



Canadian Food Inspection Agency
Agence canadienne d'inspection des aliments

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

Bid Receiving / Réception des
sousmissions :

[cfia.bidreceipt-receptiondesoumission.
acia@inspection.gc.ca](mailto:cfia.bidreceipt-receptiondesoumission.acia@inspection.gc.ca)

**REQUEST FOR
PROPOSAL (RFP)**

**DEMANDE DE
PROPOSITION (DDP)**

Proposal to: **Canadian Food
Inspection Agency (CFIA)**

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,
services, and construction listed herein
and on any attached sheets at the
price(s) set out therefor.

Proposition à : **L'Agence canadienne
d'inspection des aliments (ACIA)**

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

Title – Sujet Development, Conduction and Reporting of Simulation Exercises for Network Laboratory Preparedness : African Swine Fever and emerging Zoonotic Diseases		Date July 26, 2023
Solicitation No. – N ° de l'Invitation 2024-00095		
Client Reference No. – N ° de Référence du Client 2024-00095		
Solicitation Closes – L'Invitation Prend Fin		
At – À :	2pm	EDT (Eastern Time) HAE (Heure de l'Est)
On – Le :	September 4, 2023	
Delivery – Livraison	Taxes	Duty – Droits
See herein – Voir aux présentes	See herein – Voir aux présentes	See herein – Voir aux présentes
Destination of Services – Destination des Services See herein – Voir aux présentes		
Instructions See herein – Voir aux présentes		
Address Inquiries To – Adresser toutes demande de renseignements à : Catherine Clairoux		
Telephone No. - N ° de téléphone (343) 596-9265	Email Address – Adresse Courriel catherine.clairoux@inspection.gc.ca	
Vendor or Firm Name, Address and Representatives – Nom du fournisseur ou de l'entreprise, adresse et les représentants :		
Telephone No. - N ° de téléphone	Email Address – Adresse Courriel	
Name and Title of the Authorized Person signing on behalf of the Vendor or Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur ou de l'entrepreneur (taper ou en caractères d'imprimerie)		

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PART 1 - GENERAL INFORMATION

1.1 Summary

This bid solicitation is being issued to satisfy the requirement of the **Canadian Food Inspection Agency** (CFIA) (the « **Client** »), for the development, conduction, and creation of a report on Simulation Exercises for testing the capabilities of the CFIA-CAHSN laboratory infrastructure.

1.2 Security Requirements

- a. There are no security requirements associated with this requirement.
- b. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/escsrc/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/escsrc/introduction-eng.html>) website.

1.3 Statement of Work

The Work to be performed is detailed under Annexe A – Statement of Work (SOW) of the resulting contract clauses.

1.4 Trade Agreements

This requirement is subject to the Canadian Free Trade Agreement (CFTA), the Canada-Chili Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement, and the Canada-Panama Free Trade Agreement.

1.5 Comprehensive Land Claims Agreement(s)

The resulting contract will not include deliveries in locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries in locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement, outside of this bid solicitation.

1.6 Conditional Reserved Bidding under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This procurement is conditionally set-aside under the federal government Procurement Strategy for Indigenous Businesses. For more information on Aboriginal business requirements of the Set-Aside Program for Indigenous Business, refer to Annex 9.4 of the Supply Manual.

This procurement is conditionally set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses. Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

“**Indigenous Business**” or “**Indigenous Businesses**” mean an entity or entities that have duly completed the Attachment 1 to Part 5 – PSIB Certifications and submitted it with their bid.

This is a competitive bid solicitation however, this solicitation will be reserved for Indigenous Businesses if both of the following conditions are met:

- a. bids from two (2) or more Indigenous Businesses are responsive with the mandatory requirements of the solicitation including any minimum points required for any point-rated criteria,
- b. bids from two (2) or more Indigenous Businesses are, in the evaluation team’s opinion, not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34.

If the above conditions are not met, the procurement will remain open for competition among all suppliers.

1.7 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 via Teams.

1.8 Conflict of Interest

In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:

- a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
- b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.

The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.

Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing.

By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

Bids must be submitted electronically to the Contracting Authority at the generic Bid Receiving email address cfia.bidreceipt-receptiondesoumission.acia@inspection.gc.ca by the date and time indicated on page 1 of the Bid Solicitation.

SOLICITATION CLOSÉS : at 2pm EDT on Monday September 4th, 2023.

The Bid Receiving Email Address is solely for the delivery of bids – for the sole purpose of bid submission. No other communication is to be sent to this email address.

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 nonresponsive.

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** or **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** or **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

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only to the Contracting Authority identified in the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

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

2.5 Applicable Laws

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17.

It is the Bidder's responsibility to:

- a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
- b. prepare its bid in accordance with the instructions contained in the bid solicitation;
- c. submit by solicitation closing date and time a complete bid;
- d. send its bid only to the specified Bid Receiving Unit specified in the bid solicitation, to the email address specified in the bid solicitation;
- e. ensure that the Bidder's name, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,
- f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Bid documents and supporting information may be submitted in either English or French. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada. All bids will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21).

Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid. A bid cannot be assigned or transferred in whole or in part.

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

- Section I:** Technical Bid
- Section II:** Financial Bid
- Section III:** Certifications
- Section IV:** Additional Information

Submission of Only One Bid:

A Bidder, including related entities, will be permitted to submit only one (1) bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one (1) bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with two (2) working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.

For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be "**related**" to a Bidder if

- a. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
- b. they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
- c. the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship);
- d. the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work described in Annex A – Statement of Work.

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 Canadian funds and in accordance with the Basis of Payment at Annex B of the Resulting Contract Clauses at Part 6. Bidders must submit their rates FOB destination, Canadian customs duties and excise taxes included, as applicable, and Applicable Taxes excluded.

When preparing their Financial Bid, Bidders should review clause 4.1.2. Financial Evaluation, of Part 4 of the bid solicitation; and article 6.7. Payment, of Part 6 of this Bid Solicitation. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

3.1.1 Electronic Payment of Invoices – Bid

The Bidder accepts to be paid by the following Electronic Payment Instrument: **Direct Deposit.**

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information

Bidders should complete and provide Attachment 1 to Part 6 – Bid Submission Form including:

- a. their legal name;
- b. their Procurement Business Number (PBN);
- c. the name of the Contact Person (mailing address, phone number and email address) authorized by the Bidder to enter into communication with Canada in regards to their bid, and any Contract that may result from their Bid;
- d. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and,
- e. the proposed location (address) where the Work will be performed.

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 technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

4.1.1.1 Mandatory Technical Criteria

Number	Mandatory Technical Criteria	Bid Preparation Instructions
MT1	The Bidder must have worked on a similar (or equivalent*) project within the last five (5) years of the bid solicitation closing date. The project must have had a continuous (full time equivalent) work effort duration of six (6) months of greater. Equivalent * (of similar nature).	To demonstrate, the Bidder must provide the following information: i. Timeframe (start to end dates MM/YYYY); ii. Organization name; iii. Description of the provided services; iv. Corporate reference (name, title and email address).
MT2	The Bidder must have worked on two (2) business projects requiring engagement with Internal and External Stakeholders. The projects must have had a continuous (full time equivalent) work effort duration of six (6) months of greater.	To demonstrate, the Bidder must provide the following information for each project: i. Timeframe (start to end dates MM/YYYY); ii. Organization name; iii. Description of the provided services; iv. Corporate reference (name, title and email address).
MT3	The Bidder must have a minimum of five (5) years of experience providing Consulting Services in relations to the improvement of internal processes and recommendations on the implementation of policies, within the last fifteen (15) years of the bid solicitation closing date.	To demonstrate, the Bidder must provide the following information: i. Timeframe (start to end dates MM/YYYY); ii. Organization name; iii. Description of the provided services; iv. Corporate reference (name, title and email address).
MT4	The Bidder must provide an individual who will be charged with leading the functional table-top exercises mirroring real-time situations. The individual must have led a minimum of two (2) Simulation Exercises (or equivalent) mirroring real-time situations.	To demonstrate, the Bidder must provide the following information: i. The individual's name and CV; ii. Individual's certifications (if any); iii. Timeframes (start to end dates MM/YYYY); iv. Organization(s) name; v. Description of the provided services; vi. Corporate reference(s) (name, title and email address).
MT5	The Bidder must have a minimum of five (5) years	To demonstrate, the Bidder must

