



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

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

Attn: Drew Johnson

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

Proposition à:

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

Instructions : See Herein

Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

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

Title – Sujet Systematic Review/Evidence Synthesis	
Solicitation No. – N° de l'invitation 1000249797	Date 2024-03-15
Solicitation Closes at – L'invitation prend fin à 12 :00 PM on / le – April 16, 2024	Time Zone Fuseau horaire EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : Name: Drew Johnson Email: drew.johnson@hc-sc.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (Type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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

The Annexes include the Statement of Work, the Basis of Payment, and Task Authorization Form.

1.2 Summary

Technical support relating to evidence synthesis reviews and methods training and support to support the recommendation development process of the National Advisory Committee on Immunization, 2024/5.

The objective is to obtain the professional services of one or more Contractors on an “as and when required” basis to conduct evidence synthesis reviews, specific technical requests related to evidence synthesis, and potentially methods training or support.

The initial period of contract is from the date of contract award to March 31, 2025 plus up to two (2) additional one (1) year option periods under the same conditions.

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.



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

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to



enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined by the laws in force in Ontario, Canada.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

3.1.1 The bid must be separated as follows:

Section I: Technical Bid: One electronic copy by email;
Section II: Financial Bid: One electronic copy by email;
Section III: Certifications: One electronic copy by email.

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3-Pricing Schedule.

Section III: Certifications

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



ATTACHMENT 1 to PART 3, PRICING SCHEDULE

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

Initial Contract Period					
Date of Contract award to March 31, 2025					
		(B)	(C)	(D)	(E)
Resource Category	Name	Number of Resources	Estimated Level of Effort (Days)	Firm Per Diem Rate	Total Cost (C x D)
Lead senior resource	(bidder to insert)	Up to 2	40	\$	\$
Research lead	(bidder to insert)	Up to 3	750	\$	\$
Research assistant	(bidder to insert)	Up to 10	385	\$	\$
Other resources (e.g., biostatistician, librarian & Research Administrator)	(bidder to insert)	Librarian: up to 2	38 days	\$	\$
	(bidder to insert)	Biostatistician: up to 2	23 days	\$	\$
	(bidder to insert)	Research Administrator: up to 2	20 days	\$	\$
Total Estimated Price (Initial Contract Period):					\$
Option Year 1: April 01, 2025- March 31, 2026					
Resource Category	Name	Number of Resources	Estimated Number of Days	Firm Per Diem Rate	Total Cost (C x D)
		(B)	(C)	(D)	(E)
Lead senior resource	(bidder to insert)	Up to 2	40	\$	\$



Research lead	(bidder to insert)	Up to 3	750	\$	\$
Research assistant	(bidder to insert)	Up to 10	385	\$	\$
Other resources (e.g., biostatistician, librarian & Research Administrator)	(bidder to insert)	Librarian: up to 2	38 days	\$	\$
	(bidder to insert)	Biostatistician: up to 2	23 days	\$	\$
	(bidder to insert)	Research Administrator: up to 2	20 days	\$	\$
Total Estimated Price (Option Year 1):					\$

Option Year 2: April 01, 2026- March 31, 2027

Resource Category	Name	Number of Resources	Estimated Number of Days	Firm Per Diem Rate	Total Cost (C x D)
		(B)	(C)	(D)	(E)
Lead senior resource	(bidder to insert)	Up to 2	40	\$	\$
Research lead	(bidder to insert)	Up to 3	750	\$	\$
Research assistant	(bidder to insert)	Up to 10	385	\$	\$
Other resources (e.g., biostatistician, librarian & Research Administrator)	(bidder to insert)	Librarian: up to 2	38 days	\$	\$
	(bidder to insert)	Biostatistician: up to 2	23 days	\$	\$



	(bidder to insert)	Research Administrator: up to 2	20 days	\$	\$
Total Estimated Price (Option Year 2):					\$
Total Estimated Price (Contract Period + Option Year 1 + Option Year 2)					\$ <TBD>
Applicable Taxes					\$ <TBD>
Total Bid Price					\$ <TBD>



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.2. Technical Criteria

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

4.1.2 Financial Evaluation

The evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit (60%) and Price (40%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% 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 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00



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

4.3 Multiple Contracts Selection

This solicitation will result in award of up to two (2) contracts and the two winning bids will be selected as per the Basis of Selection included under Part 4 (above). The two bids that obtain the first and second highest ranking will be recommended for a contract award.



ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

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

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

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

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

1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

<u>Mandatory Technical Criteria (MT)</u>				
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.				
#	Mandatory Technical Criterion	Met: Yes/No	Required Supporting Information page # in the bid	Comments to substantiate
M1	<p>The Bidder must propose a team of resources to complete the work identified in Annex A and include a CV for each proposed resource. The proposed team must include at least 1 Lead Senior Resource, 1 Research Lead, 1 Research Assistant, 1 Librarian*, 1 Biostatistician*, and 1 Research Administrator*.</p> <p>*If the duties one or more of these roles are undertaken by one of the research roles (i.e., Lead Senior Resource, Research Lead, or Research</p>			



	Assistant), the time devoted to providing librarian, biostatistical, or administrative expertise should be recorded separately in the Price Schedule included under Attachment 1 to Part 3.			
M1	<p>The Bidder must demonstrate, by providing detailed project descriptions (see below) and working URL links (or PDF copies if not open access), that the proposed Lead Senior Resource has completed at least three (3) systematic reviews published in a peer-reviewed journal or made publicly available as a technical report in the last 10 years (not as part of academic training), for which the Lead Senior Resource served in the role of principal investigator or co-investigator. The systematic reviews must have used a fulsome GRADE certainty of evidence methodology (i.e., completes/addresses at least all certainty of evidence downrating domains) for interventions in the areas of pharmaceutical, health technology, health prevention, or vaccine literature and completed for a non-academic end user.</p> <p>Project descriptions must include: client organization; title of the project; project start date and end date (MM/YYYY); brief project description; resource's role on the project; and the contact name, title, telephone and/or email address</p> <p>** Canada reserves the right to contact references to validate experience.</p>			
M2	<p>The Bidder must demonstrate, by providing detailed project descriptions (see below) and working URL links (or PDF copies if not open access), that the proposed Lead Senior Resource has completed at least three (3) completed evidence synthesis products <u>other</u> than systematic reviews, such as rapid reviews, scoping reviews, and/or overviews of reviews, published in a peer-reviewed journal or made publicly available as a technical report in the last 10 years (not as part of academic training), for which the Lead Senior Resource served in the role of principal investigator or co-investigator. The reviews must have addressed interventions in the areas of pharmaceutical, health technology, health prevention, or vaccine literature and completed for a non-academic end user.</p> <p>Project descriptions must include: client organization; title of the project; project start date and end date (MM/YYYY); brief project description; resource's role on the project; and the contact name, title, telephone and/or email address</p> <p>** Canada reserves the right to contact references to validate experience.</p>			
M3	The Bidder must identify how they would propose to resource the completion of tasks as identified in Article 3.1 and Appendix Table 1 of the SOW			



	<p>according to applicant-identified standards or guidelines, including at a minimum:</p> <p>a) What type of resource category and number of resources would be used at minimum for each of the tasks*;</p> <p>b) The estimated amount of time that would be spent by each resource on each task;</p> <p>*For medium sized systematic review of <10,000 citations to screen, 20-30 included studies, and 6-7 month duration.</p>			
M4	<p>The Bidder must demonstrate, by providing copies of degrees, that the proposed Lead Senior Resource has obtained a doctorate degree in epidemiology, public health, or health research methodology and/or a medical degree from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service if obtained outside Canada. Academic certification (degree, etc.) must be obtained through a recognized academic institution in the field of expertise. If applicable, a copy of the equivalency assessment certificate must be provided. The list of recognized organizations can be found under the Canadian Information Centre for International Credentials web site. [http://www.cicic.ca/2/home.canada].</p>			
M5	<p>The Bidder must provide a personnel and workload management plan that will enable successful project undertaking.</p> <p>This management plan must include:</p> <ul style="list-style-type: none"> a) An outline of their approach for organizing their workforce and project monitoring, including how this has supported the ability to juggle multiple priorities and competing demands. b) A description of the number of projects that can be undertaken per year and factors that influence this capacity. c) A description of their quality assurance process, including sign-off of all deliverables by the Lead Senior Resource. d) An identification and description of potential barriers or unforeseen circumstances in the project development process and reasonable risk mitigation strategies. e) A description of how disputes with the Project Authority would be resolved including but not limited to project scope, tasks, methodology, timelines, and finances. 			



1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in accordance with the evaluation criteria described 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.

