

RETURN BIDS TO :

**RETOURNER LES
SOUSSIONS À:**

FCAC.Contract-Contrat.ACFC@fcac-acfc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: The Financial Consumer Agency of
Canada**

We hereby offer to sell to 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 aux:
L'Agence de la consommation en matière
financière du Canada**

Nous offrons par la présente de vendre à 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
Comments - Commentaires**

**This document does not contain a
Security Requirement**

Title – Sujet Research Expertise for the Development of a Financial Resilience Index for the Financial Consumer Agency of Canada (FCAC).	
Solicitation No. – N° de l'invitation 20222140	Date 2022-12-29
Client Reference No. – N° référence du client 20222140	
GETS Reference No. – N° de reference de SEAG 20222140	
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le 2023-02-08	Time Zone Fuseau horaire Eastern Time (ET)
F.O.B. - F.A.B. Destination: X	
Address Inquiries to : - Adresser toutes questions à: Pavlo Kyryakov	Email FCAC.Contract-Contrat.ACFC@fcac-acfc.gc.ca
Telephone No. – N° de téléphone : (613)-290-2003	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : Financial Consumer Agency of Canada (FCAC) 427 Laurier Ave. West, Suite 600 Ottawa, ON K1R 1B9	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	

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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 Annexes include the Statement of Work, the Basis of Payment, and any other annexes.

1.2 Summary

1.2.1 Objectives of the Requirement

FCAC is seeking to engage a researcher/group of researchers/research firm to develop a measure of financial resilience. The result of this research will assist FCAC in measuring and tracking the financial resilience of Canadians at the national, provincial, household, and individual level.

The following components are in scope of this contract (see sections below for details):

- Reviewing existing scientific evidence and theory to conceptualize/define financial resilience.
- Develop and implement a research strategy to operationalize financial resilience and test the psychometric properties of the financial resilience measure.
- Establishing related concepts to be measured based on relevant theory and research evidence.
- Develop a measure used to measure financial resilience.
- Qualitatively and quantitatively compare the model and index with pre-existing models and indexes of financial resilience, including FCAC's model of financial resilience presented in the [National Financial Literacy Strategy](#).
- Validating (criterion and construct validation) the new measure of financial resilience on objective data and subjective data.
- Establishing the measure's reliability (test-retest/internal consistency) and invariance across targeted demographic group.
- Cross-validating the validity and reliability evidence using a supplementary dataset.
- Developing Canadian norms to interpret scores.

- Final Reports (i.e., technical methodology report, research report, and user guide).

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.

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 “.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to FCAC.Contract-Contrat.ACFC@fcac-acfc.gc.ca

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as

applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **14 days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 N/A, Deleted

2.8 N/A, Deleted

2.9 Basis for Canada's Ownership of Intellectual Property

The Financial Consumer Agency of Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [*Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*](#):

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

2.10 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders submit their bid electronically in a **single email** with **three (3)** attachments (no emails with links to documents/data stored on the website(s) will be accepted) as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
Size of email must not exceed **10MB**.

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in **Annex "B"**.

3.1.2 **N/A, Deleted**

3.1.3 **Exchange Rate Fluctuation**
[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.4 **SACC Manual Clauses**

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in **Annex C**.

4.2 Basis of Selection

4.2.1 SACC Manual Clause [A0027T](#) , Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria;
2. Bids not meeting (a) or (b) 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.
5. 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%**.
6. 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

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.

5.1.2 Additional Certifications Required with the Bid

Former Public Servant Certification (Section 2.3, pages 5 – 7 of this RFP)

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 N/A, Deleted

5.2.3 N/A, Deleted

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 N/A, Deleted

5.2.4.2 Status and Availability of Resources

SACC Manual Clause [A3005T](#), Status and Availability of Resources

5.2.4.3 N/A, Deleted

5.2.4.4 Education and Experience

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

5.2.4.5 N/A, Deleted

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

N/A

6.2 N/A, Deleted

6.3 N/A, Deleted

6.4 N/A, Deleted

6.5 N/A, Deleted

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 at 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

[2040](#) (2022-12-01), General Conditions - Research & Development, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4008](#) (2008-12-12), Personal Information

[4010](#) (2022-12-01), Services: Higher complexity

[4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules

[4014](#) (2022-06-20), Suspension of the work

apply to and form part of the Contract.

7.2.3 N/A, Deleted

7.2.4 N/A, Deleted

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to **2024-03-31** inclusive.

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 **one (1) additional one (1) year** period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least **five (5)** calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Public Works and Government Services Canada

Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

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:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

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

7.5.3 Contractor's Representative

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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment, Milestone Payments

Canada will pay the Contractor upon completion and delivery of milestone(s) in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **will be entered 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 N/A, Deleted

7.7.4 N/A, Deleted

7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);

7.7.6 N/A, Deleted

7.7.7 Time Verification

C0711C (2008-05-12), Time Verification

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 N/A, Deleted

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4008](#) (2008-12-12), Personal Information;
- (c) the supplemental general conditions [4010](#) (2022-12-01), Services: Higher complexity;
- (d) the supplemental general conditions [4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules
- (e) the supplemental general conditions [4014](#) (2022-06-20), Suspension of the work;
- (f) the general conditions [2040](#) (2022-12-01), Research & Development;
- (g) Annex A, Statement of Work;
- (h) Annex B, Basis of Payment;
- (i) the Contractor's bid dated _____.

