



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

Health Canada / Santé Canada

Attn: Susany Daroz
Email: susany.daroz@canada.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Health 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:
Santé 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

Health Canada / Santé Canada
200, Eglantine Driveway
Tunney's Pasture
Ottawa Ontario K1A 0K9

Title – Sujet People with Lived and Living Experience Survey (PWLLES): Alcohol and Drug Use among Street-Involved Youth	
Solicitation No. – N° de l'invitation 100222869	Date December 23 rd
Solicitation Closes at – 2 :00PM L'invitation prend fin à on / le – February 16, 2021	Time Zone Fuseau horaire EST 2 :00pm
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: Susany Daroz Email: susany.daroz@canada.ca Telephone – téléphone : 613-941-2081	
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 TBA	
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	
<hr/> (type or print)/ (taper ou écrire en caractères d'imprimerie)	
<hr/> Signature	<hr/> Date

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PART 1 - GENERAL INFORMATION

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.

1.1 Security Requirements

This RFP contains a Security Requirement.

1.2 Statement of Work

The Office of Drug Research and Surveillance (ODRS), Health Canada is launching a sentinel site survey entitled the *People with Lived and Living Experience Survey (PWLLES)* to examine or determine the prevalence of alcohol and drug use among at-risk populations. At this time, Health Canada is focused on conducting a sentinel-site survey, which will measure the prevalence of alcohol and drug use among street-involved youth (14 to 24 years of age), in urban centres across Canada.

- Health Canada requires 2 Resources
- The Work to be performed is detailed under Annex A

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

“Subsections 04 and 05 of Section 01 Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above are deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.”

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

Bids must be submitted only to the contracting officer, Susany Daroz by the date, time and place indicated on page 1 of the bid solicitation.

You are invited to submit electronic copies in either official language (English or French) of both the Technical and Cost Proposals. The RFP Reference Number and the title of the Requirement must be in the subject line of your email and your proposal must be structured in accordance to section 3.1.

No price or cost information should appear in any other section of the bid. Failure to provide the Financial Bid in a separate attachment will render a bid non-responsive.

If the email including attachments is larger than 20mb, please submit your bid in separate emails to not exceed Health Canada's server limitation.

2.2.1 Bidders who submit a bid in response to this RFP agree to be bound by the instructions, clauses and conditions of the RFP and accept the terms and conditions of the resulting contract.

2.2.2 It is the Bidder's responsibility to obtain, if necessary, clarification of the requirements contained in the RFP and to prepare its bid in accordance with the instructions contained in the RFP. Enquiries must be submitted in writing to the Contracting Authority identified in Part 6, Section 6.5.1 and in accordance with section 2.4 (Enquiries).

2.2.3 The RFP documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a Bidder from any other source is not relevant and not part of this RFP. Bidders should not assume that practices used under previous RFPs or contracts will continue, unless they are identified in the RFP. Bidders should also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Canada requests that Bidders provide their offer as follows (Bidders choose A or B as their submission method):

A. For electronic bid submissions via e-mail:

Section I: Technical Bid (one (1) electronic copy submitted via e-mail)
Section II: Financial Bid (one (1) electronic copy submitted via e-mail)
Section III: Certifications (one (1) electronic copy submitted via e-mail)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement \(https://www.tbs-sct.gc.ca/pol/doc-eng\)](https://www.tbs-sct.gc.ca/pol/doc-eng). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Bids must be delivered to the following address:

Susany.daroz@canada.ca

The RFP Reference Number and the name of the RFP Authority must be marked on all documents, binders and respective envelopes.

Due to the nature of the Request for Proposal, transmission of offers by facsimile will not be accepted.

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

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Criteria	Page #	YES	NO
<p>M1 The Bidder must demonstrate that it has experience in carrying out projects of a similar nature of this requirement. Similar nature is defined as projects that involve:</p> <ul style="list-style-type: none"> • sensitive subject matter (e.g. substance use, sexual health, family violence, conflict with the law); and • individual interviewing with hard-to-reach populations (e.g., street-youth, homeless people, people who use drugs, people in conflict with the law) in the community. <p>a) To demonstrate the Bidder's experience, the Bidder must provide summaries for two (2) projects conducted within the past five (5) years (as calculated on the closing date of this Bid solicitation) which involved sensitive subject matter. Each project summary should include:</p> <ol style="list-style-type: none"> i. a brief description of the project; ii. start and end date; iii. role of the Bidder; iv. project scope; v. methodology; and vi. a description of the deliverables that clearly demonstrate sensitive subject matter and individual interviewing with hard-to-reach populations. <p>b) A contact name with a telephone number or an e-mail address for each project must be provided for verification purposes.</p>			
<p>M2. Principal Investigator (PI)</p> <p>M2.1 The Bidder must propose the services of one (1) dedicated Principal Investigator (PI) to undertake the work as described in Annex A, Statement of Work.</p> <p>a) The PI must demonstrate a Ph.D. in a health or social science domain from a recognized Canadian university, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside of Canada. To demonstrate proof of education, a copy of the education credential of the PI must be included.</p> <p>b) The Bidder must provide the PI's curriculum vitae.</p> <p>M2.2</p>			

Mandatory Criteria	Page #	YES	NO
<p>The Bidder must demonstrate that the PI has experience in the development and implementation of research projects involving:</p> <ol style="list-style-type: none"> 1. sensitive subject matter (e.g. substance use, sexual health, family violence, conflict with the law); 2. individual interviewing of hard-to-reach populations; 3. recruitment and training of interviewers; 4. sample design and respondent recruitment, especially for respondent driven sampling or snowball sampling methodologies; 5. statistical planning and analysis; and 6. Publication and dissemination. <p>a) To demonstrate the PI's experience, the Bidder must provide summaries of two (2) projects conducted within the past 5 years (as calculated on the closing date of this Bid solicitation) for which the PI was responsible and his/her involvement and role in all facets (1 to 6, above) inclusive in each project. Each project summary should include:</p> <ul style="list-style-type: none"> - a brief description of the project; - start and end date; - a clear definition of the roles and responsibilities of the PI in the project; - scope; - methodology; and - deliverables and dissemination (i.e., publications). <p>A contact name with a telephone number or an e-mail address must be provided for verification purposes.</p>			
<p>M3. Project Manager (PM)</p> <p>M3.1 The Bidder must propose the services of one (1) dedicated Project Manager (PM) to undertake the work as described in Annex A, Statement of Work.</p> <p>a) The PM must demonstrate a graduate level degree (ie: MSc, MA) in a health or social science domain from a recognized Canadian university, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside of Canada. To demonstrate proof of education, a copy of the education credential of the PM must be included.</p> <p>b) The Bidder must provide the PM's curriculum vitae.</p> <p>M3.2</p> <p>a) The Bidder must provide summaries of two (2) projects conducted within the past 5 years (as calculated on the closing date of this Bid solicitation) to demonstrate the PM's experience in project management. Each project summary should include:</p> <ul style="list-style-type: none"> - a brief description of the project; - start and end date; - value of the project; - scope; - methodology; and - a clear definition of the roles and responsibilities of the PM in each 			

Mandatory Criteria	Page #	YES	NO
<p>project. It is not necessary that these projects were of a similar nature as the current requirement; any project will be deemed acceptable.</p> <p>b) Each project summary identified above must include a contact name with a telephone number or an e-mail address for verification purposes.</p>			

4.1.1.2 Point Rated Technical Criteria

METHODOLOGY PROPOSED

The Bid will be evaluated based upon the technical approach and methodology presented to achieve the identified project objectives within the timelines indicated. Sufficient detail should be provided to establish that the Bidder understands these requirements and that the Bidder has the capacity, in terms of resources, management ability, and proposed work plan, to carry out the work successfully.

