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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

- a. the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;



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

6.1.1 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.2 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Accessibility

Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [*Treasury Board Contracting Policy*](#).

1.3 Statement of Work

The work to be performed is detailed under Annex "A" Statement of Work.

1.4 Debriefings

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

1.5 Trade Agreements

This requirement is subject to the provisions of the following trade agreements:

- Canadian Free Trade Agreement (CFTA)
- Canada Chile Free Trade Agreement
- Canada Colombia Free Trade Agreement
- Canada Honduras Free Trade Agreement
- Canada Korea Free Trade Agreement
- North American Free Trade Agreement
- Canada Panama Free Trade Agreement



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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 the Standard Instructions (20043) 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.

2.2 Submission of Bids

Bid must be submitted only to mira.abdillahi2@hc-sc.gc.ca, by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;



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

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, Canada.

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 supplier 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) Supplier 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.

2.6 Inquiries during bidding period

All inquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Inquiries received after this time may not be answered.

Bidders should quote as accurately as possible the item number of the bid solicitation to which the question relates and take care to state each question in sufficient detail to enable Canada to answer it accurately.

Technical inquiries that are of a proprietary nature must be clearly marked "proprietary" against each relevant item. Items marked "proprietary" will be treated with absolute discretion, except where Canada



determines that the inquiry is not of a proprietary nature. In this case, Canada may revise the questions or may request the Bidder to do so, in order to eliminate their proprietary nature, and allow the transmission of the answers to all Bidders. Canada may not respond to inquiries that are not worded for distribution to all bidders.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separate attachments as follows

- Section I: Technical Bid – one electronic copy by email;
- Section II: Financial Bid – one electronic copy by email; and
- Section III: Certifications – one electronic copy by email.

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately

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) Bid will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

4.1.1 Technical Evaluation

4.1.1.2 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below.

The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive and rated criteria will not be assessed. Each mandatory technical criterion should be addressed separately.

Item#	Mandatory Technical Criteria	Met/Not Met	Page reference in the Bidder's Proposal
M1	<p>The Bidder must have completed at least one national consultation involving multiple provinces and territories within the last 7 years as part of a contract for the Federal Government of Canada.</p> <p>To demonstrate this criterion, the Bidder must provide the following information at a minimum for each of the consultation projects:</p> <ul style="list-style-type: none"> a) The name of the client organization; b) Description of the consultation and report, if available; c) The contact point for the client name, title, email address and telephone number; and d) The start and end dates for the provision of the services. 		
M2	<p>The Bidder must have a minimum of 2 years experience in conducting research, literature or evidence reviews, syntheses and publications related to Canadian blood and/or transplantation safety surveillance.</p> <p>To demonstrate this criterion, the Bidder must provide the following information at a minimum for each of the evaluation projects:</p> <ul style="list-style-type: none"> a) Provide name and reference to literature and publications completed; b) Provide a copy of the documentation or product, if available; c) The start and end dates for the services rendered. 		
M3	<p>The Bidder must have knowledge on projects for operations of blood and transplantation surveillance by governments at provincial or national-level.</p>		



	<p>To demonstrate this criterion, the Bidder must provide the following information at a minimum for each of the evaluation projects:</p> <ul style="list-style-type: none"> a) Provide a list of work completed with Provinces, Territories, Federal Departments and/or Agencies. b) The start and end dates for the provision of the services. 		
M4	<p>The Bidder must have a minimum of 2 years experience in providing real-world applied recommendations for best practices, improvements or innovations of healthcare services to the Government of Canada.</p> <p>To demonstrate this criterion, the Bidder must provide the following information at a minimum for each of the evaluation projects:</p> <ul style="list-style-type: none"> a) Identify the country this service was provided to; b) Description of the recommendations; c) The start and end dates for the provision of the services. 		

Point Rated Technical Criteria (PPT)

Proposals which fail to meet the overall minimum Rated Requirements will be deemed non-compliant and given no further consideration.

