



**A.1 ELECTRONIC BID SUBMISSION**

Attention: Darlene Fisher  
MAMD  
E-mail: [Darlene.Fisher2@canada.ca](mailto:Darlene.Fisher2@canada.ca)

**Request for Supply Arrangement (RFSA)**

for

The Performance of the Work described in Annex A – Statement of Work

**A2. RFSA AUTHORITY**

The Authority for this RFSA is:

Darlene Fisher  
Senior Procurement & Contracting Officer  
Materiel and Asset Management Division  
Chief Financial Officer Branch  
Ottawa, ON

Telephone: 343-543-4197  
E-mail: [Darlene.Fisher2@canada.ca](mailto:Darlene.Fisher2@canada.ca)

**THIS SUPPLY ARRANGEMENT DOES NOT CONTAIN A SECURITY REQUIREMENT**

<b>A3. TITLE</b> Field marketing, planning, public engagement, public outreach, campaign management and execution	
<b>A4. ARRANGEMENT CLOSING DATE</b> January 13, 2021	
Arrangements must be received by no later than 14:00 (2 p.m) on January 12, 2021 (Eastern Daylight time) at <a href="mailto:Darlene.Fisher2@canada.ca">Darlene.Fisher2@canada.ca</a> . Arrangements received after the closing date and time (referred to as the "Closing Date") will be considered non-responsive.	
<b>A5. SOLICITATION NUMBER</b> 1000221449	<b>A6. ISSUE DATE</b> November 26, 2020
<b>Vendor/firm Name and address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur :	
Telephone No. – N° de téléphone :	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
_____	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
_____	
Signature	Date

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;

Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and

Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:

6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;

6B, includes the instructions for the bid solicitation process within the scope of the SA;

6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

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

### **1.2 Summary**

**1.2.1** The purpose of this RFSA is to establish a list of qualified firms capable of providing Health Canada with a broad range of services and expertise that may include:

- foster awareness amongst Canadians and key groups (ex. Industry) about environmental health issues and challenges, with a focus on vulnerable and at risk groups;
- inform Canadians about and encourage preventative actions or behavior changes to reduce risks associated with environmental health issues and ultimately improve health and wellness;
- increase the number of Canadians who consult Health Canada tools and program information in the areas of environmental health

The intent of this RFSA is to qualify and issue Supply Arrangements to firms under the following Streams:

#### **Stream 1**

- field marketing initiatives
- Virtual and/or face to face public engagement activities
- retail programs
- trades and consumer events
- specialized events with a focus on healthy living
- stakeholder and partnerships and collaborations
- develop education tools and delivering environmental messages aimed at schools and educators

## **Stream 2**

- outreach activities focusing on specific demographic and age groups
- outreach program aimed at high risk population
- partnership building
- specialized workshops and training sessions
- outreach and/or training geared towards healthcare professionals (pharmacists, physicians, nurses, cardiologists, etc.)
- seek advice, review and provide expertise on the development of public outreach materials with targeted audiences

### **1.3 Security Requirements**

There are no security requirements.

### **1.4 Debriefings**

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - SUPPLIER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

At General Information, Delete all references to Public Works and Government Services Canada and/or PWGSC and insert "Health Canada"

At Clause 05.2 d and e: delete in their entirety and insert "Send its offer to Health Canada as specified herein."

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days

Insert: one-hundred and twenty (120) calendar days

#### **2.1.1 SACC Manual Clauses**

The [S2003T](#) (2008-12-12) Ceiling Prices and/or Rates are incorporated by reference into and form part of the RFSA.

## **2.2 Submission of Arrangements**

Arrangements must be submitted to Darlene Fisher by the date and time indicated on page 1 of the Request for Standing Arrangements through the method below:

### **A. Via E-mail**

Emailed Arrangements must be submitted only to [Darlene.fisher2@canada.ca](mailto:Darlene.fisher2@canada.ca) by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

The RFSA Reference Number and the title of the Requirement must be in the subject line of your email and your Arrangement should be structured in accordance to section A9 – Arrangement Solicitation Documents on the cover page.

**A SEPARATE BID PACKAGE MUST BE PREPARED FOR EACH STREAM.**

Total attachments cannot exceed 20MB per email; therefore, it is recommended to submit attachments through multiple emails as needed. All attachments of the bid package must be received by the bid closing date and time to be considered responsive.

Due to the nature of the Request for Supply Arrangements, transmission of offers by facsimile will not be accepted.

