



TABLE OF CONTENTS

- 1.1 INTRODUCTION..... 3
- 1.2 SUMMARY 3
- 1.3 ACCESSIBILITY 3
- 1.4 DEBRIEFINGS 3
- PART 2 - BIDDER INSTRUCTIONS 4**
 - 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 4
 - 2.2 SUBMISSION OF BIDS..... 4
 - 2.3 FORMER PUBLIC SERVANT..... 4
 - 2.4 ENQUIRIES - BID SOLICITATION..... 5
 - 2.5 APPLICABLE LAWS..... 5
 - 2.10 BID CHALLENGE AND RECOURSE MECHANISMS..... 6
- PART 3 - BID PREPARATION INSTRUCTIONS..... 7**
 - 3.1 BID PREPARATION INSTRUCTIONS..... 7
- PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 8**
 - 4.1 EVALUATION PROCEDURES..... 8
 - 4.2 BASIS OF SELECTION..... 10
- PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION 12**
 - 5.1 CERTIFICATIONS REQUIRED WITH THE BID 12
 - 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION 12
- PART 6 - SECURITY 14**
 - 6.1 SECURITY REQUIREMENTS 14
- PART 7 - RESULTING CONTRACT CLAUSES 15**
 - 7.1 STATEMENT OF WORK..... 15
 - 7.2 STANDARD CLAUSES AND CONDITIONS..... 16
 - 7.3 SECURITY REQUIREMENTS 16
 - 7.4 TERM OF CONTRACT 16
 - 7.5 AUTHORITIES 17
 - 7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS 18
 - 7.7 PAYMENT 18
 - 7.8 INVOICING INSTRUCTIONS 19
 - 7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION..... 19
 - 7.10 APPLICABLE LAWS..... 20
 - 7.11 PRIORITY OF DOCUMENTS 20
 - 7.14 INSURANCE 20
 - 7.18 DISPUTE RESOLUTION..... 20
- ANNEX “A” 21**
 - STATEMENT OF WORK 21
- ANNEX “B” 25**
 - TASK AUTHORIZATION (TA) FORM 25



PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, Task Authorization.

1.2 Summary

1.2.1 The services of a contractor are required to provide the GRADE training to the Public Health Agency of Canada (PHAC) employees, consulting services in relation to the methods being used by the teams, and drafting updates to existing guidelines.

The services will enable PHAC employees to take on roles in guidelines and provide systematic reviews of PHAC and provide methodological expertise on GRADE to support the new development or updating of existing guidelines.

The tasks activities are shared between ongoing and as and when needed services as per the Statement of Work Annex A.

1.3 Accessibility

Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Treasury Board Contracting Policy](#).

1.4 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

Bid must be submitted only to cathrina.estephan-saliba@hc-sc.gc.ca, by the date, time and place indicated on page 1 of 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 FPS, 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 FPS in receipt of a pension, as applicable:

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

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](#).

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

2.10 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid – one electronic copy by email;
- Section II: Financial Bid – one electronic copy by email; and
- Section III: Certifications – one electronic copy by email.

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

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule at paragraph 4.2. The total amount of Applicable Taxes must be shown separately

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures.

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1. 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 and rated criteria will not be assessed. Each mandatory technical criterion should be addressed separately.

#	Mandatory Technical Criterion	Page Reference In The Bidder's Proposal
M1	The Bidder must demonstrate by providing URL links and/or copies of published works, that each proposed consultant has completed ten (10) GRADE systematic reviews on healthcare screening, treatment and/or prevention published in peer-reviewed journals or as technical reports within the last five (5) years (not as part of academic training).	
M2	The Bidder must demonstrate that each proposed consultant has seven (7) years of work experience within the last ten (10) years (not as part of academic training) in the role of principal investigator or co-investigator leading research groups in conducting systematic reviews of healthcare screening, treatment and/or prevention. To demonstrate this criteria, the Bidder must provide the following information: a. The name of the client organization; b. Description of the services c. Description of how the client intended to or has applied the work developed; d. The contact point for the client name and email address e. The start and end dates (MM/YYYY) for provision of the services	
M3	The Bidder must demonstrate that each proposed consultant has for the last seven (7) years of Grading Recommendations, Assessment Development and Evaluations (GRADE) experience, specifically in guideline writing and development and be able to demonstrate the application in the Canadian context. To demonstrate this criteria, the bidder must provide a detailed CV that clearly outlines their experience with GRADE, including: list of GRADE training provided, publication of articles on GRADE methodology, and/or URL links/copies of published works or technical reports of recommendations developed using GRADE.	
M4	The Bidder must demonstrate that each proposed consultant has a Graduate degree in epidemiology or	



