



**RETURN SUBMISSIONS TO:  
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Reference of Solicitation # / Référence de l'invitation  
n°: **B0352**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Contracting and Procurement Policy Division (CPPD) /  
Division de la politique des approvisionnements et des  
marchés (DPAM)

59 Camelot Drive / 59 promenade Camelot  
Ottawa, ON K1A 0Y9

**Canada**

<b>Title - Sujet</b> Scientific Analyst & Risk Modelling	
<b>Solicitation No. - N° de l'invitation</b> B0352	<b>Date</b> February 23, 2022
<b>Client Reference No. - N° de référence du client</b> B0352	<b>File No. - N° de dossier</b> B0352
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le March 29, 2022</b>	<b>Time Zone</b> Eastern Standard Time Heure normale de l'Est EDT / HAE
<b>F.O.B.- F.A.B.</b> Plant-Usine: ___ Destination: <u>X</u> Other-Autre: ___	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ashley Bennett	
<b>Telephone No. - N° de téléphone</b> (343) 553-9512	<b>FAX No. - N° de FAX</b> (613) 773-7615
<b>Destination of Goods, Services, and Construction:</b> <b>Destination des biens, services et construction:</b>  CANADIAN FOOD INSPECTION AGENCY/ L'AGENCE CANADIENNE D'INSPECTION DES ALIMENTS See Herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison propose</b>
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	<b>Time Zone</b> Eastern Standard Time Heure normale de l'Est EDT / HAE
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS.....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT - COMPETITIVE BID.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	6
2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>11</b>
4.1 EVALUATION PROCEDURES.....	11
4.2 BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT AND PRICE .....	11
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>20</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	20
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	20
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>22</b>
6.1 SECURITY REQUIREMENTS .....	22
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>23</b>
7.1 STATEMENT OF WORK.....	23
7.2 STANDARD CLAUSES AND CONDITIONS.....	23
7.3 SECURITY REQUIREMENTS .....	23
7.4 TERM OF CONTRACT .....	23
7.5 AUTHORITIES .....	24
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	25
7.7 PAYMENT .....	25
7.8 INVOICING INSTRUCTIONS .....	26
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	26
7.10 APPLICABLE LAWS.....	26
7.11 PRIORITY OF DOCUMENTS .....	26
7.12 INSURANCE - NO SPECIFIC REQUIREMENT.....	27
7.13 DISPUTE RESOLUTION.....	27
<b>ANNEX “A” .....</b>	<b>28</b>
STATEMENT OF WORK .....	28
<b>ANNEX “B” .....</b>	<b>31</b>
BASIS OF PAYMENT .....	31
<b>ANNEX “C” .....</b>	<b>32</b>
SECURITY REQUIREMENTS CHECK LIST .....	32



## **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 Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements and any other annexes.

### **1.2 Summary**

- 1.2.1 The Canadian Food Inspection Agency (CFIA) is modernizing its inspection system and developing risk-based models for assigning inspection resources to Canadian food establishments, food importers, hatcheries, feed mills and renderers under its jurisdiction.

CFIA is seeking services of three (3) Scientists to support the development, implementation, adaptation and improvement of the Establishment-based Risk Assessment (ERA) and Importer Risk Assessment (IRA) models. The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

### **1.3 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 3.a) of Section 01, Integrity Provisions - Bid of Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names “.

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

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Bids

Bid must be submitted only to the Canadian Food Inspection Agency (CFIA) Bid Receiving email address by the date, time and place indicated on page 1 of the bid solicitation.

[cfia.bidreceipt-receptiondesoumission.acia@inspection.gc.ca](mailto:cfia.bidreceipt-receptiondesoumission.acia@inspection.gc.ca)

Due to the nature of the bid solicitation, bid submitted by mail, courier, transmitted by facsimile or via epost will not be accepted.

### 2.3 Former Public Servant - Competitive Bid

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

#### Definitions

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

- a. an individual;



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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 2 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**

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

Section I: Technical Bid (1 soft copy)

Section II: Financial Bid (1 soft copy)

Section III: Certifications (1 soft copy)

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

#### **Section I: Technical Bid**

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

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

##### **3.1.2 SACC Manual Clauses**

#### **Section III: Certifications**

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



## ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

The rates specified below, when quoted by the Bidder, includes the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder's place of business and the NCR; and
- c. Services provided within 100km of the work locations identified in Annex A, Statement of Work;
- d. Any travel between the Contractor's place of business and the work locations identified in Annex A, Statement of Work; and
- e. the relocation of resources to satisfy the terms of the contract.

