

Solicitation No. - N° de l'invitation
20231181
Client Ref. No. - N° de réf. du client
20231181

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur

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

bids-soumissions@pco-bcp.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Privy Council Office

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 au: Bureau du Conseil privé

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

**Instructions : See Herein/ Ci-inclus
Comments - Commentaires**

**Vendor/Firm Name and address
Fournisseur/ Nom de l'entreprise et adresse**

Issuing Office – Bureau de distribution
Privy Council Office/Bureau du Conseil privé
85 Sparks St./85, rue Sparks
Room 304/Bureau 304
Ottawa, Ontario K1A 0A3

Title – Titre Research Ethics Services	
Solicitation No. – N° de l'invitation 20231181	Date October 5 th , 2023
Client Reference No. – N° de référence du client 20231181	
Solicitation Closes – L'invitation prend fin at – à 02:00 PM on – Tuesday, November 14 th , 2023	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to:/ Adresser toutes questions à: Alexia M. Proulx alexia.melanson-proulx@pco-bcp.gc.ca	Buyer Id – Id de l'acheteur
Telephone No. – N° de téléphone : 343-550-9093	FAX No. – N° de FAX N/A
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein/ Ci-inclus	
Delivery required - Livraison exigée See Herein/ Ci-inclus	Delivered Offered – Livraison proposée
Vendor/firm Name and address Fournisseur/ Nom de l'entreprise et adresse	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature: _____	
Date: _____	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....	4
1.1 INTRODUCTION	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS.....	4
PART 2 - BIDDER INSTRUCTIONS.....	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 FORMER PUBLIC SERVANT	5
2.3 ENQUIRIES - BID SOLICITATION.....	5
2.4 APPLICABLE LAWS.....	5
2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	5
2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	7
4.1 EVALUATION PROCEDURES	7
4.2 BASIS OF SELECTION.....	7
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION.....	8
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	9
5.3 CONTRACT AWARD.....	9
PART 6 - RESULTING CONTRACT CLAUSES.....	9
6.1 STATEMENT OF WORK.....	9
6.2 STANDARD CLAUSES AND CONDITIONS.....	9
6.3 SECURITY REQUIREMENTS.....	9
6.4 TERM OF CONTRACT	10
6.5 AUTHORITIES.....	10
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	11
6.7 PAYMENT.....	11
6.8 INVOICING INSTRUCTIONS	12
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	12
6.10 APPLICABLE LAWS.....	12
6.11 PRIORITY OF DOCUMENTS	13
6.12 INSURANCE	13
6.13 DISPUTE RESOLUTION.....	13
6.14 CONTRACT ADMINISTRATION.....	13
ANNEX "A"	14
STATEMENT OF WORK.....	14
ANNEX "B"	17
BASIS OF PAYMENT	17
ANNEX "C"	18
SECURITY REQUIREMENTS CHECK LIST.....	18

ANNEX "D"	21
EVALUATION CRITERIA.....	21
ANNEX "E" TO PART 3 OF THE BID SOLICITATION	24
ELECTRONIC PAYMENT INSTRUMENTS	24
ANNEX "F"	26
FORMER PUBLIC SERVANT CERTIFICATION FORM.....	26

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 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

Annex A; Statement of Work

Annex B; Basis of Payment

Annex C; Security Requirement Check List

Annex D; Evaluation Criteria

Annex E; Vendor Registration Form

Annex F; Former Public Servant Certification Form

1.2 Summary

The Privy Council Office's Impact and Innovation Unit requires ongoing access to timely, expert research ethics advice and ethics reviews for studies conducted within its behavioural science programs of applied research.

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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

2.1.1 Submission of Bids

1. Unless specified otherwise in the RFP, bids must be received at the location identified by the date, time and place indicated on page 1 of the solicitation.
2. Your bid must be transmitted by electronic email. Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.2 Former Public Servant

[A3025T](#) (2020-05-04) Former Public Servant – Competitive Bid (in reference at Annex F)

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 days 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.

2.4 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.

2.5 Improvement of Requirement During Solicitation Period

[A9076T](#) (2007-05-25) Improvement of Requirement During Solicitation Period

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

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

- Section 1: Technical Bid (1 electronic copy)
- Section 2: Financial Bid (1 electronic copy)
- Section 3: Certifications (1 electronic copy)

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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 D.

4.1.2 Financial Evaluation

For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined in accordance with Annex B - Basis of Payment.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing and rates shall prevail, and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the Bidder's proposal shall be changed to reflect the quantities stated the Request for Proposal (RFP).