Item#	Criteria	Points Allocated	Page #
R1	<p>The Bidder should have experience on projects with roles and authority of Memoranda to Cabinet on Federal departments/agencies mandates.</p> <p>To demonstrate this criteria: The Bidder must provide examples or descriptions of this knowledge from projects completed for similar size and type of clients.</p> <p>Points Allocation: 2 points per example or description, up to a maximum of 6 points for any work that meets the criteria.</p>	Max 6 points	
R2	<p>The Bidder should have knowledge on roles and responsibilities of Provincial/Territorial governments in healthcare services.</p> <p>To demonstrate this criteria: The Bidder must provide examples or descriptions, including objectives, process and recommendations from projects completed for similar size and type of clients.</p> <p>Points Allocation: 2 point per example or description, up to a maximum of 6 points for any work that meets the criteria.</p>	Max 6 points	



R3	<p>The Bidder should demonstrate, by providing detailed project descriptions, their experience on projects (each for a minimum of three months) involved with transfusion and transplantation in Canada.</p> <p>To demonstrate this criterion, the Bidder must provide the following information at a minimum for each of the projects:</p> <ul style="list-style-type: none"> a) The name of the client organization; b) Description of the project; c) The contact point for the client name, title, email address and telephone number; and d) The start and end dates for the provision of the services. <p>Points Allocation: 2 points per example or description, up to a maximum of 6 points for any work that meets the criteria.</p>	Max 6 points	
	<p>Minimum: 12 points Maximum: 18 points</p>		
	Total Points Awarded	—	

4.2 Basis of Selection

Highest Combined Rating of Technical Merit and Price (80%/20%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory criteria;
 - c. obtain the required minimum points specified for each criteria for the technical evaluation, and
 - d. obtain the required minimum of 12 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 18 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % 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 80 %.
5. To establish the pricing score: each responsive bidder's rate shall be averaged to determine their proposal rate for evaluation purposes which will be prorated against the lowest average rate and the ratio of 43%. The total evaluated rate is calculated as per Attachment 1 to Part 3 section 3.



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 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



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 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 procurement 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 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

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

5.2.2.2 Education and Experience

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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

The Contractor personnel requiring access to SECRET information, assets or sensitive work site(s) must EACH hold a valid SECRET level Security Clearance granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).

2. The Contractor MUST NOT remove any PROTECTED or CLASSIFIED information or assets from the identified work site(s), and the Contractor must ensure its personnel are made aware of and comply with this restriction.

3. Subcontracts which contain security requirements are NOT to be awarded without the priorwritten permission of Health Canada/PHAC.

6.2 Statement of Work

The work to be performed is detailed under Annex "A" Statement of Work.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2035 (2022-12-01), General Conditions –High Complexity services apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from contract award to June 30 2024.

6.5 Authorities

6.5.1 Contracting Authority

Name: Mira Abdillahi
Telephone: (613) 941-2107
E-mail address: mira.abdillahi2@hc-sc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: (to be updated at contract award)

Contact Name:
Telephone:
Facsimile:



E-mail address:

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

6.5.3 Contractor's Representative

Contact Name: (to be updated at contract award)

Telephone:

Facsimile:

E-mail address:

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment Firm Prices

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

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

6.7.2 Method of Payment

H1008C (2008-05-12) Monthly Payment

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract.

2. Invoices must be distributed as follows:

One (1) copy must be forwarded to the Project Authority and p2p.invoices-factures.sc@hc-sc.gc.ca for certification and payment

6.9 Certifications and Additional Information

6.9.1 Compliance



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

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force (to be updated at contract award).