These expenses are included in the firm all-inclusive price.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

### A- Contract Period (From date of contract to January 31, 2023)

#### Initial Period – Professional Fees

The Contractor will be paid firm all-inclusive price as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

<b>INITIAL CONTRACT PERIOD</b>					
<b>From date of contract to January 31, 2023</b>					
			<b>(A)</b>	<b>(B)</b>	<b>(C)</b>
	<b>Description</b>	<b>Resource Name</b>	<b>Estimated Level of Effort (in days)</b>	<b>Firm All Inclusive per Diem Rate</b>	<b>Total</b>
1.	Scientist 1		130 days	\$	\$
	Scientist 2				
	Scientist 3				
<b>Sub-Total Estimated Contract Cost (D = C1): (exclusive of GST/HST)</b>					\$

**\*For evaluation purposes.**





**B- Option to Extend the Contract**

During the extended period of the Contractor will be paid firm all-inclusive price as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

**Option Period 1 – Professional Fees (February 1, 2023 to January 31, 2024)**

OPTION PERIOD 1 From February 1, 2023 to January 31, 2024					
			(E)	(F)	(G)
	Description	Resource Name	Estimated Level of Effort (in days)	Firm All Inclusive per Diem Rate	Total
1.	Scientist 1		130 days	\$	\$
	Scientist 2				
	Scientist 3				
<b>Sub-Total Estimated Contract Cost (H = G1): (exclusive of GST/HST)</b>					\$

\*For evaluation purposes.

**Option Period 2 – Professional Fees (February 1, 2024 to January 31, 2025)**

OPTION PERIOD 2 From February 1, 2024 to January 31, 2025					
			(I)	(J)	(K)
	Description	Resource Name	Estimated Level of Effort (in days)	Firm All Inclusive per Diem Rate	Total
1.	Scientist 1		130 days	\$	\$
	Scientist 2				
	Scientist 3				
<b>Sub-Total Estimated Contract Cost (L = K1): (exclusive of GST/HST)</b>					\$

\*For evaluation purposes.

**C- Total Evaluation Price**

	Description	INITIAL CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	Total
		(D)	(H)	(L)	(M)
1.	Scientific Analyst & Risk Modelling	\$	\$	\$	\$
<b>Sub-Total Estimated Contract Cost (M = D + H + L): (exclusive of GST/HST)</b>					\$
<b>Applicable Taxes (GST/HST):</b>					\$
<b>Total:</b>					\$

\*For evaluation purposes.



**Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable fixed per-diem rate)} \div 7.5 \text{ hours.}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



## **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**

Refer to Attachment 1 to Part 4.

##### **4.1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4.

#### **4.1.2 Financial Evaluation**

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

### **4.2 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 110 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 135 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 70/30 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 (70%) and Price (30%)**

		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd



## ATTACHMENT 1 TO PART 4 – EVALUATION CRITERIA

### 1.1 Mandatory Technical 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.

**Note:**

Listing professional experience without providing any supporting details describing when, where and how such experience was obtained will cause the proposal to be considered non-compliant by the evaluation team. All professional experience must be fully documented and substantiated in the proposal.

**Validation of Information:**

Prior to contract award, CFIA reserves the right to validate any or all of the information in the Technical Proposal by contacting the supplied client contact(s). CFIA will document all responses and subsequent results from the validation.

MANDATORY TECHNICAL CRITERIA				
Criteria #	Mandatory Technical Criteria	Required Supporting Information	Compliance (Met/Not Met)	Substantiation
M1	<p>The Bidder must propose three (3) Scientists. The Bidder's proposed Scientists must have demonstrated experience in a research environment within the public or private sector as:</p> <ul style="list-style-type: none"> <li>A director of research, scientific advisor or equivalent in the development of a risk assessment method in food safety and/or human health risk.</li> </ul>	<p>Demonstrate in resume.</p> <p>To demonstrate, the Bidder must provide detailed resumes which include, but are not limited to the following:</p> <ol style="list-style-type: none"> <li>Work description and tasks;</li> <li>Name of the public and/or private sector organization;</li> <li>Date of employment or contract and duration;</li> <li>Responsibilities of the position; and</li> <li>Name, Title, Telephone number, email address and fax number of reference contact.</li> </ol>		
M2	<p>The Bidder's proposed Scientists must hold the following education obtained through a recognized academic institution:</p> <ul style="list-style-type: none"> <li>A minimum of one (1) of the proposed Scientists must hold a Doctoral Degree (PhD.) in</li> </ul>	<p>Provide a copy of the degree(s).</p> <p>To demonstrate, the Bidder must provide photocopies of academic certification(s), degree(s)</p>		