Failure or refusal to price a price or rate for any item in Annex B: Basis of Payment shall be considered as failing to meet a mandatory requirement of the RFP and, therefore the Bidder's proposal shall be given no further consideration.

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; and
 - c. obtain the required minimum of 10 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 20 points.
2. Bids not meeting (choose "(a) or (b) or (c)" OR "(a) or (b) or (c) and (d)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% 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 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

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.

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		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	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.14	73.15	77.7
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.3 Contract Award

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boaopo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 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.

6.2.1 General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract**6.4.1 Period of the Contract**

The period of the Contract is from date of Contract award to March 31, 2025, inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before _____ (*insert date*).

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Alexia M. Proulx

Title: Procurement & Contracting Officer

Organization: Privy Council Office

Address: 85 Sparks Street, Room 304, Ottawa, Ontario, K1A 0A3

Telephone: 343-550-9093

E-mail address: alexia.melanson-proulx@pco-bcp.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: *To be provided at contract award*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

6.5.3 Contractor's Representative

The Authorized Contractor's Representative is: To be provided at contract award

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (insert amount at contract award). Customs duties are _____ (insert "included", "excluded" or "are subject to exemption") and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are _____ (insert "included", "excluded" or "subject to exemption") and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

-
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only).

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract.

2. Invoices must be distributed as follows:

The original must be forwarded to the following address for certification and payment.

Privy Council Office – *To be provided at contract award*

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 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*).

6.11 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 general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____, (*insert date of bid*)

6.12 Insurance

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

6.13 Dispute Resolution

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

6.14 Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

ANNEX "A"

STATEMENT OF WORK

1. TITLE

Independent / Research Ethics Review

2. OBJECTIVE

The Privy Council Office's Impact and Innovation Unit requires ongoing access to timely, expert research ethics advice and ethics reviews for studies conducted within its behavioural science programs of applied research.

3. BACKGROUND

Established under the Privy Council Office's (PCO) Impact and Innovation Unit (IIU) in 2017, the Behavioural Science (BeSci) team partners with federal departments and agencies to apply insights and methods from the behavioural sciences (e.g., behavioural economics, psychology, neuroscience and other social science disciplines) to improve policy design, program design and implementation, and public communications. The BeSci team collects and analyzes both quantitative and qualitative data as part of longitudinal studies, online surveys and survey experiments and infield research to explore the behavioural components of public policy challenges and to assess the impacts of possible solutions before they may be implemented.

The manner in which the BeSci Team conducts its work is guided by the Tri-Council Policy Statement for the Ethical Conduct of Research with Human Subjects as well as principles set out in the Model Policy on Scientific Integrity. As well, the team leverages departmental research ethics capacity and academic advisors to help identify and appropriately manage research ethics considerations. Contracted access to timely, expert research ethics advice would offer a further option for the team to ensure ongoing integrity.

4. REQUIREMENT DESCRIPTION

4.1 Scope

Ethics review is a function performed at the outset of research involving humans to ensure protection and respect of research participants is maintained throughout the pursuit of knowledge. According to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2; 2022) professional ethics review board activities are guided by the core principles of respect for persons, concern for welfare and justice. Key elements of ethics reviews for research involving human participants can include, but are not limited to assessment of:

- Risks and potential benefits of the research;
- Participant recruitment and consent processes;
- Fairness and equity in research participation (appropriate inclusion and exclusion);
- Privacy and confidentiality; and
- Conflicts of interest.

Article 6.12 of the TCPS 2 notes that "...the level of REB review shall be determined by the level of foreseeable risks to participants: the lower the level of risk, the lower the level of scrutiny...". The TCPS 2 goes on to note that according to the perceived level of risk, therefore, ethics reviews are typically either delegated to one or more members of the REB (in the case of **minimal risk** studies or full REB review (in the case of **higher risk** studies). The TCPS 2 defines minimal risk as "research in which the probability and magnitude of possible harms implied by participation in the research are no greater than those encountered by participants in those aspects of their everyday life that relate to the research." As the number of studies requiring research ethics review in the contract period and their respective levels of perceived risk are unknown, resource intensity for the Contractor may vary.

4.2 TASKS / DETAILED SERVICES

As and when required the Contractor will provide in writing to PCO-IIU informed assessments that may include, but not be limited to, the following aspects of identified individual studies:

Risks and potential benefits of the research

- rationale for the proposed study;
- question(s) the study seeks to answer;
- proposed importance and benefit(s) of the research;
- study design, including targeted sample size and characteristics, study site(s), funding profile, and study methods; and
- potential participant risks and, if applicable, safeguards.

