

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

Agriculture and Agri-Food Canada / Agriculture et Agroalimentaire Canada

**Attn: Kyle Harrington**

**Email: [kyle.harrington@agr.gc.ca](mailto:kyle.harrington@agr.gc.ca)**

**REQUEST FOR PROPOSAL/  
DEMANDE DE PROPOSITION**

**Proposal To: Agriculture and Agri-Food Canada**

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 hereto, the goods and service, and construction as listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Agriculture et Agroalimentaire Canada**

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 annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

**Comments-Commentaires**

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

**Issuing Office- Bureau de distribution**

Agriculture and Agri-Food Canada / Agriculture et Agroalimentaire Canada

Corporate Materiel Management Centre/ Centre de gestion intégrée du matériel

<b>Title/Titre:</b>		<b>AGRICULTURE LITERACY TRAINING FOR MENTAL HEALTH PRACTITIONERS</b>	
<b>Solicitation No. – N° de l'invitation</b> 01B68-23-0026		<b>Date of Solicitation – Date de l'invitation</b> June 6, 2023	
<b>Solicitation Closes – L'invitation prend fin</b> At – à : 14 :00 On-le : July 18 <sup>th</sup> 2023.		<b>Time Zone - Fuseau Horaire</b>  EDT	
<b>Address Enquiries to: Adresser toutes questions à :</b>			
Name : Kyle Harrington Email : <a href="mailto:kyle.harrington@agr.gc.ca">kyle.harrington@agr.gc.ca</a>			
<b>Telephone No. – N° de téléphone</b> N/A		<b>FAX No. – N° de fax</b> N/A	
<b>Destination- of Goods, Services, and Construction : Destination-des biens, services et construction:</b>			
<b>Instructions:</b> Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.			
<b>Instructions:</b> Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.			
<b>Delivery required - Livraison exigée</b>		<b>Delivery offered - Livraison proposée</b>	
<b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/ de l'entrepreneur</b>			
<b>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</b>			
<b>(type or print) - (taper or écrire en caractère d'imprimerie)</b>			
<b>Signature:</b>			
<b>Date:</b>			

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION</b>	<b>4</b>
1.1 INTRODUCTION	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS	5
<b>PART 2 - BIDDER INSTRUCTIONS</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS	6
2.3 FORMER PUBLIC SERVANT	6
2.4 ENQUIRIES - BID SOLICITATION	8
2.5 APPLICABLE LAWS	8
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD	8
2.7 BID CHALLENGE AND RECOURSE MECHANISMS	9
2.8 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	9
<b>PART 3 - BID PREPARATION INSTRUCTIONS</b>	<b>9</b>
3.1 BID PREPARATION INSTRUCTIONS	9
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION</b>	<b>10</b>
4.1 EVALUATION PROCEDURES	10
4.2 TECHNICAL EVALUATION	11
4.3 FINANCIAL EVALUATION	11
4.4 BASIS OF SELECTION	12
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION</b>	<b>14</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID	14
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	14
<b>PART 7 - RESULTING CONTRACT CLAUSES</b>	<b>22</b>
7.1 STATEMENT OF WORK	22
7.2 STANDARD CLAUSES AND CONDITIONS	22
7.3 SECURITY REQUIREMENTS	22
7.4 TERM OF CONTRACT	22
7.5 AUTHORITIES	22
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	23
7.7 PAYMENT	23
7.8 INVOICING INSTRUCTIONS	24
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	26
7.10 APPLICABLE LAWS	26
7.11 PRIORITY OF DOCUMENTS	26
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR)	26
7.13 INSURANCE OR INSURANCE REQUIREMENTS	26
7.14 DISPUTE RESOLUTION	27
<b>ANNEX "A"</b>	<b>28</b>
STATEMENT OF WORK	28
<b>ANNEX "B"</b>	<b>37</b>

BASIS OF PAYMENT ..... 37

**ANNEX “C”**..... 39

EVALUATION PROCEDURES & CRITERIA TECHNICAL PROPOSAL ..... 39

## **PART 1 – GENERAL INFORMATION**

### **1.1 INTRODUCTION**

This document states terms and conditions that apply to bid solicitation # 01B68-23-0026 it is divided into seven parts plus annexes and, attachments 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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, and the basis of selection;

**Part 5 Certifications:** includes the certifications to be provided;

**Part 6 Security, Financial and Other Requirements:** includes specific requirements that must be addressed by bidders; and

**Part 7 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, the Bid Evaluation Criteria, and any other annexes.

### **1.2 SUMMARY**

1.2.1 This bid solicitation is being issued to satisfy the requirement of Agriculture and Agri-Food Canada. It is intended to result in the award of one (1) contract from contract award to March 31, 2024.

1.2.2 AAFC requires the services in the development and delivery of agricultural literacy training to mental health practitioners providing (or potentially providing) support to the agriculture community.

The training will be designed to sensitize mental health practitioners to the particularities of the agriculture sector, the unique challenges and needs of supporting the mental health of the agriculture community, and specific stressors associated with severe events (e.g. fires, floods, depopulation (euthanasia) of farm animals due to an African Swine Fever (ASF) or Avian Influenza event).