	<p>Chemistry, Microbiology, Food Science, Mathematics or Statistics; and</p> <ul style="list-style-type: none"> <li>The remaining proposed Scientists must hold a Master's Degree (MSc.) or Bachelor's degree in Chemistry, Microbiology, Food Science, Mathematics, Engineering or Statistics.</li> </ul> <p>The individuals must have obtained their education from a recognized* Canadian university, college, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.</p> <p>*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials web site (<a href="http://www.cicic.ca/2/home.canada">http://www.cicic.ca/2/home.canada</a>).</p>	<p>and/or diploma(s) as proof must be submitted with the bid.</p>		
<p><b>M3</b></p>	<p>The Bidder's proposed Scientists must each have a minimum of two (2) research initiatives linked to the development of risk assessment tools/modeling related to food safety, task scheduling and/or chemical hazards completed in the last five (5) years.</p>	<p>Demonstrate in resume.</p> <p>To demonstrate, the Bidder must provide the following, at the minimum, for each Scientist:</p> <ol style="list-style-type: none"> <li>Project/Program/ Initiative description and deliverables;</li> <li>Name of the client organization of company;</li> <li>Date of the project/program/ initiative and duration;</li> <li>Nature of the project/program/ initiative scope, schedule and budget;</li> <li>Responsibilities of the Scientist on the project/program/ initiative; and</li> <li>Name, Title, Telephone number, email address and fax number of reference contact.</li> </ol>		



<b>M4</b>	<p>The Bidder must provide references for two (2) previous clients where the proposed Scientists worked as a lead Scientist or similar position on science research initiatives.</p> <p>References may be contacted for validation purposes.</p>	<p>Demonstrate in resume.</p> <p>To demonstrate, the Bidder must provide the following:</p> <ul style="list-style-type: none"><li>a. Name of client organization or company;</li><li>b. Name, Title, Telephone number, email and Fax number of contact;</li><li>c. Description of project or contract;</li><li>d. Date and duration the position was held.</li></ul>		
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### 1.2 Point Rated Technical Criteria

The criteria contained herein will be used by CFIA to evaluate each proposal that has met all of the mandatory criteria. Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. CFIA's assessment will be based solely on the information contained within the proposal. CFIA may confirm information or seek clarification from bidders.

Only those proposals which are responsive (compliant) with all of the mandatory criteria and then achieve (or exceed) the stated minimum points required for the point rated technical criteria section will be further considered for award of a contract. Proposals not meeting the minimum points required will be deemed non-responsive.



POINT RATED TECHNICAL CRITERIA						
Criteria #	Point-Rated Technical Criteria	Required Supporting Information	Rating Scheme	Max Points	Bidder's Score	Substantiation
PR1	One (1) proposed Scientist demonstrated experience working as a director of research, advisor or equivalent, within the public and/or private sector in the development of a risk assessment tool/ modeling related to food safety, task scheduling and/or chemical hazards.	<p>Provide examples of initiatives for which the proposed Scientist has worked as a director of research or advisor for governmental, professional or producer organizations in the development of a risk assessment tool related to food safety and/or chemical hazards.</p> <p>To demonstrate, the proposed Scientist should provide examples of projects. For each project provided as an example, the following information should be provided:</p> <ol style="list-style-type: none"> <li>a. the project name;</li> <li>b. the client organization;</li> <li>c. the project dates and duration;</li> <li>d. each project's duration must be more than three (3) months;</li> <li>e. a brief project summary, describing the nature and object of the project; and</li> <li>f. a project reference.*</li> </ol> <p>*Each project reference must include, at the minimum, the following information:</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> </ul>	<p>Allocation of Points: Each project = 2 points</p> <p>(To a maximum of 12 points)</p>	12		





