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RETOURNER LES SOUMISSIONS À:

Public Health Agency of Canada
Attn: Mira Abdillahi
Email: mira.abdillahi2@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.

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 toute feuille ci-annexées, au(x) prix indiqué(s).

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Title – Sujet 2 senior technical writers Scientific Editing Assistance in support of the Canada Communicable Disease Report	
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Solicitation Closes at – L'invitation prend fin à 2 :00 PM on / le – December 12 2022	Time Zone Fuseau horaire EST
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Address Enquiries to: - Adresser toutes questions à : Name: Mira Abdillahi Email: mira.abdillahi2@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	
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_____ Signature	_____ Date

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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 Attachments include the ~~List of Suppliers~~, Pricing Schedule, ~~TSPS Flexible Grid~~ and Technical and Financial criteria.

The Annexes include the Statement of Work and the Basis of Payment.

1.2 Summary

The Public Health Agency of Canada (PHAC) is seeking to issue a contract for a Contractor to provide English general/technical writing and editing services. The PHAC is seeking two (2) Senior Technical Writers to perform the work on a monthly basis. The work to be conducted is detailed in Annex A, Statement of Work. The contract period will start at contract award and end April 30 2023 with three (3) additional one (1) year option periods. The Contractor must be available to work off-site at their own facilities.

1.3 Trade Agreements

The requirement is subject to the provisions of the Canada Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement, Canada-Columbia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, Canada-Panama Free Trade Agreement and the Canada-Peru Free Trade Agreement.

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.

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

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

2.2 Submission of Bids

Bids must be submitted only to mira.abdillahi2@hc-sc.gc.ca by the date and time indicated on page 1 of the bid solicitation.

2.3 Former Public Servant – Competitive Bid

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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 Inquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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, Canada.

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

3.1.1 The bid must be separated 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; and

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

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

3.1.2 Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use a numbering system that corresponds to the bid solicitation.

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

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B.** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive fixed hourly rate (in Can \$) for each of the resource categories identified.

The Bidder must complete this pricing schedule and include it in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Table 1: initial period – contract award to April 30 2023

Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Senior Technical Writer Resource 1	\$ Bidder to provide in proposal	Up to 1,000 hours	\$ Bidder to provide in proposal
Senior Technical Writer Resource 2	\$ Bidder to provide in proposal	Up to 1,000 hours	\$ Bidder to provide in proposal
TOTAL			\$ Bidder to provide in proposal

During the extended period of the Contract, the Contractor will be paid the following firm prices to perform all the Work in relation to the contract extension.

Table 2 - Option Period 1: May 1 2023 to April 30 2024

Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Senior Technical Writer Resource 1	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal
Senior Technical Writer Resource 2	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal
TOTAL			\$ Bidder to provide in proposal

Table 3 - Option Period 2: May 1 2024 to April 30 2025

Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Senior Technical Writer Resource 1	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal

Senior Technical Writer Resource 2	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal
TOTAL			\$ Bidder to provide in proposal

Table 4 - Option Period 3: May 1 2025 to April 30 2026

Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Senior Technical Writer Resource 1	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal
Senior Technical Writer Resource 2	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal
TOTAL			\$ Bidder to provide in proposal

Total Estimated Cost - _____ *(Applicable Taxes extra.)*

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

4.1.1 Technical Evaluation

4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.3 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit [70 %] and Price [30 %]

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum of 10 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 30 points.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = LP / P_i \times 30$. P_i is the evaluated price (P) of each responsive bid (i).

4.2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 70$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 2 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

4.2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$.

4.2.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 2 to Part 4 will be recommended for award of a contract.

4.2.1.7 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)
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Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OSi x 70)	Pricing Score (LP/Pi x 30)	Combined Rating
Bidder 1	120/135 x 70 = 62.22	50/60 x 30 = 25	87.22
Bidder 2	98/135 x 70 = 50.82	50/55 x 30 = 27.28	78.1
Bidder 3	82/135 x 70 = 42.52	50/50 x 30 = 30.00	72.52

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

The Bidder must provide the necessary documentation to support compliance with these requirements.