The training would equip a large number of mental health practitioners across Canada (targeting 250 professionals) so they may improve their capacity to support the mental health of members of the agriculture community, especially when facing severe events and/or dealing with the aftermath of such events.

1.2.3 There is no Security component associated with this requirement.

### **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 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Agriculture and Agri-Food Canada". Delete "PWGSC" and Insert "AAFC".

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

Delete: (d) send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

Insert: (d) send its bid only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

### **2.2 Submission of Bids**

Unless specified otherwise in the RFP, bids must be received by the Contract Authority via email identified by the date, time and place indicated on page 1 of the solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to AAFC 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;
- g. 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 **ten (10)** 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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **ten (10)** days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Bid Challenge and Recourse Mechanisms

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

## 2.8 Basis for Canada's Ownership of Intellectual Property

Agriculture and Agri-Food Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

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

### **3.1 Bid Preparation Instructions**

- a. **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows:

- i. Section I: Technical Bid
- ii. Section II: Financial Bid
- iii. Section III: Certifications not included in the Technical Bid

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGystar, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical 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.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. The total amount of Applicable Taxes must be shown separately, if applicable.

**Section III: 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. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- b. An evaluation team composed of representatives of the Identified User(s) will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- c. In addition to any other time periods established in the bid solicitation:
  - i. **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - ii. **Requests for Interviews:** If Canada wishes to interview the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirements of the bid solicitation, the Bidder will have 2 working days following notice by the Contracting Authority to make any necessary arrangements (at the Bidder's sole cost) for the interview to take place at a location specified by Canada.
  - iii. **Requests for Further Information:** If Canada requires additional information to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - A. Verify any or all information provided by the Bidder in its bid; or
    - B. Contact any or all references supplied by the Bidder (e.g., references named in the grids of individual resources) to verify and validate any information submitted by the Bidder.

The Bidder must provide the information requested by Canada within two (2) working days of a request by the Contracting Authority.
  - iv. **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

### **4.2 Technical Evaluation**

#### **a. Point-Rated Technical Criteria:**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex C Technical Evaluation Criteria.

- i. A Technical Proposal Score (out of 119 points), will be computed for each technically responsive Bidder using the following formula:

Actual Score	x 70 =	<b>Final Score</b>
Maximum Score Attainable		<i>70% of Bidders Calculated Score</i>

**Example: Given the Bidder has met the minimum threshold for the point-rated evaluation criteria**

85	x 70 =	<b>Final Score</b>
100		59.500 out of 70

**Note:** Scores will be computed to a maximum of three decimal places.

**Technically Responsive Proposal:** A technically responsive proposal is a proposal that

A. Meets the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

#### 4.3 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

In the Financial Proposal, the Bidder shall provide a firm all-inclusive price to provide the services requested in accordance with the schedule of Milestones as identified in **Annex B**.

The requirements of the Financial Proposal are detailed in Annex C, Evaluations Procedures and Criteria.

**Prices shall not appear in any area of the proposal except in the Financial Proposal.**

All bids must be in Canadian dollars. Financial evaluations are calculated on the total cost of the project, excluding GST or HST (if applicable). Only the Canadian currency value for the bid will be used in evaluating a proposal. The Canadian currency value for a bid is fixed at the time of the proposal, irrespective of future changes in currency rate.

The failure by a company to bid in Canadian dollars (a mandatory requirement of the solicitation) is sufficient to make its proposal non-compliant. AAFC will reject a company's bid made in any other currency than Canadian.

**Maximum Budget:** The firm all-inclusive cost of the resulting contract must not exceed **\$250,000.00 CAD**. Any bids exceeding this value will be deemed non-compliant and given no further consideration.

#### 4.4 Basis of Selection

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

- b. obtain the required minimum of 79 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 119 points.
2. Bids not meeting (a) or (b) will be declared non-responsive.
  3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 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 100 and the lowest evaluated price is \$125.00.

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 100 and the lowest evaluated price is \$125.00.

$$\frac{\text{Technical Score} \times \text{Ratio (70)}}{\text{Max Points}} + \frac{\text{Lowest Price} \times \text{Ratio (30)}}{\text{Bidder's Price}} = \text{Combined Score}$$

**Example of Method of Selection:**

<b>Highest Combined Rating Technical Merit (70%) and Price (30%)</b>			
<b>Calculation</b>	<b>Technical Points</b>	<b>Price Points</b>	<b>Total Points</b>
Proposal 1 - Tech = 88/100 - Price = \$200.00	$\frac{88 \times 70}{100} = 61.6$	$\frac{*125 \times 30}{200} = 18.75$	= 80.35
Proposal 2 - Tech = 82/100 - Price - \$130.00	$\frac{82 \times 70}{100} = 57.4$	$\frac{125 \times 30}{130} = 28.846$	= 86.246
Proposal 3 - Tech = 76/100 - Price = \$125.00*	$\frac{76 \times 70}{100} = 53.2$	$\frac{125 \times 30}{125} = 30$	= 83.2

*\* Represents the lowest priced proposal  
Bidder 2 is successful with the highest combined rating of 86.246*

## **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 Legal Entity And Corporate Name**

Please certify that the Bidder is a legal entity that can be bound by the contract and sued in court and indicate **i)** whether the Bidder is a corporation, partnership or sole proprietorship, **ii)** the laws under which the Bidder was registered or formed, **iii)** together with the registered or corporate name. Also identify **iv)** the country where the controlling interest/ownership (name if applicable) of the Bidder is located.