## **2.3 Former Public Servant - Notification**

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## **2.4 Federal Contractors Program for Employment Equity - Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

## **2.5 Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than fifteen (15) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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

Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

## 2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

## 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 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 3.1 Arrangement Preparation Instructions

Canada requests that suppliers provide their arrangement in separately bound sections as follows:

A. For electronic bid submissions via e-mail:

Section I: Technical Bid (one (1) electronic copy submitted via e-mail)  
Section II: Financial Bid (one (1) electronic copy submitted via e-mail)  
Section III: Certifications (one (1) electronic copy submitted via e-mail)

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

### **A SEPARATE BID PACKAGE MUST BE PREPARED FOR EACH STREAM.**

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, suppliers should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Arrangement**

Suppliers must submit the financial arrangement in accordance with Annex B, Basis of Payment.

**Section III: Certifications**

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



**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

**NOTE: Suppliers must submit independent submissions for each stream.**

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

The following mandatory technical criteria apply to each of the following streams. Suppliers must indicate which stream they are submitting their arrangement for. Suppliers must submit a separate arrangement for each stream.

- STREAM 1
- STREAM 2

<p>The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either a 'Yes' or a 'No'.</p>		
<p>MANDATORY REQUIREMENTS</p> <p>Corporate Experience</p>	<p>Cross Reference to bid (page #)</p>	<p>Yes/No</p>
<p>M1 A. Corporate experience in providing field marketing and face-to-face engagement campaigns and/or programs: The Bidder, as a corporate entity, must have a minimum of four years</p>		

<p>(48 months) of experience, from date of solicitation closing, providing strategic, creative and production execution in field marketing and face-to-face or virtual engagement activities.</p> <p><b>M1 B.</b></p> <p>The Bidder must submit examples of two (2) projects completed by the firm within the last four (4) years, from date of solicitation closing, that outlines their experience in the delivery of national environmental health related field marketing either by face-to-face engagement activities and/or programs, or by proven-effective virtual/other means.</p> <p>Each example must be available in both official languages. Examples of projects may include products such as infographics, posters, videos, or other marketing material used during a campaign.</p>		
<p><b>M2. Resource(s)</b></p> <p>The Bidder, as a corporate entity, must submit a list of general resources available for their proposed stream, that outline the relevant experience and the subject matter expertise to undertake the requirements of their proposed steam in the S.O.W.</p> <p>Proposed resources must fit into the following general categories of resources:</p> <ul style="list-style-type: none"> <li>• Project management resources</li> <li>• Networking/outreach resources</li> <li>• Distribution resources</li> <li>• Documentation/communications resources</li> <li>• Training resources</li> <li>• Promotion resources</li> </ul>		

At least one (1) resource must be identified per general category above.	
<p><b>M3. Geographic locations</b></p> <p>The Bidder must demonstrate its capacity to reach Canadians in specific geographic regions of the country, urban and rural, as determined by the requirements of the contract (s) and/or campaigns.</p> <p>See ‘Appendix 1 to Annex A – Locations’ for a complete list of geographic regions.</p> <p>The bidder must provide a written statement listing the specific regions they are able to reach as well as outlining their capacity for virtual and/or in person outreach in each region.</p>	
<p><b>M4. Understanding of the requirement</b></p> <p>Bidders must include in their proposal a statement that demonstrates their understanding of the required deliverables for their proposed stream, as detailed in the Statement of Work.</p>	

**4.1.1.2 Point Rated Technical Criteria**

Only those proposals meeting all of the Mandatory Requirements will be deemed responsive and will be further evaluated by HC on the basis of the Point Rated Requirements. It is the responsibility of the Bidder to ensure the completeness, clarity, and provision of sufficiently detailed evidence to enable the HC Bid Evaluation Committee to evaluate his/her Technical Proposal.

Bidders failing to achieve the stated minimum points required for each Point Rated Requirement will be considered non-responsive, and eliminated from the solicitation.

The following rating scheme (Table 1) will be used to evaluate the Point Rated Technical Criteria.