Technical proposals will be assessed separately against the evaluation criteria identified below. Point rated criteria not addressed in the bid will result in a score of zero being assigned against that particular criterion. Bidders are requested to write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

Point-rated Technical Criteria				
#	Criterion	Evaluation	Bidder's Response	Comment to substantiate
R1	<p>Further to M1 and M2, the Bidder should demonstrate, by providing detailed project descriptions (see below) and working URL links (or PDF copies if not open access), that the Lead Senior Resource's evidence reviews were published in journals that had an impact factor of 3 or higher according to Clarivate's Journal Citation Reports (https://ucp.edu.pk/wp-content/uploads/2022/10/JCR-Impact-Factor-Journals-2022.pdf). These refer to the reviews cited for the M1 and M2 criteria for which the proposed Lead Senior Resource is the first or senior author (not undertaken as part of academic training). (up to 25 points can be awarded)</p> <p>Project descriptions should include: client organization; title of the project; project start date and end date (MM/YYYY); brief project description; resource's role on the project; and the contact name, title, telephone and/or email address</p> <p>** Canada reserves the right to contact references to validate experience.</p>	<p>1 point to a maximum of 10 points for every manuscript detailing a systematic review, as cited for criterion M1, that is published in a peer-review journal that has an impact factor of at least 3.</p> <p>1 point to a maximum of 5 points for every manuscript detailing another evidence synthesis review type (i.e., other than a systematic review), as cited for criterion M2, that is published in a journal that has an impact factor of at least 3.</p> <p>2 points for every citation, to a maximum of 10 points, for evidence reviews conducted on vaccine effectiveness and/or safety or on a topic related to immunization (e.g., risk factors for a vaccine-preventable infectious disease).</p>		
R2	<p>The Bidder should demonstrate, by providing detailed project descriptions, the Lead Senior Resource's (or other proposed resource's) experience within the last 7 years communicating evidence synthesis findings on vaccines, drugs, or health technologies to national or</p>	<p>1 point to a maximum of 5 points for every presentation delivered in the past 7 years to national- or international-level knowledge users.</p> <p>1 points to a maximum of 6 points for every presentation delivered in the past 7 years to national- or international-level</p>		



	<p>international audiences (up to 11 points)</p> <p>Project descriptions should include: client organization; title of the project; project start date and end date (MM/YYYY); brief project description; resource's role on the project; and the contact name, title, telephone and/or email address</p> <p>** Canada reserves the right to contact references to validate experience.</p>	<p>knowledge users on evidence synthesis related to vaccination or immunization.</p>		
Maximum Points Available: 36 points				



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 and Additional Information Required with the 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 website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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 website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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



PART 6 - 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.

6.2.2 Supplemental General Conditions

[4006](#) ([2010-08-16](#)) Contractor to own intellectual property rights in Foreground Information.

6.3 Security Requirements

There are no requirements associated with this contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed from the Date of Contract Award to March 31st, 2025.

6.4.2 Option to Extend the Contract

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

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

6.5 Task Authorization

A. Work described at Annex A, Statement of Work will be performed under the Contract on an "as and when requested basis".

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;



4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, Task Authorization Form, An authorized TA is a completed Annex D signed by the TA Authority.

C. TA Authority and Limit

The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$100,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

D. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 6.8.3 (Canada's Total Liability, Cumulative Total of all authorized TAs,) not being exceeded.

E. Multiple contracts

As more than one contract has been awarded for this requirement of Work specified in the Statement of Work, in Annex "A". A request to perform a task will be sent in accordance with paragraph F of this clause to the first ranked contractor in the Contractors' order of ranking below. The Task Authorizations will be allocated in accordance with the following:

- (i) At the time this series of contracts is awarded, each contractor would be allocated an amount of funding as specified in the Limitation of Expenditure based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.
- (ii) When a Task Authorization is issued, Canada will use a rotational method to allocate the draft Task Authorizations where the rotation is based on the ranking obtained by the Contractor during the Bid Solicitation.
- (iii) The Contractor sent a draft TA will have the time set out further below under the subparagraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.
- (iv) If the Contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the next-ranked Contractor. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion, request that the Contractor propose another resource, and the Contractor will have the time set out in the subparagraph "Contractor's Response to Draft Task Authorization" to respond. If the Contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next-ranked Contractor.
- (v) If the Contractor refuses a TA or fails to submit a valid response, the dollar value of the TA may be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to the other contractors in that same stream.
- (vi) The process of sending out a draft TA will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.
- (vii) Any of the contractors may advise the Technical Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments



under one or more TAs issued under this series of contracts, and no draft TA will be sent to that contractor until that contractor has given notice in writing to the Technical Authority and the Contracting Authority that it is again available to perform additional tasks.