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

iv) \_\_\_\_\_

Any resulting Contract may be executed under the following **i)** corporate full legal name and **ii)** at the following place of business (complete address) **iii)** telephone and fax number and email:

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### 5.2.2 Education/Experience Certification

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject Work are accurate and factual, and we are aware that the Minister reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared **non-responsive** or in other action which the Minister may consider appropriate.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### 5.2.3 Price/Rate Certification

"We hereby certify that the price quoted have been computed in accordance with generally accepted accounting principles applicable to all like services rendered and sold by us, that such prices are not in excess of the lowest prices charged anyone else, including our most favoured customer for like quality and quantity so the services, does not include an element of profit on the sale in excess of that normally obtained by us on the sale of services of like quality and quantity, and does not include any provision for discounts or commissions to selling agents".



\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.2.4 Validity Of Proposal**

It is requested that proposals submitted in response to this Request for Proposal be:

- valid in all aspects, including price, for not less than one hundred and twenty (120) days from the closing date of this RFP; and,
- signed by an authorized representative of the Bidder in the space provided on the RFP; and,
- provide the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.2.5 Availability And Status Of Personnel**

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this RFP, the employees proposed in its proposal will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein.

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

During the proposal evaluation, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal from further consideration.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 5.2.6 FORMER PUBLIC SERVANT – STATUS AND DISLCOSURE

Contracts with 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 with FPS, bidders must provide the information required below.

### 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 report.**

### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force

reduction program? 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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.2.7 JOINT VENTURES

In the event of a proposal submitted by a contractual joint venture, the proposal shall be signed by either all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. The following will be completed if applicable:

1. The Bidder represents that the bidding entity is/is not (delete as applicable) a joint venture in accordance with the definition in paragraph 3.
2. A Bidder that is a joint venture represents the following additional information:

(a) Type of joint venture (mark applicable choice):

- \_\_\_\_\_ Incorporated joint venture
- \_\_\_\_\_ Limited partnership joint venture
- \_\_\_\_\_ Partnership joint venture
- \_\_\_\_\_ Contractual joint venture

\_\_\_\_\_ Other

(b) Composition (names and addresses of all members of the joint venture)

3. Definition of joint venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. Joint ventures may be carried on in a variety of legal forms divided into three categories:

- (a) The incorporated joint venture;
- (b) The partnership venture;
- (c) The contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.

4. The joint venture team arrangement is to be distinguished from other types of Contractor arrangements, such as:

(a) Prime Contractor, in which, for example, the purchasing agency contracts directly with a Contractor (prime) who acts as the system assembler and integrator, with major components, assemblies and subsystems normally subcontracted;

(b) Associated Contractor, in which for example, the purchasing agency contracts directly with each of the major component suppliers and performs the integration tasks or awards a separate contract for this purpose.

5. If the Contract is awarded to an unincorporated joint venture, all members of the joint venture shall be jointly and severally responsible for the performance of the Contract.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 5.2.8 INTEGRITY PROVISIONS

1. Ineligibility and Suspension Policy (the “Policy”), and all related Directives (2016-04-04), are incorporated by reference into, and form a binding part of the procurement process. The Supplier must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the procurement process, the Supplier must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
  - b. with its bid / quote / proposal, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid / quote / proposal in response a request by AAFC, the Supplier certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Supplier or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its bid / quote / proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.

5. Where a Supplier is unable to provide any of the certifications required by subsection 4, it must submit with its bid/ quote / proposal a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid / quote / proposal in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Supplier provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Supplier to be ineligible for award of a contract for providing a false or misleading certification or declaration.

**Certification:**

I \_\_\_\_\_ (Suppliers name) understand that any information I submit in order for the department to confirm my eligibility to receive a contract may be shared and used by AAFC and /or PSPC as part of the validation process, and the results of verification may be publicly disseminated. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### **7.2.2 Supplemental General Conditions**

[4007](#) (2010-08-16), Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

### **7.3 Security Requirements**

**7.3.1** There is no security requirement applicable to the Contract.

### **7.4 Term of Contract**

- a. **Contract Period** : The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
  - i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends March 31<sup>st</sup>, 2024; and
  - ii. The period, during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- b. **Termination on Thirty Days Notice**

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

### **7.5 AUTHORITIES**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Kyle Harrington  
Title: Senior Contracting Officer  
Organization: Professional Services Contracting Unit,  
Agriculture and Agri-Food Canada  
Address: 1305 Baseline Road, Ottawa ON K1A 0C5  
E-mail address: [kyle.harrington@agr.gc.ca](mailto:kyle.harrington@agr.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.

### 7.5.2 Project Authority

*[To be provided at time of Contract award]*

The Project Authority for the Contract is:

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

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

### 7.5.3 Contractor's Representative

*[To be provided at time of Contract award]*

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

**Note to Bidders:** The Contractor's Representative, Contracting Authority, Technical Authority and contact information will be identified at the time of contract award.