	health research methodology. A copy of the degree is required at date of bid closing.	
M5	<p>The Bidder must demonstrate that each proposed consultant has two (2) years experience in the last four (4) years working with other national or international or professional society guideline development groups that apply GRADE.</p> <p>To demonstrate this criteria, the Bidder must provide the following information:</p> <ol style="list-style-type: none"> The name of the client organization; Description of the services and specifically what rating tools were developed; Description of how the client intended to or has applied the work developed; The contact point for the client name and email address; and The start and end dates (MM/YYYY) for the provision of the services. 	
M6	The Bidder must provide information on how resources will be allocated- a workplan identifying how each consultant will complete each of the tasks/activities identified in the SOW and perform quality assurance on tasks completed.	
M7	<p>The Bidder must demonstrate that each proposed consultant has provided three (3) training sessions to guideline working groups and government organizations on the application of the GRADE methodology within the last 3 years as of date of bid closing.</p> <p>For each training sessions the following must be provided:</p> <ol style="list-style-type: none"> The name of the organization (to whom the services were provided) including contact information; A description of the training offered; The roles and responsibilities of the proposed consultant. 	

4.1.2. Point Rated Technical Criteria

Item	Criteria	Points allocated for the criteria
PR1	Each proposed consultant should have experience in the last 7 years as of sate of bid closing (not as part of academic training) in preparing manuscripts for publication in peer-reviewed journals on systematic reviews on healthcare treatment and/or prevention. Therefore, each proposed consultant should identify <u>more</u> than 10 manuscripts of systematic reviews beyond the 10 already submitted against M1 on reviews on healthcare treatment and/or prevention published within the last 7 years for which they were the first or senior author.	



	<p>Points Allocation: 1 point up to a maximum of 5 points for every additional manuscript published in a peer-reviewed journal</p> <p>4 point if at least 2 of the any published manuscripts or technical reports including those submitted against M1 and PT1 were on prevention, screening, or treatment of infectious diseases.</p>	<p>5</p> <p>4</p>
PR2	<p>Each proposed consultant - For a Doctoral Degree in a relevant field (Example: in epidemiology or health research methodology)</p> <p>Points Allocation: 5 point if an electronic copy is submitted</p>	5
PR3	<p>Details provided on guidelines that each proposed consultant has developed or consulted on from international or national, or professional society.</p> <p>Points Allocation: 1 point up to a maximum of 10 points for every guideline developed or consulted on using the GRADE methodology in the guidelines</p> <p>2 points if at least 2 guidelines were on prevention, screening, or treatment of infectious diseases.</p>	<p>10</p> <p>2</p>
PR4	<p>The Bidder should demonstrate that each proposed consultant has performed In-guide Training levels 1 and 2 to guideline development groups.</p> <p>The bidder must include the dates of the training and name and email of the contact that can validated the information provided.</p> <p>Points Allocation: 1 point per Level 1 training session up to a maximum of 5 2 points per Level 2 training session up a maximum of 10</p>	<p>5</p> <p>10</p>
Minimum overall points required to be deemed compliant		25
Total available points		41

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. Obtain the required minimum of 25 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 41 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.



3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 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



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

5.2.3 Additional Certifications Precedent to Contract Award.

5.2.3.1 Status and Availability of Resources

[A3005T](#) (2010-08-16) Status and Availability of Resources



Health Canada and the Public
Health Agency of Canada

Santé Canada et l'Agence
de la santé publique du Canada

5.2.3.2 Education and Experience

A3010T (2010-08-16) Education and Experience



PART 6 - SECURITY

6.1 Security Requirements

Unscreened contractors must be escorted:

1. Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting GoC facilities.
2. Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by HC/PHAC and/or The Government of Canada.
3. No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The work to be performed is detailed under Annex "A" Statement of Work.