	of experience within the last twenty (20) years of the bid solicitation closing date, in providing Reporting Services. The Bidder must provide examples of projects that demonstrate the extent of experience providing Reporting Services.	provide the following information: i. Timeframe (start to end dates MM/YYYY); ii. Organization name; iii. Description of the provided services; iv. Corporate reference (name, title and email address).
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4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Basis of Payment. The all-inclusive firm price must include all expenses related to the delivery of the services detailed in Annex A – Statement of Work (SOW), in Canadian dollars, applicable taxes extra.

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Lowest Priced Responsive

- a. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.
- b. The evaluation team will determine if there are two (2) or more compliant bids with the PSIB Certifications at Attachment 1 to Part 5 with the bids coming from two or more Bidders that are not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34. In that event, only those compliant bids will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more compliant bids with valid PSIB Certifications, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Indigenous Business certifications at any time in the evaluation process including doing so concurrently with other steps.
- c. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Conditional Set-aside for Indigenous Business

This procurement is conditionally reserved under the federal government Procurement Strategy for Indigenous Business. If the PSIB Certification at Attachment 1 to Part 5 IS not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous Business.

For more information on Indigenous Business requirements of the Set-aside Program for Indigenous Business, see Annex 9.4, Supply Manual.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements

- a. There are no security requirements associated with this requirement.
- b. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/escsrc/introduction-eng.html>) website.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources. The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.2.4.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience. The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

ATTACHMENT 1 to PART 5 – CERTIFICATION REQUIRED WITH THE BID

Federal Government's Procurement Strategy for Indigenous Business (PSIB)

PSIB Certifications

For additional information, visit:

- Annex 9.4 and section 9.40 of the Supply Manual (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/9>),
- Policy Notice 1996-2 (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13706>), and
- Policy Notice 1997-6 (https://www.tbs-sct.gc.ca/Pubs_pol/dcgpubs/ContPolNotices/97-6-eng.asp#defi)

Indigenous Business

1. By submitting this certification a Bidder certifies that the statements contained in this certification are accurate and complete.
2. The Bidder:
 - a. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in this annex;
 - b. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in this annex; and
 - c. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in this annex.
3. The Bidder must check the applicable box below:
 The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
4. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

Owner Certification – Indigenous Business

If requested by the Contracting Authority, the Bidder must provide the following certification completed for each owner who is Indigenous:

I am an owner of _____ (insert name of business), and an Indigenous person, as defined in [Annex 9.4](#) of the Supply Manual entitled « Requirements for the Set-Aside Program for Indigenous Business ».

I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

Printed Name of Owner

Signature of Owner

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1. There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

A7017C (2008-05-12), **Replacement of Specific Individuals**, apply to and form part of the Contract.

- a. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- b. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - i. the name, qualifications and experience of the proposed replacement; and
 - ii. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- c. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements 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 March 31st, 2024 inclusive

6.4.2 Delivery Date

All the deliverables must be received on or before March 31st, 2024.

6.4.3 Comprehensive Land Claims Agreements

The Contract does not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to form part of a separate contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Catherine Clairoux

Senior Procurement and Contracting Officer
Contracting and Procurement Policy Division
Canadian Food Inspection Agency
59 Camelot Dr. Nepean, ON K2G 5W6
(343) 596-9265
catherine.clairoux@inspection.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 filled at Contract Award.)

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

(To be filled at Contract Award.)

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

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 nonresponsive.

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** or **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** or **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.

