



NOTICE OF PROPOSED PROCUREMENT (NPP)

Solicitation #: 1000248875

Closing Date: December 15, 2023 Time: 2:00 PM EST

This requirement is for the Public Health Agency of Canada (PHAC).

TITLE:

Canadian Integrated Program for Antimicrobial Resistance Surveillance (CIPARS) Poultry Veterinarian Services.

BACKGROUND:

INTRODUCTION

The Public Health Agency of Canada (PHAC), Centre for Foodborne Environmental Zoonotic Infectious Disease (CFEZID), Food-borne Disease and AMR Surveillance Division (FDASD) has a requirement for the provision of poultry faecal samples and/or questionnaire data for the surveillance of pathogen prevalence, antimicrobial resistance and antimicrobial use.

OBJECTIVES

This project will provide data on antimicrobial use and the occurrence of antimicrobial resistance in poultry production and inform the framework development process regarding the logistics of sample collection and submission from sentinel flocks distributed across the five major poultry producing provinces.

SCOPE:

The Public Health Agency of Canada (PHAC) has a requirement to maintain and sustain a national farm antimicrobial drug use and resistance surveillance program across the five major poultry producing provinces (British Columbia, Alberta, Saskatchewan, Ontario and Quebec) under the Canadian Integrated Program for Antimicrobial Resistance Surveillance (CIPARS) and a sentinel-site based farm food and water-borne pathogen surveillance program under FoodNet Canada. This project will provide data on antimicrobial use and the occurrence of and antimicrobial resistance in microbes isolated from poultry. The results of the analyses will provide information on the epidemiology of food and water-borne disease, antimicrobial resistance and antimicrobial use in poultry production.

This work is one component of an effort to develop a national strategy for antimicrobial resistance and use in Canadian agriculture, a strategy which includes surveillance, research, risk assessment and the development and promotion of antimicrobial prudent use guidelines.

ESTIMATED VALUE:

INITIAL CONTRACT PERIOD (DATE OF CONTRACT AWARD TO JANUARY 31, 2024)

Per herd: Based on sample collection and questionnaire completion.

Sample collection	\$250.00
Questionnaire Completion	\$450.00
Subtotal	\$700.00
GST/HST	\$ 91.00
Total	\$791.00

Option years 1-4 (February 1, 2024 to January 31, 2028)

Per herd: Based on sample collection and/or questionnaire completion.

Sample collection	\$TBD
Questionnaire Completion	\$TBD
Subtotal	\$TBD
GST/HST	\$TBD
Total	\$TBD

Each bidder will commit to a specified number of sentinel farms, which will be identified in the bidder's response template, and the total provided above will be multiplied by the number of sentinel farms per bidder for the total contract amount.

When PHAC is prepared to exercise the option year, the set fees will be reassessed and updated. Contractors will be provided with the fees 90 days prior to renewal and asked to review and accept. ****NOTE:** In the option years, the requirement may be for one or both of the deliverables (sample collection and/or questionnaire completion).

The Agency's budget dictates the total number of farms that can be sampled in a given year. Contracts will be awarded on a "first come" basis, up to the maximum annual budget.

SECURITY REQUIREMENT:

There is no security requirement associated with this solicitation.

MANDATORY REQUIREMENTS:

- | |
|---|
| M1. The bidder must be a veterinarian licensed to practice in the province(s) where poultry sentinel farm surveillance is being conducted. Provinces included are Alberta, Saskatchewan, Manitoba, Ontario and Québec. At the time of bid closing bidders must provide a valid provincial veterinary license number from the province they wish to sample in. |
| M2. The bidder must be able to provide their own transportation to the sentinel sites |
| M3. The bidder must be able to provide personnel for the collection and shipping of fecal samples and questionnaire data according to CIPARS Farm Poultry protocols |
| M4. The bidder must have client poultry flocks eligible for participation in the program |

SELECTION METHODOLOGY:

Bids must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. All responsive bids will be recommended for award of a contract on a "first come" basis, up to the maximum annual budget.

Enquiries regarding this Request for Proposals are to be submitted in writing to:

Drew Johnson
Senior Procurement and Contracting Officer
Health Canada | Public Health Agency of Canada
Drew.johnson@hc-sc.gc.ca

PART 1 – INFORMATION AND INSTRUCTIONS

1.1 Standard Instructions, Clauses and Conditions

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

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

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

1.2 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 with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

1.2.1 Certifications Required with the Bid

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

1.2.1.1 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.

