



**RETURN BID TO/ RETOURNER LES SOUMISSIONS
À :**

lowdollarvalue@international.gc.ca

**Department of Foreign Affairs, Trade and
Development (DFATD)
Ministère des Affaires étrangères, Commerce et
Développement (MAECD)**

**Request for Proposal (RFP)
Demande de proposition (DP)**

Proposal to:

Department of Foreign Affairs, Trade and Development
We hereby offer to sell to Her Majesty the Queen in right of
Canada, in accordance with the terms and conditions set
out herein, referred to herein or attached here to, the
goods, services, and construction listed herein and on any
attached sheets at the price(s) set out therefore.

Proposition à :

Ministère des Affaires Étrangères, Commerce et
Développement
Nous offrons par la présente de vendre à Sa Majesté
la Reine du chef du Canada, aux conditions énoncées
ou incluses par référence dans la présente et aux
appendices ci-jointes, les biens, services et
construction énumérés ici sur toute feuille ci-annexée,
au(x) prix indiqué(s).

Comments — Commentaires :

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Affaires étrangère, Commerce et Développement Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

| | |
|---|--|
| Title-Sujet: Development, implementation and assessment of a psychosocial response plan following a potentially traumatic event | |
| Solicitation No. — N° de l'invitation 22-210781-B | Date: June 2nd, 2023 |
| Solicitation Closes — L'invitation prend fin | Time Zone — Fuseau horaire |
| At /à: 2 :00 PM | EDT(Eastern Daylight Time) / HAE (heure avancée de l'Est) |
| On / July 12th, 2023 le | |
| F.O.B. — F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other — Autre: <input type="checkbox"/> | |
| Address Enquiries to — Addresser les questions à : Marc-André Joly marc-andre.joly@international.gc.ca | |
| Telephone No. – N° de téléphone : 613-407-8071 | |
| Destination of Goods and or Services/ Destination – des biens et ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD) | |
| Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur : | |
| Telephone No. – N° de téléphone : | |
| Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| Signature | Date |
| Name and Title – Nom et titre | |



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

1.2 Summary

Reissue of Bid Solicitation

SACC Manual Clause [A9043T](#) (2013-04-25) Reissue of Request for Proposal

The Request for Proposal (RFP) reference number is: 22-210781-B

This solicitation cancels and replaces solicitation number 22-210781-A, dated December 14, 2022, with a closing date of February 13, 2023, at 2:00 PM EDT (Eastern Daylight Time). A debriefing or feedback meeting will be available upon request to bidders, offerors or suppliers who submitted an offer under the previous solicitation.

1.2.1 Security requirements

There is no security requirement associated with this requirement.

1.2.2 Statement of Work

The Work to be performed is detailed in the ANNEX "A" of the document..

1.3 Debriefings

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





PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names “.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Global affairs Canada (GAC) lowdollarvalue@international.gc.ca by the date, time and place indicated in the bid solicitation.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



2.4 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.

2.5 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

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

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

Section I: Technical Bid (one (1) electronic copy per email)
Section II: Financial Bid (one (1) electronic copy per email)
Section III: Certifications (one (1) electronic copy per email)

Note: Bids may be amended or resubmitted only during the period prior to the RFP closing date, and must be done in writing. This includes responses communicated electronically. The last proposal received will prevail over the previous ones.

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

- use a numbering system corresponding to that of the bid solicitation.

3.2 Instruction for the Technical Bid

Section I: Technical Bid

The tenderer or the company must clearly demonstrate, in the proposal, how the experience or knowledge was acquired, by supporting everything with curriculum vitae and the necessary supporting documents;

The Bidder or company must detail where, when and how (through what activities or responsibilities) the claimed qualifications and experience were acquired. In order to demonstrate when the experience was acquired, the bidder must indicate the duration of this experience, specifying the start and end dates (months and years, at the very least). In the event that the timelines of two or more projects or experiences overlap, the duration common to each project or experience should not normally be counted more than once.

Bidders must provide the required references in the technical proposal of their bid to be awarded a contract. Canada may declare a bid non-responsive if the required certifications are not provided as requested.

3.3 Instruction for the Financial Bid

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule. Pricing should not appear anywhere other than in Attachment 1 to Part 3 of the proposal. If this requirement is not met, the proposal will be declared non-compliant and will not be considered. All information required in the financial proposal must be given in a separate document and must be titled "Financial Proposal". Financial proposals will only be opened once the evaluation of the technical proposal has been completed. The total amount of Applicable Taxes must be shown separately. **The estimates provided in Attachment 1**



to Part 3 – Pricing Schedule, are for evaluation purposes only and do not constitute a guarantee under the contract.

