



**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).

<b>Solicitation No – N° de l’invitation :</b> J061699/A
<b>Solicitation closes – L’invitation prend fin</b> At – à : 14:00 EDT On – le : September 09 , 2022
<b>Update – Mise à jour :</b>

<b>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).</b>
<b>Name – Nom :</b>
<b>Title – Titre :</b>

<b>Date of Solicitation – Date de l’invitation:</b> August 23, 2022
<b>Address inquiries to – Adresser toute demande de renseignements à:</b>  <a href="mailto:statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca">statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca</a> & <a href="mailto:Daniel.blanchard@statcan.gc.ca">Daniel.blanchard@statcan.gc.ca</a> Attn Daniel Blanchard
<b>Area code and Telephone No. Code régional et N° de téléphone</b> 343-998-2991
<b>Destination</b>  <a href="mailto:statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca">statcan.macsbids-smcsoumissions.statcan@statcan.gc.ca</a> & <a href="mailto:Daniel.blanchard@statcan.gc.ca">Daniel.blanchard@statcan.gc.ca</a> 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.

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



## 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 September 7 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 August 16, 2024, 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 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly 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](mailto: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](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web [www.opo-boa.gc.ca](http://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. Cycle 1 of the CHMS began in 2007, and Cycle 7 is scheduled to start in September 2022. Each Cycle takes place over a 2-year period. Respondents are randomly selected from approximately 16 sites all across Canada. The survey provides national baseline data on indicators of environmental exposures, chronic diseases, infectious diseases, fitness, and nutritional status, as well as risk factors and protective characteristics related to these areas.

The CHMS is a two-step survey. The first step involves an in-home interview, where respondents are asked a variety of questions related to their lifestyle, physical activity level, nutrition and medical background. The second step involves an appointment at the mobile examination centre (MEC). At the MEC, trained and certified health specialists take physical measurements including height, weight, and blood pressure, among others. Biospecimens such as blood, urine, and saliva are also collected.

In advance of the survey data collection at each MEC site location, the CHMS conducts ten (10) “dry-run” appointments. The purpose of the dry-run is to ensure that all equipment used for data collection is working properly and to perform other various data quality control measures. It is not meant to be a run-through of the entire survey. Participants are required to complete select physical and health measures in order to properly test all equipment before actual data is collected.

The dry-run appointments are scheduled on the first day of data collection at each of the 16 site locations across Canada. Statistics Canada would like to contract this requirement for the next 16 collection sites for Cycle 7 of the CHMS.

#### 2. Description of Work

A total of **ten (10) appointments** will take place at the beginning of each site. The dates and locations for the dry run are listed below.



Location	Date	Time
Kanata, ON	October 5, 2022	Between 6:30 and 18:00
Montreal, QC	November 16, 2022	Between 6:30 and 18:00
Toronto West, ON	January 18, 2023	Between 6:30 and 18:00
Swift Current, SK	March 1, 2023	Between 6:30 and 18:00
Halifax Centre, NS	April 12, 2023	Between 6:30 and 18:00
Prince George, BC	May 24, 2023	Between 6:30 and 18:00
Scarborough, ON	July 5, 2023	Between 6:30 and 18:00
Edmonton, AB	August 23, 2023	Between 6:30 and 18:00
Abbotsford Mission, BC	October 4, 2023	Between 6:30 and 18:00
Mississauga South, ON	November 15, 2023	Between 6:30 and 18:00
Calgary West, AB	January 3, 2024	Between 6:30 and 18:00
Lambton County, ON	February 14, 2024	Between 6:30 and 18:00
Barrie, ON	March 27, 2024	Between 6:30 and 18:00
Lac St-Jean, QC	May 8, 2024	Between 6:30 and 18:00
Laval East, QC	June 19, 2024	Between 6:30 and 18:00
Sussex, NB	August 7, 2024	Between 6:30 and 18:00

The dates are subject to change and will be confirmed at least one (1) week prior to the recruitment period.

Each appointment will take place at the Statistics Canada MEC and is expected to last approximately 2 hours. At the time of each scheduled appointment, participants will be administered a screening questionnaire to ensure they are eligible for all tests. They will undergo direct physical measures, such as height and weight measurements, as well as a bone density scan and oral health assessments.

Participants that complete their appointment will receive a \$150 honorarium provided by Statistics Canada at the end of the appointment.

### 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 if any, location and any other relevant information pertaining to the site 24-48 hours in advance of the scheduled 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. Consent Booklet, Fasting Guidelines, Dry-run Information Sheet and any other documentation provided by Statistics Canada prior to each site.