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Professional Fees

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

6.7.1.2 Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$ _____ (insert amount at contract award)

6.7.2 Limitation of Price

SACC Manual clause **C6000C** (2017-08-17), **Limitation of Price**, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3 Milestone Payments – Not Subject to Holdback

SACC Manual clause **H3010C** (2016-01-28), **Milestone Payments – Not subject to hold back**. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives, and;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.7.3.1 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description of Deliverable	Firm Amount	Due Date
---------------	----------------------------	-------------	----------

1. Planning of the Simulation Exercises	Including all research, consulting with internal and external stakeholders and development of the Simulation Exercise.	_____ \$ Firm	October 31 st , 2023
2. Organization of the Simulation Exercises	Including consulting with internal and external stakeholders on the conduction of the Simulation Exercise and determining each participants' roles and responsibilities.	_____ \$ Firm	October 31 st , 2023
3. Leading the Simulation Exercise including all participants	Leading the functional table-top exercises closely mirroring real-time situations, in person in Ottawa, ON.	_____ \$ Firm	December 31 st , 2023
4. Reporting on Simulation Exercises	Report identifying the participants' roles and responsibilities as well as recommendations on the improvement of existing policies and procedures.	_____ \$ Firm	March 29 th , 2024

6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument : **Direct Deposit** (Domestic and International)

6.7.5 SACC Manual Clauses

SACC *Manual* clause [A9117C](#) (2007-11-30), **T1204 - Direct Request by Customer Department**

- a. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
- b. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone)

6.8 Invoicing Instructions

SACC *Manual* clause [H3022C](#) (2016-01-18) **Progress Payment Claim - Supporting Documentation required.** The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of the invoices, receipts, vouchers for all travel expenses;
- b. a copy of the monthly progress report.

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

The Contractor must prepare and certify an electronic copy of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification and payment after inspection and acceptance of the Work takes place. The Contractor must not submit claims until all work identified in the claim is completed.

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.

6.9.2 SACC Manual Clauses

SACC Manual Clause [A3000C](#) (2022-05-12), Indigenous Business Certification

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions [2010B](#) (2022-12-01);
- c. **Annex A** – Statement of Work;
- d. **Annex B** – Basis of Payment;
- e. **Annex C** – Security Requirements Check List;
- f. the Contractor's bid dated _____ ([insert date of bid at Contract Award](#)).

6.12 Insurance – No Specific Requirement

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

6.13 Dispute Resolution

- a. The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- b. The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

- c. If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- d. Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A – STATEMENT OF WORK (SOW)

1. TITLE

Development, Conduction and Reporting of Simulation Exercises for Network Laboratory Preparedness : African Swine Fever and emerging Zoonotic Diseases

2. BACKGROUND

The **Canadian Food Inspection Agency (CFIA)** (the « **Client** ») has a requirement for the development, conduction, and creation of a report on Simulation Exercises for testing the capabilities of the CFIA-CAHSN laboratory infrastructure. The requirement is for a study on how the CFIA and its partners will address the potential upcoming challenges. In undertaking this study, two (2) examples of low frequency events that have a high impact will be used to simulate the challenges faced when a sudden and unexpected disease occurs that can potentially implicate public health and the economy.

The creation of the report on the Simulation Exercises will be used for testing the capabilities of the CFIA-CAHSN laboratory infrastructure and address the following areas:

- a. Development of, and strengthening of new relationships and communication modalities between stakeholders in the zoonotic and animal disease functional groupings;
- b. Evaluation of the laboratory's capacity, existing policies and procedures for addressing emergency situations, as well as modifying them to be responsive to the new realities.
- c. Improved flow of samples - results between the parties, and clear lines of communications from provincial, industry and federal operations to the laboratories.
- d. Reaffirm, document and communicate the stakeholders' roles and responsibilities.
- e. Implementation of an Action Plan determined by the study's outcomes.

The report will highlight gaps where action is needed and it is expected that various branches of the CFIA will be implicated in the exercise (Policy and Programs and Science Branch, including National Centre for Foreign Animal Disease – Winnipeg and Animal Health Laboratory in Guelph). In addition, Public Health Agency of Canada which runs the Canadian Network for Public health Intelligence, a knowledge sharing system which houses animal health surveillance data will also be impacted.

