

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Attn: Montana Myers

Email: montana.myers@hc-sc.gc.ca

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Health Agency of Canada

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

Proposition à:

Agence de la santé publique du Canada

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

Instructions : See Herein

Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Public Health Agency of Canada
200, Eglantine Driveway
Tunney's Pasture
Ottawa Ontario K1A 0K9

Title – Sujet Control Interviewing for Outbreak Investigations	
Solicitation No. – N° de l'invitation 1000244849	Date October 3, 2022
Solicitation Closes at 2 :00PM L'invitation prend fin à on / le – October 18, 2022	Time Zone Fuseau horaire EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : Name: Montana Myers Email: montana.myers@hc-sc.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature _____	Date _____



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PART 1 - GENERAL INFORMATION

1.1 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 6 - 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 6 - 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;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

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

2.2 Submission of Bids

Bids must be submitted only to montana.myers@hc-sc.gc.ca by the date, time and place indicated in the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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

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

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



c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) 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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



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

2.6 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid – one electronic copy by email;
Section II: Financial Bid – one electronic copy by email;
Section III: Certifications – one electronic copy by email;
Section IV: Additional Information

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 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 Attachment 1 to Part 3.

Section III: Certifications

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

Section IV: Additional Information

3.1.1 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- 3.1.1.1** As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- 3.1.1.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.



ATTACHMENT 1 to PART 3

CATEGORY	PRICING				
	Initial Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
Project Administrator (Regular Time)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Project Administrator (Overtime)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Interviewer (Regular Time)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Interviewer (Overtime)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Data Entry (Regular Time)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Data entry (Overtime)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Total	(a)_____	(b)_____	(c)_____	(d)_____	(e)_____



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 criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

4.1.2 Financial Evaluation

Financial evaluation criteria is included in Attachment 1 to Part 4.

4.2 Basis of Selection

4.2.1 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 points specified for each criterion for the technical evaluation, and
 - d. obtain the required minimum of 37 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 60 points.
2. Bids not meeting (a) or (b) or (c) and (d) 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 60% for the technical merit and 40% (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 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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



Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

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



ATTACHMENT 1 to PART 4, TECHNICAL CRITERIA

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.

#		Met (Yes/No)	Cross- Reference to bid (indicate page #)
MT1	<p>Security Clearance</p> <p>The Bidder must meet the security requirements identified in the Security Requirements Check List (SRCL) which are included in (Annex C) of this RFP.</p> <p>The security requirements must be met at the close of the bidding period.</p> <p>The Bidder must provide proof that their company or firm is properly registered within the industrial security program of PWGSC at the level of Designated Organization Screening (DOS) AND any resource proposed has a security screening with the bidder's firm at the minimum of Reliability. Please provide the level of clearance, the PWGSC clearance number and the expiry date.</p>		
MT2	<p>Corporate Experience conducting bilingual telephone interviews and data entry using a provided study methodology and survey tool</p> <p>The Bidder must have a minimum of five (5) bilingual interviewers with public health, health or scientific interviewing experience.</p> <p>The Bidder must demonstrate, in the proposed resumes, that they had provided bilingual telephone interview and data entry services to a minimum of five different clients within the last seven (7) years in which the study methodology and survey tool were provided by the client.</p> <p>For each relevant project identify in their resume the following details:</p> <ul style="list-style-type: none">a) Project Name;b) Contact name, telephone and e-mail address for the Project Authority;c) Brief description of the services and role played by the resource as it relates to the criteria;d) Duration of the project; ande) Dates of project beginning and ending.		



MT3	Project Administrator Experience The Bidder must demonstrate, in the proposed resources resume, that the resource proposed to manage a) the administration and b) supervision and quality management of the services, has a minimum of three (3) years' experience in this role in the last ten (10) years . Should the Bidder propose one individual to perform the administrative role and one to perform the supervisory and quality management services, each must have a minimum of three (3) years' experience in the role for which they are proposed. Each relevant project identified must have the following details: a) Project Name; b) Contact name, telephone and e-mail address for the Project Authority; c) Brief description of the services and role played by the resource as it relates to the criteria; d) Duration of the project; and e) Dates of project beginning and ending		
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Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Each point rated technical criterion should be addressed separately.