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 locations and on the dates specified above:***

All ten (10) participants must:

- be between 15 and 79 years old (male and female)
- not be pregnant
- not have had a radiation therapy procedure in the 2 weeks prior to their appointment date
- not have had an x-ray with contrast such as barium or iodine in the 2 weeks prior to their appointment date
- not exceed 450lbs
- not have any metal in their lumbar spine (spinal fusion, artificial discs, cages, screws, rods, plates, shrapnel or pellets)
- not have fractured, cracked, or chipped EITHER hip
- not have any prosthesis or metal in EITHER hip such as: hip replacement/arthroplasties, implant, screws, rods, plates, shrapnel or pellets
- not have a clotting condition such as hemophilia or von Willebrand disease
- not have received chemotherapy in the four weeks prior to their appointment date
- participate in bone density testing
- 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 12 months prior to their appointment date
- 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)

The group of participants should represent a mix of age groups between ages 15 - 79 and a mix of men and women.

The appointments must be scheduled at the following times:

<b>Time</b>	<b>Appointment length</b>
6:30	120 minutes
6:30	120 minutes
8:00	120 minutes
8:00	120 minutes



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9:30	120 minutes
9:30	120 minutes
11:20	120 minutes
11:20	120 minutes
15:00	120 minutes
15:00	120 minutes

***Location of the interviews will take place at:***

The exact locations will be provided at least one (1) week prior to the recruitment period.

***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 participate in a dry-run to ensure that the testing of equipment, and to perform quality control in advance of the actual survey collection.
- The appointments as well as the measures will be conducted by a Statistics Canada Health Measures Specialist (HMS), Dentist, and Medical Radiation Technologist. These appointments will last approximately 2 hours.
- The purpose of the oral health assessment is to ensure quality control in advance of the actual survey collection. The dentist will use only a dental probe and mouth mirror. There may be minor discomfort and/or bleeding during the probing portion of the assessment. There will be no x-rays other diagnostic tools used during the oral health assessment. 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 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 must be asked to bring the following:**

- Loose comfortable clothing such as shorts and t-shirt, and free of metal such as zippers, underwire bra, piercings, belts etc.

**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 and Research Ethics Board (REB) approval.**

- Statistics Canada Consent Booklet
- Statistics Canada Dry-run Information Sheet



## 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 time
- Smoking status



**6. Work Plan**

<b>Schedule: Location</b>	<b>Recruitment Start Date</b>	<b>Deliverables Due</b>	<b>Appointment Date</b>
Kanata, ON	September 13, 2022	September 28, 2022	October 5, 2022
Montreal, QC	October 25, 2022	November 9, 2022	November 16, 2022
Toronto West, ON	December 27, 2022	January 11, 2023	January 18, 2023
Swift Current, SK	February 7, 2023	February 22, 2023	March 1, 2023
Halifax, NS	March 21, 2023	April 5, 2023	April 12, 2023
Prince George, BC	May 2, 2023	May 17, 2023	May 24, 2023
Scarborough, ON	June 13, 2023	June 28, 2023	July 5, 2023
Edmonton, AB	August 1, 2023	August 16, 2023	August 23, 2023
Abbotsford Mission, BC	September 12, 2023	September 27, 2023	October 4, 2023
Mississauga South, ON	October 24, 2023	November 8, 2023	November 15, 2023
Calgary West, AB	December 12, 2023	December 27, 2023	January 3, 2024
Lambton County, ON	January 23, 2024	February 7, 2024	February 14, 2024
Barrie, ON	March 5, 2024	March 20, 2024	March 27, 2024
Lac St-Jean, QC	April 16, 2024	May 1, 2024	May 8, 2024
Laval East, QC	May 28, 2024	June 12, 2024	June 19, 2024
Sussex, NB	July 16, 2024	July 31, 2024	August 7, 2024

The dates are subject to change and will be confirmed at least one week prior to the recruitment period.





***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 interview times:***

- The Contractor must telephone each participant to confirm the interview 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@canada.ca](mailto:kyle.sale@canada.ca)) or Yoan Paquin (343) 548-1223 ([yoan.paquin@canada.ca](mailto:yoan.paquin@canada.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&section=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 –

#	Location	Description of Services:	Firm all-inclusive Price per Participant (Taxes not included)
1	Kanata, ON	Dry-run appointment	\$
2	Montreal, QC	Dry-run appointment	\$
3	Toronto West, ON	Dry-run appointment	\$
4	Swift Current, SK	Dry-run appointment	\$
5	Halifax Centre, NS	Dry-run appointment	\$
6	Prince George, BC	Dry-run appointment	\$
7	Scarborough, ON	Dry-run appointment	\$
8	Edmonton, AB	Dry-run appointment	\$
9	Abbotsford Mission, BC	Dry-run appointment	\$
10	Mississauga South, ON	Dry-run appointment	\$
11	Calgary West, AB	Dry-run appointment	\$
12	Lambton County, ON	Dry-run appointment	\$
13	Barrie, ON	Dry-run appointment	\$
14	Lac St-Jean, QC	Dry-run appointment	\$
15	Laval East, QC	Dry-run appointment	\$



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16	Sussex, NB	Dry-run appointment	\$
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);