1.2.1.3 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.

1.2.1.4 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.

1.2.1.5 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

1.3 Applicable Laws

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

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

1.4 Debriefings

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

PART 2 - RESULTING CONTRACT CLAUSES

2.1 Security Requirements

Unscreened contractors must be escorted:

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

2.2 Statement of Work

The contractor must perform the work in accordance with the Statement of Work in Appendix A.

2.3 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.

2.3.1 General Conditions

2010B (2022-01-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

2.4 Term of Contract

2.4.1 Period of the Contract

The Work is to be performed from the Date of Contract Award to January 30, 2024.

2.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

2.5 Authorities

2.5.1 Contracting Authority

Name: Drew Johnson
Telephone: 613-941-2102
E-mail address: drew.johnson@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.

2.5.2 Project Authority (to be identified at contract award)

The Project Authority for the Contract is:

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

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

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

2.5.3 Contractor's Representative (to be identified at contract award)

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

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

2.6 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.

2.7 Payment

2.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B for a cost of \$ 700.00/herd. Customs duties are included and Applicable Taxes are extra.

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

2.7.2 Method of Payment - MILESTONE PAYMENTS

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex B and the payment provisions of the Contract if:

- i. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

The Public Health Agency of Canada has adopted electronic direct deposit as their method for paying invoices. Suppliers are asked to register for electronic direct deposit and to provide their account information upon request. For help with online registration, send an email to: DD@hc-sc.gc.ca.

2.8 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 herd questionnaire;
 - b. sample submission to the laboratory;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to: to p2p.invoices-factures@hc-sc.gc.ca and louise.bellai@phac-aspc.gc.ca

2.9 Certifications and Additional Information

2.9.1 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.

2.10 Applicable Laws

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

2.11 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) [2010B](#) (2022-01-28) General Conditions – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Financial Bid / Basis of Payment;
- (e) the Contractor's bid dated _____ (to be inserted at contract award).

ANNEX A – STATEMENT OF WORK

1. TITLE

Canadian Integrated Program for Antimicrobial Resistance Surveillance (CIPARS) Farm Poultry Veterinarian Services.

2. SCOPE

2.1. Introduction

The Public Health Agency of Canada (PHAC), Centre for Foodborne Environmental Zoonotic Infectious Disease (CFEZID), Food-borne Disease and AMR Surveillance Division (FDASD) has a requirement for the provision of poultry faecal samples and/or questionnaire data for the surveillance of pathogen prevalence, antimicrobial resistance and antimicrobial use.

2.2. Objectives of the Requirement

This project will provide data on antimicrobial use and the occurrence of antimicrobial resistance in poultry production and inform the framework development process regarding the logistics of sample collection and submission from sentinel flocks distributed across the five major poultry producing provinces.

2.3. Background and Specific Scope of the Requirement

The Public Health Agency of Canada (PHAC) has a requirement to maintain and sustain a national farm antimicrobial drug use and resistance surveillance program across the five major poultry producing provinces (British Columbia, Alberta, Saskatchewan, Ontario and Quebec) under the Canadian Integrated Program for Antimicrobial Resistance Surveillance (CIPARS) and a sentinel-site based farm food and water-borne pathogen surveillance program under FoodNet Canada. This project will provide data on antimicrobial use and the occurrence of and antimicrobial resistance in microbes isolated from poultry. The results of the analyses will provide information on the epidemiology of food and water-borne disease, antimicrobial resistance and antimicrobial use in poultry production.

This work is one component of an effort to develop a national strategy for antimicrobial resistance and use in Canadian agriculture, a strategy which includes surveillance, research, risk assessment and the development and promotion of antimicrobial prudent use guidelines.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and Milestones

In consultation with representatives of the Centre for Food-Borne, Environmental and Zoonotic Infectious Diseases (CFEZID), Surveillance Division and other project collaborators, the Contractor shall:

1. Enrol or confirm the on-going participation of Sentinel Sites in the farm antimicrobial use and resistance surveillance program that meet the following criteria.

