



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Public Health Agency of Canada / Agence de la santé publique du Canada

Attn: Drew Johnson

Email: drew.johnson@hc-sc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: **Public Health Agency of Canada**
We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition à:

Agence de la santé publique du Canada

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

Instructions : See Herein

Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Public Health Agency of Canada / Agence de la santé publique du Canada
200, Eglantine Driveway
Tunney's Pasture
Ottawa Ontario K1A 0K9

Title – Sujet Post COVID-19 Condition- Evidence Syntheses and Consultation Services	
Solicitation No. – N° de l'invitation 1000245512	Date 2021-12-22
Solicitation Closes at – L'invitation prend fin à 2 :00 PM on / le – January 23, 2022	Time Zone Fuseau horaire EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : Name: Drew Johnson Email: drew.johnson@hc-sc.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
_____ (type or print)/ (taper ou écrire en caractères d'imprimerie)	
_____ Signature	_____ Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION..... 4

1.1 INTRODUCTION4

1.2 SUMMARY4

1.3 DEBRIEFINGS.....4

PART 2 - BIDDER INSTRUCTIONS..... 5

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS5

2.2 SUBMISSION OF BIDS.....5

2.3 FORMER PUBLIC SERVANT5

2.4 ENQUIRIES - BID SOLICITATION.....7

2.5 APPLICABLE LAWS7

2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....7

PART 3 - BID PREPARATION INSTRUCTIONS..... 8

3.1 BID PREPARATION INSTRUCTIONS8

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....13

4.1 EVALUATION PROCEDURES13

4.2 BASIS OF SELECTION.....13

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....21

5.1 CERTIFICATIONS REQUIRED WITH THE BID.....21

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....21

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS23

6.1 SECURITY REQUIREMENTS23

PART 7 - RESULTING CONTRACT CLAUSES.....24

7.1 STATEMENT OF WORK.....24

7.2 STANDARD CLAUSES AND CONDITIONS.....24

7.3 SECURITY REQUIREMENTS25

7.4 TERM OF CONTRACT25

7.5 AUTHORITIES.....25

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....26

7.7 PAYMENT.....26

7.8 METHOD OF PAYMENT.....27

7.9 INVOICING INSTRUCTIONS27

7.10 CERTIFICATIONS AND ADDITIONAL INFORMATION.....28

7.11 APPLICABLE LAWS28

7.12 PRIORITY OF DOCUMENTS28

7.13 INSURANCE28

7.14 DISPUTE RESOLUTION.....28

ANNEX “A”30

STATEMENT OF WORK.....30

ANNEX “B”35

BASIS OF PAYMENT35

ANNEX “C”35



TASK AUTHORIZATION FORM.....39



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, the Basis of Payment, and the Task Authorization Form.

1.2 Summary

The Public Health Agency of Canada (PHAC) requires the professional services of an experienced research team to conduct evidence syntheses to help build the body of evidence on post COVID-19 condition, through the development of multiple reviews (systematic, rapid, scoping, etc.) and provide routine evidence summaries on various topics related to post COVID-19 condition. In addition, the Contractor will also be expected to provide training and consultation services on methodologies in evidence synthesis. The work to be conducted is detailed in Annex A, Statement of Work. The contract period will start on March 1, 2023 and end February 29, 2024 with three (3) additional one (1) year option periods. The Contractor must be available to work off-site at their own facilities.

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to drew.johnson@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 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 Enquiries - Bid Solicitation

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

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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Attachment 1 to Part 3 Pricing Schedule.

Bidders financial bids for all services (scheduled and as and when requested) for the initial contract period and all option periods must not exceed \$720,000 excluding taxes. Financial bids submitted above \$720,000.00 excluding taxes will be disqualified.

Section III: Certifications

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



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

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

The maximum bid amount for all services (scheduled and as and when requested) for the initial contract period and all option periods must not exceed \$720,000 excluding taxes. Financial bids submitted above \$720,000.00 excluding taxes will be disqualified.