- (viii) If it is found that the allocation process described at part (ii) above has resulted in the award of a disproportionate dollar value of work between the Contractors, the Contractors agree that Canada, in its sole discretion, may deviate from the allocation process and issue TAs in the manner required to re-establish a proportional allocation.

(To be completed at contract award):

(insert number) contracts were awarded as a result of Health Canada bid solicitation number: ____ (complete). The Contractors' order of ranking is as follows:

Ranked first: _____

Ranked second: _____

F. TA Process

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D Task Authorization Form, containing as a minimum:

- o the task or revised task description of the Work required, including:
- the details of the activities or revised activities to be performed;
- a description of the deliverables or revised deliverables to be submitted; and
- a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
o the Contract security requirements applicable to the task or revised task;
o the Contract basis (bases) of payment applicable to the task or revised task; and
o the Contract method(s) of payment applicable to the task or revised

G. Within five (5) calendar days (unless specified) of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B; and
3. for each resource proposed by the Contractor for the performance of the Work required:
a) the name of the proposed resource;
b) the resume of the proposed resource; and
c) a demonstration that the proposed resource meets :
i. the Contract security requirements;
ii. the Mandatory Technical Criteria
iii. the overall score for the Point Rated Technical Criteria

H. TA Authorization

1. The TA Authority will authorize the TA based on:

- o the request submitted to the Contractor pursuant to paragraph F of this clause;
- o the Contractor's response received, submitted pursuant to paragraph G of this clause; and
- o the agreed total estimated cost for performing the task or, as applicable, revised task.

I. Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 6.8.3 (Canada's Total Liability, Cumulative Total of all authorized TAs); and "Minimum Contract Value" means 3% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with



paragraph I.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

J. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs J.3 and J.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

Contract Award to six (6) months, every six (6) months thereafter.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - the TA revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra);
 - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
 - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total amount of Applicable Taxes invoiced;
 - the total amount paid, Applicable Taxes included;
 - the start and completion date of the task (as last revised, as applicable); and
 - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 6.8.3, Canada's Total Liability, Cumulative Total of all Authorized TAs;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;



- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Drew Johnson

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

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

6.6.2 Project Authority

The Project Authority for the Contract is:

[\(To be inserted at contract award\)](#)

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.

6.6.3 Contractor's Representative

[\(To be inserted at contract award\)](#)

Name:

Title:

Organization:

Telephone:

E-mail address:

6.7 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.8 Payment

6.8.1 Basis of Payment

6.8.2 TA subject to a Limitation of Expenditure

1. The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment in Annex B to the limitation of expenditure specified in the authorized TA.



Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

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

6.8.3 Cumulative Total of all authorized TAs

- A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ _____(insert amount at contract award). Customs duties are excluded and the Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
 - 1. when it is 75 percent committed, or
 - 2. four (4) months before the Contract expiry date, or
 - 3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work requested in all authorized TAs inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure, TA subject to a Limitation of Expenditure,whichever comes first.
- D. 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.

6.8.4 Method of Payment

SACC Manual clause [H1008C](#) (2016-01-28) - Monthly Payments

6.8.5 Time Verification

SACC Manual clause C0711C (2008-05-12), Time Verification

6.9 Invoicing Instructions

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



Each invoice must be supported by:

- b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the following address for certification and payment. p2p.invoices-factures@hc-sc.gc.ca
 - b. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.11 Applicable Laws

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

6.12 Priority of Documents

If there is a discrepancy between the wordings 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) Supplemental General Conditions; [4006](#) (2010-08-16) Contractor to own intellectual property rights in Foreground Information
- (c) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment; and
- (f) Annex C, Task Authorization Form; and
- (g) the Contractor's bid dated (*To be inserted at contract award*)

6.13 Insurance

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

6.14 Dispute Resolution

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



ANNEX "A"

STATEMENT OF WORK

1. TITLE

Project support relating to evidence synthesis reviews and methods to support the recommendation development process of the National Advisory Committee on Immunization, 2024/2025.