0	Information provided does not address the criteria. Bidder receives 0% for the available points for this element.
1	Information provided demonstrates a <u>minimal understanding</u> that is relevant to the stated criteria. Bidder receives <u>10%</u> of the available points for this element.
3	Information provided demonstrates <u>some understanding</u> that is relevant to the stated criteria but does not demonstrate a full range of understanding for all elements of the rated criteria. Bidder receives <u>30%</u> of the available points for this element.
5	Information provided demonstrates <u>understanding for most but not all of the elements</u> of the rated criteria. Bidder receives <u>50%</u> of the available points for this element.
7	Information provided demonstrates <u>understanding that is relevant to all of the elements of the rated criteria</u> . Bidder receives <u>70%</u> of the available points for this element.
8	Information provided <u>clearly demonstrates a full understanding of all of the elements of the rated criteria</u> . Bidder receives <u>80%</u> of the available points for this element.
10	<u>Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all of the elements of the rate criteria. Bidder receives 100% of the available points for this element.</u>

**Point Rated Requirements**

In addition to meeting the Mandatory Criteria, the Bidder must also address the Point-Rated Criteria identified below.				
Criteria	Page #	Points allocated for the criteria	Minimum points required	Score
<p><b>R1 Understanding of the requirement</b></p> <p>The bidder's statement submitted in response to M4 will be assessed against the following criteria using the Rating Scheme (Table 1). In their statement, Bidders should seek to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a complete understanding of the full scope of the required elements to most effectively meet field marketing and engagement activities.</li> <li>2. Demonstrate a clear understanding of the challenges of these projects;</li> <li>3. Demonstrate an understanding of the potential marketing, engagement, and outreach activities as well as an understanding of the scope of each.</li> <li>4. Demonstrate how to plan, engage, communicate, and manage the campaign;</li> </ol> <p>The following factors will be evaluated in the proposal:</p>		Total 30 points (10 max per element rated against the Rating Scheme (Table 1).	N/A	

<ul style="list-style-type: none"> <li>• The written submission and presentation is clear and concise;</li> <li>• Demonstrates understanding of the requirements</li> <li>• Demonstrates an understanding of the opportunities and challenges of this project;</li> </ul> <p>A maximum of 10 points (using Table 1 Rating Scale above) will be allocated for each of the three elements above. (Maximum 30 points)</p>				
<p><b>R2 Experience of Firm</b></p> <p>Bidders should demonstrate their experience by providing including two (2) projects completed by the firm within the last four years of the closing date of its bid.</p> <p>For each project the bidder should provide the PROJECT ELEMENTS as identified in 3.1 in the in the Statement of Work. Both examples submitted should have been developed in both official languages or the Supplier should adapt the text into the other official language and integrate this adapted text into the original creative layout, to adequately demonstrate the Supplier's ability to provide creative services in both official languages. The following factors will be evaluated and 10 points per will be allocated to the following elements: strategy, creativity and results.</p>	R2	60	42	
		<p>Total 60 points (10 max per element rated against the Rating Scheme (Table 1).</p>		

<p><b>Strategy</b></p> <p>The degree to which:</p> <ul style="list-style-type: none"><li>• The creative approach effectively addressed the objectives of the project, resonated with the target audience and integrated the key messages;</li><li>• The strategy demonstrated strategic thinking i.e. recommendations focused on results, execution true to the strategy, offers consumer insights;</li><li>• Recommendations went beyond the original brief and task;</li><li>• The concept including creative and marketing tactics together was appropriate to reach the stated target audience;</li><li>• The use of both official languages was effective.</li></ul> <p><b>Creativity</b></p> <p>The degree to which the creative approach:</p> <ul style="list-style-type: none"><li>• Is appropriate for the target audience and is clearly aligned with the stated objectives;</li><li>• Is innovative and has impact; and</li></ul>				
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<ul style="list-style-type: none"><li>• Creates synergy across all creative components.</li></ul> <p><b>Results</b></p> <p>The degree to which the Bidder:</p> <ul style="list-style-type: none"><li>• Demonstrates how results achieved stated business objectives;</li><li>• Demonstrates how the public I engagement strategy and rationale contributed to the achievement of the objectives; and</li><li>• The stated objectives have been met and demonstrated through post-surveys or client's reports, other studies etc.</li></ul> <p>The bidder must provide visual reference of the project on paper AND also provide a secure reference link to evaluate any interactive material* submitted. Please note that ONLY the interactive material should be submitted via secure reference link.</p> <p><b>A maximum of 10 points (using Table 1 Rating Scale above) will be allocated for each of the three elements above (Strategy, Creativity, Results) for each of the two projects.</b></p> <p>(Maximum 60 points per project)</p>				
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<p>*Interactive material is defined as digitally produced material that the target audience will have access to. This may include websites, videos, event material, signage and any other digitally produced material.</p>				
<p>R3 Resource Experience</p> <p>The Bidder, as a corporate entity, must submit a list of general resources available for their proposed stream, that outline the relevant experience and the subject matter expertise to undertake the requirements of all or part of the requirements outlined in the requirements.</p> <p>One (1) resource per general category from the Bidder's list proposed in M2 will be assigned points based on their years of demonstrated experience in the field related to Annex A – Statement of Work.</p> <p>Points will be allocated to a maximum 4 points per resource and a maximum of 24 points overall.</p> <p>Points scale:</p> <p>1-3 years in field = 1 pts        3-5 years in field = 2 pts        5-8 years in field = 3 pts        8+ years in field = 4 pts</p> <p>To demonstrate experience, the Bidder should submit project summaries that includes the following:</p>		24	6	