*The estimated quantity is for evaluation purposes only and does not represent a financial commitment.

Pricing Schedule 1 – Scheduled Service

Initial Contract Period – March 1, 2023 to February 29, 2024

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Summary	Up to 22 hours worth of work over a two week period	28 Summaries	\$_____/per summary
2	Total			\$_____

Option Period 1 – March 1, 2024 to February 28, 2025

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Summary	Up to 22 hours worth of work over a two week period	28 Summaries	\$_____/per summary
2	Total			\$_____

Option Period 2 – March 1, 2025 to February 28, 2026

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Summary	Up to 22 hours worth of work over a two week period	28 Summaries	\$_____/per summary
2	Total			\$_____

Pricing Schedule 2 – As and When Required Service

Evidence Synthesis:

Systematic reviews will apply Cochrane methods, and include full risk of bias assessments and use of GRADE for assessing certainty in the evidence.

- **Large and Medium Systematic Reviews:**
 - Large systematic reviews are defined as having approximately 6000 citations to screen and approximately 60 included primary studies



- Medium systematic reviews are defined as having approximately 3000 citations to screen and approximately 30 included primary studies

Rapid reviews will apply Cochrane methods for rapid reviews and include risk of bias assessments but no assessments of the certainty of the evidence.

• **Large and Medium Rapid Reviews:**

- Large rapid reviews are defined as having approximately 6000 citations to screen and approximately 60 included primary studies
- Medium rapid reviews are defined as having approximately 3000 citations to screen and approximately 30 included primary studies

Initial Contract Period – March 1, 2023 to February 29, 2024

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Synthesis: Large Systematic Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
2	Evidence Synthesis: Medium Systematic Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
3	Evidence Synthesis: Large Rapid Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
4	Evidence Synthesis: Medium Rapid Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
5	Consultation and training: Provided by Senior Staff Members	Topics may include, for example introductory or advanced training on systematic reviews or rapid reviews, training on use of GRADE or use of appraisal tools (I.e. AMSTAR) or risk of bias tools (I.e. ROBINS-I)	180 hours	\$ _____ /per hour
6	Total			\$ _____



Option Period 1 – March 1, 2024 to February 28, 2025

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Synthesis: Large Systematic Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
2	Evidence Synthesis: Medium Systematic Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
3	Evidence Synthesis: Large Rapid Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
4	Evidence Synthesis: Medium Rapid Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
5	Consultation and training: Provided by Senior Staff Members	Topics may include, for example introductory or advanced training on systematic reviews or rapid reviews, training on use of GRADE or use of appraisal tools (I.e. AMSTAR) or risk of bias tools (I.e. ROBINS-I)	180 hours	\$ _____ /per hour
6	Total			\$ _____

Option Period 2 – March 1, 2025 to February 28, 2026

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Synthesis: Large Systematic Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
2	Evidence Synthesis: Medium Systematic Review	Require approximately 3000 citations to screen and approximately 30	2 reviews	\$ _____ /per review



		included primary studies		
3	Evidence Synthesis: Large Rapid Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
4	Evidence Synthesis: Medium Rapid Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
5	Consultation and training: Provided by Senior Staff Members	Topics may include, for example introductory or advanced training on systematic reviews or rapid reviews, training on use of GRADE or use of appraisal tools (i.e. AMSTAR) or risk of bias tools (i.e. ROBINS-I)	180 hours	\$ _____ /per hour
6			Total	\$ _____



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

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

4.1.2 Financial Evaluation

Mandatory financial evaluation criteria are included in Attachment 1 to Part 4.

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 Highest Combined Rating of Technical Merit (80%) and Price (20%)

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 20 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 28.5 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 80% for the technical merit and 20% 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 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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



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

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



ATTACHMENT 1 TO PART 4, TECHNICAL AND FINANCIAL CRITERIA

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

1. 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.
2. 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.
3. 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.
4. 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.

