



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to : Statistics Canada
Propositions aux: Statistique Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No – N° de l’invitation : J061119/A
Solicitation closes – L’invitation prend fin At – à : 14:00 EDT On – le : August 2 nd , 2022
Update – Mise à jour :

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression).
Name – Nom :
Title – Titre :

Date of Solicitation – Date de l’invitation: July 21 st , 2022
Address inquiries to – Adresser toute demande de renseignements à: statcan.macs bids-smcsoumissions.statcan@statcan.gc.ca & Daniel.blanchard@statcan.gc.ca Attn Daniel Blanchard
Area code and Telephone No. Code régional et N° de téléphone 343-998-2991
Destination statcan.macs bids-smcsoumissions.statcan@statcan.gc.ca & Daniel.blanchard@statcan.gc.ca Attn Daniel Blanchard

Instructions :
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:
Les taxes municipales ne s’appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Delivery required – Livraison exigée	Delivery offered – Livraison proposé
Vendor Name and Address – Raison sociale et adresse du fournisseur	
Facsimile No – N° de télécopieur : Telephone No – N° de téléphone :	
Signature	Date



PART 1 - INFORMATION AND INSTRUCTIONS

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 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](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1.3.1 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.

1.4 Submission of Bids

Bids must be submitted to the Contracting Authority identified in the bid solicitation and in Part 2 - Resulting Contract Clauses, article 2.5, by August 2nd 2022.

1.4.1 Policy on Green Procurement

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) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:



- a. 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
- b. 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.

1.5 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 with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

1.5.1 Certifications Required with the Bid

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

1.5.1.1 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.

1.5.2 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.

1.5.2.1 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.

1.6 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than four (4) calendar days before the bid closing date. Enquiries received after that time may not be answered.

1.7 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.

1.8 Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.

The Contracting Authority will evaluate the bids.

1.8.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

1.8.1.1 Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26) Evaluation of Price – Bid

Bidders must provide pricing in the format specified in Annex B – Basis of Payment, under Part 2 – Resulting Contract Clauses.

1.8.2. Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

1.9 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.

1.10 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.

1.11 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 2 - RESULTING CONTRACT CLAUSES

2.1 Security Requirements

2.1.1 There is no security requirement applicable to the Contract.

2.2 Statement of Work

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

2.3 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.

2.3.1 General Conditions

[2029](#) (2022-01-28) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

2.4 Term of Contract

2.4.1 Period of the Contract

The period of the Contract is from date of Contract to September 9th 2022, inclusive.

2.5 Authorities

2.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Daniel Blanchard
Title: Contracting Advisor
Organization: Statistics Canada
Address: 170 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6
Telephone: 343-998-2991
E-mail address: Daniel.blanchard@statcan.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.

2.5.2 Project Authority (TBD at Contract Award)

The Project Authority for the Contract is:

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



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

2.5.3 Contractor's Representative (TBD at Contract Award)

Name:
Title:
Organization:
Address:
Telephone:
E-mail Address:

2.6. Payment

2.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a total cost of \$ _____ **(to be inserted at contract award)** Customs duties are excluded and Applicable Taxes are extra. Shipping costs to the destination specified herein as well as materials and operations (set-up charges, dies, printing, provision of proofs and samples etc.) to supply the final products and ready the items for shipping are included.

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.

2.6.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

2.6.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

2.6.4 Electronic Payment of Invoices - Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

2.7 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.



c. Invoices must be distributed as follows:

- i. One (1) electronic copy must be forwarded to the address below for certification and payment.

Email: financecounter@statcan.gc.ca

- ii. One (1) electronic copy must be forwarded to the Contracting Authority and the Project Authority identified under the section entitled "Authorities" of the Contract.

2.8 Certifications and Additional Information

2.8.1 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.

2.9 Applicable Laws

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

2.10 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) [2029](#) (2022-01-28) General Conditions - Goods or Services (Low Dollar Value);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C; Electronic Payment Instruments;
- (f) the Contractor's bid dated _____

2.11 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

2.12 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](#)".

2.13 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web www.opo-boa.gc.ca.



**ANNEX A
STATEMENT OF WORK**

Recruitment of Participants for Health Measures Survey

1. Background

The Canadian Health Measures Survey (CHMS) is a national survey conducted by Statistics Canada in partnership with Health Canada and the Public Health Agency of Canada. The purpose of the survey is to collect information regarding the general health and lifestyles of Canadians through interviews and direct physical health measures. The CHMS will conduct different physical health measures, including drawing blood, a bone density scan, assessing oral health status, and collecting urine samples.

In advance of the survey collection, the CHMS will conduct a multi-day training and calibration session for dentists. The CHMS Oral Health component follows World Health Organization (WHO) methodology. A WHO Survey Methods trained calibrator is required to train, calibrate, and examine dentists in order to administer the CHMS Oral Health component according to WHO standards. Both the calibrator and dentist must perform an oral health assessment on multiple participants. The measurements taken during the calibrator’s assessment will be compared to the measurements taken during the dentist’s assessment to determine validity and reliability for each measure.