1) Name of client;				
2) Description of project, including objective, results, and role/duties performed by the proposed resource;				
3) Project duration (in format mm/dd/yyyy)				
Maximum Points		80	48	

#### 4.1.2 Financial Evaluation

**4.1.2.1** Bidders meeting ALL Mandatory Requirements and obtaining the minimum score in the point rated requirement shall be evaluated on the basis of their Financial Offer. Bidders must submit, along with their Technical Offer, a detailed Financial Offer as indicated in Annex "B".

#### 4.2.1 General Information

Bidders must provide a firm all-inclusive per diem rate for each year of the supply arrangement period for the stream for which they have applied.

#### 4.2.2 Per diem Rates:

For each category, Bidders must indicate their proposed all-inclusive per diem rate for services based on a seven and a half (7.5) hour day. The proposed all-inclusive per diem rates shall be applicable for ALL proposed resources in their respective category.

#### 4.2.3 Taxes as Related to Offers Received

For Canadian-based and Foreign-based Offerors, prices/rates, as applicable, must be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable **included**, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, **excluded**.

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection - Mandatory Technical and Financial Evaluation Criteria

*SACC Manual* Clause S1001T (2008-12-12) Basis of Selection - Mandatory Technical and Financial Evaluation Criteria

#### 4.2.2 *SACC Manual Clause S2002T (2008-12-12) Rates – Services*

Suppliers must submit ceiling rates for all categories of resources listed in Annex "A" – Statement of Work.

#### 4.2.3 *SACC Manual Clause S1002T (2008-12-12) Basis of Selection - Minimum Point Rating*

- To be declared responsive, an arrangement must:

- 
- a. comply with all the requirements of the Request for Supply Arrangements; and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of points overall for the technical evaluation criteria which are subject to point rating.
2. Arrangements not meeting (a), (b) or (c) above will be declared non-responsive.

#### **4.3 Financial Viability**

SACC Manual clause [S0030T](#) (2014-11-27) Financial Viability

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### 5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **if applicable**, the 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 the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 provided will render the arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

##### 5.2.2.1 Status and Availability of Resources

5.2.2.1.1 SACC Manual clause [S3005T](#) (2008-12-12) Status and Availability of Resources.

##### 5.2.2.2 Education and Experience

5.2.2.2.1 SACC Manual clause [S1010T](#) (2008-12-12) Education and Experience

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## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

#### 6.2 Security Requirements

**6.2.1** There is no security requirement applicable to the Supply Arrangement.

#### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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.

##### 6.3.1 General Conditions

[2020 \(2020-07-01\) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.](#)

##### 6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than fifteen (15) calendar days after the end of the reporting period.

#### 6.4 Term of Supply Arrangement

##### 6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from April 1, 2021 to March 31, 2026.

## 6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

## 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Appendix 1 to Annex "A" of the Supply Arrangement.

## 6.5 Authorities

### 6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Health Canada

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### 6.5.2 Supplier's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

## 6.6 Identified Users

The Identified User is: Health Canada.

## 6.7 On-going Opportunity for Qualification

A Request for Supply Arrangements will be issued in accordance with the process set out below to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

A variation of the following notice will be posted on Buy and Sell:

## PERMANENT NOTICE:

This is the permanent notice for the duration of this method of supply in the NCR. As long as this permanent notice remains posted on Buyandsell.gc.ca/tenders, Supply Arrangements will be issued to all suppliers that meet the qualification requirements of this RFSA.

Canada may receive arrangements perpetually, but reserves the right to conduct the evaluation of arrangements in cycles, not less than quarterly.

