



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

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

Attn: Sayed Elias Abedi
Email: Sayed.abedi@hc-sc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

**Instructions : See Herein
Instructions : Voir aux présentes**

Issuing Office – Bureau de distribution
Health Canada / Santé Canada
200, Eglantine Driveway
Tunney's Pasture
Ottawa Ontario K1A 0K9

Title – Sujet Exhibit Touring Promotion, Coordination, Storage and Maintenance: Ticks – Little bugs, big problems	
Solicitation No. – N° de l'invitation 1000256270	Date 2024-04-05
Solicitation Closes at – L'invitation prend fin à 2:00 PM on / le – May 7, 2024	Time Zone Fuseau horaire Daylight Saving Time
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : Name: Sayed Elias Abedi Email: Sayed.abedi@hc-sc.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required – Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
<hr/> (type or print)/ (taper ou écrire en caractères d'imprimerie)	
<hr/> Signature	<hr/> Date



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses.

1.2 Statement of Work

The Work to be performed is detailed in Statement of Work at 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.

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement, the Canada-Chile Free Trade Agreement (CCFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada-Columbia Free Trade Agreement, the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canada-Honduras Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Ukraine Free Trade Agreement, the Canada-United Kingdom Trade Agreement and the World Trade Organization Agreement on Government Procurement (WTO-AGP).



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#) (2023-06-08), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

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

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

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity“.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 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;



number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the [2003](#) (2023-06-08) standard instructions.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid [electronic copy by email];
- Section II: Financial Bid [electronic copy by email];
- Section III: Certifications [electronic copy by email];
- Section IV: Additional Information [electronic copy by email].

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

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

Section I: Technical Bid

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the Basis of Payments detailed in Annex B.
- B.** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.



Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid; and
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section IV: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION


4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

Criteria	Page #	Yes	No
<p>M1. The bidder must demonstrate, by providing detailed project descriptions, that the company has four (4) years' experience promoting, storing and maintaining an exhibit that ships at least 3 individual crates of dimensions similar to the following:</p> <p>Crate 1 Height: 26.75 inches / 66.04 cm Wide: 39.5 inches / 99.06 cm Depth: 17 inches / 43.18 cm Weight: 65 lbs / 29.5 kg</p>  <p>Crate 2 Height: 49 inches / 124.46 cm Wide: 38 inches / 96.52 cm Depth: 15 inches / 38.10 cm Weight: 95 lbs / 43 kg</p> <p>Crate 3 Height: 28 inches / 71.12 cm Wide: 24 inches / 60.96 cm Depth: 14 inches / 35.56 cm Weight: 30 lbs / 13.6 kg</p> <p>For each of the relevant project cited, to demonstrate the required experience the following information must be identified:</p> <ul style="list-style-type: none"> a) The name of the client organization (to whom the services were provided); b) A brief description of the type and scope of services including the actions taken to ensure the crates always shipped together and steps taken should any crates become lost (600 words or less); 			



<p>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</p> <p>d) The name and telephone number or e-mail address (or both, if available) of the client to whom the Bidder reported.</p> <p>Canada reserves the right to contact client references to validate experience</p> <p>*Similar is defined as having dimensions within 10% size and weight of crate 32.</p>			
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4.1.1.2 Point Rated Technical Criteria

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.				
Criteria	Page #	Points allocated for the criteria	Minimum points required	Score
<p>R1. The Bidder should provide a workplan and methodology to complete the work as detailed in Annex A. The workplan and methodology should include:</p> <ul style="list-style-type: none"> a) Structured in sections including exhibit promotion, coordination of reservations, shipping logistics, maintenance of exhibit and storage. (2 points) b) Free of grammatical and spelling errors. (2 points) c) Explanation of how the exhibit will be maintained and/or repaired to ensure it is in full working order from one location to another. (3 points) d) Actions that will be taken to ensure the exhibit is properly set up by each location. (2 points) e) Actions that will be taken to ensure the exhibit is suitably packaged for shipping by staff at each location to avoid damage. (2 points) f) Explanation of how a small exhibit consisting of three (3) crates will be insured against damage or loss. (2 points) g) Proposal includes details on how shipping costs will be minimized.(2 points) 		18	8	
TOTAL		18	8	