7.14 Insurance

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

7.15 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](#)".

7.16 Workplace Harassment and Violence

- 1. *The Contractor acknowledges that*
 - a. *FCAC is responsible for providing its employees a safe, healthy and respectful workplace free from harassment and violence;*
 - b. *FCAC employees are subject to FCAC's Policy on Workplace Harassment and Violence Prevention (Policy);*
 - c. *the Contracting Authority has provided the Policy to the Contractor;*
 - d. *Contractor employees or subcontractors are not covered by the Policy but the Contractor can submit any concerns regarding the conduct of FCAC employees to the Contracting Authority in writing.*

2. *The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, intimidate, discriminate against, or commit violence against any employee, contractor or other individual employed by, or under contract with FCAC. The Contractor will be advised in writing of any complaint made to FCAC against the Contractor's employees or subcontractors, and will have the opportunity to respond in writing. FCAC reserves the right, at its sole discretion, to determine if the complaint is founded and decide on any action to be taken.*

3. *The Contractor represents that it has measures in place to prevent workplace harassment and violence and to respond to situations involving workplace harassment and violence.*

ANNEX "A", STATEMENT OF WORK

1. Scope

1.1. Title

Research Expertise for the Development of a Financial Resilience Index for the Financial Consumer Agency of Canada.

1.2. Introduction

The Financial Consumer Agency of Canada (FCAC) requires the services of a research expert(s) to assist in conceptualizing, operationalizing, and measuring financial resilience.

1.3. Objectives of the Requirement

FCAC is seeking to engage a researcher/group of researchers/research firm to develop a measure of financial resilience. The result of this research will assist FCAC in measuring and tracking the financial resilience of Canadians at the national, provincial, household, and individual level.

The following components are in scope of this contract (see sections below for details):

- Reviewing existing scientific evidence and theory to conceptualize/define financial resilience.
- Develop and implement a research strategy to operationalize financial resilience and test the psychometric properties of the financial resilience measure.
- Establishing related concepts to be measured based on relevant theory and research evidence.
- Develop a measure used to measure financial resilience.
- Qualitatively and quantitatively compare the model and index with pre-existing models and indexes of financial resilience, including FCAC's model of financial resilience presented in the [National Financial Literacy Strategy](#).
- Validating (criterion and construct validation) the new measure of financial resilience on objective data and subjective data.
- Establishing the measure's reliability (test-retest/internal consistency) and invariance across targeted demographic group.
- Cross-validating the validity and reliability evidence using a supplementary dataset.
- Developing Canadian norms to interpret scores.
- Final Reports (i.e., technical methodology report, research report, and user guide).

The following components are out of scope of this contract and may be carried out by FCAC in subsequent fiscal years:

- Designing and developing an online tool to assist financial literacy stakeholders in measuring and tracking the financial resilience of Canadians. This tool will allow Canadians to compare their own financial resilience to national, provincial, household and individual averages. In addition, FCAC envisions that the tool will be used to provide information to Canadians about what behaviours they should modify to strengthen their financial resilience.

Please note, that the measure must be simple and easy for stakeholders to implement in the absence of an online tool.

1.4. Background and Specific Scope of the Requirement

1.4.1. About the Financial Consumer Agency of Canada

FCAC is an independent body working to protect and inform consumers of financial products and services. FCAC was established in 2001 by the federal government to strengthen oversight of consumer issues and expand consumer education in the financial sector. FCAC derives its mandate from the Financial Consumer Agency of Canada Act. The Act outlines the Agency's functions, administration and enforcement powers, and lists the sections of federal laws and regulations under

its supervision. In July 2010, FCAC was also tasked with the oversight of payment card network operators and their commercial practices.

As a federal regulatory agency, FCAC is responsible for:

- Ensuring that the market conduct of federally regulated financial entities complies with federal legislation and regulations.
- Promoting the adoption of policies and procedures designed to implement legislation, regulation, voluntary codes of conduct and public commitments by federally regulated financial entities.
- Monitoring federally regulated financial entities' compliance with voluntary codes of conduct and their own public commitments.
- Informing consumers about their rights and responsibilities when dealing with financial entities and about the obligations of payment card network operators to consumers and merchants.
- Providing timely and objective information and tools to help consumers understand, and shop for, a variety of financial products and services.
- Monitoring and evaluating trends and emerging issues that may have an impact on consumers of financial products and services.

1.4.2. Background

FCAC would like to develop a measure for financial resilience to assess the financial resilience of Canadians.

The vision for the [National Financial Literacy Strategy](#) is a Canada where everyone can build financial resilience in an increasing digital world. The National Strategy is a 5-year plan to create a more accessible, inclusive, and effective financial ecosystem that supports diverse Canadians in meaningful ways. The National Strategy is focused on how financial literacy stakeholders can reduce barriers, catalyze action, and work together, so that we can collectively help Canadians build financial resilience.

The Strategy defines financial resilience as the ability to adapt or persevere through both predictable and unpredictable financial choices, difficulties, and shocks in life. The ability to build financial resilience depends on the individual as well as the environment or ecosystem they operate in. It is achieved when an individual or group is able to access appropriate resources, and use their skills, knowledge, and confidence to make appropriate financial decisions even in times of financial challenge.