3.4 Firm Price

3.4.1 Bidders must quote a firm all-inclusive price in Canadian currency on the attached Financial Proposal Form. The firm price shall include, but not necessarily be limited to, all costs arising from the performance of the work which is described in this RFP; all costs arising from the performance of any additional work described in the bidder's proposal (unless clearly described as optional); all travel and living expenses; all overhead costs, including disbursements.

3.4.2 All payments shall be made in accordance with the payment terms set out in the draft contract.

3.5 Bid Costs

No payment will be made for costs incurred in preparing and submitting a proposal in response to the RFP. The Bidder will be solely responsible for the costs incurred in the preparation and submission of a Proposal, as well as the costs incurred by him in the evaluation of his Proposal.

3.6 Price justification

At the request and at the discretion of Canada, the Bidder must provide one or more of the following documents in support of its prices:

- a. a current published price list indicating the discount, in percentage, offered in Canada;
- b. copies of paid invoices for a similar quality and quantity of goods, services, or both, sold to other customers;
- c. a price breakdown showing the cost of direct labour, direct materials and purchased items, technical services and plant overhead, general and administrative overhead, transportation costs, profit, etc. . ;
- d. price or rate certificates;
- e. any other supporting documents requested by Canada.

3.7 Certifications and additional information

Section III: Certifications and additional information

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

3.8 Insurance Requirements

Part 5 – Certifications and additional information

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

The certifications that bidders provide to Canada are subject to verification by Canada at any time. Canada will declare a bid non-responsive, or in default on the part of the Contractor if any certification made by the Bidder is found to be untrue, whether knowingly or unknowingly, whether during the bid evaluation period, or during the term of the contract.

Canada's representative will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with and cooperate with any request or requirement imposed by the representative of Canada will render the bid non-responsive or constitute a breach of the contract.



ATTACHMENT 1 TO PART 3 – Pricing Schedule

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

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may be incurred for:

- a. The Work described in Part 6, Resulting Contract Clauses, of this bid solicitation must be performed in the National Capital Region (NCR). The NCR is defined in the National Capital Act R.S.C. 1985, c. N-4, s.2;
- b. Travel between the successful bidder's place of business and the NCR; And
- c. Resource relocation.

To satisfy the conditions of any resulting contract, these expenses cannot be charged directly and separately from professional fees to any contract that may result from the bid solicitation.

The inclusion of any data in this document does not represent a commitment by Canada that Canada's future use of the services described in the bid solicitation will be consistent with such data.

The Contractor must provide a firm all-inclusive price for all work to be performed, excluding applicable taxes. All applicable taxes must be calculated separately.

| Milestone # | Deliverable | Firm All-Inclusive Price (\$ CAD) | Payment Amount (% of Contract Total) | Due Date |
|--------------------------------------|---|-----------------------------------|--------------------------------------|------------------|
| 1 | Milestone 1 (Assessment Phase) | \$ | 35% | February 1, 2024 |
| 2 | Milestone 2 (Training Phase) | \$ | 35% | July 1, 2024 |
| 3 | Milestone 3 (Final Writing Report and Evaluation of Deliverables) | \$ | 30% | August 31, 2024 |
| Subtotal (applicable taxes excluded) | | \$ | | |
| Tax (13% or 14.975%) | | \$ | | |
| Total (taxes included) | | \$ | | |



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 financial and the 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

Referred to Attachment 1 to Part 4

4.1.1.2 Point Rated Technical Criteria

Referred to Attachment 1 to Part 4

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit 70% and Price 30%

SACC Manual Clause [A0027T](#) , Basis of Selection – Highest Combined Rating of Technical Merit and Price

4.2.1.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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 points specified in Attachment 1 of Part 3 for the technical evaluation.

4.2.1.2 Bids not meeting 4.2.1.1 (a) ou (b) or (c) will be declared non-responsive.

4.2.1.3 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.

4.2.1.4 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 %.