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and



- c. obtain the required minimum of eight (8) points overall for the technical evaluation criteria which are subject to point rating.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
- 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %..
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
- 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

Based on the above table Bidder 1 would be selected for contract award.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Integrity Provisions – Required Documentation

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

5.1.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2 Additional Certifications Precedent to Contract Award

5.2.1 Status and Availability of Resources



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

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

5.2.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

5.2.3 Certifications - Contract

SACC Manual clause [A3015C](#) (2014-06-26) Certifications – Contract

5.2.4 Insurance Requirements - Certifications

See attachment 1 to Part 5 of the Bid Solicitation



ATTACHMENT "1" to PART 5 OF THE BID SOLICITATION

INSURANCE REQUIREMENTS – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

The Bidder must certify that it has the proper insurance coverage for the shipping of an exhibit consisting of several 3-4 crates of the dimensions indicated below to multiple locations across Canada ensuring that appropriate actions are taken to ensure the crates are always shipped together, thus, avoiding being lost.

Crate 1

Height: 26.75 inches / 66.04 cm
Wide: 39.5 inches / 99.06 cm
Depth: 17 inches / 43.18 cm
Weight: 65 lbs / 29.5 kg

Crate 2

Height: 49 inches / 124.46 cm
Wide: 38 inches / 96.52 cm
Depth: 15 inches / 38.10 cm
Weight: 95 lbs / 43 kg

Crate 3

Height: 28 inches / 71.12 cm
Wide: 24 inches / 60.96 cm
Depth: 14 inches / 35.56 cm
Weight: 30 lbs / 13.6 kg



Name

Date



RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award

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

6.1 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

Unscreened contractors must be escorted:

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 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

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

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional 1-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sayed Elias Abedi
Title: Procurement and Contracting Officer

Telephone: 343-575-3580
E-mail address: sayed.abedi@hc-sc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:
(Fill in at time of contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

6.5.3 Contractor's Representative

(Fill in at time of contract award)

Contact Name:
Title:
Telephone:
Facsimile:
E-mail address:



6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Firm Unit Prices

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

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

6.7.2 Basis of Payment – Firm Hourly Rates

The Contractor will be paid firm hourly rates at Annex B, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$27,000.00

6.7.3 Limitation of Expenditure

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



6.7.4 Ceiling Price

The Contractor will be paid for the Work performed in accordance with the Basis of payment *at Annex B*, to a ceiling price of \$ _____ (*insert amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.5 Method of Payment - Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
 - b. a copy of time sheets to support the time claimed;
2. Invoices must be distributed as follows:
 - a. One (1) electronic copy must be forwarded to the Project Authority and to p2p.invoices-factures@hc-sc.gc.ca for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2022-12-01) - Professional Services (Medium Complexity);



- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payments; and
- (e) the Contractor's bid dated _____ (*insert date of bid*)

6.12 Dispute Resolution

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

6.13 Insurance Requirements

SACC Guide [G1005C](#) (2016-01-28) Insurance – No Specific Requirement



ANNEX "A"

STATEMENT OF WORK

1. TITLE

Exhibit Touring Promotion, Coordination, Storage and Maintenance: Ticks – Little bugs, big problems

2. SCOPE

2.1. Introduction

The Public Health Agency of Canada (PHAC) requires the services of a contractor for the touring coordination, storage, maintenance and promotion of the four (4) copies of the Children's Travelling Exhibit: *Ticks – Little Bugs, Big Problems* from April 1, 2024 until March 31, 2025 with three (3) additional option years.

2.2. Objectives of the Requirement

The Contractor must provide the following services:

1. Promotion for the 2024-2025 and 2025-2026 tour;
2. Coordination of bookings of the 2024-25 tour from April 2024 to March 2025;
3. Storage and maintenance of the four (4) copies of the exhibit during and after the touring; and
4. Reporting and administration.