		Each initiative cited must be supported by client contact information for validation purposes.				
<b>PR2</b>	The proposed Scientists demonstrated experience publishing and presenting scientific papers on risk assessment, and/or chemical hazards related to food.	<p>Provide examples of scientific papers for which the proposed Scientists published and presented scientific papers on risk assessment, and/or chemical hazards related to food.</p> <p>To demonstrate, the proposed Scientists should each provide up to a maximum of 15 examples of scientific papers related to the area of food safety and/or health risk analysis. For each scientific paper provided as an example, the following information should be provided:</p> <ol style="list-style-type: none"> <li>the scientific paper's name;</li> <li>the client organization;</li> <li>a brief summary, describing the nature and object of the scientific paper; and</li> <li>a reference.*</li> </ol> <p>*Each reference must include, at the minimum, the following information:</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> </ul> <p>Each scientific paper cited must be supported by client contact information for validation purposes.</p>	<p>Allocation of Points (per proposed Scientist):</p> <p>12 to 15 examples = 7 points</p> <p>8 to 11 examples = 6 points</p> <p>4 to 7 examples = 5 points</p> <p>1 to 3 examples = 4 points</p> <p>0 example = 0 points</p> <p>(To a maximum of 21 points; maximum of 7 points per proposed Scientist)</p>	21		
<b>PR3</b>	The proposed Scientists demonstrated experience	Provide examples of initiatives for which the proposed Scientists have developed		54		



	<p>developing risk-based inspection models and related data entry, coding and assessment modules that can be linked to the risk-based inspection model algorithms.</p>	<p>risk-based inspection models and related data entry, coding and assessment modules that can be linked to the risk-based inspection model algorithms.</p> <p>To demonstrate, the proposed Scientists should each provide up to 5 project examples related to the above areas that meet the following:</p> <ol style="list-style-type: none"> <li>the project name;</li> <li>the client organization;</li> <li>the project dates and duration;</li> <li>each project's duration must be more than three (3) months;</li> <li>a brief project summary, describing the nature and object of the project; and</li> <li>a project reference.*</li> </ol> <p>*Each project reference should include, at the minimum, the following information:</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> </ul> <p>Each initiative cited must be supported by client contact information for validation purposes.</p>	<p>Allocation of Points (per proposed Scientist):</p> <p>5 projects = 18 points</p> <p>4 projects = 14 points</p> <p>3 projects = 10 points</p> <p>2 projects = 6 points</p> <p>1 project = 2 points</p> <p>0 projects = 0 points</p> <p>(To a maximum of 54 points; maximum of 18 points per proposed Scientist)</p>			
<p><b>PR4</b></p>	<p>The proposed Scientists demonstrated experience managing research projects/teams related to risk</p>	<p>Provide examples of initiatives for which the proposed Scientists have managed research projects/team in food safety and/or modelling.</p>	<p>Allocation of Points (per proposed Scientist):</p> <p>12 to 15 projects =</p>	<p>48</p>		



	<p>analysis/food safety and/or modelling.</p>	<p>To demonstrate, the proposed Scientists should each provide up to 15 project examples that meet the following:</p> <ol style="list-style-type: none"> <li>the project name;</li> <li>the client organization;</li> <li>the project dates and duration;</li> <li>each project's duration must be more than three (3) months;</li> <li>a brief project summary, describing the nature and object of the project; and</li> <li>a project reference.*</li> </ol> <p>*Each project reference should include, at the minimum, the following information:</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> </ul> <p>Each initiative cited must be supported by client contact information for validation purposes.</p>	<p>16 points</p> <p>9 to 11 projects = 12 points</p> <p>5 to 8 projects = 8 points</p> <p>1 to 4 projects = 4 points</p> <p>0 project = 0 points</p> <p>(To a maximum of 48 points; maximum of 16 points per proposed Scientist)</p>			
<b>Total maximum points (minimum pass mark is 110)</b>			<b>135 points</b>		<b>/135 points</b>	



## **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 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

#### **5.2.3 Additional Certifications Precedent to Contract Award**



### **5.2.3.1 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.

### **5.2.3.2 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 - SECURITY, FINANCIAL AND OTHER 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](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Canadian Food Inspection Agency (CFIA) is modernizing its inspection system and developing risk-based models for assigning inspection resources to Canadian food establishments, food importers, hatcheries, feed mills and renderers under its jurisdiction.