APPROACH AND METHODOLOGY				
R1.1		Maximum Points	Page #	Score
	<p>The Bidder should clearly outline its approach and proposed methodology to demonstrate that it will meet the requirements identified in the Statement of Work, at Annex A. The Bidder's approach and methodology should be logical, comprehensive, innovative, and relevant to the requirement.</p> <p>(Rating guide for items with 2 points: 0 = poor/not addressed, 1 = satisfactory, 2 = excellent)</p> <p>(Rating guide for items with 4 points: 0 = poor/not addressed, 2 = satisfactory, 4 = excellent)</p>			
a.	Details are provided about the approach for drawing the sample frame, including how respondents are to be selected at each site. The sample frame must be well defined, logical, and comprehensive.	4		
b.	Details are provided about the approach used for respondent sampling methodology, including the number of seeds to be selected and the number of waves expected, as well as any other considerations for this sampling methodology.	4		
c.	Details are provided about the recruitment material to be developed (e.g., posters, ads), the decision matrix for selecting sites, and the location where the interviews will be conducted.	4		
d.	Procedure for setting up of appointments for interviewing and how interviews will occur is described in detail, and is logical and realistic.	4		
e.	Method of recording responses to questionnaires (e.g., computer-assisted personal interview (CAPI), paper and pencil) is described in detail.	4		
f.	Procedure for distributing incentives is described in	4		

	detail, and is logical and realistic.			
g.	The selection and training procedures for interviewers is described in detail, is logical and realistic.	2		
	R1.1 TOTAL	26		

R1.2	CONFIDENTIALITY OF INFORMATION AND DATA (Rating guide: 0 = poor/not addressed, 1 = satisfactory, 2 = excellent)	Maximum Points	Page #	Score
a.	Guidelines for maintaining security and confidentiality of information in relation to the handling of and access of any appointment and contact information used for recruitment is detailed and clearly defined.	2		
b.	Guidelines for maintaining security and confidentiality of information in relation to the handling of and access to questionnaires, datasets, data outputs, and results during data entry, data analysis, or any other supplementary information used during fieldwork and report writing is detailed and clearly defined.	2		
c.	Guidelines for maintaining security and confidentiality of information once the project is completed is detailed and clearly defined.	2		
d.	Details are provided to describe the survey platform (software) and/or other secure network used; including details regarding how it fulfills the conditions stated in the Statement of Work, Section 2.3.4 is detailed and clearly defined.	2		
	R1.2 TOTAL	8		

R1.3	QUALITY MANAGEMENT Bid will be evaluated based on the description of the Bidder's methodology for the quality assurance and control measures that will be implemented. (Rating guide: 0 = poor, 1 = satisfactory, 2 = excellent)	Maximum Points	Page #	Score
a.	Details are provided for ensuring recruitment of respondents, including ensuring that a satisfactory number of eligible respondents are recruited as per the project targets.	2		
b.	Methods used to minimize errors and ensure data quality during recruitment is detailed and well defined.	2		
c.	Methods used to minimize errors and ensure data quality during data collection (interviewing) and/or entry is detailed and well defined.	2		

d.	Methods used during data cleaning, including methods used to reduce errors as well as find and correct any errors during data cleaning and analysis, interpretation, and report writing is detailed and well defined.	2		
e.	Potential in ensuring that tasks will be completed in an effective, efficient, and timely manner. Effective is defined as producing or capable of producing the intended purpose of the task; efficient is defined as producing effectively with a minimum of waste of time and resources; and timely is defined as performing work on time and schedule and not leading to delays or postponements.	2		
R1.3 TOTAL		10		

R1.4	RISK MANAGEMENT Bid will be evaluated based upon solutions proposed to address any problems and challenges the Bidder might anticipate. (Rating guide: 0 = poor, 1 = satisfactory, 2 = excellent)	Maximum Points	Page #	Score
a.	Despite the best efforts of the team to maximize response, some non-response will occur. This section is evaluated based on the proposal of a solution to mitigate non-responsiveness, including non-responsiveness in obtaining “referrals” using respondent driven sampling methodology.	2		
b.	Procedure(s) or measure(s) put in place for addressing the potential emotional stress to interviewers due to the personal and sensitive nature of the survey content.	2		
c.	Procedure(s) or measure(s) put in place for addressing the potential emotional stress to interviewees due to the personal and sensitive nature of the survey content.	2		
d.	Proposal of a solution to mitigate any challenges or restrictions that might be encountered due the COVID-19 pandemic, within jurisdictions, is detailed and clearly defined.	2		
R1.4. TOTAL		8		

R1.5	WORK BREAKDOWN STRUCTURE The Bidder should provide a detailed work plan, including details on implementation across sites. (Rating guide for line items worth 2 points: 0 =	Maximum Score	Page #	Score

	poor/not addressed, 1 = satisfactory, 2 = excellent) (Rating guide for line items worth 4 points: 0 = poor/not addressed, 2 = satisfactory, 4 = excellent)			
a.	Work plan is clearly defined.	4		
b.	Resources allocation, roles and responsibilities, and level of effort per task are clearly defined.	2		
c.	Level of effort is defined and consistent with requirement and complexity of the tasks.	4		
d.	Reporting structure is clearly defined.	2		
e.	Key steps and key activities of the project are identified and clearly defined.	2		
f.	Schedule and major milestones are clearly defined.	2		
g.	The recruitment, training or monitoring strategy for ensuring interviewers are capable of working with at-risk populations, on sensitive matters, and in a natural environment are clearly defined and realistic.	4		
h.	Deliverables are clearly defined.	2		
	R1.5 TOTAL	22		

R1.6	LOCAL AND REGIONAL INTEGRATION The Bidder should describe how the team would contribute skills development and integration with local/regional organizations in order to facilitate capacity building.	Maximum Score	Page #	Score
a.	A clear and detailed description is provided for how the Bidder will liaise and/or integrate with local and regional organizations in order to facilitate capacity building and how the project might contribute to local and regional skills development. (Rating guide: 0 = poor/not addressed, 3 = satisfactory, 6 = excellent)	6		
b.	Demonstrate that a working relationship has been established with one organization, either at the provincial or community level, in each of the eleven (11) city centers/regions where recruitment should occur. A letter of intent signed by an authorized part of the organization for each region has been provided with the proposal. 1 point = one letter for 1 city/region 2 points = one letter for each of 2 to 3 cities/regions 3 points = one letter for each of 4 to 5 cities/regions 4 points = one letter for each of 6 to 7 cities/regions 5 points = one letter for each of 8 to 9 cities/regions 6 points = one letter for each of 10 to 11	6		

	cities/regions			
	R1.6 TOTAL	12		

4.1.1.3 Mandatory Financial Criteria

Bidders must meet the following mandatory financial criteria:

Item	Description	Met/Not Met	
MF1	The Bidder's overall proposed bid cost for evaluation must not exceed the budgetary limit of \$550,000.00		
MF2	The Bidder's bid cost for Milestone 1 in Annex B cannot exceed 5% of the Bidder's overall bid cost for evaluation.		
MF3	The Bidder's bid cost for Milestone 6 in Annex B cannot be less than 15% of the Bidder's overall bid cost for evaluation.		