Researchers who study resilience examine the contribution of two principal factors to resilience. Individual characteristics, choices and actions, and external, environmental factors that either enable the individual or act as barriers on their road to resilience. The path to financial resilience is no different. Building financial resilience requires actions from consumers. However, which actions consumers can take are embedded and dependent on the environment in which they operate. The ability of an individual to build financial resilience is dependent on systemic facilitation.

The foundation of the National Strategy is an evidence-based approach grounded in sound research. It identifies five key consumer building blocks which ecosystem stakeholders should focus on facilitating (i.e., skills to navigate the financial marketplace, just-in-time knowledge and confidence, managing expenses, managing debt, and managing savings).

The goal of the research to be undertaken is to develop a measure of financial resilience using an evidence-based approach. This will help stakeholders advance the strategy in measurable, outcome-driven ways, and help consumers build the skills, capacity, and behaviours that will lead to financial resilience.

1.4.3. Detailed Scope of Work

The Contractor will be responsible for providing the services which include, but are not limited to project management, research, coordinating quality assurance activities, business intelligence services and user experience testing.

The following requirements are considered within scope of the contract:

1. Review of relevant literature (i.e., primary studies and review papers) that aims to synthesize current knowledge on financial resilience.
2. Review of relevant literature (i.e., primary studies and review papers) to identify the concepts related to financial resilience (i.e., financial well-being, vulnerability, risk, economic and financial resources, social capital) to be measured as part of the process of collecting evidence for the validity of the new measure.
3. Creating a large initial set of items that must include items that assess both individual and ecosystem factors assumed to influence financial resilience with the goal of refining the set of questions into a shorter final scale based on iterative testing.
4. Gathering expert and user feedback on instructions, each individual item, and response set(s) to ensure that they relate to the intended construct (i.e., financial resilience), make sense to respondents and are interpreted as intended.
5. Conducting item (i.e., discrimination, difficulty) analyses for candidate items and proceed iteratively to narrow down the items in the final scale.
6. Assess and establish the reliability (i.e., internal consistency, test-retest) of the measure.
7. Establish measurement invariance across targeted demographic groups.
8. Establish construct (i.e., divergent and convergent) validity of the measure (e.g., how the measure differs from measures of different constructs).
9. Establish criterion validity of the measure (i.e., the relation between the measure with external criteria such as financial shocks, absence of unsecured debt, difficult financial situations). Criteria should be assessed with objective measures, whenever possible.
10. Examine the validity of change scores (i.e., using longitudinal data to demonstrate that resilience as assessed by the measure changes as a function of related factors).
11. Cross-validate psychometric evidence using a supplementary dataset.
12. Create Canadian norms for interpreting/comparing individual financial resilience scores.

Specific deliverables and activities for this contract are detailed in the sections below.

2. Requirements

2.1. Overall Requirement

This section describes the overall requirements of the development of the measure for financial resilience.

2.1.1 Project Planning

- a. The Contractor will provide a detailed workplan, including a schedule and budget costing proposal for the development a financial resilience measure.
- b. The Contractor will provide project management leadership on the activities set out in this contract, which includes but is not limited to:
 - Kick-off meeting(s) with FCAC Stakeholders.
 - Project Plan for completing all activities within this contract.
 - Regular (e.g., monthly) status meeting and status reports.
 - Final wrap-up meeting and reports.
 - Other project management documentation that will ensure the success of this undertaking (e.g., annotated data analysis syntax).

2.1.2 Research- Phase 1: Identifying and Operationalizing Concepts

- a. The Contractor will develop based on research literature a definition of financial resilience for all adults that is applicable across different economic, geographic and age-related contexts.
- b. The Contractor will review research literature and consult with leading experts to identify the constituent elements of financial resilience. At this stage, a large initial set of items to measure financial resilience should be created and provided, with the goal of refining the set of items into a shorter final scale based on iterative testing.
- c. The Contractor will be responsible for planning, organizing, and gathering expert and user feedback on instructions, each individual item, and response set(s) to ensure that they relate to the intended construct.
- d. The Contractor will develop a research strategy to operationalize financial resilience and test the psychometric properties of the financial resilience index as identified in the Detailed Scope of Work.

2.1.3 Research- Phase 2: Scale Development & Evaluation

- a. The Contractor will be responsible for conducting item analyses on the data gathered for candidate items through an iterative process in order to narrow down the items in the final measure, and assess the reliability (test/retest, internal consistency) and validity (i.e., criterion, construct, and validity of change scores) of the measure. The invariance of the measure across targeted demographic groups should also be completed.
- b. The Contractor should offer a minimum of two rounds of data collection to assess the reliability/validity of the scale. Each sample should include, at minimum, 1000 participants. All data should be nationally representative of the Canadian population.
- c. The Contractor should develop Canadian norms to be used for the interpretation/comparison of individual scores.

2.1.3 Research- Phase 3: Final Reporting

- a. The Contractor will share preliminary results at FCAC's National Conference or another FCAC event
- b. The Contractor will provide a detailed technical research report describing the steps in the development of the financial resilience measure, including a summary of the state of research knowledge on the concept of financial resilience and related concepts. The final report should provide a clear judgement on the reliability (test-retest, internal consistency) of the scale, measurement invariance across targeted demographic groups, and validity (criterion/construct, change scores) of the measure.
- c. The report should qualitatively and quantitatively compare the new measure of financial resilience with pre-existing measures/indexes of financial resilience in Canada and internationally.
- d. The Contractor will provide a user guide that provides an overview of the research behind the development of the financial resilience measure, detailed steps for using the measure, including the instructions for its administration, and information on how to score and interpret individual scores in an individual assessment and research contexts.