CFIA is seeking services of three (3) Scientists to support the development, implementation, adaptation and improvement of the Establishment-based Risk Assessment (ERA) and Importer Risk Assessment (IRA) models. The Work to be performed is detailed in Statement of Work at Annex "A of the resulting contract clauses.

### 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 (2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 7.3 Security Requirements

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

#### **Security requirement for Canadian supplier: Public Works and Government Services Canada (PWGSC) file # Common-professional services security requirement check list #6**

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The contractor/offeror **must not** remove any **protected** information or assets from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex C
  2. Contract Security Manual (latest edition)

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to January 31, 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 two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ashley Bennett  
Procurement Officer  
Canadian Food Inspection Agency  
59 Camelot Drive, Ottawa, ON  
Telephone: (343) 553-9512  
E-mail address: [Ashley.Bennett@inspection.gc.ca](mailto:Ashley.Bennett@inspection.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Contract is: *(provided at contract award)*

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

The Contractor's Representative for the Contract is: *(provided at contract award)*

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: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 7.7 Payment

### 7.7.1 Basis of Payment - Firm All-Inclusive per Diem Rate

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm all-inclusive per diem rate of \$\_\_\_\_\_ (*provided at contract award*). 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.7.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

### 7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (*provided at contract award*). Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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.

### 7.7.4 Method of Payment - Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.



### 7.7.5 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

### 7.7.6 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

### 7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the following address for certification and payment: *(provided at contract award)*

### 7.9 Certifications and Additional Information

#### 7.9.1 Compliance

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

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions - 2035 (2021-12-02), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;



- (f) the Contractor's bid dated \_\_\_\_\_, *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award:)*, as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

### **7.12 Insurance - No Specific Requirement**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **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**

### **Scientific Analyst & Risk Modelling**

#### **1. BACKGROUND**

The CFIA is modernizing its inspection system and developing risk-based models for assigning inspection resources to Canadian food establishments, food importers, hatcheries, feed mills and renderers under its jurisdiction. The Establishment-based Risk Assessment (ERA) models have been developed to support this initiative. These models enable a consistent, transparent and structured approach to oversight and inspection.

The ERA-Food and Hatchery models are already being implemented for domestic food establishments in six commodities (dairy, maple, honey, egg, fish, processed fruits and vegetables) and hatcheries. ERA models are currently being developed to assess the risk of food importers, feed mills and renderers. These models include a combination of food, microbial hazard, and establishment specific information to inform risk-based inspection oversight.

Implementing these risk-based models requires close monitoring to check the model's performance, and to identify and correct shortcomings. The models require periodic updating to ensure input data is up to date and pertinent, preserving its scientific value.

Next steps include investigating the inclusion of chemical hazards in the current ERA mathematical model. This would enable risk assessments incorporating both microbiological and chemical food safety risks.

The CFIA is also developing a risk management algorithm, the Work Tasking Logic Model (WTLM), designed to digitally integrate ERA-Food model risk intelligence and inspection parameters into tactical work planning to allocate inspection resources to food facilities based on the risk they represents to consumers. By digitally integrating the ERA-Food model intelligence into timely scheduling and tasking, the Agency will be able to more efficiently allocate resources based on risk, adapt to changing risks and redirect capacity as needed, compared to manual yearly planning. The WTLM will be an automated near real-time risk-informed scheduling and tasking tool to leverage a dynamic work plan that adjusts to changing risks and data from risk intelligence, program priority information, and inputs from the field to support the inspectors in maximizing their time and efforts.

#### **2. OBJECTIVES**

To support the development of a chemical hazard priority framework related to the continuous improvement of the ERA model for the Agency's Risk-Informed Oversight.

To support the development of an algorithm that will automate, digitize and integrate food risk-based inspection and planned activities. Thereby providing tactical and dynamic work planning to inspection resources that is able to adapt in a timely manner to changing risks and redirect capacity as needed.

#### **3. SCOPE OF WORK**

Support for the adaptation of the Establishment-based Risk Assessment model (ERA model) to include chemical hazards and integration of risk results in scheduling and tasking planned inspection activities.



## Resource Requirement

The CFIA has a requirement for three (3) Scientists. Scientists need to have knowledge and experience in risk assessment, data science, modeling, food safety and/or chemical hazards.