4.2 Basis of Selection

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 43 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 86 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.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

5.2.3 Status and Availability of Resources

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

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

5.2.4 Education and Experience

SACC *Manual* clause [A3010T](#) (2010-08-16) Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition)

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

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

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.

6.4 Term of Contract

6.4.1 Period of the Contract

The Period of the Contract is from date of Contract Award to December 31, 2021 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Susany Daroz
Title: Procurement and Contracting Officer
Material Asset Management Division
Chief Financial Officers Branch
Health Canada
11th Floor, 200 Eglantine Driveway,
Tunney's Pasture, Ottawa, ON K1A 0K9
Telephone: 613-941-2081
E-mail address: susany.daroz@canada.ca

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

6.5.2 Project Authority – *TBA at Contract Award*

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.

6.5.3 Contractor's Representative – *TBA at Contract Award*

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B, to a limitation of expenditure of \$ **To be added at contract award**. Customs duties included 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.

6.7.2 Limitation of Price

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

6.7.3 Method of Payment

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

Milestone No.	Deliverable	Delivery Date	Firm Price
1	<i>Initial Meeting and Work Plan</i> Refer to Section 2.1 of SOW	Within one (1) week following contract award.	\$
2	<i>Sampling Plan</i> Refer to Section 2.3 of SOW	Upon completion of the sampling plan.	\$
3	<i>Delivery of Preliminary Dataset 1 and Supporting Documentation</i> Refer to Section 3.5 of SOW	March 12, 2021	\$
4	<i>Ongoing Development and Recruitment</i> Refer to Section 3.0 of SOW	April 7, 2021	\$
5	<i>Delivery of Preliminary Dataset 2 and Supporting Documentation</i> Refer to Section 3.5 of SOW	July 7, 2021	\$
6	<i>Delivery of Master Dataset, Final Report, and Supporting Documentation</i> Refer to Section 3.5 of SOW	August 31, 2021	\$

6.8 Invoicing Instructions

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 schedule of milestones is completed.

Invoices must be distributed as follows:

One (1) copy must be forwarded to the following email address for certification and payment. hc.p2p.east.invoices-factures.est.sc@canada.ca

If by regular mail: Accounting Operations East - P2P Invoices,, Ottawa, Ontario, K1A 0K9
deposit and Both Health Canada and the Public Health Agency of Canada have adopted electronic direct deposit as their preferred method for paying invoices. Suppliers are encouraged to register for electronic direct to provide their account information upon request.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28);
- (c) the supplemental general conditions – (2010-08-16) 4007 – Canada to Own Intellectual Property Rights in Foreground Information
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment
- (f) Annex C SRCL
- (g) the Contractor's bid dated **To be added at contract award**

ANNEX "A"

STATEMENT OF WORK

1.0 SCOPE

1.1 Introduction

The Office of Drug Research and Surveillance (ODRS), Health Canada is launching a sentinel site survey entitled the *People with Lived and Living Experience Survey (PWLLES)* to examine or determine the prevalence of alcohol and drug use among at-risk populations. At this time, Health Canada is focused on conducting a sentinel-site survey, which will measure the prevalence of alcohol and drug use among street-involved youth (14 to 24 years of age), in urban centres across Canada.

Objectives: The overall objective of this project will be to help address data gaps pertaining to the at-risk population of street-involved youth. Results from this survey will help Health Canada better address the needs of people with lived and living experience, as well as to expand current surveillance practices in order to better understand both current and emerging drug situations that at-risk populations are faced with across the country. This project will also enhance our understanding of barriers, such as stigma, linked to substance use and to seeking and accessing treatment.

The primary outcomes that will be measured by the PWLLES will be to better understand:

- drug use patterns including prevalence, frequency and volume of consumption;
- drug market activity including price, purity, and availability indicators for specific drugs of interest; and,
- harms and risks related to drug consumption including primary health indicators, drug dependency indicators and social and financial problems.

1.2 Background

In recent years, problematic substance use has had a devastating and profound impact across Canada, especially given the opioid crisis. Health Canada sponsors the following five major health surveys to measure prevalence and harms associated with problematic substance use in the Canadian general population: the Canadian Alcohol and Drugs Survey (CADS, formerly the CTADS), the Canadian Student Tobacco, Alcohol and Drugs Survey (CSTADS), and the Canadian Cannabis Survey (CCS), and more recently the Canadian Post-secondary education Alcohol and Drugs Survey (CPADS) and the Online New Psychoactive Substances (NPS) Survey.

Historically, drug surveillance efforts have been limited to general population surveys for alcohol and drug use and are not designed to capture data from at-risk populations. Consequently, at-risk populations of people with lived and living experience with drugs remain under-represented in Health Canada's surveillance efforts, resulting in data gaps.

In 2012, Health Canada conducted a two-year pilot project, entitled the High-Risk Population Study (HRPS), to examine current and emerging substance use trends and related consequences within three at-risk populations of people who use drugs: a) adults who use drugs and are street-entrenched, b) youth who use drugs and are street-involved, and c) people who use drugs for recreational purposes at club, rave, and bar scenes.

Adapted for use at a sentinel sites across Canada, the objective of the 2012-2013 Health Canada pilot survey was to assist in developing a comprehensive epidemiological monitoring system for Canada. In this survey, respondents were recruited from each of the three (3) respective at-risk populations to

complete face-to-face interviews from sentinel sites located in seven (7) urban cities across Canada. This survey was successful in gathering both qualitative and quantitative data on patterns of substance use, risk behaviours, market activity, prices, and experienced harms.

In 2018, in light of the opioid crisis and emerging drug issues in Canada, the Government of Canada brought back to the fore, the importance of addressing the needs of at-risk populations, including for its surveillance purposes, as part of its consultation on *Strengthening Canada's Approach to Substance Use Issues*. Following this consultation, Health Canada has built off of the work completed in 2012-2013 and is launching a revised epidemiological monitoring project, which will help understand the situation of at-risk populations in urban centres across the country.

1.3 Scope of the Work

The Contractor is required for implementing sentinel site data collection for the PWLLES in 2021, with cities where sentinel sites should be based, as predetermined by the Project Authority. The Contractor will develop a similar methodology to that used by Health Canada in the 2012-2013 HRPS, including ensuring that sentinel site approvals are in place, and that protocol has been adapted uniformly across sentinel sites.

The Contractor will be responsible for undertaking the following:

- 1) Reviewing initial documentation and coordinating an initial meeting with the Project Authority (**Section 2.1**);
- 2) Reviewing all current survey materials and providing recommendations for improvement (**Section 2.2**);
- 3) Developing a sentinel site-based sampling strategy for recruitment of street-involved youth who use drugs, from sentinel sites in urban centres across Canada, including producing a comprehensive, written sampling plan, developing the questionnaire for interview format, and developing other supplementary interviewing materials (**Section 2.3**);
- 4) Securing research ethics board approvals at Health Canada and anywhere else that it may be required (**Section 2.4**);
- 5) Networking and collaboration with sentinel sites located in urban centres across Canada, as well as the selection, and providing training and ongoing support to interviewers and/or relevant staff within the sentinel sites. (**Section 2.5**);
- 6) Ongoing recruitment and reporting, management of data collection, analysis, and development of reporting and supplementary documentation (**Section 3.0**);
- 7) Delivering a final dataset with all supporting documentation (including a user guide and codebook) to Health Canada (**Section 3.5**).

