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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, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, and any other annexes.

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of Health Canada and Public Safety (the "**Client**") are seeking web scraping and data analysis services to develop automated method(s) to scan online social media and discussion platforms, marketplaces and advertisements hosted on both the internet and dark web for mentions of, and/or posts promoting the sale of, illicit substances and precursor chemicals, particularly newly derived psychoactive substances, synthetic cannabinoids, psychedelics, fentanyl's and their related precursor chemicals.
- (b) It is intended to result in the award of one (1) contract, for an initial period from April 1, 2024 to March 31, 2025, plus three (3) one-year irrevocable option periods allowing Canada to extend the term of the contract.
- (c) There are no security requirements associated with this requirement.
- (d) The requirement is to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCoLFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada Korea Free Trade Agreement (CKFTA) and the Canadian Free Trade Agreement (CFTA), Canada-Honduras Free Trade Agreement, Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA), Canada-Ukraine Free Trade Agreement (CUFTA) and Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).



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: 180 days

2.2 Submission of Bids

Unless specified otherwise in the RFP, bids must be received by the Contract Authority at the location identified by the date, time and place indicated on page 1 of the solicitation.

If your bid is transmitted by facsimile or electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

2.3 Former Public Servant

Information Required

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 3 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 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 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

(a) **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows:

- i. Section I: Technical Bid - One electronic copy by email;
- ii. Section II: Financial Bid - One electronic copy by email;
- iii. Section III: Certifications not included in the Technical Bid - One electronic copy by email and;

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

(b) **Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use a numbering system that corresponds to the bid solicitation;
- ii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iii. Include a table of contents.
- iv. If applicable] Soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format .pdf
 - Microsoft Word 97/2000 (.doc)
 - Microsoft Excel 97/2000 (.xls)

Due to the nature of the bid solicitation, bids transmitted 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 Electronic Payment of Invoices – Bid

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



If Annex "C" 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.

3.1.3 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. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the HC Client will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid; or
 - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,

The Bidder must provide the information requested by Canada within two working days of a request by the Contracting Authority.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory and point rated technical evaluation criteria are included in Attachment 4.1.

4.1.1.2 Point Rated Technical Criteria

- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
- (ii) The rated requirements are described in Attachment 4.1.

4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the total evaluated price of a bid will be determined by calculating the Sum of Total Price for the Initial Contract Period excluding the Set Up Fee, Total Price for Option Period 1, 2 and 3 using the Pricing Tables completed by the bidders.



4.2 Basis of Selection

SACC Manual Clause [A0027T](#) (2022-12-01), 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. Meet the financial evaluation requirements and fall within the calculated median band, if applicable; and
 - d. obtain the required minimum of 42 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 60 points.
2. Bids not meeting (choose "(a) or (b) or (c) or (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 80% for the technical merit and 20% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 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 an 80/20 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 (80%) and Price (20%)

		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	$115/135 \times 80 = 68.15$	$89/135 \times 80 = 52.7$	$92/135 \times 80 = 54.5$
	Pricing Score	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18$	$45/45 \times 20 = 20$
Combined Rating		85.1	70.7	74.5
Overall Rating		1st	3rd	2nd



ATTACHMENT 4.1 BID EVALUATION CRITERIA

1.0 Mandatory Corporate Criteria

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by bidders to meet any of the mandatory requirements will render the bidder's proposal **non-responsive**. The treatment of mandatory requirements in any procurement process is absolute.

Proposers must meet **all** the mandatory requirements described below. This will be evaluated as either "**Met**" or "**Not Met**". Proposals not receiving "**Met**" for any mandatory requirement will **not** be considered further.

Bidders must demonstrate that they meet every mandatory requirement by providing a concise and detailed response. The response should address each of the requirements separately and in the order in which they appear. Simply stating that the mandatory requirements are met is not sufficient. Please indicate beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

Bids will be evaluated and scored as specified to all the tables inserted below.

