



**RETURN BIDS TO:**

**RETOURNER LES  
 SOUMISSIONS À :**

NRC.BidReceiving-  
 ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca

**REQUEST FOR PROPOSAL  
 DEMANDE DE PROPOSITIONS**

**Proposal To:** National Research Council Canada

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

**Proposition au :** Conseil national de recherches 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  
**Comments - Commentaires**

**Vendor/Firm Name and address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de distribution**  
 National Research Council Canada  
 Conseil national de recherches Canada

<b>Title – Sujet</b> Professional Services for Quality assurance (QA) consultant - CLINICAL TRIAL MATERIAL FACILITY (CTMF)	
<b>Solicitation No. – N° de l'invitation</b> RFP 23-58170	<b>Date</b> 20 Dec-2023
<b>Solicitation Closes – L'invitation prend fin</b>  <b>at – à 02 :00 PM</b> <b>on – le 15 Jan - 2024</b>	<b>Time Zone</b> Fuseau horaire  EDT
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> <b>Cindy Romain and Simon Riendeau</b>	
<b>Email address – l'adresse courriel :</b>  Cindy.Romain@nrc-cnrc.gc.ca	
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>	
<b>National Research Council Canada</b> <b>Clinical Trial Material Centre (CTMF)</b> <b>6100 Royalmount Ave Gate 10</b> <b>Montreal, Qc</b> <b>H4P 2R2</b>	

<b>Vendor/firm Name and address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Facsimile</b>	<b>No. – N° de télécopieur</b>
<b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)-</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:

(a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

(d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;

(e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

2. For additional information on security requirements, please contact NRC's personnel security administrator at [NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca](mailto:NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca)

### **1.2 Statement of Work**

To provide **Professional Services for Quality assurance (QA) consultant for Clinical Trial Material Facility (CTMF)** in accordance with the detailed Statement of Work attached as Annex "A".

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

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

You are invited to submit one electronic Technical Proposal and one electronic Financial Proposal in two separate attachments to fulfil the following requirement forming part of this Request for Proposal. One attachment must be clearly marked 'Technical Proposal' and the other attachment must be marked 'Financial Proposal'. All financial information must be fully contained in the Financial Proposal, and only in the Financial Proposal. Vendors who provide financial information in the technical proposal will be disqualified. All proposals should include the front page of this RFP duly completed.

2010B 2022-12-01, General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.



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.

Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFP.

**2.1.1** It is the Bidder's responsibility to:

- (a) return a signed copy of the bid solicitation, duly completed, IN THE FORMAT REQUESTED;
- (b) direct its bid ONLY to the Bid Receiving address specified;
- (c) ensure that the Bidder's name, the bid solicitation reference number, and bid solicitation closing date and time are clearly visible;
- (d) provide a comprehensive and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Timely and correct delivery of bids to the specified bid delivery address is the sole responsibility of the Bidder. The National Research Council Canada (NRC) will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.

**2.1.2** Bids may be accepted in whole or in part. The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern. NRC may enter into contract without negotiation.

**2.1.3** Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the terms and conditions of the resulting contract.

**2.1.4** Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation, unless otherwise indicated by NRC in such bid solicitation.

**2.1.5** While NRC may enter into contract without negotiation, Canada reserves the right to negotiate with bidders on any procurement.

**2.1.6** Notwithstanding the bid validity period stipulated in this solicitation, Canada reserves the right to seek an extension from all responsive bidders, within a minimum of three (3) days prior to the end of such period. Bidders shall have the option to either accept or reject the extension.

**2.1.7** If the extension referred to above is accepted, in writing, by all those who submitted responsive bids, then Canada shall continue immediately with the evaluation of the bids and its approval processes.

**2.1.8** If the extension referred to above is not accepted, in writing, by all those who submitted responsive bids then Canada shall, at its sole discretion: either continue to evaluate the responsive bids of those who have accepted the extension and seek the necessary approvals; or cancel the solicitation; or cancel and reissue the solicitation.



