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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**

There are no Security Requirements associated with this RFP

### **1.2 Statement of Work**

The Radiation Protection Bureau at Health Canada requires the services of a Contractor to: host, maintain accreditation and actively promote the Radon.Machealth.ca online continuing medical education course to maximize participation and course completing by health professionals across Canada.

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.

### **1.4 Trade Agreements**

The requirement is subject to the following Trade Agreements: *Canadian Free Trade Agreement (CFTA)*, *Canada-Chile Free Trade Agreement (CCFTA)*, *Canada-Colombia Free Trade Agreement (CCFTA)*, *Canada-Honduras Free Trade Agreement (CHFTA)*, *Canada-Korea Free Trade Agreement (CKFTA)*, *Canada-Panama Free Trade Agreement (CPFTA)*.

## 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.

“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, Cathy Jones 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.

## 2.6 Bid Challenge and Recourse Mechanisms

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Canada requests that Bidders provide their offer in separate sections 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.aspx?id=32573>). 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.

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.

#### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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



## 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

<b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</b>			
<b>Criteria</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>
<b>M1</b> The Bidder must have a minimum of two (2) years of experience within the last 5 years, in developing on-line/web-based continuing education programs for health professionals in Canada.			
<b>M2</b> The Bidder must have a minimum of three (3) years of experience within the last 10 years, in education /outreach related to environmental health issues.			
<b>M3</b> The Bidder must provide two (2) Project Summary examples demonstrating experience, obtained within the last 5 years, with the accreditation and promotion of continuing education resources for health professionals. Each project summary must include the following information: a) The name of the client organization to whom the services were provided; b) Description of activities performed and how the Bidder managed the work outlining the project objectives, milestones and deliverables. c) The dates and duration of the project, indicating the years and months of engagement and the start and end dates of the work in format mm-yyyy to mm-yyyy;			

##### 4.1.1.2 Mandatory Financial Criteria

<b>Criteria</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>
<b>MFC1</b> The Bidder must not exceed Health Canada's budgetary limit on spending for this project which is \$200,000.00 CAD			

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### 4.1.1.3 Point Rated Technical Criteria

The following Table Rating Scale identifies the rating scale that will be applied to each Evaluation Factor:

Rating	Description
Not Indicated/ Unsatisfactory	No response was received for this factor or the response does not address any of the elements of the factor; therefore, the response cannot be considered to have any merit.
Poor	The response is not complete in that it fails to address all the elements of the factor and only nominally addresses some elements of the factor; therefore, the response is considered to have very little merit.
Minimal	The response is not complete in that it fails to fully address some of the elements of the factor; while the response addresses in some detail some elements of the factor; therefore, the response is considered to have insufficient merit.
Satisfactory	The response is complete in that it addresses in some detail each of the elements of the factor while providing some persuasive detail for most of these elements; therefore, the response is considered on balance to have satisfactory merit.
Good	The response is complete in that it addresses and provides some persuasive detail for each of the elements of the factor; therefore, the response is considered to have a good level of merit.
Excellent	The response is complete in that it addresses and provides exceptionally persuasive detail for each of the elements of the factor; therefore, the response is considered to have outstanding merit.

	Rated Requirements	Page #	Points allocation	Score
R1	<p>The Bidder should show an understanding of the scope of the requirements for hosting, promotion and on-going accreditation of the radon continuing professional development course.</p> <p>The Bidder's approach should be logical, comprehensive and relevant to the requirement.</p> <p>The Bidder should provide a detailed work plan to demonstrate their understanding of the scope of the requirement.</p> <p>Excellent = 10/10 points            Good = 8/10 points            Satisfactory = 6/10 points            Minimal = 4/10 points            Poor = 2/10 points            Not indicated or Unsatisfactory = 0/10</p>		10	
R2	<p>The Bidder should provide a minimum of two project (M3) summaries including quantitative and qualitative evidence, in which the following is demonstrated:</p> <p>The Bidder has experience in the development and delivery of a web based CPDs, the ability to effectively support curriculum materials and a system to effectively monitor and report on participant activity.</p> <p>Excellent = 10/10 points            Good = 8/10 points</p>		20 (10 points per project)	