Criteria #M	Corporate Mandatory Criteria	Required Supporting Information	Bid Reference Page #
MC1	<p>Corporate Profile</p> <p>The Bidder MUST include a description of the bidding organization.</p> <p>The description must include:</p> <ul style="list-style-type: none"> • Full Legal name, address and corporate structure; • An overview of the business and the services offered to the private or public sector; • Number of years of experience providing webscraping and data analysis services. 	The bidder must provide the Company/Corporate profile.	
MC2	<p>The Bidder as a corporate entity MUST demonstrate experience in providing Web Scraping and Data Analysis Services by providing five (5) written project summaries undertaken within the last 10 years from posting of this RFP. The following contract parameters must be cited for each of the corporate references:</p> <ol style="list-style-type: none"> 1. The names of the client for whom the services were provided; 2. The start date and end date (if completed) of the Web Scraping and Data Analysis Services provided. 3. Email confirmation or other form of written client references. 	The bidder must provide the five (5) project summaries with all relevant information attached.	
MC3	<p>Proposed Work Plan, Approach and Methodology</p> <p>The Bidder must clearly outline, in no more than five (5) pages, its proposed Work Plan, Approach and Methodology to meet the requirements outlined in the Statement of Work (SOW) at</p>		



	<p>Annex "A". The proposed Work Plan, Approach and Methodology must include the major activities of all personnel assigned to each task and the proposed schedule for completion or delivery in relation to the SOW. Sufficient detail must be provided to demonstrate the Bidder's grasp of the requirement and the Bidder's competence to meet it. The Bidder must state any major difficulties that are anticipated and explain how they would be addressed.</p> <p>The Work Plan, Approach and Methodology must include:</p> <ul style="list-style-type: none">• Evidence that the proposed team composite has a collective minimum of five years of experience in providing web-scraped data;• A description of the software tools that will be used to meet the tasks and deliverables outlined in the Statement of Work and the number of years of experience using the tools;• A schedule that outlines all of the stated tasks and requested deliverables from the SOW at Annex "A";• A description of how the work will be monitored, including quality control and quality assurance measures. If the plan anticipates any areas of the Work to bring about any issues, errors or failures, describe the contingency plan(s) used to resolve them.		
MC4	<p>Team Composition</p> <p>The Bidder must include the name and résumé of the Project Coordinator, who will be the main point of contact. In addition, the names, titles and résumés must be provided for each person who will be working on the project.</p>	<p>The bidder must provide the names and résumés of proposed resource(s).</p>	



2.0 Point Rated Requirements - Corporate Criteria and Technical – Resource Rated Criteria

The criteria contained herein will be used by Health Canada to evaluate each proposal that has met all of the Mandatory Requirements. Bidders are advised to address these requirements in the following order and in sufficient depth in their proposals to enable a thorough assessment.

Proposals **must** achieve the overall pass score in the Rated Requirements to be assessed as responsive under the Rated Requirements Section; proposals not meeting the minimum overall percentage will be deemed non-responsive and given no further consideration.

Bids will be evaluated and scored as specified in the table inserted below.

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

2.1 Rated Corporate Criteria

Criteria #	Point Rated Corporate Criteria	Points	Required Supporting Information	Bid Reference Page #
PC1	<p>Of the corporate references listed in MC2, the bidder should indicate which projects have a statement of work (SoW) that includes tasks analogous to ANY of the following AND were completed within the last five (5) years from the posting date of this RFP:</p> <ol style="list-style-type: none"> 1. Dark web scraping 2. Collecting information from discussion forums 3. Collecting information from social media 	<p>10 points</p> <p>1 project = 2 points 2 projects = 4 points 3 projects = 6 points 4 projects = 8 points 5 projects = 10 points</p>	Provide the SOW for each of the five (5) referenced project summaries in MC2 with all relevant information required.	
PC2	<p>Proposed Work Plan, Approach and Methodology</p> <p>The proposed Work Plan, Approach and Methodology should meet the objectives and tasks identified in the SOW. In particular, the Approach should include a discussion of the validation of the methodology.</p>	<p>20 points</p> <p>A score of twenty (20) points will be assigned if the Bidder's response to this criterion is in depth and the requirement is exceeded. The knowledge, experience or approach demonstrated should ensure highly effective performance on this aspect of the work. Addresses and exceeds elements as outlined in the SOW.</p> <p>A score of fifteen (15) points will be assigned if the Bidder's response to this criterion addresses the requirement well. The</p>	Provide proposed Work Plan, Approach and Methodology	