## 2.2 Late Bids

All risks and consequences of incorrect delivery of electronic bids are the responsibility of the Bidder. The National Research Council Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before. Electronic bids received after the indicated closing time based on NRC servers' received time will be irrevocably rejected. Bidders are urged to send their proposal in sufficient time, in advance of the closing time to reduce any technical issues. The National Research Council Canada will not be held responsible for bids sent before closing time but received by the NRC servers after the closing time.

## 2.3 Submission of Bids

Technical and Financial Proposals must be **received electronically** no later than **02 :00 PM on 15 Jan- 2024 14:00 EDT**, to the following NRC email address:

[NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca](mailto:NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca)

The NRC has restrictions on incoming e-mail messages. **The maximum e-mail message size including all file attachments must not exceed 10MB.** Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the NRC e-mail system. A bid transmitted by e-mail that gets blocked by the NRC e-mail system will be considered not received.

Proposals must not be sent directly to the Contracting Authority or the Project Authority. All submitted proposals become the property NRC.

## 2.4 Former Public Servant

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

### Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

## 2.5 Enquiries - Bid Solicitation

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

Contracting Authority, Procurement Services  
Cindy Romain – Senior Contracting Officer  
National Research Council Canada  
[Cindy.Romain@nrc-crc.gc.ca](mailto:Cindy.Romain@nrc-crc.gc.ca) (Cindy Romain – Senior Contracting Officer)

**And**

Simon Riendeau – Team Lead Procurement Services  
National Research Council Canada  
[Simon.Riendeau@nrc-cnrc.gc.ca](mailto:Simon.Riendeau@nrc-cnrc.gc.ca) (Simon Riendeau - Team Lead Procurement Services)

## 2.6 For invited RFPs

To ensure the equality of information among Bidders, responses to general enquiries will be sent simultaneously to all bidders without identifying the source. All formal questions and answers will be distributed to all competing bidders unless such publication would reveal proprietary information. The bidder who initiates the question will not be identified.



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. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer distributed to all bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.7 Applicable Laws**

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

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.

## **2.8 Bid Challenge and Recourse Mechanisms**

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#). Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<https://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid in separate attachment sections (when applicable) as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Additional Information

There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.





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) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Canada is committed to greening its supply chain. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573), for this solicitation:

- Bidders are encouraged to offer or suggest green solutions whenever possible.
- Bidders are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Bidders should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.
- Bidders are encouraged to offer goods and/or services certified to a reputable eco-label.
- Bidders should use equipment that has high energy efficiency or produces low air emissions.
- Bidders are encouraged to offer environmentally preferred products which supports a sustainable environment for nature and wildlife.
- Bidders are encouraged to offer environmentally preferred products which ensure the comfort and air quality of building occupants.

Bidders are encouraged to consult the following websites: <https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/index-eng.html> <https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/rle-glr-eng.html>

### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **3.2.1 Electronic Payment of Invoices – Bid**

Payments from the National Research Council Canada (NRC) are made by electronic payment. Direct deposit payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

Only bank accounts outside of Canada are eligible to enroll as a Wire transfer payment method.



### 3.2.2 Exchange Rate Fluctuation

Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

Proposals will be assessed in accordance with the mandatory and rated evaluation attached as **Annex B- Evaluation Criteria and Basis of Selection and Annex C- Evaluation Rated Requirements of QA Consultants and Basis** and the **Annex A Statement of Work**. Bidders shall provide a detailed response to each criterion. NRC reserves the right to verify any and all information provided by the bidder in their proposal.

#### 4.1.2 Financial Evaluation

The Contractor must complete the pricing schedule provided in accordance with **Annex B Evaluation Criteria and Basis of Selection and Appendix E- Pricing Form** to include as a separate attachment in the electronic bid submission.

The cost proposal must have sufficient structure to show how the total proposed cost was calculated. It should contain the following elements:

- a) The amount and explanation for other miscellaneous expenses that could be incurred.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations

Applicable Sales Tax: The GST, PST, QST or HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFP and extra to the price herein. The amount of applicable sales tax shall be disclosed and shown as a separate item.