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. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MT)	
Number	Mandatory Technical Criterion
MT1	<p>The bidder must demonstrate, by providing detailed project descriptions, that the proposed team of resources has experience publishing nine (9) systematic reviews in the field of health evidence synthesis in peer-reviewed journals or as technical reports (not as part of academic training) within the last ten (10) years. At least one senior staff member of the proposed team must have been involved with each project.</p> <p>To demonstrate these criteria, the bidder must provide URL links for each project.</p>



	<p>Project descriptions must 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>** Canada reserves the right to contact references to validate experience.</p>
MT2	<p>The bidder must demonstrate, by providing detailed project descriptions, that the proposed team of resources has experience conducting all of the following in the last 10 years:</p> <ul style="list-style-type: none">a) Three (3) Rapid reviewsb) Two (2) Narrative systematic reviewsc) Four (4) Systematic reviews with meta-analysis <p>To demonstrate these criteria, the bidder must provide a copy or online links to the full-text publications for these reviews.</p> <p>Project descriptions must 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>** Canada reserves the right to contact references to validate experience.</p>
MT3	<p>The bidder must demonstrate, by providing detailed project descriptions, that the proposed team of resources has used GRADE methodology to rate certainty in the evidence in two (2) systematic reviews within the last ten (10) years.</p> <p>To demonstrate this, the bidder must provide a copy or links to the full-text versions of the published systematic reviews where GRADE methodology was applied to rate certainty in the evidence.</p> <p>Project descriptions must 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>** Canada reserves the right to contact references to validate experience.</p>
MT4	<p>The bidder must demonstrate, by providing detailed project descriptions, that the proposed team of resources has experience on one (1) project (minimum of three months) working in the field of health evidence synthesis with a Canadian federal department or agency within the last 10 years.</p> <p>Project descriptions must 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>** Canada reserves the right to contact references to validate experience.</p>
MT5	<p>The bidder must demonstrate that they have, available within their proposed team, expertise in the following:</p> <ul style="list-style-type: none">a) epidemiology,b) statistics (e.g., meta-analysis, network meta-analysis, metaregression),c) information science, andd) systematic review methodology. <p>The bidder must provide at least one of the following to demonstrate that staff have expertise in these areas:</p>



	<ul style="list-style-type: none"> - Copy of the Graduate degree with the specialty indicated - Copy of the certificates for course completion
MT6	<p>The bidder must demonstrate, by providing a detailed work plan, that they have the resources (Senior and Regular staff) and capacity to complete the work identified in Annex A, Statement of Work. The work plan must detail the tasks/deliverables to be completed by each proposed resource and their role within the organization (e.g. research analyst)). The work plan must demonstrate the Bidder's ability to conduct the following tasks simultaneously and with high quality:</p> <ol style="list-style-type: none"> 1. Work on 1-2 evidence syntheses, 2. Develop routine emerging evidence summaries (bi-weekly, monthly or quarterly), and 3. Allot up to 15 hours per month for consultation or training services. <p>The work plan must also demonstrate that the Bidder's team has French-language capacity in order to review French citations</p>

1.2 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.

Point Rated Technical Criteria (RT)		
Number	Rated Technical Criterion	Points Allocation
RT1	<p>The Bidder should demonstrate, by providing detailed project descriptions, that the proposed team of resources has conducted the following different types or scope of reviews within the last 10 years (each worth 1 point):</p> <ol style="list-style-type: none"> a) an overview of reviews b) a living systematic review c) a scoping review d) a systematic review using network meta-analyses e) a review that included quasi-experimental studies f) a review that included qualitative studies <p>Additional points will be awarded for the following (points as specified):</p> <ol style="list-style-type: none"> g) at least one review pertains to COVID-19 (0.5 points) h) at least one review pertains to post-COVID condition (0.5 points) i) at least one review pertains to a public health topic (0.5 points) j) at least one review was used to inform the development of evidence-based guidelines using GRADE (include both 	Maximum: 9.5 points