6.11 Priority of Documents

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

- a) the Articles of agreement;
- b) the General Conditions 2035 High Complexity;
- c) Annex A, Statement of Work;
- d) Annex B, Security Requirement Check List; and
- e) the Contractor's bid dated _____ (to be updated at contract award)

6.12 Dispute Resolution

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



ANNEX "A" - STATEMENT OF WORK

1. TITLE

Consultations on Blood Safety in Canada

2. SCOPE

2.1. Introduction

To conduct consultations that will provide recommendations to the Public Health Agency of Canada (PHAC) on its roles, responsibilities, and priorities in the surveillance of the transfusion of blood/blood products and the transplantation of cells, tissues, and organs (CTO) in the current blood safety landscape in Canada.

2.2. Objectives

The objective of this Contract is to conduct a series of consultations, both internal and external to determine the following recommendations:

1. PHAC's roles, responsibilities, and priorities in monitoring, collecting, and reporting adverse events and errors associated with transfusion and transplantation activities in Canada.
2. How to financially best support blood transfusion and CTO transplantation surveillance in Canada.

As a means to answer the questions within the MRAP (Management Response Action Plans), the Centre for Communicable Diseases and Infection Control (CCDIC) within PHAC will work internally with its federal partners, such as Marketed Health Product Directorate and Inspectorate at Health Canada as well as the National Microbiology Laboratory, to define PHAC's roles, responsibilities, and priorities. Once completed, CCDIC will coordinate consultations with external partners associated with blood/blood product transfusions and CTO transplantations.

There will be two separate series of consultations conducted:

1. Internal consultations with federal partners related to blood/blood product transfusion and CTO transplantation surveillance, targeted research, and risk assessment/management.
2. External consultations with Federal/Provincial/Territorial health authorities, transfusion and transplantation communities and facilities, NGOs, and blood manufacturers in Canada.

2.3. Background

Blood safety was recognized as a major issue in Canada following the contamination of the Canadian blood supply with the Human Immunodeficiency Virus (HIV) and the Hepatitis C virus in the late 1970s through the 1980s. In November 1997, as part of an inquiry into Canada's blood system (also called the Krever Inquiry), Justice Krever emphasized the importance of public health surveillance for blood safety. The federal government's response included a series of initiatives to support and strengthen the safety of Canada's blood system, including the establishment of the Blood Safety Contribution Program (BSCP), which supports blood safety surveillance in Canada.

The BSCP supports the development and/or enhancement of provincial and territorial systems that monitor adverse events associated with the transfusion of blood/blood products and the transplantation of CTOs. The recipients of BSCP funding include provincial and territorial governments, transfusion and transplantation centres, agencies or groups designated by provincial and territorial Ministries of Health to undertake surveillance for blood/tissue/organ-associated adverse events, and Canadian not-for profit organizations that support transfusion adverse event surveillance activities. Recipients of the funding then transfer information to PHAC. This information is cleansed, analysed and reported at a national-level and is made available to recipients and other stakeholders of the transfusion and transplantation system. This information is used to identify injury and error trends, to benchmark provincial/territorial adverse events against national-level data, and to make international comparisons. The surveillance information has also contributed to the development of transfusion guidelines and practices.



As the need and use of blood, blood products, and CTOs in transfusion and transplantation activities continue to increase in Canada, there is an elevated risk of adverse events. Monitoring adverse events will allow for quicker reactions in the event of a new or previously unknown blood and CTO safety issue.

PHAC needs to review whether its role is still appropriate in the current pan-Canadian landscape in terms of monitoring adverse events associated with the transfusion of blood and blood products as well as CTO transplantation.

A recent internal evaluation of BSCP made the following recommendations:

Clearly articulate and communicate PHAC's role, responsibilities, and priorities, in collaboration with partners, to:

a) monitor, collect and report adverse events and errors linked to transfusion and transplantation activities in Canada; and

b) financially support surveillance systems monitoring adverse events and errors associated with the transfusion of blood, blood products and cell, organ and tissue transplantation in Canada.

CCDIC will ultimately assess whether BSCP activities align with consultation conclusions and propose next steps as appropriate.