- a. The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.
- b. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by résumés and any necessary supporting documentation.
- c. The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). For experience requirements where a minimum duration of time is required to be demonstrated (e.g. “must have a minimum of eight (8) cumulative years of audit experience...”), in the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.
- d. It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and résumé evidence contained in their proposals. Note: the compliance grid, by and of itself, DOES NOT constitute demonstrated evidence. As stated in b. above, the résumés and supporting documentation will be accepted as evidence.

Bidders should provide any required references in the Technical Proposal of their bid.

The references provided by the Bidders are subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if any references given by the Bidder are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MT)	
Number	Mandatory Technical Criterion
MT1	<p>The Bidder must propose two (2) Technical Writer resources. The Bidder must demonstrate, by providing a copy of the degree, that the proposed resources have a Bachelor of Arts (BA) or a Bachelor of Science (BSc) or another bachelor degree relevant to health*.</p> <p>*Relevant to health is defined as Biomedical science (or related fields).</p>
MT2	<p>The Bidder must demonstrate, by providing detailed project descriptions, that the proposed resources have three (3) years' experience within the last five (5) years in copy editing scientific papers with tables, figures and statistical data.</p> <p>Project descriptions should include: client organization; title of the project; project start date and end date (MM/YYYY); brief project description; resource's role on the project; and the contact name, title, telephone and/or email address.</p>

MT3	<p>The Bidder must demonstrate, by providing detailed project descriptions, that the proposed resources have three (3) years' experience within the last five (5) years in copy editing research papers, reports, and/or guidelines on public health or biomedical topics that do not contain statistical data.</p> <p>Project descriptions should include: client organization; title of the project; project start date and end date (MM/YYYY); brief project description; resource's role on the project; and the contact name, title, telephone and/or email address.</p>
MT4	<p>The Bidder must demonstrate, by providing detailed project descriptions, that the proposed resources have three (3) years' experience within the last five (5) years in using a well-specific Style Guide that is based on credible sources (eg. The Canadian Style Guide).</p> <p>Project descriptions should include: client organization; title of the project; project start date and end date (MM/YYYY); brief project description; resource's role on the project; and the contact name, title, telephone and/or email address.</p>

Point Rated Technical Criteria

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

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your technical proposal which address(es) the requirement identified in the criteria.		
Criteria	Page #	Points allocated for the criteria
<p>R1= In addition to MT2, the Bidder must demonstrate, by providing detailed project descriptions, that the proposed resources have more than three (3) years' experience within the last five (5) years in copy editing scientific papers with tables, figures and statistical data.</p> <p>Project descriptions should include: client organization; title of the project; project start date and end date (MM/YYYY); brief project description; resource's role on the project; and the contact name, title, telephone and/or email address.</p> <p>2 points will be given for each additional year of experience in copy editing scientific papers with tables, figures and statistical data up to a maximum of 10 points</p>		10

<p>R2= In addition to MT3, the Bidder should demonstrate, by providing detailed project descriptions, that the proposed resources have more than three (3) years' experience within the last five (5) years in copy editing research papers, reports, and/or guidelines on public health or biomedical topics that do not contain statistical data.</p> <p>Project descriptions should include: client organization; title of the project; project start date and end date (MM/YYYY); brief project description; resource's role on the project; and the contact name, title, telephone and/or email address.</p> <p>2 points will be given for each additional year of experience in copy editing research papers, reports, and/or guidelines on public health issues or biomedical topics that do not contain statistical data up to a maximum of 10 points.</p>		10
<p>R3= In addition to MT4, the Bidder should demonstrate, by providing detailed project descriptions, that the proposed resources have more than three (3) years' experience within the last five (5) years in using a well-specific Style Guide that is based on credible sources (eg. The Canadian Style Guide).</p> <p>Project descriptions should include: client organization; title of the project; project start date and end date (MM/YYYY); brief project description; resource's role on the project; and the contact name, title, telephone and/or email address.</p> <p>2 points will be given for each additional year of experience using a well-specific Style Guide that is based on credible sources (eg. The Canadian Style Guide) up to a maximum of 10 points.</p>		10
<p>Total Points = 30 (Minimum Points Required = 10)</p>		

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 procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirement

There is no security requirement.