2.2. Experience and Output Requirements:

As part of this contract, the contractor must be able to:

- Apply qualitative and quantitative analyses to examine the psychometric properties of the measure; and
- Acquire large datasets (i.e., $N > 1000$) including objective, real life data (potentially through partnerships) to use during the process of validation and reliability testing.

The contractor must have:

- Expertise in designing and performing quantitative research.
- Expertise in scale development and analysis, including factor analysis and Item Response Theory analysis.

2.3. Technical, Operational and Organizational Environment

N/A

2.4. Project Budget

The budget set for this project by the FCAC is \$200,000.00 CAD, excluding taxes (with \$80,000.00 CAD to be spent in fiscal year 2022-23, followed by \$120,000.00 CAD the following fiscal year.)

2.5. Deliverables

The following table is a proposed project timeline for deliverables required by FCAC. Timelines may vary based on the final contract award date. Alternate timelines may be suggested by the bidder in the proposed work plan.

Multiple soft copies of the draft report may be required depending on the extent of revisions needed, up to five (5) versions shall be considered by the Proponent and included in their financial proposal. Additional versions required can be delivered based on the provided all-inclusive rate. The report will be considered final once it has been approved by FCAC.

Table 1 , Deliverables

Deliverable/Milestone	Details	Time Schedule Deliverables requested on or prior to:	Pricing schedule
Project planning			10%
Detailed workplan	Includes a schedule of the work to be performed, a budget costing proposal, and a detailed research plan for the development of a financial resilience index as outlined in the Detailed Scope of Work section.	February 2023	
Research- Phase 1: Identifying and Operationalizing Concepts			30%
Draft of Literature Review and Operationalization of Financial Resilience	Includes a review of existing research literature to conceptualize/define financial resilience. The review should at minimum focus on research conducted within the past 3 decades and in English language, include primary studies as well as systematic reviews. This review should clearly identify the concepts to be measured as part of scale development and evaluation. At this stage, a large (at least twice as big as the final scale) initial set of items should be provided, with the goal of refining the set of items into a shorter final scale based on iterative testing.	End of March 2023	
Research- Phase 2: Scale Development & Evaluation			40%

Finalize Literature Review and Operationalization of Financial Resilience	Includes all components listed above and incorporates feedback from FCAC.	May 2023	
Consultation	Gathering expert and user feedback on instructions, each individual question, and response set(s) to ensure that they relate to the intended construct, make sense to respondents and are interpreted as intended.	June 2023	
Data Analysis	Conducting psychometric analyses on the data gathered for candidate items iteratively with the goal of narrowing down the items in the final measure, and assess the reliability (e.g., test-retest) and validity (i.e., criterion and construct, and validity of change scores) of the measure. Examinations regarding the invariance of the measure across targeted demographic groups should also be completed. Developing within-group norms for interpreting individual scores.	September 2023	
Cross-validation of reliability and validity evidence	Demonstrating evidence of reliability (test-retest/internal consistency), measurement invariance, and validity (e.g., construct, criterion) using a supplementary dataset.	October 2023	
Draft technical methodology & preliminary findings report	This report shall detail: an introduction, the methodological approach to test reliability, validity, and invariance, a description of data analyses, limitations and how these were mitigated, key findings, norms to be used for the interpretation of scores, initial recommendations for the Index.	November 2023	
Presentation	The contractor will share preliminary results at FCAC's National Conference or another FCAC event	November 2023	
Research- Phase 3: Final Reporting			20%
Soft copy of research report	This report shall detail: an executive summary, an introduction, definition of financial resilience, the methodological approach to test measurement reliability, validity and invariance, a description of data analyses, limitations and how these were mitigated, key findings, norms	December 2024	

	to be used for the interpretation of scores, and recommended measure (i.e., index) used to assess financial resilience, including item scoring. In addition, the report should compare the new measure with pre-existing indexes of financial resilience and a detailed comparison to FCAC's model of financial resilience presented in the National Financial Literacy Strategy .		
Final Research report	Final updates and revisions to the research report. All sources in this report should be referenced.	January 2024	
Financial Resilience Measure User Guide	A user guide that defines financial resilience, provides an overview of the research behind the development of the Financial Resilience Measure, describes the items that make up the measure, detailed steps for using the measure, and descriptions on how to score and interpret individual responses. The user-guide should also include scoring worksheets, and a frequently asked question section to make it easy for stakeholders to use the measure.	March 2024	

2.6. Final Report

The final report shall be a complete written report, in English, in Word 365 format as required by FCAC. The report must include at minimum, an executive summary, an introduction, a detailed methodological approach, a description of data and data analyses, limitations and how these were mitigated, key findings, recommendations and conclusion. All statistical analysis and references should be reported using an APA format. The report also shall also include a deck, in PowerPoint form, that summarizes the final report. In addition, a technical report describing the syntax/code used for the reported analyses is required.