### 7.6 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.



## **7.7 Payment**

### **7.7.1 Basis of Payment - Limitation of Expenditures**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$ 250,000.00 Customs duties are included and Applicable Taxes are extra.

Canada will not pay any travel or living expenses associated with performing the Work.

### **7.7.2 Canada's Total Liability**

A. 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:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

B. 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.

### **7.7.3 Method of Payment**

#### **Milestone Payments**

Payments will be made according to the following deliverables/payment schedule for the work completed as described in the Statement of Work in Annex "A" and in accordance with the terms herein this agreement and acceptance by the Departmental Representative.

Milestones/Deliverables	Delivery Date	% Value of Milestone
<b>Deliverable 1:</b>  Package that includes: 1) Draft training materials and plan to assess them (e.g. pilot test); 2) Outreach strategy to target mental health professionals for training across Canada; 3) Calendar of training rollout strategy to track training effectiveness (e.g. evaluation forms);	<b>September 2023</b>	<b>15% of contract value</b>
<b>Deliverable 2:</b>  Final version of training materials (French and English)	<b>October 2023</b>	<b>25% of contract value</b>
<b>Deliverable 3</b>  1) Midway Report on outreach; 2) Registration numbers, training delivered to date; 3) Feedback/metrics from training recipients.	<b>December 2023</b>	<b>30% of contract value</b>
<b>Deliverable 4:</b>  1) Final Report on outreach; 2) Registration numbers, training delivered; 3) Feedback/metrics from training recipients.	<b>March 2024</b>	<b>30% of contract value</b>

The Contractor’s work will be determined to be acceptable by the Project Authorities provided the following criteria are met:

- The deliverables, as detailed above, are completed;
- the project follows and is completed according to the timeframe outlined in the “Deliverables and Schedule” section as described in Annex A, Statement of Work.

**7.7.4 Electronic Payment of Invoices – Contract**

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

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

**7.8 Invoicing Instructions**

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor’s invoice must include a separate line item for each subparagraph in the Basis of Payment provision.

- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must provide the original of each invoice to the Project Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

The Contractor will submit invoices on its own form, which will include:

- (i) The date;
- (ii) The Contractor name and address;
- (iii) The Destination (name and address of the client department);
- (iv) Contract serial number; 01B68-23-0026
- (v) Financial codes, including GST or HST (as applicable) registration number;
- (vi) Description of the Work;
- (viii) The total dollar amount of the invoice is based;
- (ix) The amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate.

## **7.9 Certifications and Additional Information**

### **7.9.1 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.

### **7.10 Applicable Laws**

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

### **7.11 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 [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_ *(to be inserted at the time of contract award)*

**7.12 Foreign Nationals***(the applicable clause will be inserted at the time of contract award)*

SACC Manual clause [A2000C](#) (\_\_\_-\_\_\_-\_\_\_) Foreign Nationals (Foreign Contractor)

SACC Manual clause [A2001C](#) (\_\_\_-\_\_\_-\_\_\_) Foreign Nationals (Canadian Contractor)

**7.13 Insurance Requirements**

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

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.

**7.14 Dispute Resolution**

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

**ANNEX “A”**  
**STATEMENT OF WORK**

## **1. Introduction**

The purpose of this requirement is to put in place a contract to develop and deliver agriculture literacy training to mental health practitioners.

## **2. Background**

### Rationale

Research has shown that the medical and mental health support community is largely unaware of the unique challenges and needs of supporting the mental health of farmers. Research has also shown that this poses a deterrent for some farmers to seek help for their mental health.

Research has shown that the mental health support community is largely unaware of the unique challenges and needs of the mental health of farmers. Furthermore, research has also shown that a lack of “agricultural literacy” amongst care providers is at the root of negative perceptions of mental health supports in many farmers (Dr. Andria Jones-Bitton, University of Guelph, 2019). As a result, it is important that mental health practitioners across Canada be trained – or have access to training – to help prepare for the impact of the next severe event.

### Farmers’ Mental Health Currently At Risk

Mental health among farmers, ranchers and producers is recognized by industry and government as a major issue of concern. While mental health is an issue that touches all Canadians, farmers deal with many stressors that make them particularly vulnerable to mental health issues. Many of these sources of stress are beyond their control, such as: unpredictable weather, plant and animal disease, sudden trade restrictions, market fluctuations, financial strain, heavy workload and lack of free time, labour shortages and high turnover, government and industry regulations and public scrutiny. By the nature of their work farmers are isolated and see farming as not just a job, but a way of life and personal identity.

Poor farmer mental health not only negatively affects the farmers themselves, but can also result in negative consequences for their families, farm productivity, and animal welfare - representing a serious threat to the Canadian agriculture sector. AAFC, along with federal, provincial, industry and other partners, is committed to supporting the mental health of farmers, ranchers, and producers.

The first national survey of Canadian farmer mental health (2016) found that farmers experience high levels of stress, anxiety and depression, all much higher than the

general population.<sup>1</sup> This study also found that scores measuring resilience (the ability to “thrive in the face of adversity”) were lower for farmers compared to the general population, putting their mental health further at risk.<sup>2</sup> The second national survey (2021) found that the mental health of farmers is actually worse than it was five years ago and worse than that of the general population in almost every way.<sup>3</sup> This study also found that suicide ideation was twice as high in farmers compared to the general population.<sup>4</sup> According to Statistics Canada, suicide rates are approximately three times higher among men compared to women, which is of concern to the agriculture sector given it is predominantly male (2016 Census of Agriculture: farm operators were 71.3% male and 28.7% female).