		<p>knowledge, experience or approach demonstrated should ensure more than adequate performance on this aspect of the work. Addresses all elements outlined in the SOW.</p> <p>A score of ten (10) points will be assigned if the Bidder's response satisfactorily addresses the criterion. The knowledge, experience or approach demonstrated should meet the minimum needed for adequate performance on this aspect of the work. Addresses most elements outlined in the SOW.</p> <p>A score of five (5) point will be assigned if the Bidder's response minimally addresses this criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work. Addresses some elements as outline in the SOW.</p>		
PC3	<p>Sample Structured Data File and Record Layout</p> <p>The Bidder should provide two sample structured data files and record layout with a minimum of 30 unique substances/names of interest obtained from both the open web and dark web searches.</p> <p>The structured file should be delivered in .csv format and must contain the following:</p> <ul style="list-style-type: none"> • Name of the products/substances • Price obtained for the substances/products for data scraped from dark web cryptomarkets • Comment/post text for data scraped from discussion forums and social media posts 	<p>10 points</p> <p>2 Sample Structured Data File & Record Layout = 10 points</p> <p>1 Sample Structured Data File & Record Layout = 5 points</p> <p>(No points will be given if any of the requested sub-criteria are not provided.)</p>	Provide sample(s) of Structured Data File and Record Layout	



	<ul style="list-style-type: none"> Product/substance description Date of the scrape/scan URL associated to each product/substance 			
PC4	<p>Experience in working with/identifying illicit substances</p> <p>The bidder must clearly show that the bidder has previous experience with psychoactive substance identification. The bidder shall do so by including psychoactive substances in the sample structured data file as requested in Criterion PC3.</p>	<p>10 points</p> <p>At least one sample structured data file contains psychoactive substances = 5 points;</p> <p>At least one sample structured data file contains new/emerging psychoactive substances AND psychoactive substances = 10 points</p>	Structured Data File and Record Layout provided for criterion PC3 will be considered.	
Total points:				50 points

2.2 Rated Technical Criteria – Project Coordinator (Lead Resource) Rated Criteria

Criteria #	Point Rated Resource Criteria	Points	Demonstrate Compliance	Bid Reference Page #
PC5	<p>Machine Learning and Natural Language Processing Experience</p> <p>The Bidder should demonstrate in their proposal that the proposed lead resource has experience with the design, development, exploitation and validation of natural language processing using machine learning/deep learning concepts and frameworks. Experience in projects acquired during graduate studies is also considered.</p> <p>To meet this criterion, provide project references with all of the following details:</p> <ul style="list-style-type: none"> The start date and end date (if completed) of the project using natural language processing using machine learning. The natural language processing and machine learning algorithms and techniques used (e.g. Sentiment Analysis, Named Entity Recognition, Summarization, Topic Modeling, Text Classification, Keyword 	<p>4 points</p> <p>At least 10 years = 4 points At least 6 years = 3 points At least 3 years = 2 points</p>	Provide examples of projects for which the proposed resource has the requested development experience	



	<p>Extraction and, Lemmatization and stemming)</p> <ul style="list-style-type: none"> • The software, libraries and/or languages used to develop the project • A summary of project goals and achievements 			
PC6	<p>Software Development Experience: The Bidder should demonstrate that the proposed lead resource has experience with the following software engineering concepts and processes:</p> <ul style="list-style-type: none"> • Software Design using design patterns • Software Development • Software Testing • Software Documentation <p>To meet this criterion, provide project references with all of the following details:</p> <ul style="list-style-type: none"> • The start date and end date (if completed) of the software development project. • The software design patterns used to develop the project • The software, technologies and languages used to develop the projectThe type of documentation generated as a result of the software development project (i.e. User Guide, User Tutorial, Developer Guide, inline code comments, API Reference) • A summary of project goals and achievements 	<p>4 points</p> <p>1 Concept or Process = 1 point 2 Concepts or Processes = 2 points 3 Concepts or Processes = 3 points 4 Concepts or Processes = 4 points</p>	<p>Provide examples of projects for which the proposed resource has the requested experience. The submission of documents of compliance for criterion PC5 that also demonstrate compliance for this criterion are also considered.</p>	
PC7	<p>Software Development Experience in Python:</p> <p>The Bidder should demonstrate that the proposed lead resource has experience with developing organized, readable, and verified software in Python.</p> <p>To meet this criterion, provide project references with all of the following details:</p> <ul style="list-style-type: none"> • The start date and end date (if completed) of software development project. 	<p>2 points</p>	<p>Provide examples of projects for which the proposed resource has the requested development experience.</p> <p>The Python code must have been used to develop the Sample Structured Data File response in PC3 to demonstrate</p>	