	<p>the review and the guideline) (2 points – 1 point for use of GRADE in each of the evidence synthesis and guideline development process)</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>** Canada reserves the right to contact references to validate experience.</p>	
RT2	<p>The Bidder should demonstrate, by providing detailed project descriptions, that the proposed team of resources has experience providing recent publications (within the last 10 years) which include the following:</p> <ul style="list-style-type: none"> a) Adherence to high methodological standards (e.g., Cochrane methods) b) Adherence to high reporting standards (e.g., using AMSTAR criteria) <p>To demonstrate these criteria, the bidder must provide:</p> <ul style="list-style-type: none"> i. A copy or online links to the full-text publications of TWO (2) different reviews (one publication should show A being applied and the other publication should show B being applied), and ii. Clear justifications or proof of how these standards were met (e.g., include a list of the methodological and reporting standards that are demonstrated, justification/rationale for each, and references [e.g., page numbers] to where the applicable information can be found). <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>** Canada reserves the right to contact references to validate experience.</p>	<p>A and B are worth 4 points each.</p> <p>Maximum: 8 points</p>
RT3	<p>The Bidder should demonstrate, by providing detailed project descriptions, that the proposed team of resources has experience using the</p>	<p>Maximum: 4 points</p>



	<p>following risk of bias assessment tools within the last ten (10) years:</p> <ul style="list-style-type: none"> - For Randomized Controlled Trial's: <ul style="list-style-type: none"> a) Cochrane risk-of-bias tool for randomized trials (Risk of Bias or Risk of Bias 2) (1 point) b) Other tools for RCTs (e.g., Joanna Briggs Institute (JBI), Critical Appraisal Skills Programme (CASP), etc.) (1 point) - For non-randomized studies: <ul style="list-style-type: none"> c) Risk of bias in non-randomized studies – of Interventions (ROBINS-I) (1 point) d) Other tools for non-randomized studies (e.g., Newcastle-Ottawa Scale (NOS), JBI, CASP, etc.) (1 point) <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>** Canada reserves the right to contact references to validate experience.</p>	
<p>RT4</p>	<p>The Bidder should demonstrate, by providing detailed project descriptions, that the proposed team of resources has experience within the last ten (10) years providing training in the following:</p> <ul style="list-style-type: none"> a) Systematic review methodology (1 point) b) Other types of reviews (e.g., scoping, rapid, overview of reviews, etc.) (1 point) c) GRADE methodology (1 point) d) Other types of training related to reviews (e.g., use of various critical appraisal tools, statistical analyses, tools for screening or data extraction, etc.) (1 point) <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>** Canada reserves the right to contact references to validate experience.</p>	<p>Maximum: 4 points</p>
<p>RT5</p>	<p>The Bidder should demonstrate, by providing detailed project descriptions, that the proposed</p>	<p>Maximum: 3 points</p>



	<p>team of resources has experience within the last ten (10) years working with various stakeholders: (0.5 points each)</p> <ul style="list-style-type: none"> a) Federal/provincial/territorial/municipal public health departments/agencies b) Guideline development groups c) Clinical experts d) Patients e) Other health associations or groups (e.g., College of Family Physicians of Canada, Canadian Cancer Society, etc.) <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>** Canada reserves the right to contact references to validate experience.</p>	
TOTAL SCORE (MINIMUM REQUIRED=20):		/28.5

1.3 Mandatory Financial Criteria

Mandatory Financial Criteria (MF)	
Number	Mandatory Financial Criterion
MF1	The bidder must submit a financial bid that does not exceed \$720,000.00 excluding taxes for all services (scheduled and as and when requested) for the initial contract period and all option periods.



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

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



5.2.3.2 Education and Experience

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



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;



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.

7.1.2 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 C.
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 one (1) 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 \$50,000.00, 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.

7.1.2.3 Canada's Obligation – Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

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

[A9014C](#) (2006-06-16), Specific Person(s) apply to and form part of the Contract.



The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (insert name(s) of person(s)).

7.3 Security Requirements

Unscreened contractors must be escorted:

1. Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting Government of Canada 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 Health Canada/Public Health Agency of Canada 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 Work is to be performed from March 1, 2023 to February 29, 2024.