### 4.2 Basis of Selection

[2010B](#) 2022-12-01, General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

[A0031T](#) 2010-08-16 Basis of Selection Mandatory Technical Criteria and, [A0069T](#) 2007-05-25 Instructions to Bidders/Contractors



## **Minimum Point Rating**

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum score of 45 % percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 125 points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **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 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 declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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



In addition to all other information required in the procurement process, the Bidder **must** provide the following:

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

SURNAME	GIVEN NAME(S)	TITLE

## 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 Security Requirements

**6.1.1** The following security requirements (SRCL and related clauses) as described in **Annex F** apply and form part of the Contract.

### 6.2 Statement of Work

[B4007C](#) 2014-06-26 Statement of Work - Contract

### 6.3 General Conditions

[2010B](#) 2022-12-01, General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

[A9022C](#) 2007-05-25 Period of the Contract

The Work is to be performed during the period of 15 Jan, 2024 to 30 June, 2024.

#### 6.4.2 Option to Extend the Contract

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.



### 6.4.3 Delivery Date

All the deliverables must be received on or before 30 June-2024.

### 6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point specified at Annex A of the Contract. The work will be a combination of on-site and telework.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cindy Romain  
Title: Senior Contracting Officer  
National Research Council Canada  
Directorate: NRC CTMF Project  
Address: 6100 Royalmount Ave, Montreal, Qc, H4P 2R2

E-mail address: Cindy.Romain@nrc-cnrc.gc.ca

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

### 6.5.2 Technical Authority

The Technical Authority for the Contract is: [\[to be inserted at contract award\]](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative [\[to be inserted at contract award\]](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_



## **6.6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **6.7 Payment**

### **6.7.1 Basis of Payment**

4.70.20.1. (2023-04-14) *Fixed Time/unit rate – Basis of payment*

#### **Professional Fees**

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

### **6.7.2 Limitation of Expenditure**

C60001C (2017-08-17) *Limitation of expenditure*

Unless otherwise authorized in writing by the National Research Council of Canada (NRC), NRC's financial liability to the Contractor under this Contract shall not exceed \$ \_\_\_\_\_ (*insert the sum*). Customs duties are excluded and Applicable Taxes are extra. The Contractor must not perform any work that would cause the total liability of NRC to exceed this limitation unless authorized in writing by the Contracting Authority through a contract amendment. All work shall be done to the full satisfaction of the Technical Authority named herein before any payment shall become due to the Contractor.

### **6.7.3 Method of Payment**

H1001C (2008-05-12), **Multiple Payment**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

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

### **6.7.4 Electronic Payment of Invoices – Contract**

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

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



### **6.7.5 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, good and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### **6.8 Invoicing Instructions**

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.

Invoices **must** be sent to: [nrc.invoice-facture.cnrc@nrc-cnrc.gc.ca](mailto:nrc.invoice-facture.cnrc@nrc-cnrc.gc.ca)

**PLEASE QUOTE CONTRACT NO. [to be inserted at contract award] ON ALL DOCUMENTATION AND INVOICES.**

### **6.9 Certifications and Additional Information**

#### **6.9.1 Compliance**

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

### **6.10 Applicable Laws**

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

### **6.11 Priority of Documents**

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

- (a) the Contract;
- (b) the general conditions - [2010B](#) 2022-12-01, General Conditions - Professional Services (Medium Complexity)
- (d) ANNEX A, Statement of Work;
- (e) ANNEX B, Security Requirements Check List (SCRL)
- (f) Contractor's bid dated \_\_\_\_\_ (insert date of bid);

### **6.12 SACC Manual Clauses**

[G1005C](#) (2016-01-28) Insurance – No Specific Requirements

[C0101C](#) (2010-01-11), Discretionary Audit – Non-commercial Goods and/or Services





### **6.13 Dispute Resolution**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

### **6.14 Non-Permanent Resident (Canadian Company)**

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment of the Contract. In some instances, the employment authorization necessary to enter Canada cannot be issued without prior approval of Human Resources Centre Canada (HRCC). HRCC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