	<ul style="list-style-type: none"> • The software design patterns used to develop the project • The software, libraries technologies and languages used to develop the project • A summary of the project goals and achievements 		compliance for this criterion.	
Total Points:				10 points

Evaluation Summary:

	Minimum Passing Score	Total Score Possible
Overall Score	42	60



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's



representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement for this contract.

Unscreened contractors must be escorted:

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



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

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

Subsection 31 of the General Conditions are amended as follows:

Delete in its entirety 2035 31 (2022-12-01) Audit

Insert the following:

2035 - 31 (2023-11-28) Audit

1. To enable Canada to determine whether the Work has been performed and the price charged for the Work is in accordance with the Contract terms and whether best value has been achieved for Canada, the Contractor must maintain complete and accurate records of the estimated and actual cost of the Work.
2. Such records include all tender calls, quotations, contracts, correspondence, source documents for accounting entries such as Excel or other spread sheets in numeric and machine readable form (not PDF copies), books and ledgers of initial accounting entries, work sheets, spreadsheets and other documentation supporting cost allocations, computations, reconciliations and assumptions made by the Contractor in relation to the Contract. Copies are generally not acceptable and can only be used where originals are unavailable due to unusual circumstances, such as fire, flood or theft.
3. The Contractor must establish and maintain an accounting system that enables Canada to readily identify these records.
4. These records must be made available on request, for examination by Canada, or by persons designated to act on behalf of Canada during normal business hours at the contractor's office or place of business. In the event that no such location is available, then the financial records, together with the supporting or underlying documents and records, must be made available for examination at a time and location that is convenient for Canada.
5. The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.



6. Canada and its authorized representatives have the right to examine, and to make copies of, or extract from, all such records in whatever form they may be kept, relating to or pertaining to this Contract kept by or under the control of the Contractor, including but not limited to those kept by the Contractor, its employees, agents, successors, and subcontractors.
7. The Contractor must cause all subcontractors at any tier and all other persons directly or indirectly controlled by, or affiliated with the Contractor, to comply with the requirements of this clause as if they were the Contractor.

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 Work is to be performed during the period of contract award date to March 31, 2025.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one-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 10 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: Darlene Fisher
Title: Team Leader, Procurement and Contracting (IT)
Organization: Health Canada
Telephone: 343-543-4197
E-mail address: Darlene.fisher@hc-sc.gc.ca

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

7.5.2 Project Authority

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

Name: _____

Title: _____



Organization: _____
Telephone: ____-____-_____
E-mail address: _____

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

7.5.3 Contractor's Representative

Note to Bidders: The Contractor's Representative and Technical Authority and contact information will be identified at the time of contract award.

Name: _____
Title: _____
Organization: _____
Telephone: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm monthly price as specified in Annex B for a cost of \$ _____ insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. 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 Terms of 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.

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.5 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- (c) By submitting invoices, the Contractor is certifying that the services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to hc.p2p.invoices-factures.sc@canada.ca.



7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2022-12-01), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, to Part 3 - Electronic Payment Instrument;
- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Insurance Requirements

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

7.13 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](#)".



ANNEX "A"

STATEMENT OF WORK

1. TITLE

Scanning the internet (web scraping) for the availability and use of illicit psychoactive substances

2. SCOPE

2.1. Introduction

While Health Canada and Public Safety Canada continue to work collaboratively to protect the health and safety of Canadians, there remains an immediate need to enhance current surveillance and monitoring activities. As both Departments continue to identify policy options that directly support their respective mandates, new approaches to identify and detect the development of New Psychoactive Substances (NPS) and the illegal sale of cannabinoids and priority synthetic drugs are needed. Scanning open source data on the surface web and scanning the dark web represents an innovative approach the Government of Canada can take to gain real-time insight on the Canadian demand for illicit psychoactive substances including NPS, psychedelics, dissociatives, synthetic cannabinoids, and opioids (particularly fentanyl and the precursor chemicals used to produce fentanyl).