### Quarterly Evaluation Periods:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

## 6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

## 6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## B. BID SOLICITATION

## 6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;

" Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
  - **Federal Contractors Program (FCP) for Employment Equity - Notification**
  - SACC Manual A3005T, A3010T for service requirements when specific individuals will be proposed for the work;
  - **Integrity Provisions - Declaration of Convicted Offences;**
- (h) conditions of the resulting contract.

## 6.2 Bid Solicitation Process



**6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.2.2** The bid solicitation will be sent directly to Suppliers.

**6.2.3** The identified user for resulting contracts is Health Canada.

**6.3 Bid Solicitation Instruments and Procedures (Instructions for Client Users within Health Canada)**

a) For requirements below \$10K, including all taxes,

- 1.1. Create a new SAP Purchase Order using the ME21N transaction and select "Supply Arrgmt Cntr" as the document type.
- 1.2. Insert the applicable Supply Arrangement number in the column identified as "Outline Agreement"
  - 1.2.1. The vendor and SA information is now referenced into your PO.
- 1.3. In the Header section, enter the following items:
  - 1.3.1. Under the "Text" tab, enter the following information:
    1. Stream;
    2. Category;
    3. Supply Arrangement Number;
- 1.4. Under the "Additional Data" tab, enter the Validity start and end dates.
- 1.5. Under the "Org data" tab, insert your "Purch. Group"
- 1.6. Under the "Partners" tab, complete the partners information for invoicing and delivery.
- 1.7. Under the "Contract Documents" tab, enter the following documents:
  1. Correspondence (email(s) to/from the suppliers) (*Doc. Type COR*)
  2. Request for Proposal (RFP) (*Doc. Type RFS*)
  3. Proposal(s) (*Doc. Type PRP*)
  4. Statement of Work (*Doc. Type SOW*)
  5. These 6.3 Bid Solicitation Instruments and Procedures document (*Doc. Type ADD*)
  6. Signed contract (*Doc. Type CNT*)
- 1.8. In the "Item Overview" section, complete the following items:
  - 1.8.1. In the "A" Column of your line item, change the U to a K and press the Enter key.
  - 1.8.2. The description in the "Short text" column can be changed as needed to better describe your requirement.
  - 1.8.3. Enter the value of your Contract in the "PO quantity" column of your line item (before taxes)
- 1.9. In the "Item Detail" section, complete the following items:
  - 1.9.1. Under the "Account assignment" tab, enter the appropriate financial coding.
  - 1.9.2. Under the "Retail" tab, enter 60 (no environmental attribute) in the "green procurement" field.
- 1.10. In the "Trade Reporting" tab, insert the Supply Arrangement number in TR Header Info then in the tab PWGSC Procurement Rep, enter the following:
  - 1.10.1 Call up or Cntrt. – SOSA: DSOSA
  - 1.10.2 Agreement Type: None
  - 1.10.3 Solicitation Proc: OB

- 1.10.4 Limited Tender: No Entry
- 1.10.5 Derogation: 00 None
- 1.10.6 Country of Origin: CA
- 1.10.7 Incidental Aboriginal: N
- 1.10.8 Intellectual Property: A41 Crown Owned – Public Dissemination
- 1.10.9 Potential for Com. Expl.: N
- 1.10.10 Former Fed Public Srvt: N
- 1.10.11 Sol. Sub-Type: 00006 None
- 1.11. Once complete, click on the (Check) button to ensure that there are no errors.
- 1.12. Save your Call-up and take note of the call-up number. (4500\*\*\*\*\*)

b) For requirements \$10K up to applicable trade agreements (ex. CKFTA threshold for services: currently \$100,000), (Note: Individual requirements cannot exceed \$3.75M)

- 3.1. Create a new SAP Purchase Requisition using the ME51N.
- 3.2. Under the "Customer Data" "Contract Documents" tab, enter the following documents:
  - 3.2.1. Contract Request Form (CRF) (*Doc. Type CRF*)
  - 3.2.2. Statement of Work (*Doc. Type SOW*)
  - 3.2.3. Evaluation Criteria (*Doc. Type EVC*)
  - 3.2.4. If applicable: Security Requirement Check List (SRCL) (*Doc. Type SRC*)
  - 3.2.5. These '6.3 Bid Solicitation Instruments and Processes' document (*Doc. Type ADD*)
- 3.3. In the "Item" section, complete the following items:
  - 3.3.1. Under the "Account assignment" tab, enter the appropriate financial coding.
  - 3.3.2. Under the "Text" tab, enter the following details:
    1. Stream;
    2. Category;
    3. Supply Arrangement Numbers;
- 3.4. Once complete, click on the (Check) button to ensure that there are no errors.