Some of the above tasks will need to be conducted simultaneously in order to meet the project timelines.

2.0 DEVELOPMENT REQUIREMENTS AND ACTIVITIES

The Contractor will carry out the following tasks related to development of the sampling plan and recruitment of respondents:

2.1 Background documentation and initial meeting

Upon contract award, the Project Authority will provide the Contractor with draft versions of the project materials that are required for contract completion. This includes, but is not limited to the following:

1. **Draft of the PWLLES questionnaire:** A draft questionnaire in English and French in MS Word, to be programmed/reformatted and pilot tested. The Contractor is required to translate the questionnaire into French prior to testing the finalized survey, and to provide the Project Authority with the French questionnaire in MS Word format.

2. **Supplementary questionnaire information:** Any supplementary information to assist with the development of the recruitment and interview guide, such as but not limited to important key words, and a reference guide for documenting quantities and units of measurement for reported substances.
3. **Research ethics board application:** A draft of the research ethics board application and related materials.

Within one (1) week of contract award, the Contractor must organize an initial meeting with the Project Authority either in person (in Ottawa, in a location selected by the Project Authority) or by teleconference to discuss the project. The purpose of the initial meeting will be to ensure that the Contractor has a clear understanding of the objectives of the requirement.

Prior to the initial meeting, the Contractor will provide an updated work plan and schedule, including a list of all project team members. At the initial meeting, all supporting documentation will be discussed to identify areas where the Contractor will be required to review and provide input. All documents will require further review by both the Project Authority and the Contractor prior to finalization.

Any changes to the work plan and schedule resulting from the initial meeting will be submitted in a finalized format to the Project Authority within one (1) week following the initial meeting.

2.2 Review of survey documentation

The Contractor will be responsible for reviewing all survey documents listed in **Section 2.1** (documents 1 to 3) and for providing recommendations for improvement, especially with regard to any reformatting and adjustments that will need to be made to facilitate face-to-face interviewing or any alternate form of interviewing that will be developed. The timelines for review for each individual document (i.e., items 1 to 3) are outlined separately in **Section 4.0**.

2.3 Sampling strategy

The Contractor will be responsible for developing a sentinel site-based sampling strategy for recruitment of street-involved youth who use drugs, from sentinel sites in urban centres across Canada. The Contractor is required to make any necessary revisions and recommendations to the draft sampling approach outlined below. Upon Contract Award, the Contractor in consultation with the Project Authority may be required to make adaptations to the sampling strategy and data collection, in order to follow public health measures such as physical distancing and operating procedures within individual jurisdictions due to the COVID-19 pandemic, while meeting the project's objectives.

2.3.1 Sampling frame and approach

Sampling efforts for the PWLLES will be two-fold: the Contractor is required to begin by selecting sentinel sites from targeted urban cities across Canada, followed by the recruitment of street-involved youth who use drugs from these sentinel sites. Sampling from sentinel sites must occur in the following eleven (11) cities: Vancouver, Victoria, Calgary, Edmonton, Regina, Winnipeg, Toronto, Ottawa-Gatineau, Montreal, Halifax, and St. John's.

Sampling may occur in various locations where youth who are street-involved may be accessed, and is likely to vary by city. Sampling may occur via public health services that specifically target the youth population of interest, such as, but not limited to: youth drop-in centres, shelters, harm reduction services, community health centres, hospitals, and mobile outreach services. Locations where street-involved youth may be recruited from is not standardized across the country, hence, there is no existing list of centres for recruitment. The Contractor will be responsible for locating appropriate services and centres to reach this targeted population.

Data collection will be conducted at one (1) time period, beginning in late spring 2021. Data collection must be ongoing for a duration lasting up to six (6) months (or less if the sample size has been reached) for that given period. The total number of respondents should be approximately 1,760 across the eleven (11) cities. A target of one hundred sixty (160) respondents shall be recruited and interviewed, per city. For less densely populated cities, a minimum of eighty (80) respondents must be collected. Final determination for the target number of respondents per city must be reviewed and approved by the Project Authority.

While it is ideal for there to be an equal distribution of respondents across cities, it might be necessary to pro-rate sample size depending on the location, in order to achieve the full sample size. If it is necessary to pro-rate the sample for any given location, the Contractor must take into account important factors such as, but not limited to, the total population, the density of the population in that sentinel site(s) and/or city, and the size of the targeted population. As part of the sampling strategy, the Contractor is required to develop a contingency plan for ensuring that the targeted number of respondents is reached as well as to manage any challenges such as low response rate.

In particular, the sampling frame and design of this work will be for at-risk youth (i.e., 14 to 25 years) who are street-involved and who have used drugs. Street-involvement may include youth who are completely homeless, precariously housed, using services for street-involved youth, or youth finding their identities and sole support networks and whom spend the majority of their time on the streets. To be eligible for the current survey, all respondents are required to have:

- a) been homeless, precariously housed, using services for street-involved youth, or have spent the majority of their time on the streets for at least three (3) months, and
- b) used at least one drug other than alcohol, tobacco, or cannabis in the past six (6) months.

Due to possible challenges of reaching this population in “physical environments” as a result of the COVID-19 pandemic, the Contractor is required to develop contingency plans for the sampling frame and approach, in order to reach this targeted population. Where applicable, this might require supplementary methods for online recruitment via local public health services, procedures for maintaining physical distance and health and safety of respondents during interviewing, and the potential for video-based interviewing. Considerations for respondents’ access to technology are required.

2.3.2 Respondent driven sampling

The Contractor will be required to use respondent driven sampling (RDS) to obtain the sample of street-involved youth who use drugs. RDS is a statistical sampling method which is peer-driven and has a recruitment methodology that is based on chain referrals within well-connected groups (whom which would otherwise be difficult to reach via random sampling approaches; see Heckathorn, 2002; Heckathorn & Cameron, 2017). This method was developed to approximate a representative sample of “hard-to-reach” or “hidden” populations, address biases in nonprobability sampling, as well as to remove barriers in reaching specialized populations.

The Contractor will recruit “seeds” as well as “recruits” for this survey. The term “seeds” is used to describe the eligible respondents who must actively recruit people from their network to participate in the survey. The term “recruits” is used to describe the eligible respondents. “Waves” are the number of levels of recruits following a recruitment seed.

To generate unbiased population estimates, the Contractor must take steps to ensure that they adhere to high research design standards so that the following RDS assumptions are met when sampling the population of interest:

- 1) **Respondents must know one another via the target population (i.e., reciprocal ties).** The linkages between the two recruits must be reciprocal and the recruits must know each other via

the same target population. Criteria to ensure that respondents are reciprocal ties must be established a priori.

- 2) **Respondents must be linked by a network composed of one single component.** For example, people who use drugs compose a single network. Any linkages in the network that are unrelated to drug-use behaviours may bias the sample. Special attention should be placed on reducing any biases that may arise from large versus small (i.e., subset) groups.
- 3) **Sample size is small relative to the size of the target populations.** Consideration should be given to the size of the population of interest, and the sampling fraction should be estimated. The sampling fraction should be small in order to avoid violating any assumptions about sampling with replacement.
- 4) **Respondents can accurately report their personal network size.** That is, respondents must be able to indicate the number of family, friends and acquaintances who they know by name, who are part of this specialized, target population. This should be assessed in the questionnaire.
- 5) **Respondents must recruit randomly from their network.** When a respondent is recruiting, they must be clearly instructed to recruit eligible members of their social network at random.

