



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

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

Attn: **Jeremy Mallon**
Email: Jeremy.mallon@canada.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

Instructions : See Herein
Instructions: Voir aux présentes

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

Title – Sujet: Inventory of Evidence on Health Equity Interventions and Analysis/Synthesis of Findings to inform immediate and long-term action on health equity and well-being during the COVID-19 pandemic period and beyond	
Solicitation No. – N° de l'invitation 1000222542	Date March 3, 2021
Solicitation Closes at – L'invitation prend fin à on / le – April 2, 2021 @2:00p.m.	Time Zone Fuseau horaire EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: x Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : Name: Jeremy Mallon Email: jeremy.mallon@canada.ca Telephone – téléphone : 613-371-3237	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
<hr/> (type or print)/ (taper ou écrire en caractères d'imprimerie)	
<hr/> Signature	<hr/> Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Task Authorization Form and any other annexes.

1.2 Summary

In 2018, PHAC, supported by CIHI and StatCan, released a report titled *Key Health Inequalities in Canada: A National Portrait*. The aim of the report is to support regular reporting of health inequalities in Canada, based on a set of health outcome and health determinant indicators proposed by the Pan-Canadian Public Health Network (PHN) in the 2009 *Indicators of Health Inequalities* report. Findings from the *Key Health Inequalities in Canada* report highlighted significant health inequalities in common behavioural risk factors for chronic disease. In light of this, PHAC wishes to assess the current state of evidence to reduce health inequities in this domain.

COVID-19 has exposed and amplified persistent inequalities that undermine public health's goal of achieving optimal health for all. Many of these are the result of individuals' and groups' relative social, political, and economic disadvantages. Such inequalities affect peoples' chances of achieving and maintaining good health over their lifetimes. Where inequalities in health outcomes, or in access to the resources that support health, are systematic (that is, the patterns of difference are consistently observable between population groups) and can plausibly be avoided or ameliorated by collective action, they may be deemed unjust and inequitable.

The objective of this contract is to identify, assess for quality, analyze, and synthesize the best available evidence on the types of upstream and/or downstream interventions that help to reduce health inequities in relation to the main common behavioral/morbidity risk factors for chronic disease (e.g., obesity, unhealthy eating, physical inactivity, smoking, problematic alcohol use, etc.).



1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to jeremy.mallon@canada.ca by the date, time and place indicated in the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 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, Canada.

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

2.6 Basis for Canada's Ownership of Intellectual Property

The Public Health Agency of Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): A41.
CROWN OWNED - PUBLIC DISSEMINATION .

2.7 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

Section III: Certifications: One electronic copy by email;

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 in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

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

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical 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

Bidders MUST use the evaluation grid below to reference supporting documentation, including but not limited to CVs with detailed descriptions of tasks/activities performed, Diplomas, and/or Degrees, which clearly demonstrates compliance with each of the stated mandatory and rated criteria.

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MT)			
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.			
#	Mandatory Technical Criterion	Met: Yes/No	Page Reference In The Bidder's Proposal
M1	The bidder must propose a designated resource to act as project lead, who will be the single point of contact for all matters pertaining to the work. The bidder MAY propose additional resources to assist the project lead. For ALL proposed resources, the bidder must provide a CV for each, highlighting how their experience is relevant to the objectives outlined in the Statement of Work.		
M2	The bidder must demonstrate, by providing detailed project descriptions, that the proposed lead resource has a minimum of 3 years of experience within the last 10 years conducting systematic reviews of academic and grey literature related to public health. Project descriptions should include: <ul style="list-style-type: none"> • the start and end dates of the project (MM/YYYY); • a brief description of the scope and complexity of the work 		
M3	The bidder must demonstrate, by providing copies of and/or links to published work, that the proposed lead		