2. SCOPE

2.1. Introduction

The scope of the technical support for this requirement is in relation to contracting for the conduct and reporting of evidence synthesis reviews and, where needed, specific technical requests or methods support.

2.2. Objectives of the Requirement

The objective is to obtain the professional services of one or more contractors on an "as and when required" basis through a Task Authorization. At times, technical needs exceed the capacity of Public Health Agency of Canada (PHAC) staff, hence the requirement to secure contractors. Professional services would relate to undertaking evidence synthesis reviews or specific technical work or in providing methods support for initiatives under the auspices of the Centre for Immunization Programs (CIP). Although requests are expected to largely support the National Advisory Committee on Immunization (NACI), they may be made for other CIP initiatives. Recommendations put forward by NACI are used by Canadian provinces and territories to inform their vaccine programs and by Canadian healthcare providers for individual health decisions.

2.3. Background and Specific Scope of the Requirement

NACI develops recommendations, statements, and updates related to the use of vaccines or other agents, for pre- or post-exposure prophylaxis of infectious diseases, that are currently or newly approved for human use by Health Canada. Examples of evidence synthesis products that could be requested are systematic reviews, rapid reviews, and scoping reviews. As a variety of research questions are used to support decision-making, those questions would be within the scope of a request, such as burden of illness, risk factors, health outcomes data, or the assessment of contextual factors (e.g., health equity, acceptability of interventions). Methods training or support would largely encompass relevant scientific methods (e.g., risk of bias, quantitative analyses), use of best practice tools, and relevant software to support evidence synthesis in the context of guideline development.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

Each Task Authorization will identify the topic, scope, specific tasks, and deliverables of the evidence synthesis review, specific technical request, or methods training or support request. Appendix Table 1 provides an example for an evidence synthesis review, but does not constitute the final version for a given Task Authorization as those would need to be tailored according to the request. It is expected that the contractor's resources would be able to complete tasks according to appropriate and robust methodological standards and reporting; further, the contractor is expected to use an integrated knowledge translation engagement approach to garner input from the Project Authority (that may include NACI input) at key stages of development (see Appendix Table 1) . Appendix Table 2 provides an example for an online workshop training event.

An overview of the general tasks and deliverables for evidence reviews are provided below.

- Phase 1: Develop an evidence synthesis protocol. Deliverables: Draft and final protocol versions; Presentation deck.
- Phase 2: Perform literature search strategy and screening. Deliverables: Summary of literature search process; List of included studies.
- Phase 3: Undertake data extraction and, where applicable, literature appraisal. Deliverables: Draft and final lists of data extraction variables; Draft study characteristics, appraisal assessments, raw data export, and evidence tables.
- Phase 4: Conduct evidence synthesis. Deliverables: Synthesis/data charting plan (draft and revised); evidence syntheses and draft GRADE certainty of evidence tables; Presentation deck.



- Phase 5: Develop a structured report. Deliverable: Revised GRADE tables or CIneMA assessments; Draft and final report versions; Draft and final executive summary or abstract.

Tasks and deliverables related to methodological support would take the form of virtual consultation on specific technical or procedural topics related to evidence synthesis.

3.2. Specifications and Standards Evidence Synthesis Reviews

Methodology

The contractor(s) must undertake the work using recognized and robust methodology and processes for undertaking evidence synthesis, tailored appropriately to the product and project scope, and as approved by the Project Authority. Of note:

- a. The relevant literature time period for report (e.g., primary study) inclusions will be subject to the scope of the topic.
- b. In most cases, the unit of inclusion for the evidence synthesis reviews will be primary studies.
- c. The evidence synthesis review may include specific publications and additional evidence as specified by the Project Authority (including relevant NACI working groups, and if required, NACI).
- d. In most cases, English and, ideally, French language publications would be included in the evidence synthesis reviews.
- e. The reference style will follow Uniform Requirements for manuscripts submitted to biomedical journals (ICMJE), which is the standard for NACI products.
- f. Appropriate software (e.g., for meta-analysis) that would be recognized as industry standards should be used.
- g. Evidence synthesis products must be undertaken using an electronic management and tracking system, such as Distiller SR.
- h. Use of GRADEpro software (rather than manual development; CIneMA for network meta-analyses would also be acceptable) is strongly encouraged for developing evidence tables that include GRADE ratings (or to conduct credibility assessments in the case of CIneMA), where applicable.