### Severe Events Pose Increased Threat to Mental Health of Agriculture Community

In addition to the everyday stressors, it appears as though farmers are going from one crisis to the next, facing disease, pests, droughts, fires and floods. The reality is that one farm could be hit with multiple severe events in a year, leaving little time for recovery between setbacks. For example, from 2021 to 2022, BC farmers faced a series of severe events—droughts, fires and then floods—during which many producers suffered significant losses. In September 2022, Hurricane Fiona wreaked havoc across the Atlantic Provinces and with it damaging crops, farm structures and killing livestock. Furthermore, diseases like Highly Pathogenic Avian Influenza (AI) and African Swine Fever (ASF) have had devastating impacts for poultry and hog producers around the world.

### Impact of ASF

While ASF has not arrived in Canada, emergency prevention and preparedness efforts are underway by all levels of government and industry stakeholders. In the likely event that ASF arrives in Canada, an enormous amount of stress and anxiety can be expected for the agriculture community. Canadian pork producers—of which 60% produce for foreign markets—would face an ASF related border closure that could last for an extended period of time (more than 12 months). The inability to export pork products would have a disastrous impact, resulting in an immediate industry downsizing to (1) align with domestic market demand and (2) avoid future and/or prolonged negative impacts on animal welfare, the environment, and resources (human and financial).

For those producers confronted with the depopulation of their livestock, this experience could result in major financial loss, as well as a significant emotional toll. Impacts could also be felt by individuals in supporting roles (e.g., veterinarians, inspectors, truckers, etc.) who might suffer deteriorating mental health as a result of witnessing or participating in the process of herd depopulation.

---

<sup>1</sup> Andria Jones-Bitton, Colleen Best, Jennifer MacTavish, Stephen Fleming, Sandra Hoy. (2019) [Stress, anxiety, depression, and resilience in Canadian farmers](#).

<sup>2</sup> Ibid.

<sup>3</sup> Andria Jones-Bitton, Briana Hagen, Rochelle Thompson. (2022) [University of Guelph News: Farmer mental health in Canada worsened during the pandemic](#).

<sup>4</sup> Ibid.

Given the number of people in the agriculture community that could be impacted by an ASF event, this is likely to place additional stress not only on mental health services targeted to farmers and their families, but also mental health services more broadly.

### **3. Objectives**

AAFC is requiring the services in the development and delivery of agricultural literacy training to mental health practitioners providing (or potentially providing) support to the agriculture community.

The training will be designed to sensitize mental health practitioners to the particularities of the agriculture sector, the unique challenges and needs of supporting the mental health of the agriculture community, and specific stressors associated with severe events (e.g. fires, floods, depopulation (euthanasia) of farm animals due to an African Swine Fever (ASF) or Avian Influenza event).

The training would equip a large number of mental health practitioners across Canada (targeting 250 professionals) so they may improve their capacity to support the mental health of members of the agriculture community, especially when facing severe events and/or dealing with the aftermath of such events.

### **4. Scope of Work**

The Contractor must provide the services to develop training materials (or update existing materials) and deliver the training to approximately 250 mental health professionals across Canada.

The Supplier must target all provincial and territorial jurisdictions.

The intent is for the recipients of the training – mental health professionals – to receive this training at no charge.

The contract would cover the cost of the development of training materials, or customization of existing materials, French translation of training materials, as well as the costs for delivering the training.

Training materials and format should be evidence-based\* and preferably focus-tested to ensure they are meaningful and useful for the intended audience – mental health practitioners.

\* By evidence-based, it is understood that techniques and tools supported by research will be used to help ensure effective training. For example, it is anticipated the work would involve the use of:

- current best (research) evidence;
- trial and error testing;
- experience and expertise;

- feedback from practice, practitioners, and clients.

The format(s) for the delivery of training should also be evidence-based and preferably focus-tested to ensure effective uptake of training. Formats may include virtual/in-person/hybrid facilitator-led training, or self-paced training.

Training participants should also be provided with a means to evaluate sessions in order to provide feedback to the Supplier.

Training would ideally be recognized or even accredited by relevant bodies, such as, the Canadian Association of Social Workers, and the Canadian Counselling and Psychotherapy Association.

The Supplier would be responsible for all logistics for setting up and delivering training sessions (e.g. facilitators, room rentals, virtual portal, etc.) and for providing training materials.

## 5. Deliverables and Schedule

It is the responsibility of the Contractor to facilitate and maintain regular communication with the AAFC Project Authority. In addition, the Contractor must immediately notify the Project Authority of any issues, problems, or areas of concern in relation to any work completed as they arise. Below is a proposed schedule that can be negotiated with the Supplier; however, the Supplier must complete the work no later than March 31, 2024.