2.2. Objectives of the Requirement

Health Canada and Public Safety Canada are seeking web scraping and data analysis services to develop automated method(s) to scan online social media and discussion platforms, marketplaces and advertisements hosted on both the internet and dark web for mentions of, and/or posts promoting the sale of, illicit substances and precursor chemicals, particularly newly derived psychoactive substances, synthetic cannabinoids, psychedelics, fentanyls and their related precursor chemicals.

There are two main objectives within this project. First, it will identify potential new or emerging psychoactive substances that will directly support Health Canada's ongoing monitoring activities. Second, it will collect data on the online availability of illicit substances, particularly fentanyl, its related precursor chemicals, and synthetic cannabinoids, that are readily accessible to Canadians. The collected data will be used by Health Canada and Public Safety Canada to support the development of policy options to address the illegal drug supply.

2.3. Background and Specific Scope of the Requirement

Currently, the appearance of NPS in the market is a concern for government regulators. Given the ever-evolving situation, new approaches are needed to detect NPS, particularly those that can provide data in real-time or near real-time. Automated web scanning of the surface and dark webs is one possible approach.

The World Wide Web hosts over 1.7 billion websites and is used by billions of people on a daily basis. One of its main features is its transparency. It is an open network where connections can be traced and users be localized through their IP address, the unique identifier that internet service providers assign to their customers. In the 2000s, three competing networks were launched to provide an anonymous alternative to the World Wide Web. The three networks (Tor, I2P and Freenet) all work on top of the internet and seek to host content anonymously online as well as allow for the retrieval of this content anonymously. This translates to the ability of communicating directly or through online platforms like forums and marketplaces without even nation states being able to identify who is communicating with whom. Specifically, the Tor network, with its 2 million daily users and 70,000 websites is a much bigger darkweb that has been host to a wide array of illicit activities, including the sale of NPS. It enables illicit activities through three main channels, cryptomarkets, single vendor shops and discussion forums.



It is estimated that the total sale of illicit goods and services on the darkweb has now surpassed USD\$700 million per year. The popularity of dark web illicit trafficking is due to the anonymity it provides to its actors. Even when cryptomarkets are seized by law enforcement, few if any vendors are ever arrested. The number of arrested buyers is also very limited. Another reason for the popularity of the darkweb illicit trafficking is the access to a wide pool of potential customers. Any individual can set up a shop on the dark web and offer substances from underground laboratories that have not gone through proper quality control systems. These substances are in high demand but matching the producers with buyers remained a challenge until the dark web created a vast anonymous communication network able to facilitate trade. While the dark web offers its participants a relatively anonymous and secure environment to operate in, it also requires a certain level of sophistication.

On the other hand, not all individuals are willing and able to learn how to connect to the darkweb, and how to purchase and exchange cryptocurrencies. Therefore, the internet is still host to many discussions and transactions that involve illicit drugs, and more specifically, NPS. There are similar internet channels to those on the darkweb. Therefore, there is a large market where administrators invite vendors and buyers to connect with each other and take a percentage on each sale. Single vendor shops are also available where individual vendors put up advertisements. Furthermore, internet based discussion forums are also available where new illicit substances are discussed, evaluated and eventually traded.

With approximately 96.5% of the Canadian population actively navigating the surface web, illegal drug traffickers are exploiting this borderless environment to expand their customer base. Globally, there has been a clear growth in the online drug trafficking market which law enforcement continues to indicate is being facilitated by the exploitation of social media platforms and mobile applications (apps). The online trafficking of illegal drugs represents a new way of doing business about which law enforcement and the Government of Canada require additional information. Illegal synthetic opioids, their related precursor chemicals and synthetic cannabinoids are now becoming readily available for Canadians to purchase online. Quantifying the demand for these products remains a challenge for policymakers. Through this project, Health Canada and Public Safety Canada are seeking to collect data that can be leveraged to support their ongoing efforts to address the illegal drug supply.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

The Contractor must deliver the following main tasks, on a monthly basis, in the following order:

Task 1. Work with the Project Authority to determine what the data collection and analysis strategy will be for the given month. This includes which areas of the web (specific discussion forums, cryptomarkets, and social media platforms) will be scraped, which strategies will be used to analyze the scraped data, and which substance names should be targeted (referred to as "candidate names").