### **6.15 Withholding of 15 percent on Service Contracts with Non-residents**

Pursuant to the [Income Tax Act](#), 1985, c. 1 (5th Supp.) and the [Income Tax Regulations](#), Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is not a resident of Canada, unless the Contractor obtains a valid waiver from the [Canada Revenue Agency](#) (CRA). The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

Although most tax treaties between Canada and other countries provide for some relief from Canadian tax, Canada does not normally relinquish its right to withhold tax pursuant to the provisions of section 153 of the [Income Tax Act](#) and subsection 105(1) of the [Income Tax Regulations](#). If the non-resident contractor can adequately demonstrate, based on treaty protection, that the withholding normally required is in excess of the ultimate tax liability, or that the withholding creates undue hardship to the contractor, then the CRA may issue permission to the payer authorizing a reduction of the subsection 105(1) withholdings. The procedure to apply for a reduction of withholding is detailed in Income Tax Information Circular [IC75-6R2](#) Appendices A and B, as well as in CRA's [T4061, Non resident Tax Withholding, Remitting, and Reporting](#). Requests for a waiver or a reduction of the withholding will not be entertained unless deductions at source are remitted to CRA.

### **6.16 Government Smoking Policy**

Where the performance of the work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada which prohibits smoking on any government premises.

### **6.17 Access to Government Facilities/Equipment**

Access to the facilities and equipment necessary to the performance of the work shall be provided through arrangements to be made by the Technical Authority named herein. There will be however, no





day-to-day supervision of the Contractor's activities, nor control of the Contractor's hours of work by the Technical Authority.

The Contractor undertakes and agrees to comply with all Standing Orders and Regulations in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fires.



## RFP 23-58170 Professional Services for Quality assurance (QA) consultant clinical trial material facility (CTMF)

### Scope of Work (SOW)

#### 1. TITLE

Professional Services for Quality assurance (QA) consultant clinical trial material facility (CTMF)

#### 2. BACKGROUND

The NRC is building a new permanent, GMP-compliant clinical trial material facility (CTMF) at its Royalmount Avenue site in Montréal. When complete, this facility will be used to manufacture vaccine and other biologic materials for clinical trials, to support vaccine development at the clinical trial stage.

As a member of the multidisciplinary project teams, the consultants specialized in Quality Assurance, actively participates in all stages of the implementation, validation and operationalization of the CTMF in compliance with applicable Health Canada, European and FDA regulations, internal policies and procedures.

#### 3. OBJECTIVE(S)

The consultants will provide quality assurance support during the implementation, validation and operationalization of the CTMF

#### 4. DESCRIPTION AND STATEMENT OF WORK, DELIVERABLES AND TIMELINES

Review and approve documents generated for the following processes:

1. Equipment and facility validation
2. Product tech transfer
3. GMP processes for facility operationalization and start-up such as:
 

3.1. Access Management	3.9. DSP (Downstream processes)	3.15. Room classification
3.2. Alarm Management	3.10. Filtration Validation	(gowning/material/EM)
3.3. Analytical Method validation	3.11. Incoming material release	3.16. Room Cleaning & Sanitation
3.4. Batch Record	3.12. Pest control	3.17. Sampling
3.5. Batch release	3.13. Preventive Maintenance /	3.18. Sterilization Validation
3.6. Buffer/media prep	Calibration Program	3.19. Supplier Management
3.7. Clean Utilities	3.14. QMS (Deviation, change	3.20. Training
3.8. Material Cleaning (manual and	control, CAPA)	3.21. USP (upstream processes)
part washer)		
3.22. Warehouse		



**5. ORGANIZATION OF ACTIVITIES**

**5.1 Location of Work**

This contract will be a combination of on-site and telework - 40% of the activities described under this proposal will be performed by offsite, and around 60% of activities will be performed on-site, at the NRC facility located at the following address: 6100 Royalmount, Montréal, QC. Travel to and from the NRC facility are the responsibility of the consultant there will be no re-imburement from NRC.

**5.2 Access to Documentation and Signatures**

NRC will provide computerized access to the repository where documents will be generated, routed and reviewed.  
All signatures will be done on site either through hard-copy printing, handwritten signatures and scans, or in a validated document management system (Trackwise digital).