Milestones/Deliverables	Delivery Date
<p><b>Deliverable 1:</b></p> <p>Package that includes:</p> <ol style="list-style-type: none"> <li>1) Draft training materials and plan to assess them (e.g. pilot test);</li> <li>2) Outreach strategy to target mental health professionals for training across Canada;</li> <li>3) Calendar of training rollout strategy to track training effectiveness (e.g. evaluation forms);</li> </ol>	<p><b>September 2023</b></p>
<p><b>Deliverable 2:</b></p> <p>Final version of training materials (French and English)</p>	<p><b>October 2023</b></p>
<p><b>Deliverable 3</b></p> <ol style="list-style-type: none"> <li>1) Midway Report on outreach;</li> <li>2) Registration numbers, training delivered to date;</li> <li>3) Feedback/metrics from training recipients.\</li> </ol>	<p><b>December 2023</b></p>



<b>Deliverable 4:</b> 1) Final Report on outreach; 2) Registration numbers, training delivered; 3) Feedback/metrics from training recipients.	<b>March 2024</b>
--	-------------------

Unless otherwise required by the Project Authority, the Contractor must provide one (1) electronic copy of all Deliverables.

The Contractor must ensure that all written Deliverables provided are in conformance with AAFC's standard desktop software, **Microsoft Office Suite** (including Word, Excel, and PowerPoint). The Contractor may be required to adapt the output of its work to ensure compatibility with the technology within AAFC, and must ensure that its resources are properly trained and equipped to work with AAFC's technology.

All deliverables rendered are subject to inspection by the AAFC Project Authority or a designated representative. The AAFC Project Authority reserves the right to verify the accuracy of all Deliverables and to require the correction of any noted deficiencies prior to acceptance.

## **6. Resources and Level of Effort**

The Contractor is expected to determine and provide all resources required to complete the work, including development of materials, pilot testing, translation, as well as setup (logistics) and delivery of all training.

Any additional resources required to complete the deliverables are at the discretion of the contractor, but must be included in the estimated cost.

## **7. Language of Work**

The work is to be in English and the deliverables are to be submitted in both English and French.

## **8. Location of Work and Travel**

### **8.1 Hours of Work**

AAFC presently operates in a combination of physical and virtual office environments.

AAFC's Office Hours are from 07:00 – 17:00 local time.

The Contractor's resources must be available to provide services, within AAFC's Office Hours, based on Eastern time (ET).

For urgent work requests there may be a requirement, from time to time, to work outside of AAFC's regular Office Hours in order to meet short deliverable deadlines. The

Contractor's resources must be available to provide these services upon request by AAFC. However, the Project Authority will make all reasonable efforts to provide the Contractor with sufficient turnaround time for requested work.

## **8.2 Location of Work**

The location for the delivery of services under the Contract is at the Contractor's premises.

The Contractor must attend meetings as required by the Project Authority to support delivery of the work as well as to report on progress of the work. These meetings will be held via tele/video-conference.

## **8.3 Work-related Travel**

There is no anticipated requirement for travel to AAFC locations.

Canada will not reimburse the Contractor for any expenses associated with travel.

## **9. Intellectual Property (IP) Ownership / Copyright**

The Contractor will retain full ownership of all foreground information, which includes:

- 1) The findings gathered through consultations, interviews and pilot testing; and
- 2) The final training materials they develop.

The Contractor agrees to include an AAFC logo on the final training materials. AAFC will provide the logo to the Contractor. AAFC will have rights to use, reproduce and distribute the training materials without a fee.

**ANNEX “B”**  
**BASIS OF PAYMENT**

**1.0 General**

Payment shall be in accordance with **article 7.7.3 of Part 7, Method of Payment and 7.8 Invoicing Instructions.**

**2.0 Pricing Basis**

The Contractor shall be paid in accordance with the following for work performed under the Contract.

For the Work described in Annex A, Statement of Work, the Contractor will be paid a Firm all-inclusive price per Milestone.

**Milestone Payments:**

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

Payment shall be made based on the deliverables described in the Statement of Work and the acceptance and satisfaction of the deliverables by the Project Authority.

Bidder shall provide cost detail for each specific deliverable set out in this RFP including the following components where applicable:

<b>Milestones/Deliverables</b>	<b>Delivery Date</b>	<b>% Value of Milestone</b>
<b>Deliverable 1:</b>  Package that includes: 1) Draft training materials and plan to assess them (e.g. pilot test); 2) Outreach strategy to target mental health professionals for training across Canada; 3) Calendar of training rollout strategy to track training effectiveness (e.g. evaluation forms);	<b>September 2023</b>	<b>15% of contract value</b>
<b>Deliverable 2:</b>  Final version of training materials (French and English)	<b>October 2023</b>	<b>25% of contract value</b>
<b>Deliverable 3</b>  1) Midway Report on outreach; 2) Registration numbers, training delivered to date; 3) Feedback/metrics from training recipients.	<b>December 2023</b>	<b>30% of contract value</b>

<b>Deliverable 4:</b> 1) Final Report on outreach; 2) Registration numbers, training delivered; 3) Feedback/metrics from training recipients.	<b>March 2024</b>	<b>30% of contract value</b>
--	-------------------	------------------------------

## ANNEX “C”

### EVALUATION PROCEDURES & CRITERIA TECHNICAL PROPOSAL

It is essential that the elements contained in the Proposal be stated in a clear manner and in sufficient depth to allow for evaluation by the evaluation team.