The CFIA had previously evaluated the Canadian Animal Health Surveillance Network's (CAHSN) capability, capacity and sustainability to support the CFIA during a moderate to large outbreak of Foot and Mouth Disease (FMD) under the CSSP Exercise Program back in 2013.

African Swine Fever (ASF) has emerged as a global disease in more recent years affecting swine which has had severe economic, supply chain and societal impacts. The disease can be transmitted from wild to domestic pigs and can easily be introduced into a country through contaminated meat or feedstuffs that would have a devastating impact on Canada's economy if introduced. Although Canada has taken measures to reduce the risk, the possibility of ASF finding its way into Canada is always present.

Zoonotic influenzas can cause not only economic impacts on the Canadian industry due to the widespread mortality and spread on to many farms but is also a real Public Health threat. H5N1 has caused severe widespread diseases in wild birds and poultry in North America in the past year. Canada has had 319 cases of High Pathogenicity Avian Influenza (HPAI) in domestic poultry in nine provinces and over 1900 detections in wild birds since December 2021. Multiple detections were found in terrestrial and marine mammals.

The World Organization for Animal Health (WOAH), Food and Agriculture Organization (FAO) and the World Health Organization (WHO) constantly track the incidences of influenza globally. In 2021, the HPAI A (H5N1) clade 2.3.4.4b viruses arose from previously circulating A(H5Nx) viruses and spread predominantly via migratory birds. From 2020 to date, six human cases of influenza A(H5N1) were

reported to WHO. Most of the sample screening was conducted in network laboratories in Canada. This has proven that the CAHSN laboratory network's is well equipped to provide coordinated, timely and effective surge capacity, which has been vital for the CFIA to adequately respond to this emergency.

The identification of pandemic H1N1 in 2009 recognized that the virus affected both swine and humans. The CAHSN Network was leveraged to improve animal disease detection and response in Canada. A database of swine influenza test results in Canada was established including those for the pH1N1 strain which could be used to determine if the swine disease proved to be a significant public or animal health. Following data collection, the NCAD which partners in CAHSN, provided the laboratories with testing methodologies and differentiation of influenza isolates.

3. ACRONYMS

BO	Business Owner
CFIA	Canadian Food Inspection Agency
SOW	Statement of Work
CAHSN	Canadian Animal Health Surveillance Network's
ASF	African Swine Fever
FAD	Foreign Animal Disease
FAO	Food and Agriculture Organization
H1N1	Influenza A H1N1
H5N1	Influenza A H5N1
NCAD	National Centres for Animal Disease
WHO	World Health Organization
SARS-CoV-2	Severe acute respiratory syndrome Coronavirus 2
WOAH	World Organization for Animal Health

4. APPLICABLE DOCUMENTS & REFERENCES

AD1: CAHSN LABORATORY PREPAREDNESS TABLETOP EXERCISE AFTER-ACTION REPORT ISR Report 6040-01-04 Version 2.0 14 July 2014.

AD2: Canadian Safety and Security Program (CSSP) Project Charter Laboratory Preparedness for African Swine Fever and Emerging Zoonotic Diseases Project Number CSSP-2022-CP-2540.

5. TASKS

5.1. Planning the Simulation Exercises

- 5.1.1. The Contractor must develop and conduct two (2) simulation exercises of real life scenarios, one of the Zoonotic Influenza and one of the African Swine Fever disease introductions, that would test the laboratory's system to address the immediate need for sample submission, testing and reporting.
- 5.1.2. The Contractor must include internal partners such as the public affairs and communications, policy and programs, the office of emergency management, CFIA's internal laboratory emergency response, operations for sample collection process, and; equipment and shipping, in the exercise.
- 5.1.3. The Contractor must include external partners such as the Public Health Agency of Canada, the Animal Health Laboratory (Guelph), and; the Animal Health Canada (formerly National Animal Health and Welfare Council) in the exercise.

5.2. Organization of the Simulation Exercises

- 5.2.1. The Contractor must identify the partner's roles and responsibilities in the study.