When reviewing and providing input to the survey documentation (**Section 2.2**), the Contractor shall propose additional questions which would be necessary to include for the purposes of satisfying the sampling approach mentioned herein, such as but not limited to questions assessing personal network size.

The Contractor is responsible for determining the exact number of “seeds” and the number of “recruits” required to obtain a sample size that corresponds to the targets mentioned above (**Section 2.3.1; sampling frame and approach**). It is recommended that the Contractor develop the sampling strategy using a minimum of two (2) “seeds”. The Contractor must ensure that all “seeds” and “recruits” meet the stated eligibility criteria.

Each “seed” will complete the survey via a face-to-face interview (approximately 60-90 minutes in length) and will be provided with a predetermined number of “coupons” (to be determined by the Contractor) to recruit eligible people in their network (i.e., people who they know, who know them). Each new “recruit” will also receive the designated number of “coupons” to distribute to people in their network. The Contractor will be responsible for creating “coupons” which contain contact information for the Contractor (e.g., toll-free number, physical location, name of person coordinating interviews) to give to potential respondents. When determining the method of providing “coupons”, the Contractor is required to minimize the risk of any barriers to participation that are likely to affect this population of interest (e.g., no permanent address, limited access to resources).

To maintain anonymity of respondents, the Contractor must use a code-based system for the coupons so that the city of recruitment is clear, and it is possible to track all “seeds” from “recruits” without collecting identifying information (e.g., OTT01-01). The Contractor will not collect contact information from respondents.

Heckathorn, D. D. (2002). Respondent driven sampling II: Deriving valid population estimates from chain-referral samples of hidden populations. *Social Problems*, 49, 11-34. doi: 10.1525/sp.2002.49.1.11

Heckathorn, D. D., & Cameron, C. J. (2017). Network sampling: From snowball and multiplicity to respondent-driven sampling. *Annual Review of Sociology*, 43, 101-119. doi: 10.1146/annurev-soc-060116-053556

2.3.3 Participation incentive

A cornerstone of RDS methodology is the use of a dual-incentive payment system for both the “seeds” and “recruits” (see Ober, Sussell, Kilmer, Saunders, Heckathorn, 2016). Following best practices, it is recommended that all respondents receive a \$25 CAD incentive for completing the interview and will also receive an additional \$10 CAD incentive for each eligible respondent that they recruit via distributed coupons (up to an additional \$30 CAD incentive, per respondent) as mentioned in **Section 2.3.2**.

Respondents will be paid in cash for the interview following completion of the session. The Contractor is responsible for determining the logistics for cash payment for all incentives. For example, the Contractor must determine at what point in time respondents will be paid for their recruitment of eligible recruits via coupons, and how and where they will administer the incentive to respondents. The Contractor must take into consideration certain factors which might affect the distribution of incentives to this specific population (e.g., no telephone number, no fixed address, transportation constraints) when determining the logistics for payment.

If funds are distributed via physical sentinel sites, the Contractor must ensure that each respective sentinel site has the resources to accommodate distribution of incentives. The Contractor will be accountable for the funds distributed and for ensuring that all procedures set by the sentinel site are upheld at all times.

As mentioned in **Section 2.3.2**, the Contractor must use a code-based system on all distributed coupons so that respondents cannot be directly identified.

The final decision shall be determined between the Contractor and the Project Authority.

Ober, A. J., Sussell, J., Kilmer, B., Saunders, J., & Heckathorn, D. D. (2016). Using respondent-driven sampling to recruit illegal drug purchasers to evaluate a drug market intervention. *Evaluation Review*, 40, 87-121. doi: 10.1177/0193841X16656313

2.3.4 Development of sampling plan, questionnaire, and supplementary information

The Contractor is required to develop a sampling plan, following the sampling methods outlined in **Section 2.3**. In addition, the sampling plan must include the community locations where respondents will be recruited from, including appropriate locations where posters will be posted or other media to be used. It must also mention considerations for optimizing RDS, including the number of “seeds” to be recruited, the number of “coupons” to be administered, and methods that will be used to ensure that the assumptions of the RDS sample are met. The sampling plan must include contingency plans for dealing with potential recruitment challenges, such as, but not limited to: low response rates, oversampling, regional and/or sentinel site limitations. The sampling plan is required for obtaining research ethics board approval, as well as all fieldwork preparation for this survey.

In addition to reviewing and providing recommendations to the questionnaire and other documentation (**Section 2.2**), the Contractor will be responsible for reformatting or making any additional changes to the questionnaire and supplementary questionnaire information, required for interviewing (**items 1 and 2; Section 2.2**). As part of the questionnaire development, the Contractor will be required to propose questions to help measure the network of the target population. The Contractor may be required to prepare supplementary materials beyond those currently developed by the Project Authority. Supplementary materials should include, but are not limited to recruitment notices, consent information, and any other materials that the Contractor will require for conducting the face-to-face interviews. The Contractor will be responsible for creating these materials and submitting them to the Project Authority for review and approval.

If the Contractor decides to develop an electronic version of the survey for interview administration (e.g., tablet/computer) or host online interviews, they may use the survey platform (software) of their choice, providing that the servers where the data are stored are physically located in Canada and the data never transits outside of Canadian jurisdiction. If online methodology is proposed, the Contractor is required to ensure that minimal identifying information is collected from respondents. If any identifying information is required, such as to set-up online interviewing, this information must never be linked to the survey dataset, nor be transmitted to Health Canada. The survey data must also be secured using a password known only to the research staff, and at no time should survey responses be made public. The survey should at no time require the use of any Health Canada computer or network and any data that is collected should be stored on the Contractor's own server.

The preparation of the survey may require some knowledge about HTML and/or Javascript and/or CSS or otherwise. The questionnaire provided by the Project Authority will be in MS Word (.docx) format (see **Section 2.1**) and will include the content of the survey, the wording of the questions and some instructions/requests for labelling. The Project Authority will provide guidance and instructions to address concerns such as skip patterns, questionnaire flow, page changes, introductory text and pages, tool tips, survey navigation and help functionalities, all of which should help improve the flow of the interview.

If a license and/or account is required for the use of the online platform, from the initiation of data collection and for as long as any data related to the requirement is retained on the account, any individual permitted to access the account or view the data must be authorized under the requirements of this contract. All individuals who have access to the security and login information associated with the license must be authorized by Health Canada prior to being given access to the account, irrelevant of the reason for which they need access to the account.

A comprehensive, draft sampling plan must be provided to the Project Authority for review and approval within four (4) weeks of Contract award. The Project Authority will provide a decision within one (1) week of the Contractor's submission, on whether to proceed, or revise the sampling approach. A revised sampling plan must then be resubmitted to the Project Authority within one (1) week of receiving feedback from Health Canada.

The Contractor must submit a revised version of the questionnaire and all other supplementary materials (either formatted for online or paper-based interview administration), to the Project Authority for review and approval within five (5) weeks of Contract award. The Project Authority will provide a decision within one (1) week of the Contractor's submission of the draft questionnaire. If any changes are required, the Contractor will be required to address those changes within one (1) week.

2.4 Ethics review

Approval from the Health Canada and Public Health Agency of Canada Research Ethics Board (REB) is necessary before the initiation of each data collection period. The Contractor must assist the Project Authority with the completing the REB application, based on the developed sampling plan (also see **item 3, Section 2.1**). This REB submission must include all relevant documentation, such as, but not limited to the sampling strategy to be used (for both locations and respondents), any recruitment materials that will be distributed, and the finalized questionnaire.