Task 2. Scrape the data from the agreed upon areas of the web as explained in task 1.

Task 3. Analyze data to identify mentions of candidate NPS names as well as candidate known and unknown psychoactive substance names and precursors, including but not limited to: opioids, benzodiazepines, dissociatives, stimulants, synthetic cannabinoids, psychedelics, and fentanyl.

Task 4. Analyze data to detect advertisements used on social media platforms operating in Canada that promote the sale of fentanyl, its related precursor chemicals, and synthetic cannabinoids.

Task 5. Transmit all scraped data and a summary of the analyses to Health Canada after the data collection and analysis for a given month is completed.

Task 6. Provide an up-to-date record layout for each data file transmitted.



3.2. Deliverables

The Contractor must provide monthly reports and data deliverables to the Project Authority on the last Friday of every month (with the exception of the final month of the project, where the deliverables will be due March 24, 2028) in an electronic format.

Data deliverables must include:

- all raw scraped data
- all potential (candidate) NPS names
- confidence level for each candidate NPS
- all mentions of known and unknown psychoactive substances
- all identified social media advertisements of interest.

The data deliverables must include the following information, at a minimum:

Raw data from cryptomarkets:

- Unique record identifier
- Market name
- URL
- Title of listing
- Description of listing
- Price
- Where the product ships from
- Where the product ships to
- Any available feedback data, most commonly in the form of ratings and/or reviews

Raw data from discussion forums:

- Date of post/comment
- URL
- Thread ID, if applicable
- Thread name, if applicable
- User ID, if applicable
- User name
- Post/comment text

Raw data from social media posts:

- URL
- Product name
- Description of product
- Price
- Country of origin
- Self-reported vendor location
- Delivery method
- Feedback from customers, if available

Potential (candidate) NPS names list:

- Candidate word/name
- Number of times it appeared in the scraped data
- Date of first occurrence in scraped data
- Contents of the comment/post/listing where it first occurred in scraped data
- URL



The report must include:

- a description of the methods used
- the names of newly identified NPS
- a summary of the social media advertisement data
- a summary of any notable trends in cryptomarket data
- a discussion of how to improve on the methods used.

3.3. Deliverable Format

The monthly report will be in .pdf format. Data deliverables will be delivered in .csv format.

3.4. Reporting Requirements

The Contractor and the Project Authority are to meet virtually every month on agreed upon date and time to discuss the progress of the project. Furthermore, whenever necessary, the Contractor and the Project Authority should be able to communicate via e-mails or phone calls.

3.5. Method and Source of Acceptance

At the end of every month of the contract duration, the Contractor shall submit a report for review and approval by the Project Authority. The Project Authority will provide comments and input within 5 business days of the Contractor's submission.

All reports, deliverables and services rendered under the Contract are subject to inspection by the **Project Authority**, or their designated representative.

Should any report, deliverable or service not satisfy the Project Authority and/or designated representative, or not meet the quality standards reasonably expected of a supplier of the services described herein, the Project Authority and/or designated representative will reserve the right to reject it or require correction before authorizing payment.

The final version of all deliverables shall be provided to the Project Authority and/or designated representative in English.

4. ADDITIONAL INFORMATION

4.1. Health Canada's Obligations

The Project Authority will be available to coordinate activities, respond to questions and concerns, oversee the process and approve the Contractor's deliverables. Meetings may be arranged with the Project Authority, as required.

4.2. Contractor's Obligations

- Unless otherwise specified, the Contractor must use its own equipment and software tools for the performance of this Statement of Work.
- The contractor is required to protect the information until it has been destroyed or rendered completely anonymous.
- The information collected can only be used for the purpose of fulfilling contract deliverables and cannot be used or disclosed for any other purpose without Health Canada's approval.
- Participate in videoconferences, as needed.
- Provide access to a staff member who will be available to answer questions or receive feedback about the web-scraping services being rendered; and
- Ensure that its employees and the project officer responsible for this contract are equipped with the required technology, work space and resources to meet all deliverables.