Participant recruitment and consent processes

- source(s) of participant recruitment
- study information disclosed to participants
- method of securing informed consent
- consent materials
- consent withdrawal process
- participant remuneration

Fairness and equity in research participation

- appropriate inclusion of study participants;
- inappropriate exclusion of study participants;
- equitable distribution of research benefits; and
- dissemination of research results.

Privacy and confidentiality

- measures to respect privacy and the duty of confidentiality;
- measures to secure and safeguard study information; and
- disclosure of data linkage, if applicable.

Conflicts of interest

- potential for institutional, individual and/or financial conflicts of interest, if applicable.

Contractor assessments will be aided by documentation provided by PCO-IIU as well as discussions with lead researcher(s) as and when required and guided by the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2022).

4.3 DELIVERABLES

As and when required and following receipt of relevant study details (per Section 4.2), the Contractor will provide PCO-IIU written assessments via email (Word or PDF document) in the following timeframes proportional to the degree of perceived risk of individual studies, as described in Section 4.1:

	Contractor response time: e.g., approval as submitted or with modifications/clarifications
Expedited review (delegated to 1 or more REB members)	2 business days
Full REB review	5 business days

4.4 SERVICE AUTHORIZATION REQUEST PROCESS

When services are required, the Project Authority (or delegate) must contact the Contractor with a description of the requirement including the following:

- a) Estimated duration of service requirement (e.g., 2 business days for expedited review; 5 business days for full REB review);
- b) Material that must be reviewed including but not limited to the study protocol; consent and data privacy notices; research instruments and materials (as relevant); and data collection, storage, and maintenance protection measures).

The Project Authority will notify the vendor by email when services are required. The Contractor must confirm availability of services prior to services being rendered. The Contractor must confirm the estimated date of completion and the form the deliverable will take (e.g., a written assessment that certifies the research ethics review was completed and the review decision taken, noting relevant details (reviewer titles, contact information, assessment comments, study modifications made (if applicable), date of completion, etc.).

5. SUPPORT PROVIDED BY CANADA

PCO-IIU will provide the Contractor with the relevant study details in writing via email (Word or PDF document). Submission template to be agreed upon by PCO-IIU and the Contractor as part of this RFP process. No hardware or portal access will be provided to the Contractor.

The information provided by Canada will not contain any personal or private information.

6. LANGUAGE REQUIREMENTS

The Contractor must provide the services required in English.

7. LOCATION OF WORK

Services must be performed at the Contractor's place of business. Any Meetings required will take place virtually, using either Microsoft Teams or Zoom. Services can be performed outside of Canada, although information must be stored on Canadian servers.

8. TRAVEL

There is no travel associated to this requirement.

ANNEX "B"

BASIS OF PAYMENT

(the format of the table below is subject to change upon contract award, the table below is for evaluation purposes only)

A	B	C = A x B
FIRM ALL-INCLUSIVE RATE (in Cdn \$)	LEVEL OF EFFORT (estimated)*	TOTAL (in Cdn \$)

1 Initial Period: Date of Award to March 31, 2025				
1a	Expedited review (delegated to 1 or more REB members)	\$	10 reviews	\$
1b	Full REB Review	\$	10 reviews	\$
Total Initial Period 1:				\$

2 Option Period 1: April 1, 2025 to March 31, 2026				
2a	Expedited review (delegated to 1 or more REB members)	\$	10 reviews	\$
2b	Full REB Review	\$	10 reviews	\$
Total Option Period 1:				\$

3 Option Period 2: April 1, 2026 to March 31, 2027				
3a	Expedited review (delegated to 1 or more REB members)	\$	10 reviews	\$
3b	Full REB Review	\$	10 reviews	\$
Total Option Period 2:				\$

4	EVALUATED PRICE (Applicable Taxes excluded) (Total Initial Period 1 + Total Option Period 1 + Total Option Period 2)	\$
---	--	----

* The number of reviews in column B is an estimate only. Services are to be provided on an as and when requested, there is no guarantee at the end of the contract duration that the number of reviews listed above will be completed, this number can be greater or less than what is listed.