The Contractor is required to attend the REB hearing held in Ottawa, either in person or by teleconference, to assist the Project Authority in responding to issues raised by REB members. If the Contractor elects to attend the REB meeting via teleconference, the Contractor is responsible for arranging the teleconference.

The application for the Health Canada and Public Health Agency of Canada REB must be submitted to the REB with the support of the Project Authority. Procedures for submitting to the REB can be reviewed at: <https://www.canada.ca/en/health-canada/services/science-research/science-advice-decision-making/research-ethics-board.html>

The Project Authority will inform the Contractor of the exact REB application deadlines upon Contract award.

The Contractor is required to assist the Project Authority in making necessary revisions, if any, to the recruitment materials and work plan based on recommendation(s) from the Health Canada and Public Health Agency of Canada REB. Ethics approval must be obtained at least three (3) weeks prior to survey implementation. The Contractor is required to assist the Project Authority with providing any additional information requested by the Health Canada and Public Health Agency of Canada REB, over the duration of this Contract.

2.5 Networking, training, and fieldwork preparation

Capacity development and networking are explicit objectives required for this contract. In preparation for fieldwork, the Contractor is required to finalize all necessary logistics for in-field data collection, including, but not limited to: where and how recruitment will occur (i.e., site selection; including considerations for virtual recruitment), where and how the face-to-face interview will be conducted (i.e., including considerations for virtual interviewing), and how incentives will be distributed. Networking and collaboration with individual sentinel sites and/or other related organizations will be required to achieve these deliverables prior to recruitment and data collection.

The Contractor is also responsible for providing the necessary training to all relevant interviewers, including ensuring that they have the necessary experience and training for conducting face-to-face interviews with the population of interest, and carrying out the interview process in a manner that will achieve the objectives of the requirement. The training of interviewers shall ensure that all recruitment and data collection is conducted in a manner that will provide comparability and allow for on-going data collection, across the selected sentinel sites. Some minor variability in how the protocol is implemented among sentinel sites is to be expected due to individual requirements and resources. Any concerns about variability should be discussed with the Project Authority.

If additional authorizations or approvals (other than the Health Canada and Public Health Agency of Canada REB) are necessary to recruit participants at a given sentinel site, the Contractor will be responsible for obtaining these authorizations, preparing packages and attending the necessary board meetings in order to ensure authorized access to participants for recruitment and interviewing purposes.

Where permission is required to contact or recruit participants, the Contractor must, at a minimum, inform the relevant authorities of:

- a) the fact that the Contractor is an independent entity contracted by the Government of Canada to conduct the survey;
- b) the fact that the information is being collected on behalf of Health Canada;
- c) the purpose of the data collection; and of
- d) the fact that the information collected must be made available to Health Canada in a manner that will not directly identify any of the participants in the survey.

The work will entail that the Contractor work closely with the Project Authority in order to ensure comparability of data, avoid duplication of efforts and ensure capacity building wherever possible.

3.0 DATA COLLECTION AND SUBMISSION

3.1 Pilot testing and data collection

The Contractor will be responsible for undertaking data collection for the survey among the selected sentinel sites. Prior to beginning full data collection, the Contractor must ensure that Health Canada and Public Health Agency of Canada REB approval has been obtained. The Contractor must also pilot test the survey to ensure that the survey and methodology are clear. The Government of Canada's standards for pre-testing will be strictly adhered to or exceeded. The number of completed pre-test interviews will consist of no less than 5 completed English surveys and 5 completed French. Documentation of the pre-test(s) must be provided to the Project Authority before the questionnaire is finalized. The documentation must include (at minimum):

- a description of the pre-test approach and number of interviews completed;
- findings and any resulting modifications;
- average survey completion time;
- a statement of whether or not pre-test cases will be retained in the final dataset.

The results of the pilot test must also be included in the Final Report (**Section 3.5.2**).

Data collection for this survey should begin in late spring 2021. The Contractor is responsible for ensuring that all relevant sentinel sites are made aware of the data collection timelines and schedule.

3.2 Ongoing recruitment and data reporting

In accordance with the need for quality control reporting, the Contractor must provide the Project Authority with weekly updates on survey progress by email or telephone throughout the duration of the data collection, and at other times throughout the contract period, as stimulated in the Statement of Work. This will ensure responsive quality control and dynamic error correction. Additional teleconferences may be required to provide updates, including if there are any issues with the data collection process. The Contractor will be responsible for organizing the teleconferences and indicating if any issues arise during data collection.

Response rates should be monitored throughout the data collection period. If response rates look like they will not be met, the Contractor should consult with the Project Authority as well as develop a contingency plan with strategies to improve response rates while the survey is still in the field.

Weekly progress updates should document fieldwork statistics and include statistics such as, but not limited to:

- a) the number of respondents recruited in each city,
- b) the number of interviews completed in each city,
- c) the average length of interviews, and
- d) any arising challenges and considerations, as well as steps taken to mitigate these challenges.

3.3 Data quality and management

The final dataset must be reviewed and edited by the Contractor to correct errors to ensure that the data provided are accurate, reliable and valid. All data manipulations must be well documented. A thorough review of data quality must be conducted to identify institutions whose data contain serious issues such as mismatched ID numbers and unusually low response rates. Micro-editing procedures need to be employed to ensure data quality. Critical edit scanning to assess errors in ID numbers, invalid values and item non-response, where the magnitude and pattern of item missing values is problematic, will be conducted. Problematic cases must be documented and discussed with the Project Authority before a decision is made to remove them from the database.

Although the majority of the survey consists of quantitative data, respondents can provide an open-ended response to the answer category “Other (please specify)” in some questions. Prior to submitting to the Project Authority, the Contractor must verify that no personal information was provided by the respondents for any of the text-based questions. Any personal information that is provided must be redacted prior to sending the data file to the Project Authority. For example, in the unlikely event that a respondent would provide an exact name, e-mail address or a telephone number, the data must be anonymized by replacing the identifying information “[information redacted]”.

The Contractor will also be required to calculate and create derived variables for certain variables. For instance, calculated variables will need to be computed for quantity-related questions that are captured as a string variable. Derived variables are also required to be created for certain measures included in the questionnaire. More information and guidance will be provided by the Project Authority (also see **Section 3.5.1**).

The exported data file may include additional qualitative variables pertaining to survey completion or data entry (e.g., “created at”, “updated at”, “completion time”). These variables are not to be removed and are to be included in the final datasets.

3.4 Safeguarding and confidentiality of data

Participation in the PWLLES is both anonymous and confidential. The Contractor must ensure that no direct link is made between a person's responses and their identity. Anonymity of respondents must be protected by use of numeric and anonymous codes. Other than the interviewer, no one (including the Principal Investigator) should be able to associate responses or other data with individual participants.

As part of the survey, respondents will be asked for some demographic information, such as age, sex, sexual orientation. Respondents will not be directly asked for any directly identifying information (such as name or social insurance number) within the questionnaire. As such, precautions should be taken to minimize the risk of secondary re-identification of the data. Any data which may be collected via printed materials must be locked in filing cabinets, in a secure facility. Survey data must be entered into or stored on password-protected computers or tablets, on a secure database to which only the Principal Investigator and designated research staff have access to. The Contractor must be responsible for the secure storage of the Master data file. The Contractor will ensure that all data is deleted upon delivery and acceptance of all project deliverables, by the Project Authority, at the end of the Contract period. All data collection, storage, and retention procedures must be approved by the Project Authority, as well as are subject to the Health Canada and Public Health Agency of Canada REB approval.