2.3. Background and Specific Scope of the Requirement

The Children's travelling exhibit was created in collaboration with Ingenium Canada, as part of the Lyme Disease Awareness Campaign for PHAC. This small travelling exhibit was designed with children in mind, featuring an interactive table and informational pop-up display that enables them to learn about, explore and experience the fascinating science of ticks while learning how to prevent the health risks associated with the illnesses ticks can transmit, particularly Lyme disease.

Four (4) copies of the exhibit, three (3) English first, one (1) French first, were produced with the objectives to raise awareness of tick-borne diseases as well as increase knowledge about how to prevent tick-borne disease with audiences across Canada, with an emphasis on high-risk areas.

The main target audiences of the exhibit are children from 5 to 14 years old and their parents, caregivers and/or accompanying adults, and people living or visiting high risk areas for Lyme disease.

The four (4) copies of the exhibit will be available as of April 2024 for free rental to any interested organization or institution across Canada. A selection criteria is currently in development to help the supplier assess the rental requests.

See Section 3.2 for specifications of the exhibit copies.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

CONTRACTOR RESPONSIBILITIES

The Contractor will:

a) Promotion of 2024-25 and 2025-26 tours

- i. Promote the exhibit in both official languages across Canada with a focus on locations that cater to the target audiences and ticks risk areas, using existing and new networks, partners and organizations via various channels: website, promo sheet, email blasts,



- newsletters, presentations). The contractor must maintain existing and creating new networks;
- ii. Create and host a web page to promote and provide detailed information about the tick exhibit;
 - iii. Develop promotional messages for renters to use and share to their audience and networks to announce the exhibit location and dates;
 - iv. Provide photo release forms to each renter for participant permission to use pictures for promotional needs; and
 - v. Promote, coordinate and disseminate the activity programs for kids and their parents while experiencing the interactive exhibit once available. The contractor may be responsible for the printing of the activity sheets if in standard format.

b) Coordination of 2024-2025 tour

- i. Coordinate and maximize bookings of the 2024-25 tour;
- ii. Coordinate pre-bookings of the 2024-25 tour;
- iii. Develop and manage a touring calendar for the four (4) copies of the exhibit (typically one (1) week of rental per location);
- iv. Manage contracts with renters, including insurance certificates;
- v. Manage contracts with external suppliers (restocking, repairs, shipping, etc.);
- vi. Ensure all shipping to and from each rental location, contractor warehouse, external warehouse or other location;
- vii. Support renters for the exhibit's shipping, mounting and dismounting, as well as with any other issues or questions;
- viii. Restock the tick check cards, magnifying glasses, instruction manual and activity programs for the four (4) exhibits before each new location and notify the project authority (PA) when inventory is low (threshold to be established);
- ix. Provide insurance certificate copy for each exhibit location to PA;
- x. Provide insurance certificate copy of warehouse, external storage location(s) if applicable and shipping to PA;
- xi. Assist the PA in the development of selection criteria for bookings;
- xii. Seek approval of the PA on shipping cost estimates prior to shipment; and
- xiii. Develop a contingency plan in collaboration with the project authority should exhibit components break or are lost during the tour.

Note: The contractor is not responsible for the set-up and teardown of the exhibits. This would be the responsibility of the staff at the rental location.

c) Storage and maintenance for 2024-2025 tour

- i. Ensure secure storage of the 4 (four) copies of the exhibit, before and after touring;
- ii. Use secure external storage locations if required during the touring;
- iii. Manage all maintenance, breakage issues and needed repairs;
- iv. Manage the production of any additional exhibit component needed;
- v. Restock the tick check cards, magnifying glasses, instruction manual and activity programs for the four (4) exhibits at the end of the tour to ensure the exhibits are all ready to begin the 2024-25 tour;
- vi. Ensure verification of all four (4) copies after each rental; and
- vii. Seek approval of the PA for all maintenance and repair needs prior to execution.

d) Performance and administration for 2024-25 tour

- i. Provide weekly or bi-weekly updates of the touring calendar, inventory and activity programs uptake to the PA;
- ii. Provide a final report of the complete touring of the four (4) copies of the exhibit, in Excel or Word format. The final report must include but is not limited to the following:
 - 1) List of all the promotional messages and tactics used pre and during the tour;



- 2) List of all the partners and organizations contacted, including complete contact information, address and type of institution (e.g. national or local museum, park visitor centre, etc.);
- 3) Complete touring calendar including: full names, addresses and contact information of all renters;
- 4) Duration of each rentals (day, month, total of days);
- 5) All issues and lessons learned from the touring; and
- 6) Feedback, quotes and pictures if applicable.