Deliverables

Presentation decks must be submitted to the Project Authority electronically in Microsoft PowerPoint. The draft and final reports must include all relevant background and supplementary materials (e.g., executed search strategies); they must be submitted electronically in Microsoft Word or Excel 2003 format or later, as relevant to the item. Before data are transferred to the Project Authority, any and all personal information, such as names, must be removed and replaced by the contractor with an impersonal unique person identification number.

All deliverables must be provided electronically to the Project Authority in English; documents and presentations should be in Microsoft Office Word/Excel and PowerPoint respectively.

Workshop Training Events

Deliverables

Presentation decks must be submitted to the Project Authority electronically in either Microsoft PowerPoint or PDF format. Agenda, workshop exercises, and other background materials must be submitted to the Project Authority electronically in a format relevant to the item to enable participants' use, such as Microsoft Word or Excel, or as a PDF document. All deliverables must be provided electronically to the Project Authority in English.

3.3. Technical, Operational and Organizational Environment

The Project Authority will work closely with the contractor(s) in all areas of work included in the Contract. The majority of the work will take place in an environment of the contractors' choosing and expense, outside of the Public Health Agency of Canada's facilities. Completion of deliverables will be monitored by the Project Authority through progress reports and verbal updates provided by the contractor(s). All tools for the implementation of this Contract will be provided by the contractor(s). These include but are not limited to:

- a. Microsoft Excel, Word, and Powerpoint;
- b. Appraisal tools;



- c. Evidence table software (e.g., GRADEpro);
- d. Statistical software;
- e. Evidence review management and tracking software;
- f. Scientific/medical electronic database access;
- g. Referencing software.

The contractor(s) will participate in regular meetings with the Project Authority within the Agency, which may include NACI working group members; these meetings will take place by video- or teleconference.

3.4. Method and Source of Acceptance

All work rendered under the Contract, including revisions, will be subject to approval by the Project Authority. Any communication with the contractor regarding the quality of work performed pursuant to the Contract must be undertaken by correspondence through the Project Authority. The contractor must provide the Project Authority with all deliverables electronically in Microsoft Word, Powerpoint (or PDF), and/or Excel format (with electronic format aligning with information provided in previous sections) and, if requested, in hard copy format.

The Project Authority has the right to reject any deliverables that are not considered satisfactory, or the Project Authority can require their correction before payment will be authorized by the Agency to the contractor.

3.5. Reporting Requirements

When a Task Authorization has been authorized, the contractor will submit on a monthly basis a status report in Microsoft Word and/or Excel format to the PHAC Project Authority outlining the accomplishments for the given period, open issues, and upcoming milestones.

In addition to the timely submission of the deliverables and the fulfilment of all obligations under this Contract, it is the responsibility of the contractor to facilitate and maintain regular communication with the Project Authority.

Communication is defined as all reasonable effort to inform the Project Authority of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the work is progressing well and in accordance with expectations. Communication may include phone calls, electronic mail, and meetings.

The contractor is to immediately notify the Project Authority of any issues, problems or areas of concern, relating to any Work completed under this Contract, as they arise.

3.6. Project Management Control Procedures

To ensure that the deliverables will be of an acceptable quality, completed on time and within budget, the individual identified in the proposal as the Project Authority shall:

- a. Monitor progress through regular conference calls or emails;
- b. Review deliverables for acceptance; and
- c. Ensure invoices are in accordance with the completion of deliverables and the rates identified in the Basis of Payment.

The Project Authority is responsible for all matters concerning the content of the work under the Contract. Any changes to the work plan, methodology, scope of the work, and/or change in personnel must be approved by the Project Authority. Any changes will be done in writing by means of a Contract Amendment issued by the Departmental Representative.

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

The Project Authority will provide and make available for the duration of this Contract:

- a. Access to departmental library materials, government and departmental policies and procedures; and
- b. Access to a staff member who will be available to coordinate activities;



The Project Authority will review all deliverables and provide all comments in writing within fifteen (15) working days for the draft protocol (Phase 1 in Section 3.1 Table 1) and draft evidence review report (Phase 5 in Section 3.1 Table 1). Comments will be provided in ten (10) or fewer working days for remaining deliverables.