It is recommended that the Contractor avoids collecting any identifying information, even for the purposes of recruitment. If the Contract must collect contact information (e.g., cell phone number) at any point for the purposes of recruitment, this data must be kept separate from the survey data at all times. All contact information will be kept in a secure format/ location by the Contractor for the duration of fieldwork. Any contact information will only be retained for the current survey. The Contractor must safeguard data at all times by taking all necessary measures to secure and protect the integrity and confidentiality of this data. To do so, at a minimum, the Contractor must do the following:

- The Contractor shall ensure that personal information is not recorded as text-based data anywhere in the survey, as per the instructions described in **Section 3.3**. In the event that personal data is recorded, the Contractor must redact this information from all data files.
- The Contractor will safeguard all survey data at all times by implementing administrative, physical and technical security and safeguarding measures to preserve the confidentiality, security and integrity of premises, information and systems (e.g. password-protected documents, databases, servers). These measures must satisfy all requirements described in this Contract, the Statement of Work, Health Canada and Public Health Agency of Canada's REB requirements, as well as comply with industry best practices. The Project Authority reserves the right to authorize the measures and solutions proposed and request implementation of reasonable measures and solutions from time to time.
- The Contractor must only provide access to survey data to individuals who require this in order to perform work related to this Contract.
- The Contractor must notify the Project Authority immediately of any security breaches.
- The Contractor must not disclose the data to any third parties unless it has obtained the written approval of the Contracting Authority or unless otherwise required by law. The data collected as part of this survey can only be used for the purposes of performing the work as described in this Statement of Work.

3.5 Reporting and supporting documentation

Throughout the duration of this contract, the Contractor will be responsible for providing the Project Authority with weekly updates of the project.

The Contractor will be required to ensure that following data specifications, final reporting, and delivery of supporting documentation are provided.

3.5.1 Dataset specifications

All datasets must be provided to the Project Authority in Statistical Package for Social Sciences (SPSS®; .sav) format. However, users of the final dataset may utilize other statistical software for analysis. As a result, the capability to export and transfer data into SAS, SPSS, and STATA, without quality loss or data corruption, is necessary.

The Contractor must produce a total of three (3) datasets:

1. preliminary dataset 1, containing the first portion of data collected from all eleven (11) cities (approximately May to July 2021);
2. preliminary dataset 2, containing the latter portion of data collected from all eleven (11) cities (approximately August to October 2021); and
3. a **master dataset** containing data from all survey questions, from all eleven (11) cities, across the full data collection period.

All files must include a common reference ID variable to allow for the datasets to be merged together. Some derived variables will also be requested by the Project Authority to be included in the final dataset. A list of derived variables will be provided to the Contractor at the time of data analysis.

Any data that is transferred from the Contractor to Health Canada will be done in a secure manner using a secure protocol, such as a File Transfer Protocol (FTP).

The datasets provided to the Project Authority must not contain personal identifiers such as name or contact information other than the postal code or transient information necessary for the setting up of interviews. 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.

All datasets must include calculated variables (i.e., where quantity-related questions are captured as a string variable) and derived variables (i.e., for particular measures) (also see **Section 3.3**).

The Contractor must review and edit the data files for errors. The Contractor must review the data files to ensure that the final products meet the objectives of this work, and that proper data control and quality measures have been applied.

The Contractor must also use consistent variable naming throughout the dataset for responses such as: “I don’t know” (9997), “I prefer not to answer” (9998), “not applicable (skip)” (9999), and “missing value” (99999). The Contractor must ensure that the final dataset includes variable names, labels, and values that have been edited and match the codebook.

The Contractor must provide a cleaned dataset within one (1) week of the first portion of data collection (dataset 1) and within one week of completing data collection (dataset 2). The master dataset and supporting documentation must be delivered to the Project Authority within six (6) weeks following the final day of data collection.

The Project Authority will review all data files and supporting documentation, to ensure the validity of the data and that respondents are not identifiable and that confidentiality has been maintained. The Project Authority will provide feedback and comments within two (2) weeks. In the event that errors are found in the data, the Contractor must make the appropriate corrections and resubmit a copy of the revised version of the data and supporting material to the Project Authority. Revisions should be incorporated and the final version of the master dataset and all supporting documentation must be provided to the Project Authority no later than ten (10) weeks after the end of data collection.

3.5.2 Final report and supporting documentation

The Contractor will produce a **Final Report for the PWLLES** following the completion of data collection, in both English and French. The final report must include, but is not limited to:

- 1) Background information on the survey including a detailed description of instructions and planning required for recruitment at sentinel sites, overview of activities and feedback from sentinel sites, and the feasibility and procedures necessary to sustain recruitment at said location in the future;
- 2) Detailed description of the survey methodology (including the broader sampling frame and design), response rate and number of completed interviews, detailed description of the respondent-driven sampling methodology used, how interviews were conducted, and the overall costs of incentives and how they were distributed;
- 3) A log of issues arising and action(s) taken in order to resolve them (for example, but not limited to, complaints, requests for additional information, problems relating to the questions);
- 4) Calculations and information related to homophily bias within the sample (e.g., race/ethnicity, age, gender), as well as any other considerations related to RDS (also see **Section 2.3.2**);
- 5) Data processing and guidelines of tabulation, analysis, and release. This must also include;
- 6) A summary of the fieldwork results, including the overall response rate and fieldwork statistics, demographic profile of respondents, and general patterns or trends of substance use observed from the data;
- 7) Implications, considerations, best practices, and recommendations for future implementation of this survey.

Sufficient documentation is needed to appropriately use and interpret the data and facilitate future cycles of data collection. The supporting documentation must consist of a Codebook and Frequency Tables in MS Word (.docx) or Excel (.xlsx), in English.

The **PWLLES Codebook** must consist of a table that describes the data elements in the final dataset, including the variable names, description, values, and formats. Skip patterns or conditions associated with the questions/variables must be noted. If appropriate, manipulations made to the raw data may be noted in the Codebook (e.g., a list of derived or created variables, relabeling, aggregate categories).

The **PWLLES Frequency Tables** will consist of the frequency of responses for all of the variables included in the dataset. Basic frequencies should also be produced for each city, and can be organized by age and sex, where appropriate.

4.0 OVERVIEW OF TASKS AND DELIVERABLES

The Contractor must provide the stipulated deliverables to the Project Authority **for review and approval**. The Contractor must carry out the following tasks:

Tasks	Tasks and Deliverables	Delivery Date
<p style="text-align: center;">1 <i>Initial Meeting</i></p> <p>Reference: Section 2.1 of SOW</p>	<p>The Contractor must submit a comprehensive work plan and schedule.</p> <p>The work plan and schedule must be submitted to the Project Authority in MS Word (.docx) format electronically prior to the meeting.</p>	<p>Meeting within one (1) week of Contract award.</p> <p>Any revisions to the work plan and schedule must be made within one (1) week following the initial meeting.</p>