#	Point-Rated Technical Criteria	Points allocated	Minimum points required	Actual Score	Cross-Reference to bid (indicate Page #)
RT1	Workplan Intent: Evaluate the proponent's strategy for delivering the Project. Adequate response consists of an effective delivery strategy to meet the requirements of the Statement of Work and a clear description of how the team will be effectively managed. For a proposal to receive higher marks, it must elaborate on the strategy for delivering the Project and describe in detail how the various components of the Proponent Team relate to each other, assist each other and communicate with each other.	10	7		



	Information to be submitted: <ul style="list-style-type: none">a) a description of the overall approach and strategy to this project (1 point);b) a description of the methodologies and techniques to be used, including any proprietary information which is proposed to be used in the program (2 points);c) a breakdown of the work by phases including tasks, planned start/completion dates and estimated level of effort (i.e. person days) needed to complete each phases (3 points).d) a description of the how the performance of the work will be monitored, including information on quality control methods and reporting mechanisms (2 points).e) a short description of the roles of key stake-holders: Proponent team, sub-consultants and other specialists (including a description of the nature, extent and duration of the links in any partnerships / joint ventures) (2 points).				
RT2	Corporate Experience in public health, health or scientific interviewing <p>Beyond the corporate experience identified in support of MT2, the Bidder should have additional experience in public health, health or scientific interviewing. For each additional year of experience, conducting epidemiologic interviewing five (5) points will be assigned to a maximum of thirty (30) points.</p> <p>To facilitate evaluation, information on specific projects should include:</p> <ul style="list-style-type: none">a) title of project(s), location (city, country);b) brief description of project scope, cost and schedule;c) dates of participation in the project; andd) Corporate role in the project.	30	20		
RT3	Interviewers Experience in public health, health or scientific interviewing <p>Each of the five (5) proposed resources should have additional experience in public health, health or scientific interviewing beyond that identified in support of MT2. For each additional six (6) months of experience, four (4) points will be assigned to a maximum</p>	20	10		



	<p>of twenty (20) points. In order to assign a score an average will be calculated based on the scores of all five (5) resources.</p> <p>For each relevant project identify in their resume the following details:</p> <p>a) Project Name; b) Contact name, telephone and e-mail address for the Project Authority; c) Brief description of the services and role played by the resource as it relates to the criteria; d) Duration of the project; and e) Dates of project beginning and ending.</p>				
	Total	60	37		

Financial Criteria

Financial Criteria		
Financial Criterion	Bid Preparation Instructions	Reference to Page / Proposal
The Bidder's proposal must not exceed a financial value of \$75,000.00 including all other direct expenses and option periods. Applicable Taxes are extra.	Bidders must submit their financial bid in accordance with Attachment 1 to Part 3.	



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

5.2.2.1.1 SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.2.2 Education and Experience

5.2.2.2.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED B, 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 site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition)

6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

6.1.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

6.1.2.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.



6.2 Statement of Work

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

6.3 Task Authorization

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

6.3.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the project authority, within twenty-four (24) hours of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.3.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$14,500.00. Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and the Contracting Authority before issuance.

6.3.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means 5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.4 Standard Clauses and Conditions

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



6.4.1 General Conditions

2010B (2022-01-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4.2 Supplemental General Conditions

6.4.2.1 Intellectual Property

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

6.5 Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2023 inclusive.

6.5.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Montana Myers
Title: Procurement and Contracting Officer
Telephone: 613-447-7684
E-mail address: montana.myers@hc-sc.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.

6.6.2 Project Authority (Fill in at Contract Award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____



E-mail address: _____

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

6.6.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.7 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.

6.8 Payment

6.8.1 Basis of Payment

The Contractor will be paid firm hourly rates as outlined in the Basis of Payment at Annex B, for work performed in accordance with the Contract. Customs duties are excluded and Applicable Taxes are extra.

6.8.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$15,000.00 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.

6.8.3 Method of Payment - Task Authorization

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

6.9 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;
 - c. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. One (1) electronic copy must be forwarded to the Project Authority and to p2p.invoices-factures@hc-sc.gc.ca for certification and payment.

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.11 Applicable Laws

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

6.12 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) [4006](#) (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information
- (c) [2010B](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____ .



6.13 Dispute Resolution

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



ANNEX A

STATEMENT OF WORK

1. TITLE

Control Interviewing for outbreak investigations

2. SCOPE

2.1. Introduction

The Outbreak Management Division (OMD) in the Centre for Foodborne, Environmental and Zoonotic Infectious Disease (CFEZID), a Directorate within the Public Health Agency of Canada (PHAC), is routinely involved in the investigation of food-borne multi-provincial outbreaks. As part of these investigations, analytic studies and the use of control populations as comparison groups may be indicated to strengthen the weight of evidence in identifying the source of the outbreak.