**5.3 Computerized tools**

The NRC will provide a portable computer.

**5.4 Language of Work**

All documentation, interaction will be provided in English. Some documents might be bilinguals French/English.

**5.5 Security Requirements**

ENHANCED RELIABILITY STATUS is required.

**5.6 Resources Skills**

See Appendix B – Evaluation Criteria and Basis of Selection

**5.7 Resource Estimate**

The consultants will support a team of 4 internal Full Time Employees (FTE) QA specialist/technician.

Based on previous assessment, 1 to 3 consultants shall provide: 1400 hours: (monthly hours are +/- 20%) please see below calendar with number of hours by month.

Quality Assurance Hours by Month						
	01-2024	02-2024	03-2024	04-2024	05-2024	06-2024
<b>Workload (hours/month)</b>	0	405	500	220	175	100



Based on the following timeline, the consultants will perform QA related tasks as described in section 4:

Task	01-2024	02-2024	03-2024	04-2024	05-2024	06-2024	07-2024	08-2024	09-2024	10-2024	11-2024	12-2024
CQV - facility and equipment validation	Green	Green	Green									
General SOPs required for facility operationalisation (around 80 SOP/work instructions, 60 form and template)	Light Blue	Light Blue	Light Blue									
Mock run with the client process				Blue	Blue							
Product Tech transfer	Brown	Brown	Brown	Brown	Brown							
SOP for ENG/GMP run (around 80 SOP/work instructions, 60 form and template)	Pink	Pink	Pink	Pink	Pink							
Engineering run						Magenta	Magenta					

### 5.8 Timelines

The estimated start date is Jan 29, 2024 and will end June 28,2024: within 2 weeks of tentative dates contract may be extended further based on the operational needs.

RFP 23-58170 Appendix B – Evaluation Criteria and Basis of Selection

**RFP CTMF-23-58170 Professional Services for Quality assurance (QA) consultants**

**Evaluation Criteria and Basis of Selection**

**Bid Evaluation Process:** The proposal will be evaluated and scored in accordance with the specific criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the bidder’s response.

**BASIS OF SELECTION:** Highest combined technical score (70%) and price\* (30%) with a minimum consensus score of 45%.

\*The currency must be clearly stated: ex. USD, CAD...

To be declared responsive, a bid must:

- (a) meet all the mandatory criteria
- (b) meet the estimated timeline;
- (c) obtain the required minimum consensus score of 45% of the points for the technical evaluation criteria (Rated Requirements); and

Bids not meeting (a) or (b) or (c) will be declared non-responsive.

The responsive bid(s) with the highest combined technical score (70%) and price (30%) according to the evaluation process as described above will be recommended for award of a contract (s).

NRC may accept minor non-compliances at its sole discretion. Minor non-compliances may be defined according to NRC’s own interpretation only.

**Mandatory Requirements**

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.

Please provide

- consultant(s) resumes where mandatory requirements are clearly demonstrated
- complete the table in **Appendix C - Table 1- Evaluation of QA Consultants Years of Experience** for Rated Requirements

**Table 1: Mandatory Requirements**

Mandatory Requirements		
Requirement	Mandatory Criteria	Yes/No
M-1 Experience biopharma/pharmaceutical	The vendor must have a minimum of 5 years of experience** in GMP regulation in biopharma/pharmaceutical * industry for each consultant  *Definition of biopharma/pharmaceutical as per <b>Appendix D Biopharma pharmaceutical regulations.</b>  ** Demonstrated / included in each consultant resume	