## C. RESULTING CONTRACT CLAUSES

### 6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions [2010C](#) will apply to the resulting contract;
- (c) **HC** (for high complexity requirements), general conditions [2035](#) will apply to the resulting contract.

Solicitation No. - N° de l'invitation

XXXXX-XXXXXX/X

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

XXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

XXXXX.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

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A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

## ANNEX "A"

### STATEMENT OF WORK

#### 1. TITLE

Field marketing, planning, public engagement, public outreach, campaign management and execution Request for Supply Arrangement (RFSA)

#### 2. SCOPE

##### 2.1. Introduction

An RFSA for Health Canada for the delivery of public engagement, outreach campaigns, and training modules for the Air Quality Health Index, Water and Air Quality Bureau, Radon, Climate Change Bureau, and Chemical Management Plan, and other environmental health bureaus within Health Canada that require similar services.

##### 2.2. Objectives of the Requirement

The objective of this requirement is to establish a list of pre-qualified suppliers to provide Health Canada quick access to a broad range of services that address the following objectives:

2.2.1 foster awareness amongst Canadians and key groups (ex. Industry) about environmental health issues and challenges, with a focus on vulnerable and at risk groups:

2.2.2 inform Canadians about and encourage preventative actions or behavior changes to reduce risks associated with environmental health issues and ultimately improve health and wellness;

2.2.3 increase the number of Canadians who consult Health Canada tools and program information in the areas of environmental health

##### 2.3. Background and Specific Scope of the Requirement

The Healthy Environments and Consumer Safety Branch (HECSB) of Health Canada helps to maintain and improve the health of all Canadians by promoting healthy living, and by reducing the harm caused by tobacco, controlled substances, environmental contaminants, and unsafe consumer and industrial products. HECS work with Canadians and a range of other partners to help prevent problems before they occur, target the highest risk areas to maximize impact and respond quickly when necessary to protect Canadians.

To support HECS role as summarized above, the purpose of this tender is to establish multiple competitively-awarded Supply Arrangement Agreements with firms capable of providing HECS/ Health Canada with a broad range of services and expertise that may include:

##### Stream 1

- field marketing initiatives
- Virtual and/or face to face public engagement activities

- retail programs
- trades and consumer events
- specialized events with a focus on healthy living
- stakeholder and partnerships and collaborations
- develop education tools and delivering environmental messages aimed at schools and educators

## Stream 2

- outreach activities focusing on specific demographic and age groups
- outreach program aimed at high risk population
- partnership building
- specialized workshops and training sessions
- outreach and/or training geared towards healthcare professionals (pharmacists, physicians, nurses, cardiologists, etc.)
- seek advice, review and provide expertise on the development of public outreach materials with targeted audiences

The services required of suppliers are dependent on the length and nature of the specific program and contracts. Potential projects under consideration are (but not limited to):

- public engagement campaign to promote air and water quality awareness , including the Air Quality Health Index (AQHI), and Extreme Heat
- public engagement campaign to promote Radon testing in the home
- public information campaign on limiting the use of hazardous and/or chemical products in the home.
- Develop training modules for specific audiences

## 3. REQUIREMENTS

### 3.1. Tasks, Activities, Deliverables and/or Milestones

Below are the generic tasks, activities, deliverables and/or milestones for each Stream. Specific tasks, activities, deliverables and/or milestones per stream will be defined in each specific requirement.

#### Stream 1

Plan, design, execute and manage local, regional and national field marketing type initiatives that may include activities such as :

- Mobilize consumers through virtual platforms and/or face-to-face engagements, retail programs and dynamic strategies such as street marketing, seasonal field blitzes, elementary, high school, college and university outreach activities, trade and consumer events (conferences, festivals, shows, etc.) and other types of field executions
- Develop and communicate key messages to increase awareness of Health Canada environmental health initiatives and deliver a call to action
- Produce and/or distribute bilingual information about the programs/campaigns, ranging from content and creative development, production and logistics (shipping) of handouts, collateral and display material, online and social media campaigns

- Co-promote events (Health Canada and partners) via communication channels (traditional, digital, social media) and extend the reach of campaign messaging
- Evaluate effectiveness of strategies and track Canadian's behavioural changes. Report on individual campaign's activities.
- Develop training and awareness sessions on environmental health issues to the public or intermediaries
- Other tasks and activities that are consistent with the objectives of this requirement