4.2. Contractor's Obligations

- Unless otherwise specified, the contractor must use its own equipment and software for the performance of this Statement of Work.
- Title to the equipment/furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and must remain so vested at all times.
- For each item of equipment/furnishings that is purchased, the contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.
- The contractor must label all equipment/furnishings as being the property of Canada.
- Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings must remain within the custody and control of the contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the contractor must take reasonable and proper care of the equipment/furnishings.
- Work collaboratively with the Project Authority.
- Liaise with the Project Authority for meetings and other related project management activities.
- Attend virtual meetings via tele-conference or virtual meeting software (e.g., MS Teams) with stakeholders if deemed necessary by the Project Authority.
- Keep all documents and proprietary information confidential.
- Use its own equipment and software for the performance of this work.
- Return all materials belonging to the Agency on completing the Contract.

4.3. Location of Work, Work site and Delivery Point

All work will be undertaken at the contractor's facility(ies).

Due to existing workload and deadlines, all personnel assigned to any Contract resulting from this Request for Proposals must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.

4.4. Language of Work

All work and deliverables will be conducted and submitted in English.

4.5. Travel and Living

No travel will be required.

5. APPLICABLE DOCUMENTS AND GLOSSARY

5.1. Applicable Documents

Section 3.2. Distiller; <https://www.distillersr.com/>

Section 3.2. GRADEpro; <https://www.gradepro.org/>

Appendix I to Annex A. PROSPERO; <https://www.crd.york.ac.uk/PROSPERO/>

5.2. Relevant Terms, Acronyms and Glossaries

CIP Centre for Immunization Programs

CINeMA Confidence in Network Meta-Analysis

GRADE Grading Recommendations Assessment, Development and Evaluation

ICMJE International Committee of Medical Journal Editors

NACI National Advisory Committee on Immunization

PHAC Public Health Agency of Canada

PICO Population, Intervention, Comparator, Outcome



APPENDIX-I to Annex-A

Table 1: Sample actions and deliverables for an evidence synthesis review.

Actions	Deliverables	Delivery Date*
Phase 1: Develop an evidence synthesis protocol**		
1. Draft and submit for review the technical protocol and search strategy developed in consultation with the Project Authority. Provided by the Project Authority: <ul style="list-style-type: none"> • Brief background; • Draft research question in PICO (or analogous) format, with outcome rating for GRADE certainty of evidence assessment and use in NACI's Evidence to Decision framework; • Inclusion/exclusion criteria • Topic-specific searching sources to consider; • Subgroup considerations 	Maximum 10-page protocol document (excluding appendices), outlining the scope and methodology. Draft search strategies provided as an appendix.	Two to four weeks after Contract award.
2. Develop presentation deck and present, via web conference, the proposed project scope, search strategy, and methodology to the Project Authority, the relevant NACI working group, and, if required, NACI, for comment and feedback. 3. Revise the protocol and search strategy, where needed, based on feedback received from the Project Authority (that may include NACI feedback).	Presentation deck. Revised protocol. Register the protocol on PROSPERO (https://www.crd.york.ac.uk/PROSPERO/) or other publicly accessible, open access website as agreed to by the Project Authority.	Four to six weeks after Contract award. Six to nine weeks after Contract award.
Phase 2: Perform literature search strategy and screening of health literature		
4. Conduct literature searches and supplemental activities. Collate and manage information in a bibliographic reference database, maintaining search logs. 5. Obtain and screen abstracts and full text reports based on the inclusion and exclusion criteria**. 6. Develop a summary of the search process and list of included studies.	Summary of literature search process and list of included studies.	10-18 weeks after Contract award.
Phase 3: Undertake data extraction and, where applicable, literature appraisal		
7. Draft and submit for review the data extraction variables**, such as <ul style="list-style-type: none"> • Study design • Location and year of study • Study population description • Study size • Vaccine(s) evaluated • Outcomes, definitions, and data fields 8. Conduct data extraction of (and, where applicable, appraisal of) included studies. 9. Develop draft study characteristics, appraisal assessment (where applicable), and evidence tables**.	Draft list of data extraction variables. Draft study characteristics, appraisal assessment, and evidence tables.	10-18 weeks after Contract award. 14-26 weeks after Contract award.