5.2.2. The Contractor must provide and communicate updates to the partners involved in the exercise as well as schedule the dates and times for the Simulation Exercises.

5.3. Leading the Simulation Exercises Including all Partners & Participants

5.3.1. The Contractor must include in the scope of the exercise: communication modalities between stakeholders in the zoonotic and animal disease functional groups;

5.3.2. The Contractor must include in the scope of the exercise an evaluation of the fitness of the existing policies, procedures and processes for responding to emergency situations in the two (2) scenarios;

5.3.3. The Contractor must include in the scope of the exercise an evaluation of the flow of samples and results between industry, provincial and federal laboratories.

5.3.4. The Contractor must deliver a functional table-top exercise, closely mirroring a real-time situation, virtually and in person (in Ottawa, ON Canada).

5.4. Reporting of the Simulation Exercises

5.4.1. The Contractor must include documentation that addresses the development of, and strengthening of new relationships and communication modalities between stakeholders in the zoonotic and animal disease functional groupings.

5.4.2. The Contractor must report on the evaluation of existing policies, procedures, processes for addressing emergency situations, then modifying them to be responsive to the new realities.

5.4.3. The Contractor must provide recommendations for the improved flow of samples and results between the parties as well as clear lines of communications from provincial, industry and federal operations to laboratories.

5.4.4. The Contractor must provide an opportunity for discussion, documentation, communication and reaffirmation of stakeholders roles and responsibilities.

6. DELIVERABLES

Number	Task Reference	Description of the Deliverables	Quantity and Format
6.1	5.1	Planning the Simulation Exercises	One (1) scenario for African Swine Fever (ASF) and one (1) scenario for Zoonotic Diseases to test sample submission, testing capacities and reporting – data sharing.
6.2	5.2	Organization of the Simulation Exercises	One (1) exercise plan per simulation identifying the partners' roles and responsibilities. The exercise plan including the details and scope of the exercise needs to be communicated to all internal and external partners prior to the commencement of the simulation exercises.
6.3	5.3	Leading the Simulation Exercises Including all Partners & Participants	A functional table-top exercise per simulation – one for the African Swine Fever and one for the Zoonotic Diseases, closely mirroring real-time situations, virtually and in person in Ottawa.
6.4.	5.4	Reporting of the Simulation	For both simulation exercises, a report including the identification of the partners'

		Exercises	roles and responsibilities, the recommendations on improving the flow of samples and results between parties, recommendations on the improvement of existing policies and procedures to be more responsive in emergency situations.
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7. DATE OF DELIVERY

Deliverable	Delivery date
6.1	By October 31 st , 2023.
6.2	By October 31 st , 2023.
6.3	By December 31 st , 2023.
6.4	By March 29 th , 2024.

8. LANGUAGE OF WORK

The exercise will be conducted in English. The report and recommendations will be translated to French.

9. LOCATION OF WORK

The work will be performed virtually, except for a portion of Task 5.3. which will be performed at the Canadian Food Inspection Agency's (CFIA) office in Ottawa, ON.

The work for Task 5.3. must be performed at : **Canadian Food Inspection Agency (CFIA)**
Skyline – 1400 Merivale Rd. Ottawa, ON K1A 0Y9 Canada

10. TRAVEL

The Contractor is required to travel to the following location under the following task:

Task: 5.3. Leading the Simulation Exercises Including all Partners & Participants
Location: Canadian Food Inspection Agency (CFIA)
Address: 1400 Merivale Rd. Ottawa, ON K1A 0Y9 Canada
Duration: Two (2) days
Frequency: One (1) time

The Treasury Board Travel Directive will apply for any travel, accommodation and living expenses.

11. MEETINGS

An initial meeting between the Contractor and CFIA will be held at the CFIA office, approximately two (2) weeks following Contract Award, prior to the commencement of the Work. During the initial meeting, the Contractor will be provided with the report of the previous exercise and meet the partners.

Progress meetings will be scheduled by the Technical Authority during the duration of the Contract. The meetings will be scheduled to discuss the progress of the Work and will be conducted virtually.