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

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 with the following replacements:

7.3 Security Requirement

Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting Government of Canada facilities.

Information which is to be used in the development of the contracted products, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by Health Canada/Public Health Agency of Canada and/or the Government of Canada.

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 Work is to be performed from date of contract award to April 30 2023.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor 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

Name: Mira Abdillahi

Telephone: (613) 941-2107

E-mail address: mira.abdillahi2@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: *to be updated at contract award*

Name: _____

Title: _____

Telephone: ____-____-____

E-mail address: _____

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

7.5.3 Contractor's Representative

to be updated at contract award

Name: _____

Title: _____

Organization: _____

Telephone: ____-____-____

E-mail address: _____

7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit prices as indicated in Annex B Basis of Payment. Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.6.2 Method of Payment

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

7.7 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.

2. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract and to p2p.invoices-factures@hc-sc.gc.ca.

7.8 Certifications and Additional Information

7.8.1 Compliance

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

7.9 Applicable Laws

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

7.10 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 General Conditions - Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment; and
- e) the Contractor's bid dated _____

7.11 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

7.12 Dispute Resolution

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

ANNEX A, STATEMENT OF WORK

1. TITLE

Senior Technical writers services for the Scientific Editing Assistance in support of the Canada Communicable Disease Report

2. SCOPE

2.1. Introduction

The Public Health Agency of Canada (PHAC) requires the services of 2 senior technical writer for the CCDC monthly issues.

2.2. Objectives of the Requirement

The Contractor must provide English General/Technical Writing and Editing Services to CCDC for the Office of the Chief Science Officer (OCSO) at the Public Health Agency of Canada.

The CCDC Editorial Office is scheduled to publish 10 issues per year. It covers topics such as COVID-19, vaccine-preventable diseases, rabies, measles, Lyme disease, influenza and other related communicable diseases.

2.3. Background and Specific Scope of the Requirement

The *Canada Communicable Disease Report* (CCDC) is an open access, online, bilingual, peer-reviewed journal on infectious diseases published on the Government of Canada website by the Public Health Agency of Canada and is available through PubMed, PubMed Central and DOAJ. CCDC is published ten times a year.

It is designed for a broad audience that includes clinicians and public health professionals, researchers and policymakers. Authoritative and practical, CCDC publishes rapid communications, surveillance reports, systematic reviews, outbreak reports, and Advisory Committee statements, as well as useful links to online resources, and continuing education events.

Issues are published around the first Thursday of each month. The CCDC Editorial Office is composed of an Editor-in-Chief, an Executive Editor, a Production Editor, an Editorial Coordinator, a French copy editor, two Web Content Managers, and two Junior Editors.

For more information on CCDC including current and past issues and supplements, the Contractor can go to <https://www.canada.ca/en/public-health/services/reports-publications/canada-communicable-disease-report-ccdr.html>

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

To meet a time-sensitive publication schedule, the Contractor must work closely with the CCDC Editorial office to provide editing, formatting and occasional writing services support of the CCDC publications in English.

3.1.1. Tasks will include:

3.1.1.1. Copy editing, proofreading and formatting of English manuscripts, cover teasers and table of contents pages in MS Word version for spelling, typo, syntax, grammar, punctuation, consistency of terminology and appropriate use of acronyms, according to the CCDC Format and Style Guide (see **Appendix 1 to Annex A**);

3.1.1.2. Formatting of text and visual content (graphics, tables and figures in MS Word, MS Excel, and MS Power Point) according to the CCDC Formatting Template (see **Appendix 2 to Annex A**);