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

The Contracting Authority for the Contract is:

Name: Drew Johnson

Telephone: 613-941-2102

E-mail address: drew.johnson@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 inserted at contract award)



Name:
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 inserted at contract award)

Name:
Title:
Organization:
Telephone:
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 – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex B for a cost of \$ _____ (To be inserted at contract award). Customs duties are included 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.

7.7.2 Basis of Payment – Firm Unit Prices – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.3 Ceiling Price

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment at Annex B, to a ceiling price of \$ _____ (insert amount at contract award). Customs duties are included and Applicable Taxes are extra.



7.7.3.1 Limitation of Expenditure – Regular Services

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (To be inserted 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.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (To be inserted at contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.8 Method of Payment

7.8.1 Regular Services

H1008C (2008-05-12), Monthly Payment apply to and form part of the Contract.

7.8.2 As and When Required Services (To be identified in TA)

H1000C (2008-05-12), Single Payment apply to and form part of the Contract.

OR

H1008C (2008-05-12), Monthly Payment apply to and form part of the Contract.

7.9 Invoicing Instructions

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



completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract.

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.

7.10 Certifications and Additional Information

7.10.1 Compliance

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

7.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

7.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [A9014C](#) (2006-06-16), Specific Person(s);
- (b) the general conditions [2035](#) (2022-05-12), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated _____, (*insert date of bid*).

7.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

7.14 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

Post COVID-19 Condition- Evidence Syntheses and consultation services

2. SCOPE

2.1. Introduction

The Public Health Agency of Canada requires the professional services of an experienced research team in various capacities.

On a regular anticipated basis, professional services are needed to:

- provide routine (i.e., biweekly to monthly) evidence summaries on various topics related to post COVID-19 condition

On an "as and when required" basis, professional services are needed to:

- conduct evidence syntheses to help build the body of evidence on post COVID-19 condition, through the development of multiple reviews (systematic, rapid, scoping, etc.),
- provide training and consultation services on methodologies in evidence synthesis.

2.2. Objectives of the Requirement

The objectives of this contract are to:

1. Scope available evidence to identify the knowledge gaps related to post COVID-19 condition ;
2. Conduct systematic reviews on key research questions, using Cochrane and GRADE methodology;
3. Conduct other reviews (scoping, rapid, etc.) on key research questions using Cochrane methodology (if applicable);
4. Prepare routine evidence summaries on emerging evidence pertaining to post COVID-19 condition; and
5. Provide consultation services/training to PHAC research team on evidence synthesis and systematic review methodology.

2.3. Background and Specific Scope of the Requirement

As part of their mandate, the Public Health Agency of Canada (PHAC), in collaboration with Federal Government counterparts, is responsible for the research and surveillance of public health diseases and conditions. Over the past two years, efforts have been focused on the SARS-CoV-2 (COVID-19) global pandemic, and generating the evidence that is needed to better understand the wider health impacts of COVID-19 and inform public health action beyond the initial pandemic response. This includes generating evidence to understand the longer term health effects of COVID-19 (including post COVID-19 condition), which is crucial to inform clinical practice and public health policies, and ultimately help Canadians living with post COVID-19 condition and their clinicians.



Post COVID-19 condition is a priority for the Federal Government, and the investment in the study of the effects of post COVID-19 condition is identified as a Ministerial priority as outlined in the 2022-2023 Mandate Letter. The evidence gaps around how to prevent, diagnose, and manage post COVID-19 condition need to be addressed very quickly to meet the needs of the Canadian citizens who are living with post COVID-19 condition and the health care professionals caring for them. At this time, there are currently insufficient data available to determine the percentage of the Canadian population experiencing post COVID-19 condition. However, based on early published reports in 2020, the World Health Organization estimates that at least 10-20% of people who had a COVID-19 infection will later experience one or several symptoms past 12 weeks after their initial illness. Post COVID-19 condition is also generating more media attention and, as such, PHAC requires evidence-based science to respond to incoming inquiries and media requests.