	Rated Requirements	Page #	Points allocation	Score
	Satisfactory = 6/10 points Minimal = 4/10 points Poor = 2/10 points Not indicated or Unsatisfactory = 0/10			
R3	<p>The Bidder should have experience in the promotion of educational resources targeted for health care workers (See 3.1 of the Statement of Work). The Bidder should provide examples. The Bidder should provide examples one of the “Requirements” (3.1 of the Statement of Work) below:</p> <p>1) Host the radon programs.</p> <p>2) Maintain the accreditation for family physicians, specialist physicians and seek opportunities to extend accreditation to other relevant health professionals.</p> <p>3) Education and Promotional Services - engaging health care professionals for course registration and delivery.</p> <p>4) Stakeholder and Influencer Engagement.</p> <p>5) Course Promotion and target audience outreach and engagement.</p> <p>6) Provide regular reporting and a final report/ evaluation of the program.</p> <p>One point for each year of experience up to a maximum of 15 points.</p>		15	
<b>Total points</b>				
<i>Total points available:</i>				45
<i>Minimum pass mark:</i>				27 points

## 4.2 Basis of Selection

To be declared responsive, a bid must:

- a) meet all the mandatory requirements of this solicitation;
- b) obtain the required minimum pass marks ( 27pts) for the Rated Requirements Score; and
- c) not exceed Health Canada’s budgetary limit on spending for this project: \$200,000.00 CAD.

Proposals not meeting (a), (b), or (c) above will be given no further consideration. Neither the compliant proposal that scores the highest number of rated points nor the one that contains the lowest price will necessarily be accepted.

The contract will be awarded based on “best value,” taking into account both technical merit and price. An asymmetrical weighting has been established whereby technical merit will be valued at 70% of the bid and price at 30%.

**Bidder ranking:**

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the price component to establish a total percentage score:

$$\text{Technical Score} = \frac{\text{Bidder's Rated Score}}{\text{Maximum Score}} \times 70\%$$

$$\text{Cost Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bidder's Cost (\$)}} \times 30\%$$

$$\text{Total Score} = \text{Technical Score} + \text{Cost Score}.$$

The compliant proposal achieving the highest Total Score will be recommended for award of contracts.

**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-) (<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/canada/esdc/labour's) 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**

There is no security associated with this requirement.

### **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**

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

#### **6.3.2 Supplemental General Conditions**

[Contractor to Own Intellectual Property Rights in Foreground Information \(2010-08-16\) 4006](#)

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The Period of the Contract is from date of Contract Award to March 31<sup>st</sup>, 2026 inclusive.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Cathy Jones  
Title: Senior Procurement Officer  
Material Asset Management Division  
Chief Financial Officers Branch, Health Canada  
Telephone: 613-298-8295  
E-mail address: [Cathy.Jones@canada.ca](mailto:Cathy.Jones@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 \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties and Applicable Taxes are *included*.

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 – Milestone Payments

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

- i. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

## 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](mailto: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 supplemental general conditions – (2010-08-16) 4006 Contractor to Own the IP
- (c) the general conditions 2010C 2020-05-28;
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment
- (f) Annex C, Security Clause
- (g) Annex D, Electronic Payment
- (h) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)



**ANNEX "A"**  
**STATEMENT OF WORK**

**1. TITLE**

Radon continuing professional development course – Accreditation, Promotion and Hosting Services

**2. SCOPE**

**2.1. Introduction**

The Radiation Protection Bureau at Health Canada (HC) leads an on-going National Radon Program with the goal of reducing the health risks associated with indoor radon exposure in Canada. A key element of the National Radon Program is to provide health care workers with credible and trusted resources, with information and tools for their patients and to help understand the actions they can take to reduce their radon exposure. Health care workers need to be informed about the health risks of radon and what can be done to reduce those risks in order to increase their patients and/or clients awareness, and to support them to undertake protective activities.

Since 2013 a bilingual radon online accredited course for continuing professional development credits for both family physicians and specialist physicians has been available in Canada. This RFP is for the ongoing need to host the online course, maintain the course accreditation, to promote the course to health professionals across Canada to increase course participation and completion and reporting.