2.2. Objectives of the Requirement

The objective of this requirement is to obtain the services of a Contractor on an 'as and when required' basis to provide bilingual interviewing capacity and data entry that is scalable and can be mobilized rapidly to assist in outbreak investigations.

2.3. Background and Specific Scope of the Requirement

During multi-jurisdictional outbreaks involving enteric illness, CFEZID's OMD typically leads the outbreak investigation in collaboration with Federal and Provincial/Territorial (FPT) food safety partners. As part of the investigation, OMD provides centralized collation and analysis of the epidemiologic information and may assist affected jurisdictions by providing centralized interviewing. In situations where an analytic study (ex., case control, cohort) is required to test a hypothesis, surge capacity for recruitment and interviewing of controls (people who are not ill) helps to ensure rapid study implementation and source identification so that public health action can be taken to control the outbreak and prevent further infections.

The number of controls to be interviewed for each study will vary according to case numbers and the outbreak situation, however the Contractor should have capacity to recruit, conduct and complete up to 50 interviews rapidly during one study period (estimated time 3-5 days). The length of the study questionnaire will vary, however the time to complete one questionnaire is estimated to be between 15-25 minutes. It is anticipated that OMD will require approximately 1-2 studies of this nature per year.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

3.1.1 In investigations where an analytic study is being contemplated, CFEZID will contact randomly one of the Contractors to provide a heads up and communicate anticipated needs for the task and identify the tentative timelines including if the interviews need to be completed in English, French or both official languages, and if CFEZID requires the Contractor to also undertake data entry of the interview results.



3.1.2 The Contractor must confirm their availability within 24 hours of CFEZID contacting them with the tentative request.

3.1.3 Once it has been confirmed that a study will be conducted, CFEZID will provide electronically to the Contractor the study methodology, including sample size, sampling frame (including case matching criteria if required), recruitment strategy for controls, and the interview tool. CFEZID will also provide an overview at this time to the Contractor including interview scripts, and coding for questionnaire data entry, if needed.

3.1.4 As these studies are often conducted during an active outbreak investigation, timeliness is critical. The Contractor must commence the control interviewing within two working days of the confirmation of the study unless otherwise agreed to by both parties at the time of the initial call identified in 3.1.1.

3.1.5 Once the electronic copy of the questionnaire has been provided by the Technical Authority, the Contractor must print the required number of copies and commence the telephone interviews. Each interviewer will conduct the interview in the language identified for the study participant and record their results physically on the questionnaire copy.

3.1.6 Once each questionnaire has been completed, the questionnaire must be reviewed for accuracy and completeness, signed off by the interviewer, and then scanned and emailed (password protected) to entericoutbreak@phac-aspc.gc.ca as soon as possible after completion, and no later than 24 hours after completion.

3.1.7 In some instances, CFEZID may require the Contractor to undertake the data entry of the questionnaires. In these situations, the database including appropriate variable coding will be provided to the Contractor to ensure seamless integration with case information for rapid analysis. The Contractor must enter the data in the provided data entry tool and then undertake data verification and checks to ensure data are of good quality and an accurate representation of the interview. The Contractor must provide to the Technical Authority an electronic copy of the completed database at the end of each day of data entry unless otherwise agreed to by both parties.

3.1.8 Following the completion of the last interview, the Contractor must courier all completed paper questionnaires to the Outbreak Management Division.

3.2. Specifications and Standards

The Control questionnaires will be completed in as much detail as possible, all questions will be asked on the questionnaire and the interviewing will be systematic and in accordance with the instructions provided by CFEZID.

All of the contractor's employees who will collect or view data need to have reliability clearance. Employees who do not need access to the data (e.g. IT professionals, project manager) do not need enhanced reliability security clearance.

3.3. Technical, Operational and Organizational Environment

Details on the specifics of each study will be provided by the Technical Authority in advance of the Contractor undertaking the work.



3.4. Method and Source of Acceptance

See Article 3.6 below.

3.5. Reporting Requirements

When the services of the Contractor have been requested to undertake control interviewing, the Contractor must provide daily updates via telephone or email to the Technical Authority at the end of each day of service on the progress of the interviewing to ensure that any issues that arise can be addressed in a timely manner and do not impede or delay the interviewing process.