2.7. Presentations

The Contractor shall deliver a presentation on the preliminary findings at FCAC's National Conference via Microsoft Teams or in-person, in which case FCAC will cover the costs of travel. The Contractor shall deliver a presentation on the final report to FCAC management via Microsoft Teams.

3. Optional Work and Work Outside the Project Scope

The need may arise for optional work, due to a change in business requirements, technical requirements, or unforeseen circumstances. Any changes to the scope of work may be authorized by the Contracting Authority by issuing an official amendment to the contract. For any optional work, the Contractor will be paid per diem rate(s) submitted by the Vendor.

4. Method and Source of Acceptance

Project quality controls and reviews will be conducted by FCAC for all work performed by the Contractor. The annotated syntax for all data analyses and access to all datasets is required for quality control purposes.

5. Reporting Requirements

In addition to the timely submission of all deliverables and fulfillment of obligations specified within the Contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the FCAC's Project Authority (where applicable).

Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the work is progressing well and in accordance with expectations. Communication may include (but is not limited to) phone calls, electronic mail, faxes, mailings, and meetings.

6. **Contract Management Plan**

Meetings required for the development of a measure for financial resilience

It is anticipated that at minimum, the following meetings will be necessary for this contract:

a. Kick-off Meeting

- Upon signing the contract, FCAC and the Contractor will have a kick-off meeting via Microsoft Teams.
- Following the kick-off meeting the Contractor shall provide a detailed workplan that includes a tentative project schedule. The report must also include a detailed methodology section.

b. Monthly meetings

- Monthly status update meetings which may be done by teleconference or web conferencing. The Contractor is responsible to compile and distribute meeting minutes within 24 hours of the meeting.

c. Initial Review (for each deliverable)

- On the agreed-upon date, the Contractor will present preliminary findings to the Project Authority.
- The Contractor and Project Authority will agree upon the set of priorities for the Contractor to address in the final deliverable (i.e., report).

d. Final Review (for each deliverable)

- On the agreed-upon date, the Contractor will present the final round of work to the Project Authority.
- The Project Authority, in consultation with FCAC management team, will be authorised to approve the deliverable, or to determine that the priorities have not yet been addressed.

7. **Project Management Control Procedures**

Project quality controls and deliverable acceptance will be conducted for all work performed by the Contractor. Status reports will be provided monthly by the Contractor, participation in status meetings will be required through remote meetings on Microsoft Teams. Work is expected to be performed solely on the Contractor's premises, cloud segments and facilities. FCAC does not provide any devices or access to network unless specifically approved otherwise.

8. **Other Terms and Conditions of the Statement Of Work**

N/A

9. **Specifications and Standards**

Final reports, data files and syntax files will be delivered to FCAC. Reports will be structured as a research report to include sections such as introduction, methodology, findings, discussion, and conclusion. APA style for references should be used. Data files will be accepted in either SPSS or Excel/csv formats. Annotated syntax files will be accepted in SPSS, STATA, or R formats.

9.1. Financial Consumer Agency of Canada Obligations

As required for the completion of work, FCAC will provide:

- a. The FCAC Project Authority and/or other FCAC personnel as required for meetings, consultations, and information for the successful completion of the Contractor's work.
- b. Access to relevant documentation, and reference materials (i.e., reports, datasets) to which the Contractor would not otherwise have access as required to complete the Work.
- c. Review, revisions and editing of deliverables as needed, in a timely manner.
- d. Other assistance and support, as appropriate.

9.2. Contractor's Obligations

As required for the completion of work, the Contractor will:

- a. Use its own equipment and software for performance of work under the contract.
- b. Provide the final financial resilience measure, a technical methodology report, a final research report and a User-Guide for FCAC based on the requirements described in the Scope of Work and Requirements sections of this Statement of Work.
- c. Provide a data analysis syntax file (in SPSS, STATA or R format) to support the development of the Financial Resilience measure.
- d. Provide datasets via a file transfer system, in SPSS or Excel/csv formats.
- e. Use the Contractor's infrastructure, equipment and software to perform the tasks under this Statement of Work unless specified otherwise.
- f. Provide to FCAC a contact phone number at which voice calls and SMS service are enabled.
- g. Provide a mutually agreed-upon Contract Manager who shall act as the Principal Point of Contact for the Contractor and FCAC, who will be actively involved in, and responsible for, all activities undertaken.

10. Location of Work, Work site and Delivery Point

The work will take place remotely or at the Contractor's place of business.

The Contractor's project team and principal point of contact must be available for meetings via teleconference or Microsoft Teams as required by FCAC. All meetings between the Contractor and FCAC will be held remotely, the Contractor is not permitted to enter FCAC's facilities. Remote meetings will be held using MS Teams. The Contractor must be technologically equipped to participate in MS Teams meetings at no additional charges to FCAC.

11. If the contractor is requested to participate in FCAC's National Conference, s/he may be requested to participate in-person.

12. Language of Work

The Contractor shall ensure that all verbal and written communication with the Agency is in English, unless otherwise requested by the Project Authority.

13. Security Requirements

The Contractor must ensure proper privacy practices are incorporated and respected in the handling of personal information in accordance with the [Privacy Act](#) for all data collected through the Contract.