4.2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %

4.2.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



4.2.1.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

| | | Bidder 1 | Bidder 2 | Bidder 3 |
|--------------------------------|------------------------------|-----------------------------|----------------------------|----------------------------|
| Overall Technical Score | | 115/135 | 89/135 | 92/135 |
| Bid Evaluated Price | | \$55,000.00 | \$50,000.00 | \$45,000.00 |
| Calculations | Technical Merit Score | $115/135 \times 60 = 51.11$ | $89/135 \times 60 = 39.56$ | $92/135 \times 60 = 40.89$ |
| | Pricing Score | $45/55 \times 40 = 32.73$ | $45/50 \times 40 = 36.00$ | $45/45 \times 40 = 40.00$ |
| Combined Rating | | 83.84 | 75.56 | 80.89 |
| Overall Rating | | 1st | 3rd | 2nd |

In the example above, Bidder 1 would be recommended for contract award.



ATTACHMENT 1 TO PART 4 – Technical Criteria

Mandatory technical criteria

References provided by Bidders are subject to verification by Canada during the bid evaluation period (prior to contract award) and after contract award. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if the references given by the bidder are false, whether made knowingly or not. Failure to comply with the Contracting Authority's request for additional information will also render the bid non-responsive.

The bid(s) 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 criteria must be addressed separately.

a. Evaluation procedures

Proposals should demonstrate the skills and experience of the proposed company and personnel in performing the tasks, systematically addressing each of the experience requirements specified below.

Proposals should contain information supporting the number of years (e.g. month/year), including detailed summaries that clearly describe the level and nature of the proposed resource's knowledge and experience, including including those of the company, and which specify when and where such experience was acquired.

b. Mandatory technical criteria

The bid must meet the mandatory technical criteria set out below. The Bidder must provide the necessary documentation, such as detailed summaries, to demonstrate compliance with these requirements by the bid closing date.

Bids which fail to meet all of the mandatory technical criteria will be declared non-responsive. Each Mandatory Technical Criteria must be addressed separately.

| Element | Requirements - mandatory technical criteria | Met | Not met |
|-------------------------------|--|--------------------------|--------------------------|
| M-1 | The contractor <u>MUST</u> demonstrate that they have a minimum of three (3) years of experience providing critical incident services by giving 2 or 3 examples, including references. | <input type="checkbox"/> | <input type="checkbox"/> |
| In reference to the proposal: | | | |



| Element | Requirements - mandatory technical criteria | Met | Not met |
|-------------------------------|--|--------------------------|--------------------------|
| M-2 | The contractor <u>MUST</u> demonstrate that they have a minimum of four (4) years of experience designing and delivering critical incident training programs. | <input type="checkbox"/> | <input type="checkbox"/> |
| In reference to the proposal: | | | |
| M-3 | The contractor <u>MUST</u> demonstrate that they have experience providing critical incident resources and support in Canada and in 1 of the following regions: the Caribbean, Africa, the United States of America or the European Union. | <input type="checkbox"/> | <input type="checkbox"/> |
| In reference to the proposal: | | | |
| M-4 | The contractor <u>MUST</u> have in-depth knowledge of the problems facing individuals who have experienced critical incidents and of their corresponding needs (demonstrated by having provided direct support to at least 50 clients, including management) in order to identify clients' needs and other specialized support services. | <input type="checkbox"/> | <input type="checkbox"/> |
| In reference to the proposal: | | | |

Point Rated Technical Criteria

The Bidder must obtain the minimum number of points required for each resource category.

a) Point-Rated Criteria Requirements

b) Proposals will be evaluated and rated in accordance with the evaluation criteria set out in this section. The Bidder should reference the resource's curriculum vitae and provide details of where, when (month and year) and how (through which activities/responsibilities) the listed qualifications/experiences were obtained.

Proposed resources must clearly indicate their experience in their resume. It is requested that, for each of the point-rated criteria, the Bidder's responses in this section make direct reference (project identifier, page number) to the supporting sections in the curriculum vitae of the proposed experts.