RFP 23-58170 Appendix B – Evaluation Criteria and Basis of Selection

Mandatory Requirements		
Requirement	Mandatory Criteria	Yes/No
M-2 Experience in quality assurance	Min. 2 years of experience * in quality assurance for each consultant * Demonstrated / included in each consultant resume	
M-3 Team QA Consultants Years of Experience	The consultant team must have a minimum of 2 years of experience (1 point) in each category (A, B, C, D and E) for all resources combined as documented in <b>Appendix C - Table 1- Evaluation of QA Consultants Years of Experience</b>	
M-4 GMP Regulations	As per Good Manufacturing Practices (GMP) regulations as per <b>Appendix D Biopharma pharmaceutical regulations</b> related to QA role and responsibilities), the proposed vendor must be able to review and approve documents without conflict of interests, on the CTMF project.  <b>See Appendix D;</b> for Health Canada GUI-0001 Regulations C.02.013 rationale, C.02.015 rationale and GUI-0023 Regulations C.02.013 – C.02.015	

**Rated Requirements**

**Table 2: Rated Requirements**

The bidders will complete **table 1 of appendix C -Evaluation of QA Consultants Years of Experience and Annex E Pricing Form).**

For each 2 years of experience, the bidders will be awarded 1 point.

**Table 2: Rated Requirements (see Appendix C Table 1 - Evaluation of QA Consultants Years of Experience for detail)**

Rated Requirements			
Requirement	Evaluation Criteria	Maximum Score	Points from Appendix C
R-1	Total points for Category A ( 1,2,3)	<b>15 points</b>	
R-2	Total points for Category B (4,5,6,7,8 )	<b>25 points</b>	
R-3	Total points for Category C (9,10,11)	<b>15 points</b>	
R-4	Total points for Category D (12,13,14,15,16,17,18,19, 20)	<b>45 points</b>	
R-5	Total points for Category E (21,22,23,24,25)	<b>25 points</b>	

RFP 23-58170 Appendix B – Evaluation Criteria and Basis of Selection

Rated Requirements			
Requirement	Evaluation Criteria	Maximum Score	Points from Appendix C
	<b>TOTAL A + B + C + D + E:</b>	<b>125 points</b>	

Bidders must receive a minimum consensus score of 56.25/125 points (45%) in the Rated Requirements.

## Annex C - Evaluation of QA Consultants Years of Experience

### RFP 23-58170 Appendix C Table 1 - Evaluation of QA Consultants Years of Experience

#### Rated Requirements

Bidders must receive a minimum consensus score of 56.25/125 points in the Rated Requirements to be considered responsive.

The bidders will complete the table below for each consultant with their years of experience.

#### Table 1 Example:

John smith worked 3 years as a maintenance technician for a vaccine company manufacturing. Then he worked 2 years for a CMO of solid dosage form as a QA technician in charge of maintenance, calibration and equipment validation and including 1 year for which he reviewed and approved Deviation, change control, CAPA related to equipment. He is now working for a consulting company with the following mandate: Validation of Sterilization by autoclave during 1 year

1 (one) year of experience equals 0.5 points

Subject	Consultant 1: Name:  John Smith	
	QA	Other position
1. Type of product: biologics		3
3. Type of manufacture: C(D)MO	2	
Total A: 5 years = 2.5 points		
5. Alarm Management	2	3
6. Clean Utilities	2	3
7. Equipment and facility validation	2	
8. Pest control	2	3
9. Preventive Maintenance / Calibration Program	2	3
Total B: 22 years = 11 points		
Total C: 0 years = 0 points		
18. Sterilization Validation by autoclave, material sterilisation		1
Total D: 1 years = 0.5 points		
23. QMS (Deviation, change control, CAPA)	1	
Total E: 1 years = 0.5 points		
<b>TOTAL A + B + C + D + E: 5+22+0+1+1 = 29 years = 14.5 points</b>		



**Table 1: Rated Requirements**

Instructions:

1. Add consultants' names for team in the table
2. Add years of experience for each consultant of the team in each category (A,B,C,D and E) based on resumes submitted for the team