4.3. Location of Work, Work site and Delivery Point

Work will be performed at the Contractor's office location. All meetings will be held virtually. Files will be delivered to Project Authority via email, Drop Box, Google Drive or other acceptable file transfer service.

4.4 Security Requirements

There is no security requirement for this contract.

Unscreened contractors must be escorted:

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

4.5 Language of Work

The work will be conducted in English.

Deliverables must be delivered in English.

4.6 Travel and Living

There is no travel or living expenses required for the completion of this contract. Any travel or living expenses are the sole responsibility of the contractor.

Payment for travel and living expenses must be made in accordance to the terms of payment and the [National Joint Council Travel Directive](#).

5. PROJECT SCHEDULE

5.1. Expected Start and Completion Dates

The services of the Contractor will be required for the period from April 1, 2024 up to March 31, 2025 plus three (3) additional one (1) year option periods, broken down as follows:

Initial Contract Period:

April 01, 2024 to March 31, 2025

Optional Year Period:

Year 1: April 01, 2025 to March 31, 2026

Year 2: April 01, 2026 to March 31, 2027

Year 3: April 01, 2027 to March 31, 2028

The expected completion date of this project is March 31, 2028.



6. APPLICABLE DOCUMENTS AND GLOSSARY

6.1. Applicable Documents

There are no additional background documents, drawings, specifications, samples or information attached to this SOW to further demonstrate what, how and when the work will need to be completed.

6.1. Relevant Terms, Acronyms and Glossaries

Deep Learning - A type of machine learning based on artificial neural networks in which multiple layers of processing are used to extract progressively higher level features from data

Machine Learning - The use and development of computer systems that are able to learn and adapt without following explicit instructions, by using algorithms and statistical models to analyze and draw inferences from patterns in data

Natural language processing (NLP) - The branch of artificial intelligence concerned with giving computers the ability to understand text and spoken words in much the same way human beings can. NLP combines computational linguistics—rule-based modeling of human language—with statistical, machine learning, and deep learning models. Together, these technologies enable computers to process human language in the form of text or voice data and to 'understand' its full meaning, complete with the speaker or writer's intent and sentiment

New Psychoactive Substances (NPS) - Substances designed to mimic the effects of illegal substances such as LSD, cocaine, and MDMA, but are not controlled under the Controlled Drugs and Substances Act

Web scraping and data analysis services - Automated extraction of data from websites, and subsequent analysis of this data



ANNEX "B"

BASIS OF PAYMENT

(PRICING SCHEDULE TO BE COMPLETED BY BIDDER)

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract. All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

INITIAL CONTRACT PERIOD - Set-up Fee:

Item #	Description	Quantity	All-inclusive Firm Price	Extended Price
1	Set-up Fee	1	\$	\$
Total Price:				\$

A) INITIAL CONTRACT PERIOD: Date of Contract award to March 31, 2025 (12 months)

Item #	Description	Quantity	All-inclusive Firm Monthly Price	Extended Price
2	Monthly Price for Web Scraping Services	12 months	\$	\$
Total Price (A):				\$

B) OPTION PERIOD YEAR #1: (April 01, 2025 to March 31, 2026)

Item #	Description	Quantity	All-inclusive Firm Monthly Price	Extended Price
3	Monthly Price for Web Scraping Services	12 months	\$	\$
Total Price (B):				\$



C) OPTION PERIOD YEAR #2: (April 01, 2026 to March 31, 2027)

Item #	Description	Quantity	All-inclusive Firm Monthly Price	Extended Price
4	Monthly Price for Web Scraping Services	12 months	\$	\$
Total Price (C):				\$

D) OPTION PERIOD YEAR #3: (April 01, 2027 to March 31, 2028)

Item #	Description	Quantity	All-inclusive Firm Monthly Price	Extended Price
5	Monthly Price for Web Scraping Services	12 months	\$	\$
Total Price (D):				\$

Total Evaluated Price

The following totals will be used for evaluation.

1. Total Price for Initial Contract Period and all Option Period(s) (Sum of A to D, is the Total Evaluated Price)	\$ <TBD>
2. HST (13%) on sum of Total Price for Contract Period	\$ <TBD>
2. Total Estimated Cost (Sum of Total Price for Initial Contract Period and all Option Period(s), and HST)	\$ <TBD>



ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)