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat [REDACTED]
Security Classification / Classification de sécurité [REDACTED]

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Privy Council Office	2. Branch or Directorate / Direction générale ou Direction Impact and Innovation Unit	
3. a) Subcontract Number / Numéro du contrat de sous-traitance [REDACTED]	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant [REDACTED]	
4. Brief Description of Work / Brève description du travail Research Ethics Review services [REDACTED]		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: [REDACTED]	Specify country(ies): / Préciser le(s) pays: [REDACTED]	Specify country(ies): / Préciser le(s) pays: [REDACTED]
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat [REDACTED]
Security Classification / Classification de sécurité [REDACTED]

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : [REDACTED]

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : [REDACTED]
Document Number / Numéro du document : [REDACTED]

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : [REDACTED]

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRES SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
--

ANNEX "D"

EVALUATION CRITERIA

Evaluation Disclaimer

Mandatory Technical Criteria

The mandatory criteria will be evaluated on a "Met/Not Met" (i.e. compliant/non-compliant) basis. Proposals must demonstrate compliance with the mandatory requirement and must provide the necessary documentation to support a determination of compliance. Proposals that fail to meet the mandatory requirements will be deemed non-compliant and will be given no further consideration.

Point Rated Technical Criteria

The bidder must obtain the required minimum number of points specified (50%) for the point rated technical criteria. In the overall evaluation of bids, the point rated technical criteria will be weighted at 70%, with the proposed budget rated at 30%.

EVALUATION PHASE 1: MANDATORY & RATED RESOURCE CRITERIA

Criteria	*Project Executives - Mandatory Criteria	Met/ Not Met	Supporting documents found in the bid (Page #, Paragraph #)
MR.1	The vendor must demonstrate that they have reviewed at least 100 ethics applications for social science research involving human participants in the past 3 years.		
MR.2	The vendor must demonstrate that they have a data hosting facility in Canada.		
MR.3	The Contractor must demonstrate that they are in good standing with the Association for the Accreditation of Human Research Protection Programs or Human Research Accreditation Canada		

Criteria	Point-Rated Criteria	Max Points	Supporting documents found in the bid (Page #, Paragraph #)
RR.1	Provide five, detailed examples of social or behavioural science studies reviewed by your organization. Please select studies that display the variety or breadth of types of research methods you have reviewed (e.g. surveys and survey experiments, qualitative studies, field studies or experiments, single versus multi-site studies, studies with vulnerable populations or general populations), and discuss potential ethical concerns that needed to be resolved.	<p>Maximum: 10 points</p> <p>The Bidder has provided detailed descriptions of 5 projects of social science research that display more than 3 types of research methods and discuss how potential ethics issues were present and resolved.</p> <p>8 points</p> <p>The Bidder has provided detailed descriptions of 5 projects of social science research that display 3 different types of research methods and discusses potential ethics issues that were present</p> <p>6 points</p> <p>The Bidder has provided descriptions of 5 projects of social science research, that display 2 different types of research methods, and some discussion of potential ethics issues that were present</p> <p>4 points</p> <p>The Bidder has provided descriptions of 5 projects of social science research, all of which use the same research methods</p> <p>2 points</p> <p>The Bidder has provided descriptions of 5 projects, but no projects relate to the social sciences</p> <p>0 points</p> <p>The Bidder has provided less than 5 studies</p>	

RR.2	<p>The vendor should demonstrate that their procedures and governance are compliant with Chapter 6 (Governance of Research Ethics Review) of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2, 2022).</p> <p>Support the response with documents directly speaking to the vendor's compliance with Chapter 6 of the TCPS2.</p>	<p>Maximum: 10 Points</p> <p>The vendor provides documentation that relates to every section of Chapter 6 of the TCPS2</p> <p>8 Points</p> <p>The vendor provides documentation that relates to 3 – 4 sections of Chapter 6 of the TCPS2</p> <p>6 Points</p> <p>The vendor provides documentation that relates to 2 of the 5 sections contained within Chapter 6 of the TCPS2</p> <p>4 Points</p> <p>The vendor provides documentation that relates to at least one section of Chapter 6 of the TCPS2</p> <p>2 Points</p> <p>The vendor provides documentation, but it is not clear how it relates to Chapter 6 of the TCPS2</p> <p>0 Points</p> <p>The vendor provides no details, or documentation on how their policies/governance complies with Chapter 6 of the TCPS2</p>	
MAX. AVAILABLE POINTS	20		
MIN. POINTS REQUIRED	10		
POINTS ACHIEVED			

ANNEX "E" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

- () Direct Deposit (Domestic and International);
- () Wire Transfer (International Only).