1 (one) year of experience equals 0.5 points

**Table 1 - Evaluation of QA Consultants Years of Experience**

Subject	Consultant 1: Name:		Consultant 2: Name:		Consultant 3: Name:		Total (Years)
	QA	Other position	QA	Other position	QA	Other position	
<b>Category A</b>							
1. Type of product: biologics							
2. Market: Clinical trial Phase 1 or 2							
3. Type of manufacture: C(D)MO							
1 year's experience = 0.5 points <b>(Maximum of 15 points) TOTAL A:</b>							
<b>Category B</b>							
4. Access Management, Alarm Management							
5. Clean Utilities							
6. Equipment and facility validation							
7. Pest control							
8. Preventive Maintenance / Calibration Program							
1 year's experience = 0.5 points <b>(Maximum of 25 points) TOTAL B:</b>							
<b>Category C</b>							
9. Analytical Method validation, material/product testing, OOS management							
10. Room classification (gowning/material/Environmental monitoring), microbiology							
11. Raw material Sampling and release							

RFP 23-58010 Appendix C Table 1 - Evaluation of QA Consultants Years of Experience

Subject	Consultant 1: Name:		Consultant 2: Name:		Consultant 3: Name:		Total (Years)
	QA	Other position	QA	Other position	QA	Other position	
1 year's experience = 0.5 points <b>(Maximum of 15 points)</b> TOTAL C:							
<b>Category D</b>							
12. Material Cleaning (manual and part washer)							
13. Buffer/media preparation							
14. USP (upstream processes)							
15. DSP (Downstream processes)							
16. Filtration Validation							
17. Room/equipment Cleaning & Sanitation							
18. Sterilization Validation by autoclave, material sterilisation							
19. Warehouse							
20. Product tech transfer							
1 year's experience = 0.5 points <b>(Maximum of 45 points)</b> TOTAL D:							
<b>Category E</b>							
21. Batch Record issuance and review							
22. Intermediate & Product release							
23. QMS (Deviation, change control, CAPA)							
24. Supplier Management							
25. Training							
1 year's experience = 0.5 points <b>(Maximum of 25 points)</b> TOTAL E:							
TOTAL A + B + C + D + E: <b>Maximum 125 Points</b>							

**Note:** Each category has a maximum number of points that can be allocated per section and to meet M-3 Mandatory Requirements each section must have (1 point or 2 years experience within the QA Consultant team)

RFP 23-58170 Appendix D - Professional Services for QA Consultants CTMF

**Appendix D: Biopharma/pharmaceutical regulations for a Bulk Drug Substance for phase I and/or II CDMO manufacturer**

Organization	Guideline
Non-sterile Bulk Drug Substance Phase I/II	
Health Canada	<ol style="list-style-type: none"> <li>1. <a href="#">Food and Drug Regulations - C.01.001 PART C : Drugs</a></li> <li>2. <a href="#">Good manufacturing practices guide for drug products (GUI-0001) – Applicable sections</a></li> <li>3. <a href="#">Guidance Document - Annex 13 to the Current Edition of the Good Manufacturing Practices Guidelines Drugs Used in Clinical Trials (GUI-0036)</a></li> <li>4. <a href="#">Annex 2 to the Current Edition of the Good Manufacturing Practices Guidelines Schedule D Drugs (Biological Drugs) (GUI-0027)</a></li> <li>5. <a href="#">Annex 11 to the good manufacturing practices guide: Computerized Systems: GUI-0050</a></li> <li>6. <a href="#">Risk classification guide for drug good manufacturing practices observations: GUI-0023</a></li> </ol>
U.S. Food and drug administration (FDA)	<ol style="list-style-type: none"> <li>1. <a href="#">21 CFR Part 210: Current Good Manufacturing Practice in Manufacturing Processing, packing, or Holding of Drugs. – Applicable sections</a></li> <li>2. <a href="#">Characterization and Qualification of Cell Substrates and Other Biological Materials Used in the Production of Viral Vaccines for Infectious Disease Indications</a></li> <li>3. <a href="#">21 CFR Part 600: Biological Products: General.</a></li> <li>4. <a href="#">21 CFR Part 610: General Biological Products Standards</a></li> <li>5. <a href="#">CGMP for Phase 1 Investigational Drugs</a></li> <li>6. <a href="#">Preparation of Investigational New Drug Products (Human and Animal)</a></li> <li>7. <a href="#">Points to Consider in the Manufacture and Testing of Monoclonal Antibody Products for Human Use (1997)</a></li> <li>8. <a href="#">FDA 21 CFR Part 11: Electronic Records; Electronic Signatures</a></li> </ol>