## **Stream 2**

Plan, design, execute and manage local, regional and national field marketing type initiatives that may include activities such as :

- Mobilize consumers through virtual platforms and/or face-to-face engagements, retail programs and dynamic strategies such as street marketing, seasonal field blitzes, elementary, high school, college and university outreach activities, trade and consumer events (conferences, festivals, shows, etc.) and other types of field executions
- Develop and communicate key messages to increase awareness of Health Canada environmental health initiatives and deliver a call to action
- Produce and/or distribute bilingual information about the programs/campaigns, ranging from content and creative development, production and logistics (shipping) of handouts, collateral and display material, online and social media campaigns
- Co-promote events (Health Canada and partners) via communication channels (traditional, digital, social media) and extend the reach of campaign messaging
- Evaluate effectiveness of strategies and track Canadian's behavioural changes. Report on individual campaign's activities.
- Develop training and awareness sessions on environmental health issues to the public or intermediaries
- Other tasks and activities that are consistent with the objectives of this requirement

### **3.2. Resources**

Suppliers will include a comprehensive list of team members involved in the completion of all deliverables, including per diems per individual. The purpose of this tender is to establish multiple competitively-awarded Supply Arrangement Agreements with firms capable of providing HECS/ Health Canada with a broad range of services and expertise that may be delivered by:

- Project management resources
- Networking/outreach resources
- Distribution resources
- Documentation/communications resources
- Training resources
- Promotion resources

Specific requirements for program management will be determined on an individual contract basis and dependent on the breath and scope of each program specificity.

### **3.3. Specifications and Standards**

To be determined and based on the requirements of specific environmental health campaigns. Examples include:

- Specialized workshops and training sessions for specific target audiences
- Targeted outreach and distribution of materials to health care offices.

### **3.4. Technical, Operational and Organizational Environment**

As required by each individual contract.

### **3.5. Method and Source of Acceptance**

All deliverables and services rendered under the Supplier Arrangement are subject to the inspection of the Project Authority, as identified in individual campaigns. Should any deliverable and/or service not be to the satisfaction of the Project Authority, as submitted, the Departmental Representative shall have the right to reject it or require correction before payment shall be authorized, in accordance with the general conditions of the resulting contract.

## **4. Reporting Requirements**

Reporting requirements will be determined by each contract, under the Project Authority.

## **5. Project Management Control Procedures**

## **6. ADDITIONAL INFORMATION**

### **6.1 Canada's Obligations**

Health Canada will provide relevant air monitoring equipment when available, for demonstration purposes in a classroom setting;  
Health Canada will attend relevant meetings and provide advice to the Provider of Services and subcontractors, as required.

### **6.2 Contractor's Obligations**

In addition to the Scope/Statement of Work outlined in Section S5, the Provider shall:

- meet all tasks, deliverables and milestones as identified in Section S6;
- ensure availability of staff with whom the Provider may need to consult;
- keep all documents and proprietary information confidential;
- submit all written reports in hard copy and electronic format;
- participate in teleconferences, if required;
- attend meeting at government sites, if required.

### **6.3 Location of Work, Work site and Delivery Point**

Will be determined by individual contracts.

### **6.4 Language of Work**

The Provider of Services Representative must have the capability to effectively work in English.

## 6.5 Travel and Living

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

## 7. SECURITY

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.



APPENDIX 1 TO ANNEX A

Air Quality Health Index Reporting Locations

Province	City
British Columbia	Metro Vancouver
	Westshore - Victoria
	Victoria
	Central, North and South Okanagan
	Courtenay
	Fort –St-John
	Kamloops
	Nanaimo
	Prince George
	Quesnel
	Williams Lake
	Whistler
	Duncan
	Castlegar
	Squamish
Comox Valley (town)	
Terrace	
Alberta	Edmonton
	Calgary
	Red Deer
	Fort McMurray
	Fort MacKay
	Cold Lake
	Medecine Hat
	Lethbridge
	Grand Prairie
	Fort Chipewyan
	Drayton Valley
	Spruce Grove
Fort Saskatchewan	
Saskatchewan	Regina
	Saskatoon
	Prince Albert
	Swift Current
Manitoba	Winnipeg
	Brandon
Ontario	Greater Toronto Area
	Toronto
	Hamilton
	Kingston

