contact information (name, email and phone number) for the project authority; and <p>Canada reserves the right to contact client references to validate experience.</p>	<p>Project 1 /4</p> <p>Project 2 /4</p> <p>Project 3 /4</p> <p>Project 4 /4</p> <p>Project 5 /4</p> <p>TOTAL /20</p>

RTC#	Rated Technical Criteria (RTC)	Bid Preparation Instructions	Score
	1 point for each item a-d, per project to a maximum of 20 points		
RTC4	<p>Experience providing interpretations of the CPIP and its vaccine allocation framework</p> <p>The Bidder should demonstrate that the proposed resource has completed up to two (2) projects in the last ten years in which they were responsible for providing interpretations of the Canadian Pandemic Influenza preparedness (CPIP) and its vaccine allocation framework.</p> <p>POINTS ALLOCATION:</p> <p>1 point for each item a-d, per project to a maximum of 8 points</p>	<p>To demonstrate this criteria, the Bidder must provide the following information at a minimum for each of the projects:</p> <ol style="list-style-type: none"> The name of the client organization; Start and end dates of the project; A brief description of the scope and complexity of the project, highlighting the specific tasks involving the interpretation of the CPIP and its vaccine allocation framework; Contact information (name, email and phone number) for the project authority; and <p>Canada reserves the right to contact client references to validate experience.</p>	<p>Project 1 /4</p> <p>Project 2 /4</p> <p>TOTAL /8</p>
Total Points (minimum 35 (60%) required)			/58

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit (70%) and Price (30%)

- To be declared responsive, a bid must:
 - comply with all the requirements of the bid solicitation; and
 - meet all mandatory criteria; and
 - obtain the required minimum of 35 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 58 points.
- Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
- To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
- To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
- For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 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

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) (<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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 Education and Experience

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

PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 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;
 - (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. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$_____, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 3%).

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

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

7.3 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

Reliability:

1. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Health Canada/PHAC.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to January 31, 2022 inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

7.5.2 Project Authority (to be identified at contract award)

The Project Authority for the Contract is:

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

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

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

Name: _____
Title: _____
Organization: _____
Telephone: ____-____-_____
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 – Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or

- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment – Single Payment

H1000C (2008-05-12), Single Payment

7.7.4 Time Verification

C0711C (2008-05-12), Time Verification

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded by email to the Project Authority and hc.p2p.east.invoices-factures.est.sc@canada.ca for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 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, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____

7.12 Insurance

G1005C (201601-28), 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.
- (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

Provision of Pandemic Guidance in support of COVID-19

1. SCOPE

1.1 Introduction

The Public Health Agency of Canada (PHAC) is leading the national health response to the COVID-19 pandemic which was declared by the World Health Organization (WHO) on March 11, 2020.

The Immunization Programs and Pandemic Preparedness Division is part of the Vaccine Readiness Action Team (VRAT). VRAT has been established with a number of areas of focus related to COVID-19:

- Policy and Co-ordination;
- Communications and Public Engagement;
- Securing and Selecting Vaccines;
- Establishment of the Vaccination Tracking Platform;
- Vaccine Logistics;
- Immunization Readiness; Immunization Safety; and
- Immunization Coverage and Effectiveness Surveillance.

PHAC is expected to coordinate and facilitate the process to develop public health and clinical care guidance for F/P/T and external partners.

Given the evolving situation and outbreak projections, PHAC requires the services of a public health expert, with extensive public health, infectious disease, outbreak management, emergency (including pandemic) preparedness and response experience, to help meet the immediate and forecasted needs for pandemic guidance for the federal, provincial and territorial responses to COVID-19. Furthermore, the contractor needs to have extensive knowledge of the Canadian Public Health System and Emergency Preparedness planning.

1.2 Objectives of the Requirement

The Objective of this requirement is to obtain the services of a public health expert on an “as and when required” basis to help CIRID and its Immunization Programs and Pandemic Preparedness Division with providing pandemic guidance in its response efforts for COVID19.

The contractor will rely on their relevant knowledge and experience in the areas of public health, infectious disease, outbreak management, pandemic influenza preparedness, and health care services to collaborate closely with subject matter experts (SMEs), which includes members from national professional societies (e.g., Association for Medical Microbiology and Infectious Diseases (AMMI), Canadian Critical Care Societies (CCCS), Canadian Association of Emergency Physicians (CAEP), and College of Family Physicians of Canada).

1.3 Background and Specific Scope of the Requirement

The contractor will be required to develop/review/ refine various technical and public health care guidance documents.

The Contractor will be required to develop and introduce public health guidance to support the federal, provincial and territorial (F/P/T) efforts related to the vaccines rollout, conducting post mortems on F/P/T decisions and activities and providing guidance in terms of mass vaccination efforts.

The public health expert will be involved in the work associated with the Immunization readiness focus, which will include working with Federal, Provincial and Territorial organizations and Indigenous engagement including vaccine allocation, vaccine supply and the rollout of the vaccines.

1.4. Key Assumptions

1. The complexity level of the Work is high. In many situations the Work involves tight deadlines and working with multiple internal and external SMEs, F/P/T partners, and stakeholders.
2. PHAC resources may shadow the Contractor and/or share in the workload in order for knowledge transfer to occur between the Contractor and PHAC.
3. The evolving nature of the situation means that preparedness and response needs, and consequently guidance documents, are continually being identified, re-assessed and reprioritized based on current available scientific evidence and expert opinion and needs are subject to change as new information on transmissibility and epidemiology becomes available.