Mandatory Technical Criteria (MT)			
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.			
#	Mandatory Technical Criterion	Met: Yes/No	Page Reference In The Bidder's Proposal
	<p>resource has published a minimum of five (5) publications (peer reviewed publications, reports, gray literature, etc.) in the past 10 years.</p> <p>The samples should:</p> <ul style="list-style-type: none"> • be related to public health; and/or • be related to systematic reviews; and/or • appraisal of evidence; and/or • assessment of public health interventions 		
M4	<p>The bidder must demonstrate, by providing a detailed CV and/or detailed project descriptions that the proposed lead resource has a minimum of 3 years of work experience in the last 10 years in the role of principal investigator or co-investigator leading research groups.</p> <p>CV and/or project descriptions should include:</p> <ul style="list-style-type: none"> • the name of the client/project; • the start and end dates of the research project; • a brief description of the scope and complexity of the research, including the size of the group; • contact information for the client (name, phone number and email address). <p>Canada reserves the right to contact references to validate experience</p>		
M5	<p>The bidder must provide a work plan outlining how they intend to complete the tasks outlined in section 3 of the Statement of Work.</p> <p>The work plan must identify:</p> <ul style="list-style-type: none"> • which specific tasks will be done by which proposed resources • the estimated completion times for each task; • any potential risks and mitigation strategies for each; • the proposed quality assurance (QA) strategy 		



4.1.1.2 Point Rated Technical Criteria

Item	Criteria	Points allocated for the criteria	Score	Page #
R1	<p>The bidder must demonstrate expertise in conducting systematic reviews of academic and grey literature related to public health by providing detailed project descriptions as described in M2. Points will be awarded for every year of additional experience above the minimum requirements outlined in M2 as follows:</p> <p>Points Allocation:</p> <p>2 points up to a maximum of 10 points for every additional year of relevant experience conducting systematic reviews of academic and grey literature related to public health.</p>	10		
R2	<p>The proposed lead resource must demonstrate a consistent record of relevant publications in the area of public health, inequalities in health, social determinants of health, or chronic disease. Points will be awarded for additional publications beyond the minimum outlined in M3 as follows:</p> <p>Points Allocation:</p> <p>1 point up to a maximum of 10 points for every additional peer-reviewed article published in the past 10 years.</p> <p>2 points up to a maximum of 10 for each published manuscript that is related to risk factors for chronic disease.</p>	10 10		
R3	<p>The bidder should provide examples and reports demonstrating the bidder has synthesized large bodies of academic and grey literature into analytical reports summarizing main findings of the systematic review and identifying areas of scientific consensus.</p> <p>Points Allocation:</p> <p>2 point up to a maximum of 10 points for each example of an analytical report that synthesizes large bodies of academic and/or grey literature.</p> <p>2 points up to a maximum of 10 points for each report that synthesizes findings from systematic reviews or meta-analyses.</p>	10 10		
	Minimum overall points required to be deemed compliant	30		
	Total available points	50		



4.1.1.3 Financial Evaluation

Item	Criteria	Met: Yes/No	Page Reference In The Bidder's Proposal
F1	Financial proposal must not exceed a maximum price of \$500,000.00 (excluding customs duties and including Applicable Taxes) .		
F2	Financial proposals must include a detailed cost breakdown for each deliverable		

4.2 Basis of Selection

4.2.1 SACC Manual Clause [A0027T](#) , Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 50 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)			
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135



Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

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

5.2.2.2 Education and Experience

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



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

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

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

7.1.2.2 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 General Conditions – Modifications: Basis for Canada's Ownership of Intellectual Property



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

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

7.2.3 Supplemental General Conditions

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

7.3 Security Requirements

Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting Government of Canada facilities.

Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by Public Health Agency of Canada and/or The Government of Canada.

No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 30, 2023 inclusive.

7.4.2 Option to Extend the Contract

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

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jeremy Mallon
Title: Procurement Officer

Telephone: 613-371-3237
E-mail address: jeremy.mallon@canada.ca



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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

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

7.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment – Task Authorization

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations



1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

H1000C (2008-05-12), Single Payment (upon completion of each TA)

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
Each invoice must be supported by:
 - a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original must be forwarded to hc.p2p.invoices-factures.sc@canada.ca for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2020-05-28), General Conditions - Professional Services (Higher Complexity);



- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the signed Task Authorizations;
- (g) the Contractor's bid dated _____.