3.1.1.3. Verifying all web links and correct citation of references (in-text and list) as per the CCDC Style Guide;

- 3.1.1.4. Submitting to the Editor-in-Chief/Editorial Coordinator and cc'd to ccdr-rmtc@phac-aspc.gc.ca of a copy-edited version of all manuscripts, cover teasers and table of contents pages in tracked changes at the date requested by CCDR, or before;
- 3.1.1.5. Providing feedback and suggestions to inform the ongoing development of the Style Guide to the Editor-in-Chief/Editorial Coordinator;
- 3.1.1.6. Drafting summary manuscripts according to the CCDR format upon Editor-in-Chief request based on materials provided;
- 3.1.2. Related deliverables are:**
- 3.1.2.1. Edited, proofread and formatted manuscripts, cover teasers, table of contents pages, tables and figures and related materials as per CCDR Style Guide and CCDR Formatting Template; and
- 3.1.2.2. Drafting scientific papers (such as a summary of a larger report) according to the CCDR Style Guide and Checklists for which the Contractor will work with the Editor-in-Chief.

The Contractor must use MS Office Suite: MS Word, MS Excel, and MS PowerPoint, version 2010 (or higher).

3.1.3. Estimated number of pages and/or words:

Each issue of the CCDR publication will include from four to ten manuscripts, for a total of forty to eighty pages and approximately 30,000 words. There could be up to 10 issues per calendar year.

Manuscripts must be edited in MS Word, MS Excel (Tables) or MS PowerPoint (Figures) and delivered electronically to the Editor-in-Chief/Editorial Coordinator (with a cc to ccdr-rmtc@phac-aspc.gc.ca). Comments or questions for the Editor-in-Chief/Editorial Coordinator or authors must be inserted directly into the document using the "track changes" mode in the case of Word documents. For Excel and PowerPoint documents, comments can be inserted into the file, or listed in a separate document.

The copy editor can contact the author for clarification if needed.

3.1.4. Publishing cycle:

The Editor-in-Chief/Editorial Coordinator will send a copy of the production dashboard to the Contractor by email on a quarterly basis. The Contractor must confirm to the Editor-in-Chief/Editorial Coordinator whether the copy editor can, or cannot, meet the production requirements by email, with a cc to ccdr-rmtc@phac-aspc.gc.ca, within 24 hours of receiving the dashboard. Following receipt of the dashboard, the Contractor may submit any holidays or future dates he/she is unavailable.

There are four days in the production schedule for copy editing, proofreading and formatting one full issue. As standard practice, the Contractor will receive the manuscripts for the issue on day one (1) of the production. However, for some issues the Contractor may receive individual manuscripts as they are accepted for publication by the Editor-in-Chief. The Contractor will be advised of these exceptions before any of the issue material is sent.

The Contractor must confirm the return date and the estimated time of the finished work to the Editor-in-Chief/Editorial Coordinator by email upon receipt of the manuscripts. The Contractor may complete the copy editing, proofreading and formatting of a manuscript ahead of the established return date. If the volume of the material to copy edit exceeds the scheduled timelines, the Contractor must consult with the Editor-in-Chief/Editorial Coordinator and, if required, the Editor-in-Chief to determine a mutually agreeable return date. Should it not be possible to achieve a mutually agreeable return date the CCDR reserves the right to complete the work through other means.

The CCDR reserves the right to determine the number of manuscripts allocated to the contractor for an issue, based on the production requirements.

The Editor-in-Chief/Editorial Coordinator will send an email to the Contractor requesting confirmation of their availability to complete the work required 3–5 working days in advance of sending the manuscripts.

Scientific writing needs will be arranged as needed with the Contractor working directly with the Editor-in-Chief on request and timelines.

From time to time, the Contractor and Editor-in-Chief will participate in a telephone conference to debrief on how things are going, to consider improvements to the Style Guide, and to identify opportunities for improvements to the process for future work.

3.2. Specifications and Standards

The work will be measured against the CCDR Style Guide. The Editor-in-Chief/Editorial Coordinator will work closely with the Contractor. Completion of deliverables will be monitored by the Editor-in-Chief/Editorial Coordinator by means of electronic copy edited versions submitted by the Contractor. Significant changes and revisions to the Microsoft Word documents must have tracked changes for ease of review in addition to comments if appropriate. Deliverables will be accepted in writing by the Editor-in-Chief following a review by the Editor-in-Chief/Editorial Coordinator or designate, in consultation with the Contractor as necessary.