3.6. Project Management Control Procedures

The Technical Authority shall be advised of any changes to the scope of the project due to unforeseen circumstances prior to the commencement of the contract or as soon as a situation arises. The individual identified in the proposal as the Technical Authority, or their designate, shall monitor the work of the Contractor to guarantee that the contract deliverables will be presented on time, on budget, and of an acceptable quality. Following the completion of each task, a debrief meeting between the Contractor and the Technical Authority may be conducted to identify and resolve any issues.

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

Canada will provide to the Contractor:

- access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc. if required
- access to a staff member who will be available to coordinate activities
- the questionnaire tool, specific details on methodology (ex. number of interviews needed, selection criteria) and training on the delivery of the questionnaire tool.

4.2. Contractor's Obligations

- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.
- The contractor is required to comply with all applicable privacy laws and with the requirements set out in the Standard Acquisition Contract Clauses (SACC) 4008 referenced in the contract.

4.2.1 Privacy Requirements

- The Contractor must ensure that all information collected by the Contractor to administer the activities as described in the SOW will be adequately protected at all times from unauthorized collection, use, disclosure, retention or disposition, and in a manner that is commensurate with the information sensitivity.
- The Contractor must ensure that the collection of personal information is limited to that which is demonstrably necessary for the purposes of the activities described in the SOW.
- The Contractor must securely retain and dispose of information in accordance with retention and disposition requirements as defined by PHAC.
- The Contractor must not disclose information that is collected used and/or retained to other parties without PHAC's express approval.



- The Contractor must ensure that any information that is collected for purposes of activities as described in the SOW is only used to fulfill contract deliverables and will not be used, disclosed, or retained for any other purpose without PHAC's approval.
- The Contractor must demonstrate and maintain privacy breach protocols that are aligned with PHAC for the detection, containment, notification, investigation, and mitigation of potential or actual privacy breaches during the activities as described in the SOW.
- The Contractor must ensure that all the databases containing Personal Information related to the Work are located in Canada.

4.3. Location of Work, Work site and Delivery Point

The majority of work is to be completed at the Contractor place of business; it is understood that many employees are working remotely.

Due to existing workload and deadlines, all personnel assigned to any contract must be ready to work in close and frequent contact with the PHAC Project Authority and other departmental personnel and will need to be available for meetings.

4.4. Language of Work

Control interviewing will be conducted in either English or French. All interviewers must meet the language requirements identified at the time of assignment.

5. PROJECT SCHEDULE

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

The period of this Contract is from the date of Contract award until March 31, 2023 with an option to renew the services for a period of four (4) one (1) year terms based on the same terms and conditions of the Contract.

5.2 Required Resources or Types of Roles to be Performed:

See solicitation documentation – Request for Proposal

6. APPLICABLE DOCUMENTS AND GLOSSARY

6.1. Relevant Terms, Acronyms and Glossaries

PHAC – Public Health Agency of Canada



ANNEX B

BASIS OF PAYMENT

CATEGORY	PRICING				
	Initial Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
Project Administrator (Regular Time)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Project Administrator (Overtime)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Interviewer (Regular Time)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Interviewer (Overtime)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Data Entry (Regular Time)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Data entry (Overtime)	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____	Rate: \$_____/hour Time: 37.5 hours Cost: \$_____
Total	(a)_____	(b)_____	(c)_____	(d)_____	(e)_____



ANNEX C

SECURITY REQUIREMENTS CHECKLIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
1000244849
Security Classification / Classification de sécurité Unclassified

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 PHAC		2. Branch or Directorate / Direction générale ou Direction IDPCB	
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 The objective of this requirement is to obtain the services of a Contractor on an "as and when required" basis to provide off site bilingual interviewing capacity and data entry.			
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 no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans 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"/>	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 <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	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"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number/ Numéro du contrat

1000244849

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 ☐ Yes
Non 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 ☐ Yes
Non 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
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non 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 ☒ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☒ Yes
Non 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 ☐ Yes
Non Oui



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 SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	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



Yes

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



Yes

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX D

TASK AUTHORIZATION FORM

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



SECTION B - Applicable Basis of Payment

SECTION C - Cost Breakdown of Task

SECTION D - Applicable Method of Payment

SACC Manual Clause H1000C (2008-05-12) – Single Payment

Authorization

By signing this TA, the Project Authority certifies that the content of this TA is in accordance with the Contract.

Name of Project Authority

Signature _____ Date: _____

Contractor's Signature

Name and title of individual authorized to sign for the Contractor

Signature _____ Date _____