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in the statement of work of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Task Authorization

The Work or a portion of 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.

7.1.2.1 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 _B_ .
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 2 calendar days 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.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$100,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.2.4 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 10%

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.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2022-05-12), General Conditions – Higher Complexity – Services apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

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

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

Unscreened contractors must be escorted:

1. Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting GoC facilities.
2. Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by HC/PHAC and/or The Government of Canada.
3. No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from contract award to March 8, 2025

7.4.3 Option to Extend the Contract



The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional of one year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cathrina Estephan-Saliba
Title: Procurement and Contracting Officer
Telephone: 613-293-4847
E-mail address: cathrina.estephan-saliba@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.

7.5.2 Project Authority

The Project Authority for the Contract is:
The Project Authority 1 for the Contract is: (to be updated at contract award)
Contact Name:
Telephone:
Facsimile:
E-mail address:
The Project Authority 2 for the Contract is: (to be updated at contract award)
Contact Name:
Telephone:
Facsimile:
E-mail address:

The Project Authority 3 for the Contract is: (to be updated at contract award)
Contact Name:
Telephone:
Facsimile:
E-mail address:

The Project Authority 4 for the Contract is: (to be updated at contract award)
Contact Name:
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.

7.5.3 Contractor's Representative

Contact Name: (to be updated at contract award)

Telephone:

Facsimile:

E-mail address:

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are excluded and Applicable Taxes are extra.

Initial Period	Contractor	Hourly Rate	Estimated Level of Effort (hours)
Contract award to March 8 2025	Two (2) Senior contractors	\$ (Bidder to provide in proposal)	
Consultant #1	Name		297.5
Consultant #2	Name		297.5

Option Period 1

March 9, 2025, to March 8 2026	Contractor	Hourly Rate	Estimated Level of Effort (hours)
	Two (2) senior contractor	\$ (Bidder to provide in proposal)	
Consultant #1	Name		152.5
Consultant #2	Name		152.5

Option Period 2

March 9 2026 to March 8 2027	Contractor	Hourly Rate	Estimated Level of Effort (hours)
	Two (2) senior contractor	\$ (Bidder to provide in proposal)	
Consultant #1	Name		152.5
Consultant #2	Name		152.5

7.7.2 Authorized living and expenses

C4005C (2018-04-17) Travel and Living Expenses – National Joint Council Travel Directive



The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ 4,400

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (to be updated at [contract award](#)). Customs duties are included 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.

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

7.7.4 Method of Payment

6.8.3.1 For Consultation services: [H1008C](#) (2008-05-12) Monthly Payment

6.8.3.2 For Training Sessions via Task Authorizations: [H1000C](#) (2008-05-12) [Single Payment](#)

7.7.7 Time Verification 2008-05-12 [C0711C](#).

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract.
 - b. Invoices should be provided separately per the Project Authority responsible for the work.
2. Invoices must be distributed as follows:

One (1) copy must be forwarded to the applicable Project Authority and p2p.invoices-factures.sc@hc-sc.gc.ca for certification and payment

7.9 Certifications and Additional Information

7.9.1 Compliance



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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- a. the Articles of agreement;
- b. the Supplemental General Conditions 4006 Contractor to Own Intellectual Property;
- c. the General Conditions [2035](#) (2022-05-12), General Conditions – Higher Complexity –
- d. Annex A, Statement of Work;
- e. Annex B, Task Authorization Form; and
- f. the Contractor's bid dated _____ (to be updated at contract award)

7.14 Insurance

SACC *Manual* clause [G1005C](#) 2016-06-28 Insurance - No Specific Requirement

7.18 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

GRADE and systematic review experts workshops and methodological advice

2. SCOPE

2.1. Introduction

The services of a contractor are required to provide the GRADE training to the Public Health Agency of Canada (PHAC) employees, consulting services in relation to the methods being used by the teams, and drafting updates to existing guidelines.