14. All data collected for this project must be encrypted using TLS v1.2 or stronger when in transit and must be stored on servers and back-up servers located within the geographic boundaries of Canada. The database must be located and only accessible in Canada. It must also be physically independent from all other databases, directly or indirectly, that are located outside Canada.

15. Travel and Living

Canada will only reimburse transportation or travel costs incurred by the contractors for the purpose of participating in the National Conference. The costs must be in line with [Travel Directive](#).

16. Intellectual Property

The Crown retains rights to all foreground intellectual property (IP)

17. Public Communications and Results

The Contractor shall not issue any public communications about this project or its results, without prior authorization and approval by FCAC.

The Contractor will be required to sign a confidentiality agreement prior to commencing work under any contract (if any) resulting from the RFP.

18. Relevant Policies and Legislation Requirements

The Contractor must provide services and produce materials in compliance with the policies of the Government of Canada including, but not exclusive to the following:

- a. Policy on Communications and Federal Identity (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=30683>) to ensure that communications across the Government of Canada are well coordinated, effectively managed and responsive to the diverse information needs of the public.
- b. Privacy Act (<http://laws-lois.justice.gc.ca/eng/acts/P-21/>) to ensure proper privacy practices are incorporated and respected in the handling of personal information in accordance with the Privacy Act.
- c. Operational Security Standard: Management of Information Technology Security (MITS) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12328>).

19. Project Schedule

19.1. Expected Start and Completion Dates

The period of the contract will be from the time of contract award until March 31, 2024 with options to extend the contract by up to one (1) one (1) year optional period, at FCAC's sole discretion.

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

The work will be conducted in accordance with a schedule and work plan developed by the Contractor in collaboration with FCAC. Notwithstanding, Contractor shall deliver deliverables on or prior to the deadlines that are agreed upon. The Contract will be paid per deliverable once final approval is received from FCAC.

20. Applicable Documents and Glossary

- **[Make Change that Counts: National Financial Literacy Strategy 2021-2026](#)**
- **[Counting Change: A Measurement Plan for the National Financial Literacy Strategy 2021-2026](#)**

21. Relevant Terms, Acronyms and Glossaries-update

Term/Acronym	Definition
APA	American Psychological Association
Contracting Authority	The Contracting Authority will be the sole authority on behalf of FCAC for the administration and management of this Contract. Any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor is not to perform work in excess of or outside the scope of the Contract based on written requests from any government personnel other than the Contracting Authority.
Contractor	One who contracts to perform work or furnish materials in

	accordance with a contract.
FCAC	Financial Consumer Agency of Canada
GoC	Government of Canada
IP	Intellectual Property
Project Authority	The officer or employee of FCAC who is authorized to perform any of the Project Authority's functions as described in the Articles of Agreement. The Project Authority or his/her delegate is responsible for all matters concerning the technical content of the work against the Contract.
SPSS	SPSS Statistics is a statistical software suite developed by IBM for data management, advanced analytics, multivariate analysis, business intelligence.
STATA	Stata is a general-purpose statistical software package developed by StataCorp for data manipulation, visualization, statistics, and automated reporting.
<u>N</u>	Sample size.

ANNEX “B”, BASIS OF PAYMENT

The Bidder shall complete this Basis of Payment and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive fixed per-deliverable / per hour rate for each of the deliverables identified.

(A)	(B)
Deliverable	Firm all-inclusive price (excluding HST) in Canadian Dollars
Firm inclusive price for all deliverables summarised in Table 1, Deliverables of Section 2.5 of the Statement of Work (SoW)	\$
Firm, all inclusive per diem rate * For optional requirements, as/if requested by FCAC	\$
Total (Evaluated Price, in Canadian Dollars)	\$

ANNEX “C”, EVALUATION CRITERIA

EVALUATION OF MANDATORY REQUIREMENTS

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed in **Table 1 – Mandatory criteria** of this Appendix. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Simply repeating the statement contained in the bid solicitation is not sufficient. Proposals failing to respond adequately to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be evaluated in accordance with the evaluation criteria subject to point rating.

EVALUATION AND SCORING OF POINT-RATED REQUIREMENTS

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in **Table 2 – Point Rated Technical Criteria**. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the Bidder's response and to permit the Evaluation Team to rate the proposals. Simply repeating the statement contained in the bid solicitation is not sufficient.

INTERVIEW PROCESS (Optional)

- a) Each qualified Bidder, including the proposed resource, **may** be required to participate in an oral interview process with the evaluation team. The purpose of the interview is to verify the information provided in the Bidders' proposals.
- b) Bidders will be given no less than two (2) business days notice of the interview date and time, including confirmation of the resource to be interviewed. Bidders will be responsible for all costs and expenses incurred by them to participate in the interview.
- c) The format of the interview sessions will be a question and answer session. The interview sessions will be conducted through Microsoft Teams, and are expected to last approximately one half (1/2) to (1) hour per individual resource.
- d) The questions asked will be to verify the information provided in the vendor response. The evaluation team will have an opportunity to seek further clarification and elaboration with respect to any aspect of the interview.
- e) If a required resource fails to attend the interview, at the appointed/agreed to time, the proposal will be deemed non-compliant.
- f) Scores may be adjusted upward or downward as a result of the interview.