RFP 23-58170 Appendix D - Professional Services for QA Consultants CTMF

Organization	Guideline
European Medicines Agency (EMA)	<ol style="list-style-type: none"> <li>1. <a href="#">EudraLex - Volume 4 - Good Manufacturing Practice (GMP) guidelines – Applicable sections</a></li> <li>2. <a href="#">Annex 2 - Manufacture of Biological active substances and Medicinal Products for Human Use</a></li> <li>3. <a href="#">Annex 13 - Manufacture of Investigational Medicinal Products</a></li> <li>4. <a href="#">Annex 11 Computerised Systems</a></li> <li>5. <a href="#">Guideline on Virus Safety Evaluation of Biotechnological Investigational Medical Products (2009)</a></li> </ol>
USP, Pharm. EU	Pharmacopoeias

**Note:** Biopharma pharmaceutical regulations for Health Canada GUI-0001 Regulations C.02.013 rationale, C.02.015 rationale and GUI-0023 Regulations C.02.013 – C.02.015

**RFP 58170: Professional Services for Quality Assurance (QA) consultants**

**Appendix E - Pricing Form**

- A. Rates shall be provided **exclusive of all applicable taxes.**
- B. Rates quoted by the Proponent shall include all labour and materials, overhead including but not limited to any fees or other charges required by law, and insurance.
- C. NRC will not pay for travel expenses or time to the Primary Project Site in Montreal. Proponents anticipating such travel shall incorporate their costs into their quoted rates per clause B above.
- D. In the event that travel is required by NRC from the Primary Project Site to other NRC locations, such travel will be pre-approved by the Client Representative and travel expenses will be reimbursed in accordance with NRC' policy, as may be amended from time to time. Proponents may contact NRC to obtain the applicable rates.

For the purposes of the pricing evaluation, Proponents are asked to respond to the criteria below.

- Proponents are asked to submit their Proposal pricing in the following tables (A&B).
- Additional pricing details may be provided in a pricing Appendix.

**Lump Sum Project (\*1400 hours):**

See Appendix C - **Evaluation of QA Consultants Years of Experience** Table 1 Category A to E. estimation of number of hours per month, per skillset

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>Category B</b>	0	37.5	47.5	32.5	17.5	10	145
<b>Category C</b>	0	37.5	47.5	27.5	37.5	30	180
<b>Category D</b>	0	247.5	257.5	97.5	77.5	30	710
<b>Category E</b>	0	82.5	147.5	62.5	42.5	30	365
<b>Total</b>	0	405	500	220	175	100	1 400

Note: \*Total hours between all QA consultants must equal 1400 hours for mandate.

**Estimation of budget per month, per consultant:**

Consultant 1: Name: (insert name)

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
<b>Category B</b>							
<b>Category C</b>							
<b>Category D</b>							
<b>Category E</b>							
<b>Total</b>							

**RFP 58170: Professional Services for Quality Assurance (QA) consultants**

Consultant 2: Name: (insert name)

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Category B							
Category C							
Category D							
Category E							
<b>Total</b>							

Consultant 3: Name: (insert name)

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Category B							
Category C							
Category D							
Category E							
<b>Total</b>							

**A- Hourly Rate per consultant**

Consultant Name	Rate/hour	Estimated Nb. Hours	Cost
Consultant 1: (insert name)			
Consultant 2: (insert name)			
Consultant 3: (insert name)			
<b>Total Hours</b>		<b>1400.00</b>	
		<b>Total \$ cost</b>	
		<b>Other Costs if Applicable</b>	
		<b>Grand Total Total</b>	

\*Contract of 6 months (Jan 2024 to June 2024)

\*\* Regular work week is 37.5 hours ( 8 hours per day)

\*\*\*The currency must be clearly stated: ex. USD, CAD...



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

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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

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

Security Classification / Classification de sécurité
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**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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





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

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

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

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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



Contract Number / Numéro du contrat
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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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