**2.2. Objectives of the Requirement**

To host, maintain accreditation and actively promote a radon online continuing professional development course to maximize participation and course completing by health professionals across Canada.

**2.3. Background and Specific Scope of the Requirement**

In 2012 Health Canada awarded a multi-year contract, following a request for proposal and competitive bid process, for the development and delivery of a radon continuing professional development course. An online accredited continuing professional development course was created on behalf of Health Canada to educate health care providers with respects to the health risks of radon. The initial contract for course development, accreditation, hosting, promotion and monitoring is completed. The contractor must be able to host the online course, maintain the course accreditation, to promote the course to health professionals across Canada to increase course participation and completion and reporting. The course is composed of 6 modules; disclaimer information; the pre- and post-module quizzes; the pre- and post-module surveys; and the main content module.

The main content module is authored in a third-party e-learning authoring tool, but can be published with an output (SCORM) that is an e-learning standard. The quizzes, surveys and the

disclaimer page are currently in a proprietary format and would therefore need to be reproduced on a new platform. The course is offered in both English and French. Health Canada radon materials for the public are also provided online as part of the course offering, so that health care providers can refer their patients to additional resources.

### **3. REQUIREMENTS**

#### **3.1. Tasks, Activities, Deliverables and/or Milestones**

##### **Host the radon programs:**

- Providing Health Canada with the online infrastructure and required services to host an accredited radon continuing professional development course for health care professionals;
- Host both the English and French versions of the radon continuing professional development course, maintain the online platform and course management systems to ensure the effective delivery of the course for health care providers, availability of Health Canada resources for patient/public information and resources;
- Provide support to any end users requesting help in relation to the radon course;
- Collect and analyze web analytics related to Radon online course.

##### **Maintain the accreditation for family physicians, specialist physicians and seek opportunities to extend accreditation to other relevant health professionals**

- Obtain accreditation through re-application for Mainpro and MOCOMP national credits for English and French programs/courses for family physicians and specialists, respectively;
- Administer the accreditation applications process including planning meetings or honoraria/stipends for planning committee members, as required;
- Administer the updates to the financial disclosures/conflicts of interest statements.
- Seek opportunities to extend accreditation to other relevant health professionals

##### **Education and Promotional Services - engaging health care professionals for course registration and delivery**

##### **Stakeholder and Influencer Engagement**

- Establish for Health Canada a list of target Canadian stakeholders and influencers whose networks fit best with the target audience;
- Engage stakeholders and influencer organizations to educate them about the radon online course and resources and seek their support in educating health care professionals about the course and encouraging registration and training;
- Regularly follow-up with non-responsive stakeholders to encourage engagement and support and conduct a scan for additional potential partner organizations and update the contact list as necessary.

**Course Promotion and target audience outreach and engagement**

- Deliver custom email newsletters to physicians and health professionals through relevant health associations and organizations across Canada;
- Work in partnership with health care associations and stakeholders to promote the radon course at key continuing medical education events and conferences;
- Design of promotional material and coordination and development of marketing and outreach activities to engage the target audience for course registration and delivery;
- Promote radon course through relevant social media platforms including: Twitter, Facebook, LinkedIn, and mentor networks to reach specific professional markets cost-effectively.

**Provide regular reporting and a final report/evaluation of the program**

- Deliver electronically quarterly reports in pdf format on program and course metrics, as well as a final report detailing all services delivered to Health Canada, a summary of overall course participation and completion, resource materials downloaded. lessons learned and challenges and suggestions / ideas for on-going course promotion.

**3.2. Specifications and Standards**

The technical Authority will review, comment and approve the revisions to the draft report within one (1) week. Upon completion of the revisions, the Contractor will submit a final report within one (1) week of receiving the Technical Authority's comments.

**3.3. Technical, Operational and Organizational Environment**

All work related to this contract will be completed at the contractor's facilities utilizing the equipment of the contractor.

**3.4. Method and Source of Acceptance**

All deliverables and services rendered under this contract are subject to the inspection of the Project Authority. Should any deliverable and/or service not be to the satisfaction of the Project Authority, as submitted, the Departmental Representative shall have the right to reject it or require correction before payment shall be authorized

**3.5. Reporting Requirements**

In addition to the timely submission of all deliverables and the fulfillment of all obligations, it is the responsibility of the Contractor to facilitate and maintain regular communications with the Project Authority. Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation and results of work, to ensure that the work is progressing well and in accordance with expectations.