VENDOR REGISTRATION FORM		
Type of Request		
Type of Request	<input checked="" type="checkbox"/> New Request <input type="checkbox"/> Modification	
For modifications, specify which information:		
Vendor Information		
Legal Name:		
Operating As (if applicable):		
Address:		
City:	Province/State:	Country:
Phone:	Fax:	Postal Code/ ZIP:
E-mail:	Preferred Language: <input checked="" type="radio"/> En <input type="radio"/> FR	
Select the option that represents your status <input type="radio"/> Individual <input checked="" type="radio"/> Corporation / Partnership <input type="radio"/> Other		
Tax Reporting information <input type="radio"/> Federal Business Number <input checked="" type="radio"/> GST/HST <input type="radio"/> SIN	Number (Ex: XXX XXX XXX RT0001)	
Remittance address (if different from above)		
Address:		
City:	Province/State:	Country:
Phone:	Fax:	Postal Code/ ZIP:
E-mail for Payment Notification:		
BANKING INFORMATION (WITHIN CANADA)		
Please attach a blank cheque from your bank account with "VOID" written on it or complete fields 1,2 and 3 below		
1 Branch Number (Transit):	2 Financial Institution Number:	3 Account Number:
Currency of the Account:		

Solicitation No. - N° de l'invitation

20231181

Client Ref. No. - N° de réf. du client

20231181

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

VENDOR REGISTRATION FORM

BANKING INFORMATION (Foreign BANK)

Bank name:

Address:

City:

Province/State:

Country:

Phone:

Postal Code/ ZIP:

Bank Branch:

SWIFT/BIC:

IBAN:

Signatures

Completed By:

Date:

ANNEX "F"

FORMER PUBLIC SERVANT CERTIFICATION FORM

BACKGROUND

Bidders are requested to complete and sign this document in order to ensure that the Privy Council Office is compliant with the Treasury Board Secretariat contracting policy and reporting requirements regarding service contracts with former public servants in receipt of a Public Service Superannuation Act (PSSA) pension.

RELATED LINKS

- (1) Treasury Board policies and directives on contracts with FPS: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=text>
- (2) Financial Administration Act: <http://laws-lois.justice.gc.ca/eng/acts/f-11/>
- (3) Public Service Superannuation Act: <http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>
- (4) Supplementary Retirement Benefits Act: <http://laws-lois.justice.gc.ca/eng/acts/S-24/page-2.html>
- (5) Canadian Forces Superannuation Act: <http://laws-lois.justice.gc.ca/eng/acts/C-17/page-1.html>
- (6) Defense Services Pension Continuation Act: <http://laws.justice.gc.ca/eng/acts/D-1.3/>
- (7) Royal Canadian Mounted Police Pension Continuation Act: <http://laws.justice.gc.ca/eng/acts/R-10.6/>
- (8) Royal Canadian Mounted Police Superannuation Act: <http://laws-lois.justice.gc.ca/eng/acts/R-11/page-19.html>
- (9) Members of Parliament Retiring Allowances Act: <http://laws-lois.justice.gc.ca/eng/acts/M-5/>
- (10) Canada Pension Plan Act: <http://laws-lois.justice.gc.ca/eng/acts/C-8/index.html>
- (11) Contracting Policy Notice: 2012-2: http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/ContPolNotices/2012/10-31-eng.asp
- (12) Guidelines on the Proactive Disclosure of Contracts: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text>

FORMER PUBLIC SERVANT

Contracts with 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 (1) [Treasury Board policies and directives on contracts with FPS](#), bidders must provide the information required below.

DEFINITIONS

- a) For the purposes of this clause, "former public servant" is any former member of a department as defined in the (2) [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:
 1. an individual;
 2. an individual who has incorporated;
 3. a partnership made of former public servants; or
 4. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
- b) "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.
- c) "pension" means, a pension or annual allowance paid under the (3) [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the (4) [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the (5) [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the (6) [Defense Services Pension Continuation Act](#), 1970, c.D-3, the (7) [Royal Canadian Mounted Police](#)

Pension Continuation Act, 1970, c.R-10, and the (8) Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the (9) Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the (10) Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

- a) As per the above definitions, is the Bidder a FPS in receipt of a pension?
Yes () No ()
- b) If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:
1. name of former public servant;
 2. date of termination of employment or retirement from the Public Service.
- c) 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 (11) Contracting Policy Notice: 2012-2 and the (12) Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

- a) Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a workforce reduction program?
Yes () No ()
- b) If so, the Bidder must provide the following information:
1. name of former public servant;
 2. conditions of the lump sum payment incentive
 3. date of termination of employment;
 4. amount of lump sum payment;
 5. rate of pay on which lump sum payment is based;
 6. period of lump sum payment including start date, end date and number of weeks;
 7. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.
- c) 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 the Goods and Services Tax or Harmonized Sales Tax.

Signature of Person Signing on behalf of the Contractor

Print Name of Person Signing on behalf of the Contractor

Date