2.2. Objectives of the Requirement

The services will enable PHAC employees to take on roles in guidelines and provide systematic reviews of PHAC and provide methodological expertise on GRADE to support the new development or updating of existing guidelines.

2.3. Background and Specific Scope of the Requirement

The Public Health Agency of Canada (PHAC) supports employees in the development of clinical practice guidelines. A GRADE training update is required every year. The contractor provide GRADE training and its material with the aim of developing and implementing a common, transparent and sensible approach to grading the quality of evidence and strength of recommendations in health and will also be providing ongoing consulting services, as needed, to the groups on specific needs related to the GRADE method during the development of guidelines or other related questions.

3 REQUIREMENTS

3.1 Tasks, Activities, Deliverables and/or Milestones

1. Ongoing Services:

The Contractor must provide ongoing guidance and advice to the teams throughout the period of the contract. The advice shall be methodological advice and the Contractor will then revise documents provided by the Project Authority and submit them to the Project Authority for approval. Consulting advice on methods will be provided in accordance with PHAC needs.

The scope of activities will be determined through discussion between the Contractor and Project Authorities based on the workplan/priorities, as determined by the Project Authorities. This can include but is not limited to reviewing existing guidelines, providing advice on methodology, discussing challenges and identifying approaches to applying GRADE methodology, in-house training materials and feedback on methods documentation (manual/handbook) and providing support with writing and editing guidance.

2. All as and when required services will require a TA (Task Authorization) as per Annex B *Advisory Committee Meetings*

Attend the annual face-to-face meetings for PHAC's various National Advisory Committee, as needed, over the duration of the contract. The meetings are held in Ottawa and the dates of the face-to-face meetings will be determined at a future date and will consider the availability of the contractor and expert committee.

Evidence Reviews

The Contractor will support and/or undertake the completion of internal evidence reviews (e.g., environmental scans, rapid reviews, summary of evidence and critical appraisal). When completing an evidence review, the contractor will provide the Project Authority with the products/documents relevant to the project including, but not limited to, the search strategy, list of



included/excluded studies, evidence tables, summary of result, and limitations. The required documents will be identified within the Task Authorization for each evidence review.

Within the first twelve (12) months of the contract award date, the Contractor will support the completion of updates to the Evidence-based Process for Developing Travel Medicine Related Guidelines for the Committee to Advise on Tropical Medicine and Travel (CATMAT). Activities will include, but are not limited to, participating in virtual working group meetings, providing methodological input/expertise on new and existing content, and drafting updates.

Training

The Contractor shall provide GRADE training sessions. -The session dates will be determined between the Project Authority and the Contractor and demonstrated using Task Authorizations. The requirements for the workshops will change/evolve based on the needs of PHAC employees. The Agenda will be decided for each year with a discussion between contractor and PHAC.

Example of an agenda

Day 1		Learning Activities
9:00 – 9:45		Overview of evidence and GRADE approach – evidence for effects of interventions and other criteria to make recommendations for interventions; evidence for tests; evidence for prognostic studies
9:45 – 10:15		Exercise: Framing the question for interventions and tests
10:15 – 10:30		Break
10:30 – 11:30		Synthesising the evidence from RCTs and non-RCTs
		Interventions:
11:30 – 12:15		Risk of bias of RCTs for intervention (new tool RoB 2.0)
12:15 – 13:15		Lunch
13:15 – 14:15		Exercise: Risk of bias of RCTs for intervention (new tool RoB 2.0)
14:15 – 14:45		Risk of bias of non-RCTs for interventions using ROBINS-I, diagnostic studies, prognostic studies
14:45 – 15:00		Break
15:00 – 16:00		GRADE: Overall Risk of bias (including meta-analysis and narrative synthesis)
Day 2		Learning Activities
9:00 – 9:45		GRADE the evidence: Indirectness, Inconsistency, imprecision, publication bias
9:45 – 10:15		GRADE the evidence: Upgrading for non-randomised studies
10:15 – 10:30		Break
10:30 – 12:00		Exercise: GRADE the evidence
12:00 – 13:00		Lunch
13:00 – 13:45		Exercise: Presenting the evidence using GRADEpro GDT
13:45 – 14:45		Evidence to Decision Framework: Patient values and preferences and Acceptability
14:45 – 15:00		Break
15:00 – 16:00		Evidence to Decision Framework: Making recommendations
Day 3		Learning Activities 3
9:00 – 10:15		Evidence to Decision Framework: Equity and Resources
10:15 – 10:30		Break
10:30 – 12:00		Evidence to Decision Framework: Linked evidence (diagnostics studies, indirect evidence)
12:00 – 13:00		Lunch
13:00 – 14:45		GRADEfor prognostic studies and new developments in GRADE
14:45 – 15:00		Break