Canada's response to the COVID-19 pandemic is continually guided by the latest science, evidence and research. To that end, the Government of Canada is actively working with the expert community, nationally and internationally, to advance the evidence base on post COVID-19 condition to better understand the condition, and support those Canadians who are experiencing longer term effects. More research is needed to support a range of actions to address post COVID-19 Condition in Canada. The work done through this contract will generate a body of evidence on various topics related to post COVID-19 condition, which will strengthen our understanding of post COVID-19 condition to better protect Canadians' health and contribute to the national and international response to post COVID-19 condition. Such efforts will also help to illuminate what longer-term burdens on healthcare systems can be expected, how to better support patients and their families, and understand the impacts to society. The consultation and training services will be used to guide new and existing staff in building expertise on research methodologies and evidence syntheses. This will be used to support the post COVID-19 condition file and other research on public health conditions and diseases.

Given the subject matter, this is a time-sensitive requirement.

3. REQUIREMENTS

3.1. Tasks and Deliverables

The Contractor must provide the following tasks and deliverables on a regular, scheduled basis and on an "as and when required" basis:

Develop multiple review products based on evidence needs identified by the Agency (e.g. systematic, scoping and rapid reviews and emerging evidence summaries) on various topics related to post COVID-19 condition, applying the Cochrane and GRADE (Grading of Recommendations, Assessment, Development and Evaluation) methodology where applicable. The Contractor will need to be flexible and adaptive to taking on urgent, time-sensitive evidence synthesis requests from PHAC and deliver products in a timely manner.

Cochrane is a global network of health and social care practitioners, researchers, patient advocates and others, with a mission to promote evidence-informed decision making by producing high quality, relevant, accessible systematic reviews and other synthesized research evidence (The Cochrane Collaboration, 2022, <https://training.cochrane.org/handbook/current>).

Research questions may be brought forward by the Program Authority, based on the gaps in evidence or priority areas that are identified.

SCHEDULED SERVICES:

3.1.1 Emerging Evidence Summaries:

The Contractor must provide the following tasks and deliverables on a regular scheduled basis: :



- a) Scan the routine literature search results, media scans and ad-hoc articles provided by PHAC for relevant evidence pertaining to key information gaps/priority information needs and summarize key findings;
- b) Maintain database (spreadsheet) of relevant literature and key findings; and
- c) Draft regular (e.g., biweekly to quarterly) emerging evidence summaries.

Deliverable:

The deliverables for the emerging Evidence Summaries are as follows:

- a) Regular (e.g., bi-weekly to quarterly) summaries in a Word document format.

AS AND WHEN REQUIRED SERVICES:

3.1.2 Evidence Syntheses:

The Contractor must provide the following tasks and deliverables on an “as and when required” basis.

Systematic reviews will apply Cochrane methods, and include full risk of bias assessments and use of GRADE for assessing certainty in the evidence.

Large and medium systematic reviews are defined as the following:

- Large systematic reviews are defined as having approximately 6000 citations to screen and approximately 60 included primary studies
- Medium systematic reviews are defined as having approximately 3000 citations to screen and approximately 30 included primary studies

The tasks for each systematic review are as follows:

Protocol development and topic refinement:

- a. Defining research question and scope:
 - i. Determine inclusions and exclusions,
 - ii. Develop PICO table, and
 - iii. Develop and register review protocol

Search:

- b. Conduct literature search:
 - i. Develop and pilot screening, selection and data extraction forms,
 - ii. Develop and peer-review the literature search strategy
 - iii. Conduct the literature search

Appraisal and synthesis:

- c. Screening and selection of studies:
 - i. Title/abstract screening; and
 - ii. Article retrieval and full text selection.
- d. Data extraction and assessment of risk of bias
 - i. Include development of tables.
- e. Data synthesis and assessment of certainty of evidence (using GRADE):
 - i. May be qualitative/narrative or quantitative depending on data availability; and
 - ii. Present draft GRADE tables.