GOVERNMENT RESPONSIBILITIES

PHAC will:

- i. Provide current specifications of the exhibit inclusions and transportation elements
- ii. Provide images and all source files of the exhibit design if required
- iii. Provide purchase information for the magnifying glasses
- iv. Provide the PDF electronic version of the exhibit installation guide (in English and in French) to the Contractor
- v. Share booking calendar, selection criteria and contact information of the preliminary rental requests from PHAC's partners
- vi. Provide the list of tick risk areas in Canada
- vii. Facilitate communication with the exhibit producer (Ingenium Canada) regarding maintenance and repairs if required
- viii. Promote the exhibit touring and link to the Contractor's website from Canada.ca/LymeDisease: <https://www.canada.ca/en/public-health/services/diseases/lyme-disease/lyme-disease-awareness-resources/tick-exhibit.html>
- ix. Respond to urgent requests and issues within 24 hours.
- x. Support and assist the contractor with all aspects of the touring within five (5) working days of receipt

3.2. Specifications and Standards

Pick up of the exhibit copies

Upon contract award, the Contractor shall pick up the exhibit copies from the designated official location(s). The copies are to be considered in the possession of the Contractor as soon as they leave the location (s).

The exhibit fits into a total of three (3) crates with the following measurements:

Crate 1

Height: 26.75 inches / 66.04 cm

Wide: 39.5 inches / 99.06 cm

Depth: 17 inches / 43.18 cm

Weight: 65 lbs / 29.5 kg

Crate 2

Height: 49 inches / 124.46 cm

Wide: 38 inches / 96.52 cm

Depth: 15 inches / 38.10 cm

Weight: 95 lbs / 43 kg

Crate 3

Height: 28 inches / 71.12 cm

Wide: 24 inches / 60.96 cm

Depth: 14 inches / 35.56 cm

Weight: 30 lbs / 13.6 kg





3.3. Method and Source of Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report or document not be in accordance with the requirements of the Statement of Work 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.

3.4. Reporting Requirements

The Contractor will submit weekly reports on the touring and project management by using the calendar touring and a final report when the touring of the four (4) copies is completed.

When the touring is completed, the final report has been submitted and approved by PHAC and that the next year pre-promotion is completed.

4. ADDITIONAL INFORMATION

4.1. Constraints

- a) The exhibit is for indoor use only and must be stored overnight in a secure area;
- b) The following information must be added on every marketing tool or promotion regarding the exhibit, in both official languages;
 - i. Developed by Public Health Agency of Canada in collaboration with Ingenium—Canada's Museums of Science and Innovation;
 - ii. Développée par l'Agence de la santé publique du Canada en collaboration avec Ingenium - Musées des sciences et de l'innovation du Canada;
- c) All communications and promotion around the exhibit must meet the requirements of the [Official Languages Act](#) for Government of Canada communications;
- d) The development of new material requires significant internal consultation and approvals within the department; therefore, additional documentation may be required at times to support a deliverable;
- e) Due to various levels of approval required the approval process could affect the production timelines of any new material;
- f) When developing materials, the Contractor must ensure that materials are Federal Identity Program (FIP) compliant, culturally appropriate and subject-related and incorporate *the Public Health Agency of Canada* corporate identity as needed; provide separate source files for images and content;
- g) All online creative developed for the purpose of the exhibit touring must meet Treasury Board Standards for Accessibility (Web Content Accessibility Guidelines 2.0 – Level AA) if applicable;
- h) All products are licensed and/or talent/agency fee-free, and that copies of the model releases are provided to the Public Health Agency of Canada in paper, PDF, and/or Word format; and
- i) Unless otherwise specified, the Supplier shall use its own equipment and software for the performance of this Statement of Work.