Table 1, Mandatory Technical Criteria

M#	Mandatory Requirements Corporate Experience	Compliant (Yes/No)	Bid reference Page #
M1	<p>Experience conducting research and writing papers on topics related to financial resilience (e.g., financial literacy, financial well-being).</p> <p>The Bidder must demonstrate that it has experience in publishing research in academic journals or conducting research for federal, provincial or municipal governments or academic institutions in a field related to the social sciences, management, economics or finance that has used large datasets (e.g., cross-sectional or longitudinal).</p> <p>The Bidder must provide the following details:</p> <p>a) The journal in which the paper was published, an abstract of the paper, and a description of the dataset which was used; or</p> <p>b) The name of the federal, provincial or municipal government department, an abstract of the project, and a description of the dataset which was used to conduct the study.</p> <p>c) The name of the academic institution, an abstract of the project, and a description of the dataset which was used to conduct the study.</p> <p>* All experience must have been rendered prior to bid closure date and time in order to qualify, and must have been completed in the last 15 years;</p> <p>** If more than one (1) reference project is provided, FCAC will only evaluate the first one (1) in the order of appearance in the Bidder's proposal.</p> <p>***White papers published on the Web will also be accepted.</p> <p>****The Bidder may refer to a researcher, a research team or a firm submitting a proposal on behalf of a research team. Please note, that a lead Researcher must be identified and must meet all the mandatory requirements.</p>		
M2	Education & Experience		

M#	Mandatory Requirements Corporate Experience	Compliant (Yes/No)	Bid reference Page #
	<p>The Bidder must have completed a master's degree and/or a Ph.D. from a Canadian university (or equivalent) and/ or a combination of experience and a relevant professional degree (CMA, CPA). A copy of the certificate must be provided with the proposal.</p> <p>The bidder must provide a CV that demonstrates expertise in statistical approaches to examining psychometric properties of scales (factor analysis, item response theory, regression analysis, other)</p> <p>***The Bidder may refer to a researcher, a research team or a firm submitting a proposal on behalf of a research team. Please note, that a lead Researcher must be identified and must meet all the mandatory requirements.</p>		
M3	<p>The Bidder must include with their proposal a draft project plan (i.e., project schedule with accompanying proposals for a review of relevant research literature as well as proposals for engagement consultations and validity/reliability testing that explain the approach, methodology for data collection and analysis). The draft project plan must include, at minimum, the following:</p> <ul style="list-style-type: none"> a. Project schedule: <ul style="list-style-type: none"> o A project schedule to complete all deliverables within the project planning, and phase I of the research to define the concept of financial resilience and identify and operationalize concepts related to financial resilience by March 31, 2023. o A project schedule to complete all remaining deliverables and milestones by March 31, 2024. o An accompanying document that explains the planning approach, methodology and highlights and milestones in the project schedule. b. Literature review proposal: <ul style="list-style-type: none"> o Proposed activities and methods for conducting a review of relevant research literature, theories, and evidence to identify the concept of financial resilience and the concepts related to financial resilience (i.e., financial well-being, vulnerability, risk) to be measured. c. Engagement consultations and validity/reliability testing proposal: <ul style="list-style-type: none"> o Proposed activities and methods to conduct facilitated consultations for feedback gathering exercises with external targeted audiences. Methodologies must include 		

M#	Mandatory Requirements Corporate Experience	Compliant (Yes/No)	Bid reference Page #
	<p>the approach to recruiting users and stakeholders, the method for ensuring representative sample sizes (where applicable), and proposed sample sizes.</p> <ul style="list-style-type: none"> ○ The proposal should clearly indicate whether the data used to validate the measure will be collected by the Contractor, or a third party. A plan for data collection is required, including sample size, and data collection timeframes. ○ The proposal should clearly outline the statistical approaches that will be used to examine the psychometric properties of the measure. <p>d. Any other items the Bidder feels would add benefit to FCAC's requirement (e.g., a tentative list of experts who will provide feedback on items within the scale and instructions).</p>		
M4	<p>The Bidder must include its privacy policy and data management/sharing plan for the project, which must ensure the privacy and security of information gathered throughout the Bidder's research. The Bidder's privacy policy and data management/sharing plan must demonstrate how they meet the privacy and security requirement outlined in the Statement of Work and how they plan to share the data with the agency.</p>		

Table 2, Rated Technical Criteria

R#	Point Rated Technical Criteria	Scoring	Bid Reference Page #
R1	<p>The Bidder should have multiple publications. Each paper published in an academic journal and each research project conducted for the federal/provincial/ municipal government/academic institution is scored as one (1) point to a maximum of ten (10) points.</p> <p>The Bidder must provide the following details:</p>	<p>10 points</p> <p>*Maximum 10 points</p> <p>**No partial points will be awarded</p>	