The oral health assessment is used to analyze oral health status of Canadians on a national level, and is not intended to assess or treat a participant’s individual needs. Therefore, the participant will not receive the results of their oral health assessment. However, the participant will be notified of any potential treatment needs, as well as a recommended time frame for follow-up with an oral health care professional.

2. Description of Work

The training and calibration sessions will take place over a 4 day period at Algonquin College Dental Hygiene Clinic. A total of thirty-six (36) participants will be required in order to train and calibrate the 9 dentists who will be working on the CHMS. Nine (9) of the participants will have an additional appointment on the 4th day. The dates of the appointments are listed below.

Day	Location	Date	Time
1	Algonquin College – Dental Clinic/Building J	Tuesday, August 30, 2022	8:45 am - 3:15 pm
2	Algonquin College – Dental Clinic/Building J	Wednesday, August 31, 2022	8:45 am - 3:15 pm
3	Algonquin College – Dental Clinic/Building J	Thursday, September 1, 2022	8:45 am - 3:15 pm
4	Algonquin College – Dental Clinic/Building J	Friday, September 2, 2022	8:45 am - 2:15 pm

The participants will be assessed in groups of four on day 1, 2, and 3. Each participant will be assessed four times, each time by a new dentist. Participants will remain seated in a chair and dentists will rotate from one chair to another to complete the four appointments in approximately two hours. During these appointments, 4 dentists will individually assess the participant’s oral health status. Using a dental probe and mirror, each dentist will look into the mouth and assess the condition of each tooth, as well as the health of the gums and tongue. Each assessment will then be compared to the calibrator’s assessment to evaluate the validity of each dentist’s measurements.



These appointments will take place at the Algonquin College Dental Clinic (Building J). Participants that complete their appointment will receive a \$150 honorarium provided by Statistics Canada at the end of the appointment.

Nine (9) of the participants (3 from each day) must return on Day 4 of training to have their mouth reassessed. This second assessment will involve the same dentists taking the same oral health measures, and is required to evaluate the reliability of each dentist’s measurements. These participants will receive an additional \$150 honorarium. The date for the second assessment for selected participants is listed below:

Location	Date	Time
Algonquin College – Dental Clinic/Building J	Friday, September 2, 2022	8:45 am - 2:15 pm

3. Tasks

The Contractor must prepare a short screening questionnaire (3-5 pages) and recruit participants for the appointments according to the specifications set out below.

The Contractor must send the necessary information to the participant by email and by courier.

The Contractor must telephone all participants to confirm the appointment times, parking fees (\$4 per hour), location and any other relevant information pertaining to the site 24-48 hours in advance of their scheduled appointment time.

If any participants cancel their appointment, the contractor must schedule another participant.

The contractor must inform the participant of the following: “You will receive the email within the next two business days. Please ensure you check your email to ensure you have received information regarding the study.” This is for the information that needs to be sent to the participant, i.e. ‘Participant Information Sheet - Dentist Calibration and Training for CHMS’ and any other documentation provided by Statistics Canada before their appointment.

The screening questionnaire is to be approved by the Project Authority of Statistics Canada.

The Contractor’s final payment will be based on the number of completed appointments. The Contractor will not be paid for any cancellations or “no shows.”

4. Recruiting Specifications

One-on-one assessments in the location and on the dates specified above:

All participants must be distributed amongst the following age groups:

Age Group	11-17 years	18-64 years	65 - 79 years
Number of participants	6	24	6

Nine (9) participants (3 from each day) must return to have a follow-up assessment on September 2, 2022.

These participants must be identified, informed, and scheduled during the initial recruitment process. These participants must be distributed amongst the following age groups:



Age Group	11-17 years	18-64 years	65 - 79 years
Number of participants	2	5	2

In addition, all participants must:

- not be required to take antibiotics (e.g. penicillin) before a dental examination or receiving dental care
- not be diagnosed with bacterial endocarditis
- not have had coronary bypass surgery in the last 12 months
- not have a device implanted under the skin of the chest to help regulate their heart beat (e.g. a pacemaker or an implantable cardioverter-defibrillator (ICD)) within the last year
- not have any other artificial material in their heart, veins or arteries
- not have received an organ transplant
- not currently have end-stage renal disease or undergone haemodialysis in the last year
- not be immunosuppressed or on immunosuppression therapy (e.g. chemotherapy)
- not have a clotting condition, such as hemophilia or von Willebrand disease
- not have received chemotherapy in the past four weeks

Each age group of participants should include both men and women. An appointment time slot can be scheduled with participants from different age groups.

The appointments must be scheduled at the following times:

Day 1 – Tuesday, August 30, 2022

Participant Group	Appointment Time	Number of Participants Required
Group A	8:45 am – 10:45 am	4
	10:45 am – 12:45 pm	4
	1:15 pm – 3:15 pm	4

Day 2 – Wednesday, August 31, 2022

Participant Group	Appointment Time	Number of Participants Required
Group B	8:45 am – 10:45 am	4
	10:45 am – 12:45 pm	4
	1:15 pm – 3:15 pm	4

Day 3 – Thursday, September 1, 2022

Participant Group	Appointment Time	Number of Participants Required
Group C	8:45 am – 10:45 am	4
	10:45 am – 12:45 pm	4
	1:15 pm – 3:15 pm	4

Day 4 – Friday, September 2, 2022

This will be the intra-calibration day, where dentists will conduct a second assessment on participants. Participants scheduled for this day must have already had their oral health assessment on Day 1, 2, or 3.