Communication may include: phone calls, emails and meetings. Also, the Contractor is to immediately notify the Project Authority of any issues, problems, or areas of concern in relation to any work completed under this contract, as they arise.

The Contractor must submit an electronic report to the Project Authority outlining the accomplishments for the given period, open issues and upcoming milestones on a quarterly basis.

### **3.6. Project Management Control Procedures**

The Contractor shall be responsible for facilitating and maintaining regular communications with the Departmental Representative regarding the progress of the work. The Contractor will participate in teleconferences and meetings with HC as well as other identified representatives. The Contract must provide HC with reports/deliverables as outline in Section 5.3.

## **4. ADDITIONAL INFORMATION**

### **4.1. Canada's Obligations**

The Project Authority shall provide to the Contractor:

- expertise on radon;
- access to Health Canada radon outreach materials and resources, Health Canada stakeholder contacts, government and departmental policies and procedures, publications, reports, studies, etc;
- provide other assistance or support, as applicable.

### **4.2. Contractor's Obligations**

- The Contractor shall be responsible for all the activities and deliverables described in this Statement of Work.

### **4.3. Location of Work, Work site and Delivery Point**

The work is to be performed in the Contractor's facilities. This contract will be interpreted and governed by the laws of Ontario.

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

### **4.4. Language of Work**

All materials must be available in English and French. Health Canada will translate all written materials.

### **4.5. Travel and Living**

Payment for travel and living expenses must be made in accordance to the terms of payment and the [National Joint Council Travel Directive](#).

**5. PROJECT SCHEDULE****5.1. Schedule and Estimated Level of Effort (Work Breakdown Structure) (if applicable)**

Deliverables	Estimated Date
1) Hosting of the Radon online continuing professional development course and related resources and materials	Annually until March 2026
2) Education Services – engaging health care providers for course registration and delivery	Annually until March 2026
3) Renew the accreditation for both family physicians and specialist physicians	
4) Provide regular reporting and a final report/evaluation of program	Annually until March 2026
	Quarterly summary reports and detailed annual report in March until March 2026

**6. APPLICABLE DOCUMENTS AND GLOSSARY****6.1. Applicable Documents**

Health Canada will provide the contractor with radon outreach material, including but not limited to:

Radon gas: it's in your home

Radon: is it in your home? Information for Health Professionals

Radon Another reason to quit

Radon reduction guide for Canadians

**6.2. Relevant Terms, Acronyms and Glossaries**

RFP Request For Proposal

SOW Statement of Work

HC Health Canada

## ANNEX “B” – Basis of Payment

### 1. MILESTONE PAYMENTS

The schedule of milestones for which payments will be made in accordance with the Contract is as follows. These amounts do not include GST/HST.

Schedule of Milestones	Delivery Date	Firm Amount
<b>#1 – Course Accreditation and Hosting Annually</b>	2021 – 2022	\$
	2022 – 2023	\$
	2023 – 2024	\$
	2024 – 2025	\$
	2025 – 2026	\$
<b>#2 – Promotion and Marketing Plan and Execution</b>	2021 – 2022	\$
	2022 – 2023	\$
	2023 – 2024	\$
	2024 – 2025	\$
	2025 – 2026	\$
<b>#3 – Quarterly and Final Detailed Report Annually</b>	2021 – 2022	\$
	2022 – 2023	\$
	2023 – 2024	\$
	2024 – 2025	\$
	2025 – 2026	\$
<b>Subtotal (excluding GST / HST)</b>		\$
<b>Estimated applicable taxes</b>		\$
<b>TOTAL</b>		\$

**ANNEX C – SECURITY****THERE IS NO SECURITY REQUIRED FOR THIS RFP**Unscreened contractors must be escorted:

1. Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting GoC facilities.
2. 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 HC/PHAC and/or The Government of Canada.
3. 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.

**ANNEX D to PART 3 OF THE BID SOLICITATION****ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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