R#	Point Rated Technical Criteria	Scoring	Bid Reference Page #
	<p>a) The journal in which the paper was published, a short summary of the paper, and a description of the dataset which was used; or</p> <p>b) The name of the federal, provincial or municipal government department, a short summary of the project, and a description of the dataset which was used.</p> <p>c) The name of the academic institution, a short summary of the project, and a description of the dataset which was used.</p> <p>*White papers published on the Web will also be accepted.</p> <p>The Bidder may not include the paper or project already described in Section M1.</p>		
R2	<p>The Bidder should have publications/projects in a field relevant to financial resilience. Each paper/project relevant to financial resilience is scored as one (1) point to a maximum of 10 points. Those projects demonstrating (1) the capability to anchor subjective data to objective data or (2) the capability to link key financial concepts such as resilience and wellbeing to financial knowledge and behaviour will be awarded an additional two (2) points.</p> <p>The Bidder must provide the following details:</p> <p>a) The journal in which the paper was published, an abstract of the paper, and a description of the dataset which was used; or</p> <p>b) The name of the federal, provincial or municipal government department, an abstract of the project, and a description of the dataset which was used to conduct the study.</p> <p>c) The name of the academic institution, a short summary of the project, and a description of the dataset which was used.</p> <p>*White papers published on the Web will also be accepted.</p> <p>** All experience must have been rendered prior to bid closure date and time in order to qualify, and must have been completed in the last 15 years;</p>	<p>1 point for each publication/project in a field relevant to financial resilience, provided it is valid to this project, to a maximum of 10 points.</p> <p>1 additional point for each publication/project that demonstrates a link between subjective data and objective data, to a maximum of 10 points.</p> <p>1 additional point for each publication/project that links key financial concepts such as resilience and wellbeing to financial knowledge and behaviour, to a maximum of 10 points.</p> <p>*Maximum 30 points</p> <p>** No partial points will be awarded</p>	

R#	Point Rated Technical Criteria	Scoring	Bid Reference Page #
	<p>The Bidder may include the papers or projects already described in Sections R1.</p> <p>***The Bidder may refer to a researcher, a research team or a firm submitting a proposal on behalf of a research team. Please note, that a lead Researcher must be identified and must meet all the mandatory requirements.</p>		
R3	<p>The Bidder should have publications/projects that demonstrate a capability for scale development, including data analytical skills pertinent to scale development and evaluation.</p> <p>The Bidder must provide the following details:</p> <p>a) The journal in which the paper was published, an abstract of the paper, and a description of the dataset which was used; or</p> <p>b) The name of the federal, provincial or municipal government department, an abstract of the project, and a description of the dataset which was used to conduct the study.</p> <p>c) The name of the academic institution, a short summary of the project, and a description of the dataset which was used.</p> <p>*White papers published on the Web will also be accepted.</p> <p>** All experience must have been rendered prior to bid closure date and time in order to qualify, and must have been completed in the last 15 years;</p>	<p>*Maximum 20 points</p> <p>** No partial points will be awarded</p>	

R#	Point Rated Technical Criteria	Scoring	Bid Reference Page #
	<p>The Bidder may include the papers or projects already described in Sections R1.</p>		
R4	<p>Realistic and Timely Project Schedule</p> <p>The Bidder's Project Schedule within its Draft Project Plan submitted under mandatory requirement three (M3) will be evaluated on its level of detail, completeness, feasibility, and practicality to FCAC's requirement.</p>	<p>20 Points – The accompanying document explains the planning approach, methodology, and highlights and milestones in the project schedule. It explains the assumptions, and why is feasible and practical to complete ALL deliverables by March 31st, 2024 within the accompanying document.</p> <p>Level of detail (5 points)</p> <p>Full points will be awarded if the research proposal demonstrates an alignment between theory, research question, data collection, and analysis. The sampling strategy, the depth and volume of data, and the analytical steps proposed should also be described.</p> <p>Completeness (5 points)</p> <p>Full points will be awarded to proposals that explain the planning approach, methodology, as well as, any assumptions and limitations of the research. Limitations should be accompanied with a clear mitigation plan.</p> <p>Feasibility (5 points)</p> <p>Full points will be awarded to proposals that demonstrate that the work can be accomplished in the proposed time period.</p> <p>Practicality (5 points)</p> <p>Full points will be awarded to proposals that are easy to follow and understand.</p>	

R#	Point Rated Technical Criteria	Scoring	Bid Reference Page #
		<p>* Maximum 20 points</p>	
R5	<p>Engagement consultations and validity/reliability testing proposal</p> <p>The Bidder's proposed Engagement consultation and validity testing proposal within its Draft Project Plan submitted under mandatory requirement three(M3) will be evaluated on using the following criteria:</p> <ol style="list-style-type: none"> 1. The project/implementation plan details all the activities, and the sequence of these activities, required at the start of the project to prepare for the data collection activities. 2. The project/implementation plan describes why the chosen approach to sampling and recruiting participants will be effective for the validity and reliability testing of the measure. 	<p>10 Points – The Engagement consultation and validity/reliability testing proposal details clearly the steps required to prepare for the data collection activities.</p> <ul style="list-style-type: none"> • 5 points- Proposed activities and methods to conduct facilitated consultations for feedback gathering exercises with external targeted audiences. • 5 points- Methodologies must include the approach to recruiting users and stakeholders, the method for ensuring representative sample sizes (where applicable), and proposed sample sizes. <p>10 Points – The Engagement consultation and validity/reliability testing proposal clearly describes why the chosen approach to sampling and recruiting participants will be effective.</p> <ul style="list-style-type: none"> • 5 points- The proposal should clearly indicate a plan for data collection for validation purposes, including sample size, and data collection timeframes. • 5 points- The proposal should demonstrate why the chosen approach to sampling and recruiting participants will be effective. <p>* Maximum 20 points</p>	

R#	Point Rated Technical Criteria	Scoring	Bid Reference Page #

Maximum points for the pointed rated technical criteria: 100 points