| Element | Requirements - point-rated technical criteria | Points allocation |
|--------------------------------------|--|---|
| R-1 | <p>The contractor must demonstrate that they have a minimum of five (5) years of experience designing and delivering critical incident training programs.</p> <p>To demonstrate the criterion, the contractor must submit, by the bid closing date, the CV of the proposed resource(s) demonstrating the experience required.</p> | <p>3 to 6 years = 10 points 7 to 11 years = 15 points 12 years and over = 20 points</p> <p>For a maximum of 20 points</p> |
| In reference to the proposal: | | /20 |
| R-2 | <p>The contractor must demonstrate that they have the ability to produce scientific documents by providing one (1) previous example of information documents.</p> <p>Definitions: Excellent: The requirements and criteria are clear and fully taken into account. The bid is logical, realistic and feasible. Very good: The requirements are fully met. The bid contains some elements that may not be achievable. Good: The bid addresses some, but not all, elements of the point-rated criteria and contains some elements that are irrelevant to the point-rated criteria or that are not achievable for the project. Unsatisfactory: The information provided demonstrates a limited understanding of the project's requirements and contains elements that are irrelevant to the point-rated criteria, and the proposed approach is unrealistic or not feasible for the project. Unacceptable: The information provided does not meet the criteria.</p> | <p>Excellent = 25 points Very good = 20 points Good = 15 points Unsatisfactory = 10 points Unacceptable = 0 points</p> <p>For a maximum of 25 points</p> |
| In reference to the proposal: | | /25 |
| R-3 | <p>The contractor must demonstrate experience developing response protocols for critical incidents in organizations.</p> <p>To demonstrate the criterion, the contractor must submit, by the bid closing date, a template demonstrating the experience required.</p> | <p>3 to 6 years = 10 points 7 to 11 years = 15 points 12 years and over = 20 points</p> <p>For a maximum of 20 points</p> |
| In reference to the proposal: | | /20 |



| Element | Requirements - point-rated technical criteria | Points allocation |
|--|---|---|
| R-4 | The contractor must demonstrate experience consulting with managers following a critical incident. To demonstrate the criterion, by the bid closing date, the contractor must describe, in 1 or 2 paragraphs, 2 examples of support provided to management, 1 of them in Canada. | 3 to 6 years = 10 points 7 to 11 years = 15 points 12 years and over = 20 points For a maximum of 20 points |
| En référence à la proposition : | | /20 |
| Note de passage minimal | | 40 |
| NOTE TECHNIQUE GLOBALE - TOTALE | | /85 |



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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



Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

Clause [A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.3.2 Education and Experience

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

5.2.3.3 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 FPS, 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 FPS 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.



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 requirement

There is no security requirement under this contract.

6.2 Use of Personal Protective Equipment and Occupational Health and Safety (OHS) Guidelines

The contractor guarantees that its resources will at all times follow the OSH guidelines in force in the workplace during the term of the contract. Canada reserves the right to modify the OSH guideline, as needed, to include any future recommendations proposed by public health agencies.

6.3 Statement of work

The work to be performed is detailed under Annex A of the resulting contract clauses.

6.4 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>) issued by Public Works and Government Services Canada.

6.4.1 General conditions

2035 (2022-12-01), General conditions: Higher Complexity - Services, apply to and form part of the contract.

6.4.2 Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.5 Term of contract

6.5.1 Period of the contract

The work is to be performed during the period of when the contract is award to August 31, 2024 inclusively.

6.6 Authorities

6.6.1 Contracting authority

The contracting authority for the contract is:
Branch / Directorate: Contracting & Material Mgmt Policy - SPP
Address: 200 Promenade du Portage, Gatineau, Quebec, Canada
Name: Marc-André Joly
Position: Procurement Officer

Telephone: 613-407-8071

Email address: marc-andre.joly@international.gc.ca



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

6.6.2 Project authority

The project authority for the contract is:

Organization: _____
Address: _____
Name: _____
Position: _____
Telephone: _____
Email address: _____

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

6.6.3 Contractor's representative

The contractor's authority for the contract is:

Address: _____
Name: _____
Company: _____
Telephone: _____
Email Address: _____

6.7 Proactive disclosure of contracts with former public servants

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

6.8 Payment

6.8.1 Basis of Payment

In consideration of the contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B".

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.

6.8.2 Limitation of Expenditure

1. Canada's total liability to the contractor under the contract must not exceed the amount on page one of the contract, 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. 4 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

6.8.3 Limitation of Price

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.

6.8.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

6.8.5 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 time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:



- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

OR

- a. The original and one (1) copy must be forwarded by email to the following address for certification and payment.

Foreign Affairs, Trade and Development Canada

Brigitte.Cadieux@international.gc.ca

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 Priority of documents

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

- a. the Articles of Agreement;
- b. the general conditions [2035](#) (2022-12-01), General conditions: Higher Complexity - Services;
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;

6.11 Applicable laws

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

6.12 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



6.13 **Dispute Resolution**

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



ANNEX « A » - STATEMENT OF WORK

1.0 Title

Development, implementation and assessment of a psychosocial response plan following a potentially traumatic event (PTE) for ZIBC

2.0 Background

The Values, Ethics and Well-being Division (ZIB) and the Department of Foreign Affairs, Trade and Development (DFATD) want to review and amend the services currently offered as part of their Employee Assistance Program (ZIBC) when a critical incident occurs that affects 1 or more employees. While the current practices are effective, they have not kept up with the science or the evolution of new practices regarding PTEs. Much research has been conducted on responses to critical incidents, and this has changed the objectives and approaches with regard to PTEs. At the same time, across the globe, critical incidents have increased in number and intensity over the years. Therefore, the Employee Assistance Program wants to adjust its range of PTE services to ensure they are up to date in accordance with evidence-based social science best practices.