7.12 Insurance

G1005C (2016-01-28), Insurance – No Specific Requirement

7.13 Dispute Resolution

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



ANNEX "A" - STATEMENT OF WORK

1. **TITLE**
Inventory of Evidence on Health Equity Interventions and Analysis/Synthesis of Findings to inform immediate and long-term action on health equity and well-being during the COVID-19 pandemic period and beyond.

2. **SCOPE**

- 2.1. **Introduction**

COVID-19 has exposed and amplified persistent inequalities that undermine public health's goal of achieving optimal health for all. Many of these are the result of individuals' and groups' relative social, political, and economic disadvantages. Such inequalities affect peoples' chances of achieving and maintaining good health over their lifetimes. Where inequalities in health outcomes, or in access to the resources that support health, are systematic (that is, the patterns of difference are consistently observable between population groups) and can plausibly be avoided or ameliorated by collective action, they may be deemed unjust and inequitable.

Preliminary data show that COVID-19 has significantly amplified existing health and social inequalities, placing a significant burden on already vulnerable population groups. Efforts to improve preparedness for future public health emergencies require having clear strategies for addressing underlying social and health conditions that can exacerbate the impact of infectious diseases. Evidence shows that persons with chronic medical conditions face an increased risk of severe illness from COVID-19; as such, identifying interventions that target risk factors for chronic disease are an important component of this strategy.

The Pan-Canadian Health Inequalities Reporting (HIR) Initiative (a collaborative undertaking by the Public Health Agency of Canada, the Pan-Canadian Public Health Network, Statistics Canada, the Canadian Institute for Health Information, and the First Nations Information Governance Centre) aims to strengthen health inequalities measurement, monitoring, and reporting capacity in Canada. It supports surveillance and research activities, informs policy and program decision making to more effectively reduce health inequalities, and enables the monitoring of progress in this area over time.

There is currently no consolidated and synthesized body of evidence on the types of upstream and/or downstream interventions that help to reduce health inequities by strengthening and sustaining health resilience and addressing/reducing barriers to health among vulnerable groups to improve preparedness for future emergencies in Canada.

In light of the COVID-19 pandemic, the Public Health Agency of Canada (PHAC) is seeking to complete a robust, quality-rated evidence review of existing and promising upstream and/or downstream interventions to reduce health inequities pertaining to healthier and safer environments and common behavioural risk factors for chronic disease, one of the leading causes of health complications in COVID-19 patients. Findings will need to be analyzed, synthesized and formatted for online publication in a format that conforms to the Government of Canada's online accessibility requirements.

- 2.2. **Objectives of the Requirement**

The objective of this contract is to identify, assess for quality, analyze, and synthesize the best available evidence on the types of upstream and/or downstream interventions that help to reduce health inequities in relation to the main common behavioral/morbidity risk factors for chronic disease (e.g., obesity, unhealthy eating, physical inactivity, smoking, problematic alcohol use, etc.). Evidence should be identified and analyzed following a life course approach, disaggregating findings for children, youth, adults, and seniors.



A range of interventions is to be considered, including both downstream chronic disease prevention and healthy living interventions that are equity-oriented and intersectoral interventions that address the upstream social determinants of chronic disease inequalities. Interventions may apply either targeted, universal, or 'proportionate universalism' approaches.

A sex- and gender-based analysis plus (SGBA+) lens should be applied wherever possible as a crosscutting theme. Specifically, findings should disaggregate, where possible, the impact of interventions in reducing differences by sex, gender, and other relevant identity factors for the population being analyzed (e.g., sex and gender differences in interventions that target health inequities among Indigenous peoples), or where applicable, using sex and gender as a discrete category or stratifier (i.e., interventions designed to reduce health inequities based on sex and gender).

2.3. Background and Specific Scope of the Requirement

In 2018, PHAC, supported by CIHI and StatCan, released a report titled *Key Health Inequalities in Canada: A National Portrait*. The aim of the report is to support regular reporting of health inequalities in Canada, based on a set of health outcome and health determinant indicators proposed by the Pan-Canadian Public Health Network (PHN) in the 2009 *Indicators of Health Inequalities* report. Findings from the *Key Health Inequalities in Canada* report highlighted significant health inequalities in common behavioural risk factors for chronic disease. In light of this, PHAC wishes to assess the current state of evidence to reduce health inequities in this domain.