Reporting Results:

- f. Reporting of findings:
 - i. Follow 2020 PRISMA guidance in manuscript format, with all study data in appendices or data repository.

Deliverables:

The deliverables for each systematic review are as follows:



- a) Protocol approved and submitted for registration in Prospero;
- b) Included studies list and characteristics tables;
- c) List of excluded studies;
- d) Draft GRADE tables (if applicable)
- e) Draft manuscript; and
- f) Manuscript revised based on PHAC feedback and approved by PHAC
- g) Final manuscript submitted for publication (i.e. in a peer-reviewed journal, pre-print or as grey literature) unless the purpose of the review was not intended for broad or public distribution.

3.1.3 Evidence Syntheses - Rapid reviews:

The Contractor must provide the following tasks and deliverables on an “as and when required” basis.

Rapid reviews will apply Cochrane methods for rapid reviews and include risk of bias assessments but no assessments of the certainty of the evidence.

Large and medium rapid reviews are defined as the following:

- Large rapid reviews are defined as having approximately 6000 citations to screen and approximately 60 included primary studies
- Medium rapid reviews are defined as having approximately 3000 citations to screen and approximately 30 included primary studies

The tasks for the rapid reviews are as follows:

- a) Develop research question/topic Scan literature and grey literature;
- b) Interpret and analyse findings; and
- c) Identify knowledge gaps and draft the manuscript.

Deliverables:

The deliverables for the rapid reviews are as follows:

- a) Final manuscript

3.1.4 Consultation and training services:

The Contractor must provide the following tasks and deliverables on an “as and when required” basis::

- a) Provide consultation and/or training services. The topics and focus of the training will be developed with the Project Authority, but may include, for example introductory or advanced training on systematic reviews or rapid reviews, training on use of GRADE or use of appraisal tools (i.e. AMSTAR) or risk of bias tools (i.e. ROBINS-I).
- b) Support with other tasks (e.g. review of protocols); and
- c) Guidance on methodology, peer-reviewing protocols, statistical analysis or other forms of synthesis.

Deliverable:

The deliverables for the consultation and training services are as follows:

The Contractor will need to develop and provide:

- a) Course materials and handouts for training sessions;
- b) Online consulting sessions with individuals or small groups of PHAC staff

3.2. 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.



3.3. Reporting Requirements

The contractor will communicate with the Project Authority as needed via teleconference, at minimum on a monthly basis, to discuss progress, milestones, status of deliverables, assignment of tasks.

Monthly updates on progress will be delivered to the Project Authority, and quarterly work plans can be created and approved by PHAC in advance.

3.4. Project Management Control Procedures

The Project Authority shall:

- Monitor and control the work by evaluating and providing feedback on the deliverables;
- Provide access to relevant documents and background information required by the Contractor; and
- Provide technical advice as required.

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

The Project Authority will be the contractor's primary point of contact and will ensure that the Contractor has timely access to all appropriate personnel and materials to deliver the terms of this contract.

Documentation will be provided by the Project Authority as needed during the contract.

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

The work is to be conducted off-site at the Contractor's facilities. All meetings will be conducted virtually.

4.4. Language of Work

All the work will be conducted in English, however the team must have French-language capacity in order to review French citations. All the deliverables will be provided in English.

5. PROJECT SCHEDULE

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

Schedule/timelines for entire work:

It is anticipated that the contractor will complete:

- a. At least 3-6 reviews per year of the contract. This will be a combination of systematic, scoping or rapid reviews, depending on requirements and timelines;
- b. Bi-weekly to monthly emerging evidence summaries on post COVID-19 condition; and
- c. Approximately 15 hours of consultation per month.