#### **1.0 METHOD OF SELECTION – HIGHEST COMBINED SCORE OF TECHNICAL MERIT AND PRICE**

- 1.1 The evaluation process is designed to identify the most qualified contractor to provide services as stipulated in the Statement of Work (Annex A).
- 1.2 This section comprises the detailed Proposal requirements that will be used to evaluate Bidders’ responses to the Request for Proposal (RFP).
- 1.3 The selection of the responsive Proposal will be made on the basis of the **HIGHEST OVERALL SCORE** for both the technical and financial proposals. Highest overall score will be determined by adding the technical and financial points obtained.

The Bidders’ Technical and Financial proposals will be scored separately. An Overall Proposal Score will be determined by combining a Bidder’s Technical Proposal Score and Financial Proposal Score in accordance with the following weights:

*Technical Proposal* = 70%

*Financial Proposal* = 30%

*Overall Proposal* = 100%

#### **1.5 To be considered Responsive, a Proposal must:**

- 1- Achieve the **minimum passing score (79/119) identified overall in rated criteria.**

Proposals which do not meet the minimum point requirements shall not be given further consideration.

The responsive Proposal which receives the highest score of the combined points for the **Technical Proposal** rated requirements (**70%**) and the **Financial Proposal** rated requirements (**30%**) will be selected as the successful Proposal.

$$\frac{\text{Technical Score} \times \text{Ratio (70)}}{\text{Max Points}} + \frac{\text{Lowest Price} \times \text{Ratio (30)}}{\text{Bidder's Price}} = \text{Combined Score}$$

**Example of Method of Selection:**

<b>Highest Combined Rating Technical Merit (70%) and Price (30%)</b>			
<b>Calculation</b>	<b>Technical Points</b>	<b>Price Points</b>	<b>Total Points</b>
Proposal 1 - Tech = 88/100 - Price = \$200.00	$\frac{88 \times 70}{100} = 61.6$	$\frac{*125 \times 30}{200} = 18.75$	= 80.35
Proposal 2 - Tech = 82/100 - Price - \$130.00	$\frac{82 \times 70}{100} = 57.4$	$\frac{125 \times 30}{130} = 28.846$	= 86.246
Proposal 3 - Tech = 76/100 - Price = \$125.00*	$\frac{76 \times 70}{100} = 53.2$	$\frac{125 \times 30}{125} = 30$	= 83.2
* Represents the lowest priced proposal Bidder 2 is successful with the highest combined rating of 86.246			

- 1.6 The cost of the Proposal will be evaluated in CANADIAN DOLLARS, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) excluded, FOB destination for goods/services, Customs Duties and Excise Taxes included.
- 1.7 Failure of a Proposal to provide information in sufficient detail and depth to permit evaluation against the identified criteria may render a Proposal non-responsive. **All Proponents are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not be considered to be “demonstrated” for the purpose of the evaluation. All professional experience must be fully demonstrated in the Proposal (i.e., dates, number of years and months of experience).**
- 1.8 The Bidders acknowledge and agree that Canada is not responsible to search for, and therefore evaluate, information that is not properly referenced or is not otherwise provided in accordance with the Bid Preparation Instructions in Part 3.
- 1.9 Bidders shall not place any conditions or make any assumptions that attempt to limit or otherwise modify the scope of Work pursuant to the Statement of Work (Annex A).
- 1.10 In the event two or more responsive proposals achieve the identical COMBINED SCORE, the proposal with the **highest technical score** will be considered the successful proposal.

## **2.0 POINT RATED REQUIREMENTS**

- 2.1 The Bidder must address the rated requirements in sufficient detail so that an in-depth evaluation is possible. These criteria will be used by Agriculture and Agri-Food Canada to evaluate each Proposal. The assessment by AAFC will be based solely on the information contained in the Proposal. An item not addressed will be given zero (0) points under the point rated system. AAFC may, but is not obligated to, ask the Bidder


for clarifications.

The Bidder is requested to use the tables provided to identify where the information can be found in the proposal (i.e.: Identify the file/ page / project number, etc.).

The rated requirements have been selected to provide evaluators the ability to assess bidder's capacity and ability to conduct the trial work for which a proposal has been submitted. The marking scheme reflects a balance between complexities of the criteria evaluated weighted towards the criteria deemed critical to the success of the trial (Each criteria will be marked according to completeness, clarity, and rationales provided).

- 2.2 Cutting and pasting wording from the RFP into the proposal does not constitute demonstrating the requirement. Experience **must** be demonstrated by citing specific examples of work performed that relates to the specific evaluation criteria. If the Bidder's response does not fully and clearly demonstrate that the requirement is met by the information cited, then information provided will not be considered.
- 2.3 The technical bid must substantiate the compliance with the specific articles of Annex "C", which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified.
- 2.4 For Point Rated Requirements partial points will be awarded based upon each rated criteria.

## **Point-Rated Evaluation Criteria**

### **Point Rated Technical Criteria**

Proposals which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

### **Point-Rated Criteria**

#### **Demonstration of experience using Project descriptions:**

A **Project** is defined in this context as an undertaking carried out by a proposed resource, individually or collaboratively, that addresses a client's need and seeks to achieve a particular goal or outcome for that client.