Solicitation No. - N° de l'invitation  
 XXXXX-XXXXXX/X  
 Client Ref. No. - N° de réf. du client  
 XXXXX-XXXXXX

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

Buyer ID - Id de l'acheteur  
 XXXXX  
 CCC No./N° CCC - FMS No./N° VME

	Windsor
	Barrie
	Ste-Catherine's
	Peterborough,
	Sault Ste Marie,
	London,
	Dorset
	Belleville
	Brantford
	Chatham
	Cornwall
	Grand Bend
	Guelph
	Kitchener
	North Bay
	Parry Sound
	Petawawa
	Port Stanley
	Sarnia
	Sudbury
	Thunder Bay
	Tiverton
	National Capital Region - Ottawa
Quebec	Quebec City
	Gatineau
	Montreal
Nova Scotia	Halifax
	Cape Breton (includes Sydney)
	Greenwood
	Pictou
	Fort Hawkesbury
	Kentville
New Brunswick	Saint John
	Moncton
	Fredericton
	Bathurst
	Edmunston
	Cambellton
	Miramichi
Prince Edward Island	Charlottetown
	St-Peter's Bay
	Summerside
Newfoundland and Labrador	Corner Brook
	Grand Fall-Windsor



**ANNEX "B"**

**BASIS OF PAYMENT**

**A. Bidder (fill out)**

**Financial Bid**

Bidders Must provide a firm per diem rate for each year of the supply arrangement period for each category for the Stream they have applied.

The Bidder hereby offers to Health Canada, as requested by the Minister, to furnish all necessary expertise, supervision, materials, equipment and other things necessary to perform the work as described in the Statement of Requirements of the REQUEST FOR SUPPLY ARRANGEMENT and in accordance with the terms and conditions of the REQUEST FOR SUPPLY ARRANGEMENT, to the satisfaction of the Minister, or his authorized representative, for the following price(s):

Stream (please check one only per submission)  1  2

For each labour category below, provide one (1) ceiling rate per year. This ceiling rate will apply to all resources submitted under this category.

**1. Firm Ceiling Rate for Project Management Resources**

Year 1	Year 2	Year 3	Year 4	Year 5
F/Y 2021-2022	F/Y 2022-2023	F/Y 2023-2024	F/Y 2024-2025	F/Y 2025-2026
\$	\$	\$	\$	\$

**2. Firm Ceiling Rate for Networking/Outreach Resources**

Year 1	Year 2	Year 3	Year 4	Year 5
F/Y 2021-2022	F/Y 2022-2023	F/Y 2023-2024	F/Y 2024-2025	F/Y 2025-2026
\$	\$	\$	\$	\$

**3. Firm Ceiling Rate for Distribution Resources**

Year 1	Year 2	Year 3	Year 4	Year 5
F/Y 2021-2022	F/Y 2022-2023	F/Y 2023-2024	F/Y 2024-2025	F/Y 2025-2026
\$	\$	\$	\$	\$

**4. Firm Ceiling Rate for Documentation/communications Resources**

Solicitation No. - N° de l'invitation  
XXXXXX-XXXXXXX/X  
Client Ref. No. - N° de réf. du client  
XXXXXX-XXXXXXX

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

Buyer ID - Id de l'acheteur  
XXXXXX  
CCC No./N° CCC - FMS No./N° VME

Year 1	Year 2	Year 3	Year 4	Year 5
F/Y 2021-2022	F/Y 2022-2023	F/Y 2023-2024	F/Y 2024-2025	F/Y 2025-2026
\$	\$	\$	\$	\$

**5. Firm Ceiling Rate for Training Resources**

Year 1	Year 2	Year 3	Year 4	Year 5
F/Y 2021-2022	F/Y 2022-2023	F/Y 2023-2024	F/Y 2024-2025	F/Y 2025-2026
\$	\$	\$	\$	\$

**6. Firm Ceiling Rate for Promotion Resources**

Year 1	Year 2	Year 3	Year 4	Year 5
F/Y 2021-2022	F/Y 2022-2023	F/Y 2023-2024	F/Y 2024-2025	F/Y 2025-2026
\$	\$	\$	\$	\$

Ceiling rates must be exclusive of applicable taxes and account for a 7.5 hour work day.

Proposed Firm Ceiling Rates (for **EACH** labour category) shall be included in the resulting Supply Arrangement and applicable for the duration of the Supply Arrangement.