Based on the review of the evidence, the subsequent creation of an inventory will focus on effective (strong evidence) and promising (weak evidence) approaches in Canada and other countries (OECD, PAHO), studied within the past ~15 years, and will include government reports (e.g. province and territories strategies), academic peer-reviewed publications, as well as relevant information identified through existing repositories of systematic reviews of public health interventions.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

The Contractor will perform the following tasks and provide deliverables to the Project Authority and/or other PHAC staff, as appropriate, following the sequence outlined below.

The Contractor will:

1. Inform their analytical approach using pre-established methodologies to conduct a review of the academic and grey literature on interventions that reduce health inequities for the domain of interest. Findings should be complemented with information available through online registries of systematic reviews.
2. Critically analyze the identified literature and synthesize the findings from eligible articles/reports in a comprehensive inventory of interventions.
3. Assess interventions identified for inclusion in the inventory for both quality of findings and impact, as well as the strength of their design and stated purpose/focus relative to health equity.
4. Classify these interventions according to common elements shared by similar interventions regarding their main conceptual focus/target (e.g., downstream behaviour vs mid-stream social determinants of health vs upstream structural determinants, and targeted vs universal, vs proportionate universalism approach), and specify their key components, implementation strategies, etc., when such information is provided.
5. Produce a comprehensive report summarizing key findings and recommendations.



Phase	Tasks	Deliverables
Preliminary meeting	Meeting between contractor and PHAC staff (either in-person or videoconferencing to: <ul style="list-style-type: none"> • Discuss, clarify, and confirm goals and objectives of the project • Review work plan, project management approach, timelines, deliverables, methodology, etc. 	
Evidence gathering	<ul style="list-style-type: none"> • Incorporate the methodology agreed upon in the previous phase into search strategy • Get approval from the Project Authority on the proposed framework, and data matrix template to be used for the literature review 	<ul style="list-style-type: none"> • Document outlining methodology and search strategy • Document outlining criteria used for retaining relevant results from preliminary scan
Appraisal of the evidence	<ul style="list-style-type: none"> • Conduct review of the academic and grey literature on interventions that reduce health inequities 	<ul style="list-style-type: none"> • Outline of the inventory document/tool
	<ul style="list-style-type: none"> • Analyze and appraise the identified literature to determine the effectiveness of the interventions for reducing health inequities • Classify interventions according to common elements shared by similar interventions regarding their main conceptual focus/target (e.g., downstream behaviour vs mid-stream social determinants of health vs upstream structural determinants, and targeted vs universal, vs proportionate universalism approach), and specify their key components, implementation strategies, etc., when such information is provided • Present Initial results using an outlined inventory to discuss and get approval on the structure, key elements and scope of the inventory “document/tool” 	<ul style="list-style-type: none"> • Document outlining criteria used for analyzing results from preliminary scan • Draft of inventory containing the relevant literature, along with relevant metadata and other information deemed necessary from which to identify effective and promising approaches.
		<ul style="list-style-type: none"> • Comprehensive inventory of interventions containing annotated results from the analysis, with key principles for action and promising practices that can be adapted to advance health equity
		<ul style="list-style-type: none"> • Outline of report



Phase	Tasks	Deliverables
Analysis of findings and synthesis of information	<ul style="list-style-type: none"> Get approval from Project Authority on the proposed structure and scope of the draft report 	<ul style="list-style-type: none"> A draft report that documents the approach/steps taken to analyze search results. The report should provide a critical summary of existing evidence, comparing and contrasting various interventions and assessing their relative value for taking action on health inequities
Approvals of final documents and online publication	<ul style="list-style-type: none"> Revise and finalize the draft report based on feedback from the Project Authority 	<ul style="list-style-type: none"> Final report (s)*

* the detailed critical path is to be confirmed with the vendor; final deliverables could be published as findings become available

3.2. Specifications and Standards

The Contractor shall submit deliverables to the Project Authority, in a format that is compatible with their eventual online publication on Canada.ca (specific formatting specifications and standards to be determined in discussion with the Project Authority). If a delay is anticipated, at least 15 working days' notice will be provided to the Project Authority outlining new expected timelines.