15:00 – 16:00	Q&A
---------------	-----

Example of an Agenda for Systematic Review Workshop

Day 1	Learning Activities
9:00 – 9:45	Overview of different reviews, PICO and frameworks
9:45 – 10:15	Exercise: Develop the review question
10:15 – 10:30	<i>Break</i>
10:30 – 11:30	Search (hands-on exercise) and screen for studies (screening forms, piloting, etc)
11:30 – 12:15	Risk of bias assessment of RCTs for intervention (new tool RoB 2.0)
12:15 – 13:15	<i>Lunch</i>
13:15 – 14:15	Exercise: Risk of bias of RCTs for intervention (new tool RoB 2.0)
14:15 – 14:45	Risk of bias of non-RCTs for interventions using ROBINS-I, diagnostic studies, prognostic studies
14:45 – 15:00	<i>Break</i>
15:00 – 16:00	Abstract data for continuous and dichotomous outcomes

Day 2	Learning Activities
9:00 – 9:45	Exercise: Abstract data from studies
9:45 – 10:15	Analyse data
10:15 – 10:30	<i>Break</i>
10:30 – 12:00	Exercise: Analyse data using RevMan
12:00 – 13:00	<i>Lunch</i>
13:00 – 13:45	Non-standard data (narrative, counts, etc)
13:45 – 14:45	Assessing the evidence
14:45 – 15:00	<i>Break</i>
15:00 – 16:00	Heterogeneity and subgroups and sensitivity analysis

Day 3	Learning Activities
9:00 – 10:15	GRADE to assess evidence
10:15 – 10:30	<i>Break</i>
10:30 – 12:00	GRADE to assess evidence, Exercise
12:00 – 13:00	<i>Lunch</i>
13:00 – 14:45	Exercise: GRADE evidence and creating GRADE tables
14:45 – 15:00	<i>Break</i>
15:00 – 16:00	Interpreting results and making conclusions

3.2. Technical, Operational and Organizational Environment

All meetings related to this contract, including guidance and training will be provided in person or online using MS team.

3.3. Method and Source of Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

PHAC will:



- Coordinate a training schedule and revised documentation for all participants.
- Identify specific work to be conducted over the period of the contract, including specifying timelines.
- Meet with the Contractor to discuss deliverables and provide access to the Technical Authority or project team to carry out contract activities.
- Receive and respond to questions in a timely fashion;
- Be responsible for translation of documentation or coordination of simultaneous translation if/when required.

4.2. **Contractor's Obligations**

- The Contractor must meet with the Project Authorities and designated team members to discuss and carry out the work to be completed.
- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.

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

Contractor will work from their own premises and/or via teleconference and Microsoft Teams.

4.4. **Language of Work**

All work will be performed in English.

4.5. **Travel and Living**

Attend the annual face-to-face meetings for PHAC's various National Advisory Committees, as needed, over the duration of the contract. The meetings are held in Ottawa and the dates of the face-to-face meetings will be determined at a future date and will consider the availability of the contractor and expert committee. The Contractor may be required to attend said meetings to provide expertise to the committees.

Payment for travel and living expenses shall be made in accordance to the terms of payment and the National Joint Council Travel Directive. Prior to any travel, the Contractor must obtain approval by the relevant Project Authorities.



ANNEX "B"

TASK AUTHORIZATION (TA) 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 checked="" type="checkbox"/> No <input 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