3.3. Technical, Operational and Organizational Environment

The Contractor must use MS Word, MS Excel, MS PowerPoint (MS Office version 10 or higher). The work will take place in an environment of the Contractor's choosing and expense, outside of the Public Health Agency of Canada's facilities.

3.4. Method and Source of Acceptance

- The work will be measured against the CCDR Format and Style Guide.
- All deliverables (electronic copy edited manuscripts, cover teasers and table of contents) will be monitored by the Editor-in-Chief/Editorial Coordinator for compliance with the Format and Style Guide.
- For changes and revisions to all MS Word documents, the Contractor must use the track changes and, where appropriate, comments functions in the Review tab.
- The Editor-in-Chief/Editorial Coordinator will confirm acceptance of the deliverables, or required revisions if necessary, by email.

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.

3.5. Reporting Requirements

The Contractor must submit an email outlining the deliverables for each publishing period to ccdr-rmtc@phac-aspc.gc.ca. Issues identified by the Contractor and upcoming milestones must be reported to the Editor-in-Chief/Editorial Coordinator with a cc to ccdr-rmtc@phac-aspc.gc.ca to ensure proper follow-up. Additional verbal progress reports may be requested by the Editor-in-Chief/Editorial Coordinator or the Editor-in-Chief on occasion.

3.6. Project Management Control Procedures

The edited work must be submitted to the CCDR Inbox (ccdr-rmtc@phac-aspc.gc.ca) at the time of the copy-editing request.

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

- 4.1.1. Access to the time and advice of the Editor-in-Chief/Editorial Coordinator, as required. The Editor-in-Chief/Editorial Coordinator will supply the Contractor with regular scheduling updates, as required.
- 4.1.2. Access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc will be provided if not accessible to the Contractor through alternate means.
- 4.1.3. The Editor-in-Chief will provide to the Copy Editor the line-up of the upcoming issues with a month or two months in advance.

4.2. Contractor's Obligations

The Contractor must use their own equipment and software for the performance of this Statement of Work.

4.3. Location of Work, Work site and Delivery Point

Work to be performed at the contractor premises. Delivery is electronic.

4.4. Language of Work

The work will be performed in English.

5. APPLICABLE DOCUMENTS AND GLOSSARY

5.1. Applicable Documents

Style Guide

Formatting Guide

ANNEX B, BASIS OF PAYMENT

Table 1: initial period – contract award to April 30 2023

Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Senior Technical Writer Resource 1	\$ Bidder to provide in proposal	Up to 1,000 hours	\$ Bidder to provide in proposal
Senior Technical Writer Resource 2	\$ Bidder to provide in proposal	Up to 1,000 hours	\$ Bidder to provide in proposal
TOTAL			\$ Bidder to provide in proposal

During the extended period of the Contract, the Contractor will be paid the following firm prices to perform all the Work in relation to the contract extension.

Table 2 - Option Period 1: May 1 2023 to April 30 2024

Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Senior Technical Writer Resource 1	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal
Senior Technical Writer Resource 2	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal
TOTAL			\$ Bidder to provide in proposal

Table 3 - Option Period 2: May 1 2024 to April 30 2025

Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Senior Technical Writer Resource 1	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal
Senior Technical Writer Resource 2	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal
TOTAL			\$ Bidder to provide in proposal

Table 4 - Option Period 3: May 1 2025 to April 30 2026

Services	Hourly Rate (A)	Estimated Level of Effort (hours) (B)	Estimated Contract Value (A) x (B) = (C)
Senior Technical Writer Resource 1	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal
Senior Technical Writer Resource 2	\$ Bidder to provide in proposal	Up to 1000 hours	\$ Bidder to provide in proposal

	TOTAL	\$ Bidder to provide in proposal
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Total Estimated Cost - _____ *(Applicable Taxes extra.)*