These participants must have been identified, informed, and scheduled during the initial recruitment process.

It is imperative that all 3 participants scheduled at each appointment time slot on this day belong to the same Participant Group (A, B, or C). Participant Groups can be assigned to any appointment time slots (i.e., Group A could be scheduled for 8:45 am – 10:30 am, 10:15 am – 12:00 pm, or 12:30 pm – 2:15 pm.).

This will make it easier for the same dentists who did the participant’s first assessment to also do their follow-up assessment.

Appointment Time	Number of Participants Required	Participant Group
8:45 am – 10:30 am	3	Group A, B, or C (All participants scheduled at this time must have had their first assessment on the same day as each other)
10:15 am – 12:00 pm	3	Group A, B, or C (All participants scheduled at this time must have had their first assessment on the same day as each other)
12:30 pm – 2:15 pm	3	Group A, B, or C (All participants scheduled at this time must have had their first assessment on the same day as each other)

Location of the appointments will take place at:

Algonquin College Dental Clinic (Building J), 1385 Woodroffe Avenue, Ottawa ON K2A3V3

Information to be provided to participants during recruiting:

During recruiting, the Contractor must provide the following information to each participant:

- The Contractor is recruiting on behalf of Statistics Canada.
- The purpose of the appointment is to ensure quality control in advance of the actual survey collection. The appointment will serve to train and calibrate the CHMS dentists to measure according to World Health Organization standards. It is not meant to assess or treat a participant’s individual needs. Therefore the participants will not receive treatment, or the results of their oral health assessment. However, the participant will be notified of any potential treatment needs, as well as a recommended time frame for follow-up with an oral health care professional.
- All measures will be conducted by qualified professional dentists (with a minimum of 3 years of working experience), using only a disposable dental probe and disposable mouth mirror. There may be minor discomfort and/or bleeding during the probing portion of the assessment. Participants under the age of 15 will not undergo probing. There will be no x-rays other diagnostic tools used. An appointment will last approximately 2 hours.
- All information collected at the appointment will be confidential.
- Participants must be comfortable speaking and reading English or French.
- Participants will be provided a \$150.00 honorarium at the end of their appointment. Participants who are selected for a second appointment on Day 4 will be provided an additional \$150.00 honorarium.



- Parking is available at Algonquin College Campus in Lot 7 at a rate of \$4 per hour, or \$18.00/day maximum. Parking Map: (https://www.algonquincollege.com/parking/files/2022/05/Parking-Map_2022-2023.pdf)
- The appointment will take place in Building J. Please wait in the waiting area on the day of your appointment.

Participants must be asked to bring the following:

- A valid government-issued photo ID
- A face mask which is to be worn at all times inside Algonquin College facilities

The contractor will provide the following documents to confirmed participants by e-mail and by courier. No other documentation should be provided to the participants before or after their appointment prior to Statistics Canada approval.

- Participant Information Sheet - Dentist Calibration and Training Session for Canadian Health Measures Survey

5. Deliverables

For each participant, the Contractor must provide Statistics Canada with the following information no later than 12:00am PDT at least **seven (7) calendar days** before the scheduled appointment. A scheduling template will be provided to the Contractor by Statistics Canada.

- Name
- E-mail address
- Exact address
- Phone Number
- Age
- Date of birth
- Sex
- Preferred Official Language
- Profile according to the recruitment specifications
- Scheduled interview date(s) and time(s)

6. Work Plan

Project initiation:

- The Contractor must discuss the work plan and schedule as well as clarify the recruiting specifications with the Project Authority of Statistics Canada. The Project Authority will approve the screening questionnaire before any recruiting begins. The Contractor will retain ownership of the screening questionnaire.

Recruitment of participants:

- The Contractor must recruit the participants for the appointments according to the recruiting specifications described under “Section 4 Recruiting Specifications”.

Provide participants’ names and profiles:



- The Contractor must provide the names and profiles of all participants to Statistics Canada as described under “Section 5 Deliverables”.

Confirm the appointment times:

- The Contractor must telephone each participant to confirm the appointment time 24 to 48 hours in advance of the scheduled time.

7. Available Client Support

If clarification about any special situations that may arise during recruiting is required, then the Contractor must contact Kyle Sale at (343) 571-3262 (kyle.sale@statcan.gc.ca) or Yoan Paquin (343) 548-1223 (yoan.paquin@statcan.gc.ca).

8. Constraints

The Contractor shall carry out the work in accordance with the Treasury Board Policy for Federal government information collection and public opinion research: (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16491§ion=text>).

9. Language Requirements

The Contractor shall carry out all recruitment in English and/or French.



**ANNEX B
BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

Table 1 –

#	Description of Services:	Firm all-inclusive Price per Session (Taxes not included)
1	Training Calibration sessions	\$
Evaluated Price for Table 1:		\$



ANNEX C to PART 1 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);