<p style="text-align: center;">2 <i>Sampling Plan</i></p> <p>Reference: Section 2.3 of SOW</p>	<p>The Contractor must provide a draft sampling plan to the Project Authority for review and approval.</p> <p>The Project Authority will provide a decision within one (1) week of receipt.</p>	<p>Within four (4) weeks of Contract award.</p> <p>Any revisions to the sampling plan must be made within one (1) week following the Project Authority's review.</p>
<p style="text-align: center;">3 <i>Development of Questionnaire and Supplementary Materials</i></p> <p>Reference Section 2.3.4 of SOW</p>	<p>The Contractor must submit a draft version of the questionnaire (either programmed online or reformatted for paper-based completion), as well as all supplementary materials, to the Project Authority for review and approval.</p> <p>The questionnaire must also be translated into French and provided to the Project Authority for review and approval.</p> <p>The Project Authority will provide a decision within one (1) week of receipt.</p>	<p>Within six (6) weeks of Contract award.</p> <p>Any revisions to the questionnaire must be made within one (1) week following the Project Authority's review.</p>
<p style="text-align: center;">4 <i>Ethics Review</i></p> <p>Reference Section 2.4 of SOW</p>	<p>The Contractor must assist the Project Authority with completing the Health Canada and Public Health Agency of Canada REB package.</p> <p>The Contractor must attend the REB meeting(s) and update protocols as necessary.</p>	<p>The Project Authority will inform the Contractor of the REB deadlines upon Contract Award.</p> <p>Final REB approval must be obtained at least three (3) weeks prior to survey implementation.</p>
<p style="text-align: center;">5 <i>Ongoing Development and Recruitment</i></p> <p>Reference Section 3.0 of SOW</p>	<p>The Contractor will provide weekly updates about the status of the recruitment activities, including pilot testing, new developments, and insights gathered.</p> <p>Documentation regarding results of the pilot test must be provided to the Project Authority for review and approval before data collection can begin.</p> <p>Once data collection has begun, the Contractor will provide weekly updates documenting the fieldwork statistics. Any difficulties, irregularities, or issues with conducting the interviews must be discussed and resolved with the Project Authority.</p>	<p>Every one (1) week for the duration of the Contract.</p>

<p>6 <i>Delivery of Preliminary Dataset and Supporting Documentation</i></p> <p>Reference Section 3.5 of SOW</p>	<p>Delivery of cleaned, preliminary dataset 1 and dataset 2 in English, in SPSS (.sav) format.</p> <p>Supporting documentation in MS Word (.docx) and/or MS Excel (.xlsx) format, in English, to accompany each dataset.</p>	<p>Within one (1) week following the first portion of data collection (dataset 1) and within one (1) week following the final day of data collection (dataset 2).</p>
<p>7 <i>Delivery of Master Dataset, Final Report, and Supporting Documentation</i></p> <p>Reference Section 3.5 of SOW</p>	<p>Delivery of cleaned, master dataset in English, in SPSS (.sav) format.</p> <p>Final Report in MS Word (.docx) format, in both English and French.</p> <p>Supporting documentation, including the Codebook and Frequency Tables, in MS Word (.docx) and/or MS Excel (.xlsx) format, in English only.</p> <p>The Project Authority will provide feedback and comments within two (2) weeks.</p>	<p>Within six (6) weeks following the final day of data collection.</p> <p>Any revisions to the master dataset, final report, and supporting documentation must be provided to the Project Authority no later than eight (8) weeks after the end of data collection.</p>

5.0 MEETINGS

In addition to the initial meeting outlined in **Section 2.1**, there will be monthly teleconference meetings (or as required) between the Contractor and the Project Authority. The Contractor is responsible for the organization of these meetings.

6.0 CONTRACTOR RESPONSIBILITIES

In providing services to Canada, the Contractor must:

- a. supply the facilities from which the study must be developed, planned;
- b. supply trained resources to conduct the study; and
- c. supply its own equipment (i.e., statistical software and any other equipment it feels necessary to complete the work); and
- d. in reference to the SOW, the Contractor will be responsible for achieving objectives, performing tasks and activities, meeting reporting requirements, and delivering services and/or results in accordance with established deadline of the Contract.

The Project Authority is required to review and approve any other recruitment items and/or postings that may arise as a result of fulfilling deliverables of this Contract.

7.0 RISKS AND CONSTRAINTS

The Contractor is responsible for mitigating the following risks and constraints:

- a) **Non-responsiveness:** Despite the best efforts of survey managers and operations staff to maximize response, some non-response will occur. Non-response has two effects on data: first, it introduces bias in estimates when non-respondents differ from respondents in the characteristics measured; and second, it contributes to an increase in the sampling variance of estimates because the effective sample size is reduced from that originally sought.

b) Sensitive Nature of Interview Content: It is the responsibility of the Contractor to ensure that measures are put into place to address potential emotional stress for the respondent and interviewer given the potentially sensitive nature of the survey content. This will include liaising with sentinel sites to ensure that the Contractor is informed of appropriate supports and services that can be provided to respondents.

8.0 LANGUAGE

The Contractor must have the capacity to conduct the survey in both English and French. It is the responsibility of the Contractor to translate the questionnaire into French prior to testing the finalized survey and to translate any changes made through the duration of this Contract.

The Final Report shall be submitted in both English and French. Datasets and the Supporting Documentation can be submitted in English only.

9.0 LOCATION OF WORK, WORK SITE AND DELIVERY POINT

The Contractor is expected to perform the majority of the Work on premises outside of their own and ensure secure storage for all information collected and handled under this Contract.

10.0 QUALIFICATION REQUIREMENTS

Principal Investigator:

The Principal Investigator (PI) must have a Ph.D. in a health or social science domain. The PI is responsible to undertake the work as described in the Statement of Work which include, but not limited to, ensuring that the research is scientifically sound and ensuring the ethical conduct of the research.

Project Manager:

The Project Manager (PM) must have a graduate level degree (e.g., M.Sc., M.A.) in a health or social science domain. The PM's responsibility includes, but is not limited to, planning, organizing and managing resources to bring about the successful completion of data collection across all sites.

ANNEX B - Basis of Payment

Milestone Payment

The contractor will be paid for the professional services as laid out in the schedule of milestone payments:

Milestone No.	Deliverable	Delivery Date	Firm Price
1	<i>Initial Meeting and Work Plan</i> Refer to Section 2.1 of SOW	Within one (1) week following contract award.	(cannot exceed 5% of contract value) \$
2	<i>Sampling Plan</i> Refer to Section 2.3 of SOW	Upon completion of the sampling plan.	\$
3	<i>Ongoing Development and Recruitment</i> Refer to Section 3.0 of SOW	March 31, 2021	\$
4	<i>Delivery of Preliminary Dataset 1 and Supporting Documentation</i> Refer to Section 3.5 of SOW	Within one (1) week following the first portion of data collection (dataset 1).	\$
5	<i>Delivery of Preliminary Dataset 2 and Supporting Documentation</i> Refer to Section 3.5 of SOW	Within one (1) week following the final day of data collection (dataset 2).	\$
6	<i>Delivery of Master Dataset, Final Report, and Supporting Documentation</i> Refer to Section 3.5 of SOW	Upon completion of final report and supporting documents.	(cannot be less than 15% of contract value) \$
Total Estimated Contract Value (Sum of all rows above)			\$

ANNEX C – Security Checklist



Contract Number / Numéro du contrat 1000222869
Security Classification / Classification de sécurité UNCLASSIFIED

**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 Office of Drug Research and Surveillance
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 The Contractor will conduct the People with Lived and Living Experience Survey (PWLLES): Alcohol and Drug Use among Street-Involved Youth.	
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"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>

7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A	<input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET
TOP SECRET TRÈS SECRET	<input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat 1000222869
	Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

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

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

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Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat 1000222869
Security Classification / Classification de sécurité UNCLASSIFIED

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).