Following the completion of both simulation exercises, a follow-up meeting will be scheduled to document and report on the simulation exercises as well as to identify and reaffirm the stakeholders' roles and responsibilities.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

None.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

None.

14. SPECIAL CONSIDERATIONS

The Contractor might require Subject Matter Experts to familiarize themselves with the CAHSN and CFIA laboratories' data as well as the CNPHI laboratories' data and information sharing.

ANNEX B – Basis of Payment

The rates submitted for the duration of the Contract are firm, in Canadian dollars and inclusive of all fees and expenses related to the delivery of the Work as described in the Statement of Work at Annex A. The Treasury Board Travel Directive will apply for Task 5.3. as travel will be required for a portion of the Work.

Services	Description	Firm All-Inclusive Rate (Can \$)
Planning of the Simulation Exercises	Including all research, consulting with internal and external stakeholders and development of the Simulation Exercise from Award to October 31 st , 2023.	_____ \$ Firm Rate
Organization of the Simulation Exercises	Including consulting with internal and external stakeholders on the conduction of the Simulation Exercise and determining each participants' roles and responsibilities by October 31 st , 2023.	_____ \$ Firm Rate
Leading the Simulation Exercise including all participants	Leading the functional table-top exercises closely mirroring real-time situations, in person in Ottawa, ON by December 31 st , 2023.	_____ \$ Firm Rate
Reporting on Simulation Exercises	Report identifying the participants' roles and responsibilities as well as recommendations on the improvement of existing policies and procedures by March 29 th , 2024.	_____ \$ Firm Rate

Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$ _____ (insert amount at contract award)

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any the following Electronic Payment Instrument: **Direct Deposit** (Domestic and International)

ANNEX C – Security Requirements Check List (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 2024-00095
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	Canadian Food Inspection Agency	2. Branch or Directorate / Direction générale ou Direction Science Branch
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 The laboratory preparedness for African Swine fever and Emerging Zoonotic Diseases project will assess the Canadian diagnostic capacity and test the diagnostic coordination with partners in a post COVID 19 reality. The objective of the study will be to test animal health laboratory capacity as well as test protocols for communications with field operational staff regarding the collection, preparation and delivery of samples to labs.		
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 checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input 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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat 2024-00095
Security Classification / Classification de sécurité

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 FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
 Commentaires spéciaux : The Consultant(s) will be escorted at all times while on site

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	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).

Solicitation No. - N° de l'invitation
 2024-00095
 Client Ref. No. - N° de réf. du client
 2024-00095

Amd. No. - N° de la modif.
 File No. - N° du dossier
 2024-00095

Buyer ID - Id de l'acheteur
 E12
 CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat 2024-00095
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Clarice Lulai Angi	Title - Titre Senior Director	Signature LulaiAngi, Clarice 0	Digitally signed by LulaiAngi, Clarice 0 Date: 2023.06.12 21:23:11 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Brenda Strmota	Title - Titre National Manager, Security	Signature Strmota, Brenda	Digitally signed by Strmota, Brenda Date: 2023.06.13 14:55:24 -04'00'
Telephone No. - N° de téléphone (613) 818-1624	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel brenda.stmota@inspection.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Clairoux, Catherine	Digitally signed by Clairoux, Catherine Date: 2023.06.19 10:55:13 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Jason Wilson	Title - Titre Security Analyst	Signature Wilson, Jason	Digitally signed by Wilson, Jason Date: 2023.06.13 11:54:21 -04'00'
Telephone No. - N° de téléphone 613-854-1872	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jason.wilson@inspection.gc.ca	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



ATTACHMENT 1 TO PART 6 - BID SUBMISSION FORM

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name : Title : Address : Telephone # : Fax # : Email :
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]	
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Bidder's Proposed Site	Address: City: Province: Postal Code: Country:
Former Public Servants See the Article 2.3. in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? <input type="checkbox"/> Yes or <input type="checkbox"/> No . If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:	
1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.	
Signature of Authorized Representative of Bidder	