3.3. Method and Source of Acceptance

The Project Authority, in consultation with other PHAC staff, as appropriate, will review the deliverables provided by the Contractor to determine their quality, accuracy, and acceptability.

3.4. Reporting Requirements

While working on an authorized task, the Contractor shall provide, on a biweekly basis, a project status report, by email or phone, to the Project Authority outlining the accomplishments for the given period, open issues, and incorporate feedback from the Project Authority accordingly.

3.5. Project Management Control Procedures

The Project Authority shall meet regularly with the contractor to ensure progress is being achieved according to timeframes identified in each task authorization and to identify and address any emerging issues.

The Project Authority or their designated representative shall:

- liaise regularly with the Contractor to monitor and control the progress of the Work;
- discuss potential challenges and solutions in a collaborative manner;
- review draft deliverables prepared by the Contractor, as appropriate;
- review and formally accept final deliverables prepared by the Contractor.

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

- PHAC will provide access to the Project Authority or their representative, who will be available to coordinate with the Contractor on activities related to the performance of the Work, as appropriate.

4.2. Contractor's Obligations



- Unless otherwise specified, the contractor shall use their own equipment and software for the performance of this Statement of Work. PHAC/Health Canada library services could be made available to the Contractor in support of tasks related to evidence gathering as outlined in section 3.1
- The contractor shall ensure that all final files, working files, and support files are provided to the Project Authority upon completion of the work. In coordination with the Communications team at PHAC, final files should be made available in a format that is compatible for online publication in Canada.ca.
- The contractor will liaise with the lead PHAC departmental representative on a regular basis, and to notify, in a timely fashion, the representative of any concerns or problems that develop.

4.3. Location of Work, Work site and Delivery Point

The Work will be conducted at the Contractor's location of work.

4.4. Language of Work

The language of Work will be English and French.

5. APPLICABLE DOCUMENTS AND GLOSSARY

5.1. Applicable Documents

Key Health Inequalities in Canada: A National Portrait (https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/science-research/hir-full-report-eng_Original_version.pdf)
Public Health Network (2009), *Indicators of Health Inequalities* (<http://www.phn-rsp.ca/pubs/ihidps/pdf/Indicators-of-Health-Inequalities-Report-PHPEG-Feb-2010-EN.pdf>)

5.2. Relevant Terms, Acronyms and Glossaries

HIRI – Health Inequalities Reporting Initiative
CIHI – Canadian Institute for Health Information
PHAC - Public Health Agency of Canada
PHN – Pan-Canadian Public Health Network
StatCan – Statistics Canada



ANNEX "B" - BASIS OF PAYMENT

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

Item	Firm Price
Preliminary meeting	N/A
Evidence Gathering	
Appraisal of Evidence - Outline of the inventory document/tool	
Appraisal of Evidence - Document outlining criteria; Draft of inventory	
Appraisal of Evidence - Comprehensive inventory	
Analysis of findings and synthesis of information – outline of report	
Analysis of findings and synthesis of information – draft report	
Final approval and online publication	



ANNEX "C" - TASK AUTHORIZATION FORM

Contract Number:			
Task Authorization (TA) No. / PO Number:			
TA Validity Period:		Start:	End:
Financial Coding:			
Contractor's Name and Address			
.			
Original Authorization			
Total Estimated Cost of Task (GST/HST extra) before any revisions:			
TA Revisions Previously Authorized (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
New TA Revision (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra):		
Total Estimated Cost of Task (GST/HST extra) after this revision:			
Contract Security Requirements (as applicable)			
This task includes security requirements.			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.			



Required Work
SECTION A - Task Description of the Work required
SECTION B - Applicable Basis of Payment
SECTION C - Cost Breakdown of Task
SECTION D - Applicable Method of Payment

Authorization
<p>By signing this TA, the Project Authority certifies that the content of this TA is in accordance with the Contract.</p> <p>Name of Project Authority _____</p> <p>Signature _____ Date: _____</p>
Contractor's Signature
<p>Name and title of individual authorized to sign for the Contractor _____</p> <p>Signature _____ Date _____</p>