4.2. Meetings

The Contractor must participate in meetings in person or by teleconference, on an as requested basis, with the PA

4.3. Contractor's Obligations

- a) Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.

4.4. Language of Work

The work and deliverables will be performed in English or French, as required.

5. PROJECT SCHEDULE

5.1. Schedule and Estimated Level of Effort (Work Breakdown Structure)

- a) **Project kick-off:** April 2024
- b) **Promotion tool development:** April 2024
- c) **Promotion:** End of April 2024
- d) **Touring period to start:** May 2024
- e) **Final report:** January 2025
- f) **Promotion for 2025-2026:** March – April 2025



ANNEX "B"

BASIS OF PAYMENT

The Bidder must complete this pricing schedule (in Can \$) and include it in its financial bid once completed.

Table 1 (initial contract): Contract Award date to March 31, 2025

Deliverable Number	Details	Estimated Quantity*	Unit Price	Total
1	Touring coordination and bookings	16 Locations	\$_____ (price per location)	\$_____
2	Promotion, reporting and administration	300 Hours	\$_____ (Hourly rate)	\$_____
3	Storage at warehouse	6 months	\$_____ (Monthly rate for all 4 exhibits)	\$_____
4.	Maintenance and repair	4 exhibits	\$_____ (price per exhibit)	\$_____
Total Price				\$_____

*The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated Cost: \$27,000.00

Total Estimated Contract Price : _____(Total Price + Other Direct Expenses), Applicable Taxes extra.

Table 2 (Option Period 1): April 1, 2025 to March 31, 2026

Deliverable Number	Details	Estimated Quantity*	Unit Price	Total
1	Touring coordination and bookings	16 Locations	\$_____ (price per location)	\$_____



2	Promotion, reporting and administration	300 Hours	\$_____ (Hourly rate)	\$_____
3	Storage at warehouse	6 months	\$_____ (Monthly rate for all 4 exhibits)	\$_____
4.	Maintenance and repair	4 exhibits	\$_____ (price per exhibit)	\$_____
Total Price				\$_____

* The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated Cost: \$27,000.00

Total Estimated Option Period 1 Price : _____ (Total Price + Other Direct Expenses), Applicable Taxes extra.

Table 3 (Option Period 2): April 1, 2026 to March 31, 2027

Deliverable Number	Details	Estimated Quantity*	Unit Price	Total
1	Touring coordination and bookings	16 Locations	\$_____ (price per location)	\$_____
2	Promotion, reporting and administration	100 Hours	\$_____ (Hourly rate)	\$_____
3	Storage at warehouse	6 months	\$_____ (Monthly rate for all 4 exhibits)	\$_____
4.	Maintenance and repair	4 exhibits	\$_____ (price per exhibit)	\$_____
Total Price				\$_____

* The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Other Direct Expenses



The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated Cost: \$27,000.00

Total Estimated Option Period 2 Price : _____ (Total Price + Other Direct Expenses), Applicable Taxes extra.

Table 4 (Option Period 3): April 1, 2027 to March 31, 2028

Deliverable Number	Details	Estimated Quantity*	Unit Price	Total
1	Touring coordination and bookings	16 Locations	\$_____ (price per location)	\$_____
2	Promotion, reporting and administration	300 Hours	\$_____ (Hourly rate)	\$_____
3	Storage at warehouse	6 months	\$_____ (Monthly rate for all 4 exhibits)	\$_____
4.	Maintenance and repair	4 exhibits	\$_____ (price per exhibit)	\$_____
Total Price				\$_____

* The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated Cost: \$27,000.00

Total Estimated Option Period 3 Price : _____ (Total Price + Other Direct Expenses), Applicable Taxes extra.

Table 5 (Total Evaluated Price)

Total Evaluated Price (Table 1 + Table 2 + Table 3 + Table 4):	\$_____ (CAN)
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