2. REQUIREMENTS

2.1. Tasks, Activities, Deliverables and Milestones

Given the changing nature of the COVID-19 pandemic response, it is difficult to predict accurately the full requirements of this contract. The work will be allocated to the Contractor on a task by task basis and the tasks include but are not limited to:

1. Provision of expert advice in the areas of public health, infectious disease, outbreak management, pandemic influenza preparedness and response, and health care services.
2. Development, revision and adaptation of public health technical guidance for COVID-19 in order to assist F/P/T public health authorities and public health and health care professionals in their response efforts.
3. Interpretation of the [Canadian Pandemic Influenza Preparedness](#) (CPIP) main body and its technical annexes, especially the Vaccine Annex which includes a vaccine allocation framework.
4. Provision of guidance and input into recommendations related to the vaccine(s) rollout(s) across Canada.
5. Operationalization of the CPIP planning considerations into technical/public health guidance documents (e.g., public health measures guidance, vaccine guidance, including allocation framework).
6. Attendance and participation at meetings and teleconferences, for situational awareness and/or briefings.
7. Collaboration with internal and external SMEs and other key partners/stakeholders to ascertain immediate and forecasted needs in terms of on guidance development.
8. Liaison with existing and/or new group in the HPOC Incident Management Structure (IMS) structure or in the F/P/T governance structure, as required, including presenting to expert and COVID Response planning groups, and attending virtual meetings of public health decision-makers within Canada and potentially internationally.
9. Revision and modification of existing clinical care recommendations and vaccine guidance for COVID-19.

10. Collaboration and participation in meetings with internal and external SMEs on technical, including but not limited to public health, guidance development. This may require access to sensitive background materials and discussions that are not yet in the purview of the general public.
11. Development of complementary knowledge translation products/ tools to support front-line clinicians (e.g., algorithms, checklists, one-pager).

Deliverables include but are not limited to:

1. Pandemic Guidance documents such as vaccine allocation guidelines.
2. Vaccine Algorithms, checklists, one-pagers.
3. Vaccine allocation framework and distribution document.
4. CPIP Operational products and Interpretations of the CPIP main body and its annexes.
5. Clinical care guidance documents for varying presentations (mild, moderate, severe) and settings (e.g., acute care, primary care).
6. Complementary knowledge translation products/tools for front-line clinicians and public health and health care professionals.
7. Other technical/public health guidance documents as identified.
8. Presentation decks.

2.3. Method and Source of Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

2.4. Reporting Requirements

The contractor will provide updates as requested, by email, to the Project Authority on the progress of the work.

In addition to the timely submission of the deliverables and the fulfilment of all obligations under this Contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Authority. Once a Task Authorization has been issued to the contractor, the Contractor will provide a bi-weekly email update on the progress to date on the completion of the task, any emerging issues that the Contractor foresees; and the next steps that will be up taken in the upcoming period.

Communication is defined as all reasonable effort to inform the Project Authority of plans, decisions, proposed approaches, implementation, and results of Work, to ensure that the Work is progressing well and in accordance with expectations. Communication may include phone calls, electronic mail, faxes, mailings, and meetings.

The Contractor is to immediately notify the Project Authority of any issues, problems or areas of concern, relating to any Work completed under this Contract, as they arise.

3. ADDITIONAL INFORMATION

3.1 Canada's Obligations

Canada will:

- Provide access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc.;
- Provide access to PHAC employees/program staff to support tasks;

- Provide comments on draft reports within five (5) working days; and
- Provide other assistance or support.

3.2 Contractor's Obligations

The Contractor will:

- use its own equipment and software for the performance of this Statement of Work.
- Provide deliverables electronically to the Project Authority in English; documents and presentations should be in Microsoft Office Word and PowerPoint respectively.
- immediately notify the Project Authority of any issues, problems or areas of concern, relating to any Work completed under this Contract, as they arise.

3.3 Location of Work, Work site and Delivery Point

The Work is to be completed at the Contractor's location with meetings to be held virtually or by teleconference.

3.4 Language of Work

The Work and all deliverables shall be completed in English.

ANNEX B - BASIS OF PAYMENT

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are excluded and Applicable Taxes are extra.

NAME	FIRM HOURLY (A)	ESTIMATED LEVEL OF EFFORT (HOURS) (B)	ESTIMATED TOTAL CONTRACT VALUE (C=AxB)
	\$	Up to 750	\$

ANNEX C - SECURITY REQUIREMENTS CHECK LIST



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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 PHAC	2. Branch or Directorate / Direction générale ou Direction IDPC - Vaccine Readiness Action Team	
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 Provide public health guidance to support the Vaccine Readiness Action Team in terms of the COVID-19 vaccine allocation, supply and roll-out		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input 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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input 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"/>

TBS/SCT 350-103(2004/12)

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PART A (continued) / PARTIE A (suite)

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

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

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

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

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

Special comments:
Commentaires spéciaux : will work only at the contractor's own site

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

ANNEX D - TASK AUTHORIZATION FORM

Contract Number		
Task Authorization (TA) Number		
Contractor's Name and Address		
Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:		\$ _____
TA Revisions Previously Authorized (if applicable)		
TA Revision Number: _____	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____	
TA Revision Number: _____	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____	
New TA Revision (if applicable)		
TA Revision Number: _____	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____	
Total Estimated Cost of Task (Applicable Taxes extra) after this revision:	\$ _____	
Contract Security Requirements (as applicable)		
This task includes security requirements.		
<input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.		
Remarks:		
Required Work		
SECTION A – Task Description of the Work Required		
SECTION B – Applicable Basis of Payment		
SECTION C - Cost Breakdown of Task		
SECTION D- Applicable Method of Payment		

Authorization - Authorization

By signing this TA, the Project Authority or the PWGSC Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet ou l'autorité contractante de TPSGC ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

Name of Project Authority - Nom du chargé de projet

Signature _____

Date _____

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature _____

Date _____