Phase 4: Conduct evidence synthesis		
10. Draft and submit for review the analytical/synthesis/data charting plan**.	Analytical/synthesis/data charting plan.	15-27 weeks after Contract award.
11. Revise that plan based on feedback from the Project Authority (that may include NACI feedback).	Revised plan.	23-29 weeks after Contract award.
12. Conduct synthesis/data charting and, where applicable, preparing one or more forest plots.	Syntheses and draft GRADE certainty of evidence tables, where applicable.	19-33 weeks after Contract award.
13. Conduct GRADE assessments**, where applicable, in consultation with the Project Authority.	Presentation deck.	19-34 weeks after Contract award.
14. Develop presentation deck and present, via web conference, the synthesis of outcomes data (and GRADE tables, where applicable).		
Phase 5: Develop a structured evidence synthesis review report		
15. Prepare a structured report**, including items such as: <ul style="list-style-type: none"> • Background, research question, methodology, any changes from protocol and rationale • Detailed account of findings, including literature yield, summary of study characteristics and appraisal assessments (if applicable), evidence synthesis, and GRADE or CINeMA certainty ratings (if applicable) • Tabulated information and relevant figures • Interpretation and discussion of findings and additional, relevant information • Bibliography and appendices • Executive summary 	Revise GRADE table(s) or CINeMA assessments, as needed, based on NACI's completion of the Evidence to Decision Framework (i.e., full contextualization). Draft report. Draft executive summary or abstract.	21-38 weeks after Contract award.
16. Revise the report and executive summary based on feedback from the Project Authority (that may include NACI feedback).	Final report and executive summary.	24-42 weeks after Contract award.
Phase 6: Updating – Optional Service		
17. Update literature review, as required.	Updated literature search summary and report.	Four to eight weeks after Contract amended for Optional Service.

* Date ranges provided for deliverables are estimates. Precise timelines will be decided by project and informed by project complexity.

** Stages at which an integrated knowledge translation approach is expected to solicit feedback from the Project Authority to ensure the product's fit-for-purpose.

Table 2. Sample actions and deliverables for an online methods training event.

Actions	Deliverables	Delivery Date*
1. Decide on scope of training session and whether recording is permitted.	Workshop agenda.	Two weeks after Contract award.
2. Set date, duration, workshop capacity, deadline for registration.		
3. Finalize agenda and exercises.	E-binder: slides, exercises, background materials.	One day prior to workshop date.



4. Set date to receive workshop e-binder: slides, exercises, background materials such as published methods papers.	Deliver workshop.	Workshop date.
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* Date ranges provided for deliverables are estimates. Precise timelines will be decided by request.



ANNEX "B"

BASIS OF PAYMENT

(To be inserted at contract award).



ANNEX "C"

TASK AUTHORIZATION FORM

Contract Number		At STEP 1 a, enter the Health Canada resulting contract number.	
Task Authorization (TA) Number		Instructions to the TA Authority: Enter the number here.	
TA Validity Period	Start:	End:	
Contractor's Name and Address			
Instructions to the TA Authority: Enter the name and address here.			
Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:		\$ _____	Instructions to the TA Authority: Enter the amount here.
TA Revisions Previously Authorized			
Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed			
TA Revision Number: _____	Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____	Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: _____	Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____	Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: _____	Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____	Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: _____	Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____	Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: _____	Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____	Instructions to the TA Authority: Enter the amount here, as applicable.
New TA Revision			
Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00.			
TA Revision Number: _____	Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____	Instructions to the TA Authority: Enter the amount here, as applicable.
Total Estimated Cost of Task (Applicable Taxes extra) after this revision:		\$ _____	Instructions to the TA Authority: Enter the amount here, as applicable.
Contract Security Requirements (as applicable)			
This task includes security requirements. At STEP 1 a): check the applicable boxes.			
<input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.			
Remarks: At STEP 1 a), 2a) or 3, enter the remarks, if any, or enter : "N/A".			
Required Work			



Instructions to the TA Authority: The content of sections A, B, C and D below must be in accordance with the Contract. To view the instructions for Section A, click on the hyperlink.

SECTION A – Task Description of the Work Required [Instructions for Section A](#)

SECTION B – Applicable Basis of Payment

SECTION C - Cost Breakdown of Task

SECTION D- Applicable Method of Payment

Authorization - Authorization

By signing this TA, the Project Authority or the PWGSC Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet ou l'autorité contractante de TPSGC ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

Name of Project Authority - Nom du chargé de projet _____

Signature _____

Date _____

Name of Health Canada Contracting Authority -

Signature _____

Date _____

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor

Signature _____

Date _____