ANNEX "B"

BASIS OF PAYMENT

Pricing Schedule 1 – Scheduled Service

Initial Contract Period – March 1, 2023 to February 29, 2024

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Summary	Up to 22 hours worth of work over a two week period	28 Summaries	\$_____/per summary
2	Total			\$_____

Option Period 1 – March 1, 2024 to February 28, 2025

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Summary	Up to 22 hours worth of work over a two week period	28 Summaries	\$_____/per summary
2	Total			\$_____

Option Period 2 – March 1, 2025 to February 28, 2026

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Summary	Up to 22 hours worth of work over a two week period	28 Summaries	\$_____/per summary
2	Total			\$_____

Pricing Schedule 2 – As and When Required Service

Evidence Synthesis:

Systematic reviews will apply Cochrane methods, and include full risk of bias assessments and use of GRADE for assessing certainty in the evidence.

• **Large and Medium Systematic Reviews:**

- Large systematic reviews are defined as having approximately 6000 citations to screen and approximately 60 included primary studies
- Medium systematic reviews are defined as having approximately 3000 citations to screen and approximately 30 included primary studies

Rapid reviews will apply Cochrane methods for rapid reviews and include risk of bias assessments but no assessments of the certainty of the evidence.



- **Large and Medium Rapid Reviews:**
 - Large rapid reviews are defined as having approximately 6000 citations to screen and approximately 60 included primary studies
 - Medium rapid reviews are defined as having approximately 3000 citations to screen and approximately 30 included primary studies

Initial Contract Period – March 1, 2023 to February 29, 2024

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Synthesis: Large Systematic Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
2	Evidence Synthesis: Medium Systematic Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
3	Evidence Synthesis: Large Rapid Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
4	Evidence Synthesis: Medium Rapid Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
5	Consultation and training: Provided by Senior Staff Members	Topics may include, for example introductory or advanced training on systematic reviews or rapid reviews, training on use of GRADE or use of appraisal tools (i.e. AMSTAR) or risk of bias tools (i.e. ROBINS-I)	180 hours	\$ _____ /per hour
6	Total			\$ _____

Option Period 1 – March 1, 2024 to February 28, 2025

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
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1	Evidence Synthesis: Large Systematic Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
2	Evidence Synthesis: Medium Systematic Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
3	Evidence Synthesis: Large Rapid Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
4	Evidence Synthesis: Medium Rapid Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
5	Consultation and training: Provided by Senior Staff Members	Topics may include, for example introductory or advanced training on systematic reviews or rapid reviews, training on use of GRADE or use of appraisal tools (I.e. AMSTAR) or risk of bias tools (I.e. ROBINS-I)	180 hours	\$ _____ /per hour
6	Total			\$ _____

Option Period 2 – March 1, 2025 to February 28, 2026

Item Number	Deliverable	Description	Estimated Quantity*	Price Per Deliverable
1	Evidence Synthesis: Large Systematic Review	Require approximately 6000 citations to screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
2	Evidence Synthesis: Medium Systematic Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
3	Evidence Synthesis: Large Rapid Review	Require approximately 6000 citations to		



		screen and approximately 60 included primary studies	2 reviews	\$ _____ /per review
4	Evidence Synthesis: Medium Rapid Review	Require approximately 3000 citations to screen and approximately 30 included primary studies	2 reviews	\$ _____ /per review
5	Consultation and training: Provided by Senior Staff Members	Topics may include, for example introductory or advanced training on systematic reviews or rapid reviews, training on use of GRADE or use of appraisal tools (i.e. AMSTAR) or risk of bias tools (i.e. ROBINS-I)	180 hours	\$ _____ /per hour
6	Total			\$ _____



ANNEX "C"

TASK AUTHORIZATION FORM

Contract Number:			
Task Authorization (TA) No. / PO Number:			
TA Validity Period:		Start:	End:
Financial Coding:			
Contractor's Name and Address			
.			
Original Authorization			
Total Estimated Cost of Task (GST/HST extra) before any revisions:			
TA Revisions Previously Authorized (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
New TA Revision (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra):		
Total Estimated Cost of Task (GST/HST extra) after this revision:			
Contract Security Requirements (as applicable)			
This task includes security requirements.			
X No			



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

Authorization

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

Name of Project Authority

Signature _____ Date: _____

Contractor's Signature

Name and title of individual authorized to sign for the Contractor

Signature _____ Date _____