3.0 Overall objective

General objective: to create and implement a new response protocol for potentially traumatic events (PTEs). This protocol will include terms of reference and response models that will be applied as guidelines in the department with ZIBC counsellors and managers.

A consultant or multidisciplinary team made up of psycho-educators, psychologists, nurses, researchers and students affiliated with a university and possibly with a Trauma Studies Centre specializing in preventing and responding to psychological distress from a PTE.

3.1 Specific objectives/tasks

1. Conduct research into the literature and evidence-based practices regarding PTEs
2. Collect data from key players, counsellors and service recipients to get a picture of what was done in the past and the needs that must be met
3. Ensure the project is tailored to the reality and needs of GAC employees, including expatriates, locally engaged staff (LES), managers and ZIBC counsellors
4. Apply the findings (points 1 to 3) to a PTE response protocol and to PTE response models that can be applied to a range of clients at headquarters and abroad
5. Provide ZIBC counsellors with training in critical first aid interventions or any other relevant training
6. Ultimately, produce a Word and electronic version of a PTE response guide in English and French, including (1) a comprehensive management plan; (2) the PTE protocol; (3) a guide for ZIBC counsellors; and (4) a guide for managers. The guide will include a response section tailored to the range of in-person and virtual services offered both at headquarters and at post
7. Assess the implementation and effectiveness of the deliverables

4.0 Scope of work

4.1 Milestones

The project will last for 1 year from the date the contract is signed. The order of the milestones below can be changed, and their duration can be adjusted based on the contractor's recommendation.

| | Deliverable | deadline |
|---|----------------------------------|------------------|
| 1 | 1st milestone (assessment phase) | February 1, 2024 |



| | | |
|---|--|-----------------|
| 2 | 2nd milestone (training phase) | July 1, 2024 |
| 3 | 3rd milestone (final report on the preparation and assessment of deliverables) | August 31, 2024 |

5.0 Support to clients

If the consultant must travel, GAC will cover expenses such as the per diem and living expenses at the rates in effect under the provisions of the National Joint Council Travel Directive.

GAC undertakes to provide a meeting room or any room suitable for in-person training and an office if the consultant must perform work on site. The consultant will be responsible for their own computer equipment.

6.0 Location of work

Given the pandemic, the consultant will provide their services remotely and virtually but will remain available for in-person meetings at 200 Promenade du Portage, Gatineau, Quebec, Canada, once lockdown measures relax and in accordance with the department's chosen direction in that regard.

7.0 Language

The consultant and their team will provide services in French for meetings and when training counsellors. The consultant and their team must be able to provide the final documents and all other materials related to the project in both official languages.

8.0 Security

The consultant will not require access to secret or protected content to perform their work.



ANNEX « B » - BASIS OF PAYMENT

During the term of the contract, for work performed in accordance with the contract, the contractor will be paid as set out below.

| | | Period Contract Contract attribution from ??? to ??? | | |
|--------------------------------------|---|---|--------------------------------------|------------------|
| Milestone # | Deliverable | Firm All-Inclusive Price (\$ CAD) | Payment Amount (% of Contract Total) | Due Date |
| 1 | Milestone 1 (Assessment Phase) | \$ | 35% | February 1, 2024 |
| 2 | Milestone 2 (Training Phase) | \$ | 35% | July 1, 2024 |
| 3 | Milestone 3 (Final Writing Report and Evaluation of Deliverables) | \$ | 30% | August 31, 2024 |
| Subtotal (applicable taxes excluded) | | \$ | | |
| Tax (13% or 14.975%) | | \$ | | |
| Total (taxes included) | | \$ | | |

Firm prices

The Contractor will be paid firm prices for work performed under the Contract. All applicable taxes are extra.

Total estimated cost to perform the work: \$

Total estimated cost for travel expenses: \$ N/A

Total estimated cost: \$_____ (applicable taxes are extra)