For any Point Rated Criteria that require experience in the form of a "**Project**", the provided summary (i.e. description of this work) requires the following minimum information in order to be considered against the applicable criterion:

- provide the name of the Client organization, external to the Bidder's own organization, to whom the services were provided;
- provide the **start date** and **end date** (mm/yyyy to mm/yyyy) of the engagement on the project to demonstrate that the work was undertaken within the stipulated timeframe (i.e. within the past 5 years);
- provide a brief description of the services provided that are applicable to the evaluation criterion and relevant to the scope of work; and
- include a Contact person for the client organization, who is external to the Bidder's organization and capable of verifying the work performed by the proposed resource during the Project, if contacted by AAFC for the purposes of project verification, including:
  - Client Contact person's name, and (optionally) title;
  - Client Contact person's contact information, either telephone number or e-mail address.



Criteria	RATED REQUIREMENTS :	Page No.	Max Points
R.1	<b>EXPERIENCE OF THE FIRM</b>		
A	<p>The Bidder <b>should</b> demonstrate recent experience (within 5 years from solicitation closing) of the ability to develop mental health training materials and deliver training. The first 3 projects submitted will be considered.</p> <p>Points will be awarded based on the number of projects submitted, the complexity of the projects, the relevance to the scope of work, and how the materials were trialed.</p> <p><i>Up to three (3) points for each proposed project based on the complexity of the scope and its relevance to the SOW.</i></p> <p><i>Up to three (3) points for each proposed project based on the relevance to the Agriculture sector.</i></p> <p><i>Up to three (3) points for each proposed project demonstrating how the training materials were tested and piloted.</i></p>		27
B	<p>The Bidder <b>should</b> demonstrate recent (within the last 5 years) experience creating training materials targeting mental health professionals and delivering that training. The first 3 projects submitted will be considered.</p> <p>Points will be awarded based on the number of projects submitted, how the materials were disseminated, complexity of the projects and how projects were reviewed.</p> <p><i>Up to three (3) points for each proposed project based on how the target audience was reached and the training design considerations for the target group.</i></p> <p><i>Up to three (3) points for each proposed project based on how the training materials were tested, piloted and evaluated.</i></p>		18
C	<p>The Bidder <b>should</b> demonstrate their ability to secure training participants and deliver in-person and remote facilitator-led training (within the last 5 years). The first 2 projects submitted will be considered.</p> <p>Points will be awarded based on the number of projects submitted and the complexity of the projects.</p>		14

	<p><i>Five (5) points for each proposed project based on the delivery method, group size, sourcing of participants and value of each project.</i></p> <p><i>Bonus: Two (2) points for each proposed project that was delivered in both official languages (English and French).</i></p>		
<b>D</b>	<p>The Bidder <b>should</b> identify the firms combined experience in agricultural mental health.</p> <p>Points will be awarded based on the number of years of combined experience of the identified project team. Bidders will need to identify the team proposed to deliver all the elements of the Statement of Work and explain all of the following:</p> <ul style="list-style-type: none"> <li>• Identify each team member working on the project and provide each individual's CV;</li> <li>• Provide a description of the functions of the positions.</li> </ul> <p><i>Up to a maximum of 20 points will be awarded based on the following scale:</i></p> <p><i>20 points = &gt;15 years' experience</i>  <i>14 points = &gt;10 years up to 15 years' experience</i>  <i>0 points = &lt;=10 years' experience</i></p>		<b>20</b>
<b>R.2</b>	<b>IMPLEMENTATION PLAN</b>		
<b>A</b>	<p>The Bidder <b>should</b> demonstrate an outreach plan for securing 250 mental health professionals to enroll in training.</p> <p>Bidders <b>should</b> provide the following implementation information:</p> <ul style="list-style-type: none"> <li>• Timeline and communication plan;</li> <li>• Progress reports, approach to AAFC client liaison;</li> <li>• Use of existing contact networks and relevant industry associations;</li> <li>• Ensuring representation from all provinces and territories;</li> <li>• Identify potential problems and constraints;</li> <li>• Proposed effective solutions to the problems.</li> </ul> <p><i>Up to twenty-five (25 points) will be awarded based on the clarity, logistics and feasibility of the plan.</i></p>		<b>25</b>

<b>B</b>	<p>The Bidder <b>should</b> demonstrate how the translation of the training materials will be undertaken.</p> <p><i>Five (5) points will be awarded based on the translation approach.</i></p>		<b>5</b>
<b>C</b>	<p>The Bidder <b>should</b> demonstrate how the developed training materials will be evidence based and the plan to have the training recognized by an accredited body.</p> <p><i>Five (5) points will be awarded based on the evidenced-based approach.</i></p> <p><i>Five (5) points will be awarded based on the accreditation plan.</i></p> <p><i>* As an example, the accredited body could be one of the following associations: Canadian Association of Social Workers, Canadian Counselling and Psychotherapy Association</i></p>		<b>10</b>
<p style="text-align: right;"><b>Total Maximum Points</b> Minimum pass mark is 79 / 119 points</p>			<b>119</b>