3. REQUIREMENTS

3.1. Tasks, Deliverables, and Milestones

The Contractor will be required to:

- 1) Lead the aforementioned consultations by doing the following:
 - a. With support from PHAC, conduct a literature review on international aspects of transfusion and transplantation surveillance, such as partners, funding, governance and publications.
 - b. Undertake an internal consultation.
 - c. Undertake an external consultation.
 - d. Collate inputs from consultation participants
- 2) Undertake an internal consultation by doing the following:
 - a. Form an internal (Federal) working group within the health portfolio: (i) identify members; (ii) develop Terms of Reference which details the membership, objective, responsibilities, and deliverables of the members.
 - b. In collaboration with Federal working group members, reviewing the original policy documents which gave the PHAC mandate to the development of transfusion and transplantation surveillance systems.
 - c. Reviewing the past BSCP evaluation reports.
 - d. Considering the current national and global blood safety landscape.
 - e. Organize and chair regular virtual or in-person meetings with the working group members for the duration of the contract.
 - f. Collate inputs from working group members.

Some key questions may include, but are not limited to:

- a. What is the role of PHAC in blood and CTO surveillance? – ministers, departments – compared to the role of others, including P/T partners and stakeholders;



- b. Is PHAC's blood and CTO surveillance duplicated with MHPD's pharmacovigilance at Health Canada?
 - c. If PHAC is to continue managing the transfusion and transplantation surveillance, where to place this program: CCDIC or somewhere else within PHAC?
 - d. If the blood and CTO surveillance systems are to be placed outside of PHAC, who/which organization would be?
- 3) Undertake an external consultation, guided by collaboration with a national working group, and guided by learnings from the internal consultation:
- a. Develop a list of stakeholders consisting of major Canadian transfusion and transplantation players to be interviewed.
 - b. Develop a list of questions for interview.
 - c. Conduct interviews with participants.
 - d. Collate inputs from stakeholders.

Some key questions may include, but are not limited to:

- e. If transfusion and transplantation surveillances are to be placed outside of PHAC, under who/what organization?
 - f. What would be PHAC's role?
 - g. Who gets to view/use the surveillance data?
 - h. Are "Grants and Contribution" the best way to deliver funding to the hosting organization?
- 4) Based on the outcomes of the internal and external consultation, prepare a report that clearly recommends:
- a. PHAC's roles, responsibilities, and priorities in blood/blood products transfusion and CTO transplantation surveillance in Canada.
 - b. If PHAC continues to have a role in blood/CTO safety surveillance, the optimal method for PHAC to financially support blood and CTO surveillance.
 - c. If PHAC does not have a leading role, the organization(s) to lead the blood and CTO surveillance.

3.2. Method and Source of Acceptance

The Project Authority will hold regular teleconferences with the Contractor to ensure contact with appropriate stakeholders and adherence to the established work plan and related timelines are being met. The Project Authority will be available by telephone to support planning and maintain liaison with the Contractor.

3.3. Reporting Requirements

The Contractor must submit one (1) electronic copy of the report to PHAC by June 30, 2024.

3.4. Project Management Control Procedures

Throughout the development of the above deliverables, the Project Authority will ensure that the Contractor is on time, within budget, and of an acceptable quality.

4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

PHAC will ensure the following:

- 1) Provide appropriate support via the Project Authority towards this project.
- 2) Provide guidance for the duration of the contract.
- 3) Be responsible for the storage and retention of information collected through the consultations and house the information indefinitely.
- 4) PHAC will own the copyright of the deliverables of the contract.



4.2. Contractor's Obligations

Unless otherwise specified, the Contractor must use its own equipment for the performance of this Statement of Work.

4.3. Location of Work and Delivery

The work will be completed on the premises of the Contractor.

4.4. Language of Work

All documentation will be provided in English.



ANNEX "B" –SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number/ Numéro du contrat 1000248797
Unclassified Security Classification / Classification de sécurité

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified





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PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : The consultant will need to review Memorandum to Cabinet and Treasury Board Submissions

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat 1000248797	
Unclassified	Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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