## 4. TASKS AND DELIVERABLES

### Tasks

- Assess exposure (hazard quotients) to chemical hazards found in fish products
- Evaluate the consequences on human health (severity) of chemical hazards with calculated hazard quotients
- Lead and conduct targeted literature reviews and research on evaluating/quantifying the burden associated with the most important chemical hazards, in regards to food safety, and the potential mitigability of risk related to such chemical hazards by industry
- Propose a framework/methodology for translating incidence into human risk/impact
- Propose a prioritized list of chemical hazards in foods
- Investigate the estimation of risk through dose-response models for the prioritized list of chemical hazards
- Lead discussions with Scientific Advisory Committee (SAC) composed of experts from industry, academia, and government
- Prepare and/or review scientific publications and communications related to the model development and/or adaptation(s)
- Contribute to the algorithm design for the scheduling and tasking tool (WTLM) incorporating risk results generated by the ERA-Food model
- Support in the development of simulated data stores, data curation tools, and data products for the WTLM
- Tracking the work achieved for the quarterly progress report

### Deliverables

- A written report and calculation in Excel on chemical hazards found in fish products
- A written report on the methodology and results linked to the assessment of consequences on human health (severity) of chemical hazards with hazard quotients
- A written report on the methodology and results linked to the chemical risk assessment for inclusion in the ERA-Food model
- A written report on a proposed prioritized list of chemical hazards in foods
- A summary deck for presenting to different audiences, such as the SAC
- Scientific publications and communications related to the model development and/or adaptation(s)
- Scripts for the design of the WTLM algorithm in Analytica or equivalent software
- Quarterly progress report to be submitted to highlight challenges & goals achieved during that period

## 5. LOCATION OF WORK

It is anticipated that the work will be performed remotely within Canada.

## 6. LANGUAGE OF WORK

The three (3) Scientists must be able to read, communicate orally and in writing in English and/or French.



## **7. SUPPORT PROVIDED BY CFIA**

The CFIA will help organize meetings (e.g. videoconference, MS Teams, etc.) and handle the logistics of conference calls.

## **8. MEETINGS**

Meetings will be held via teleconference or video conference. Monthly meetings with the technical team and annual meetings with Scientific Advisory Committees are expected.

## **9. CONSTRAINTS**

The various activities will be carried out either concurrently or sequentially, as the case may be.



**ANNEX "B"  
BASIS OF PAYMENT**

**A- Contract Period (From date of contract to January 31, 2023)**

**Initial Period – Professional Fees**

The Contractor will be paid firm all-inclusive price as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

<b>INITIAL CONTRACT PERIOD</b>				
<b>From date of contract to January 31, 2023</b>				
	<b>Description</b>	<b>Resource Name</b>	<b>Estimated Level of Effort (in days)</b>	<b>Firm All Inclusive per Diem Rate</b>
1.	Scientist 1		130 days	\$
	Scientist 2			
	Scientist 3			

**B- Option to Extend the Contract**

During the extended period of the Contractor will be paid firm all-inclusive price as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

**Option Period 1 – Professional Fees (February 1, 2023 to January 31, 2024)**

<b>OPTION PERIOD 1</b>				
<b>From February 1, 2023 to January 31, 2024</b>				
	<b>Description</b>	<b>Resource Name</b>	<b>Estimated Level of Effort (in days)</b>	<b>Firm All Inclusive per Diem Rate</b>
1.	Scientist 1		130 days	\$
	Scientist 2			
	Scientist 3			

**Option Period 2 – Professional Fees (February 1, 2024 to January 31, 2025)**

<b>OPTION PERIOD 2</b>				
<b>From February 1, 2024 to January 31, 2025</b>				
	<b>Description</b>	<b>Resource Name</b>	<b>Estimated Level of Effort (in days)</b>	<b>Firm All Inclusive per Diem Rate</b>
1.	Scientist 1		130 days	\$
	Scientist 2			
	Scientist 3			



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
UNCLASSIFIED

## ANNEX C

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

## PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Canadian Food Inspection Agency</b>		2. Branch or Directorate / Direction générale ou Direction <b>IBSDB</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Support for the adaptation of the Establishment-based Risk Assessment model (ERA model) to include chemical hazards and integration of risk results in scheduling and tasking planned inspection activities.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
UNCLASSIFIED**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)****INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
UNCLASSIFIED**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No  
Non     Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No  
Non     Yes  
Oui

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