- On Farm Food Safety Assurance Program (OFFSAP) compliant;
- Quota-holding;
- Reflect the practice profile for flock production and include the appropriate proportion of
 - Flock management practices (poor to excellent performing flocks),
 - Flock sizes (low to high flock densities)
 - Production types (conventional, antibiotic-free, raised without antibiotics or organic)
- Flocks should be representative of:
 - Hatcheries or egg producing companies;
 - Feed mills;
 - Geographic distribution of producers (i.e., not neighboring flocks).

Veterinarians will be assigned a total number of flocks proportional to their practice profile, and availability/commitment. Flocks (or farm premise/establishment) already enrolled by a participating veterinarian cannot be enrolled in this surveillance program again by another veterinarian. Due to the nature of poultry medicine, poultry veterinarians are few in number and provide services to the full range of poultry species therefore any one poultry veterinarian or clinic will be able to provide services for any of the poultry species.

Sampling requirements depend on the poultry species and may change over the period of the contract. When PHAC is prepared to exercise the option year, the sampling requirements will be reassessed and updated. Contractors will be provided with the sampling requirements and fee structure 90 days prior to renewal and asked to review and accept

- a. Broilers
 - Chick placement visit, in a specified subset of farms, on a rotational basis as specified by CIPARS, to be carried-out when chicks arrive at the broiler barn or when chicks are placed.
 - Pre-harvest visit, carried-out during the last week of production. Birds should not be less than 30 days of age.
 - b. Turkeys
 - There will only be one pre-harvest visit, carried out during the last week of production. Depending on the target market the age and the weight the bird at preharvest will vary. For example: Broilers will be 64-71 days of age and weigh an average of 5.5 kgs, light hens will be 76-83 days of age and weigh an average of 7.2 kgs, heavy hens will be 99-106 days and weigh an average of 9.4 kgs, light toms will be 97-103 days of age and weigh an average of 12.2 kgs, and heavy toms will be 109-116 days of age and weigh an average of 15.1 kgs.
 - c. Laying Hens
 - There will be one flock visit required: laying phase visit, carried-out during the laying phase, >30 weeks of age
2. The Contractor shall schedule sampling and/or questionnaire completion dates at each site as designated in the yearly Farm Poultry Surveillance Program description.
 3. Review the provided Informed Consent Form, with the producer when enrolling new sentinel poultry flocks. The last page of the consent form should be completed, signed and dated by the producer and the contractor. Signed copies of this document are to be retained by the producer and contractor. Signed copies of this document should NOT be sent to the Public Health Agency of Canada to protect the identity, privacy and confidentiality of participating producers.
 4. Conduct each sampling and/or questionnaire visit scheduled in No 2 and submit the associated samples and/or questionnaire, as outlined in the specific Flock Sampling Visit Checklists.

3.2 Deliverables

On an annual basis, provide to the departmental representative the samples and/or the associated questionnaire for the number of flocks contracted between January 1 and December 31.

3.3 Milestones

For each bidder a predetermined number of samples and/or questionnaires are required on an annual basis between January 1 and December 31. Payment will be provided on a per flock basis when the samples and/or questionnaires are received and/or validated by the CIPARS Farm Poultry Surveillance Program.

3.4 Technical, Operational and Organizational Environment

The work conducted as part of this contract is part of a suite of activities related to the development of farm antimicrobial resistance and antimicrobial use monitoring under the Canadian Integrated Program for Antimicrobial Resistance Surveillance.

3.5 Method and Source of Acceptance

The requirement of this contract will be considered acceptable when the deliverables outlined in section 2.1 are completed and accepted as satisfactory by the Project Authority.

The survey deliverables and invoicing shall be supplied in electronic or hard copy to the Program Operations Assistant.

3.6 Reporting Requirements

The Contractor shall submit one (1) questionnaire per year for each flock as designated in the yearly Farm Poultry Surveillance Program description

3.7 Project Management Control Procedures

The Farm Poultry Program Operations Assistant will monitor and track sample / questionnaire submission for all flocks enrolled in the program

4. ADDITIONAL INFORMATION

4.1 Canada's Obligations

- PHAC will provide the Contractor with all sampling supplies for collection of samples and questionnaire forms.
- PHAC will provide prepaid mail envelopes and courier waybills for shipping of samples and questionnaires.
- PHAC will assign the Contractor a Veterinarian ID number along with Flock ID numbers for the number of flocks enrolled to ensure producer anonymity and confidentiality.

4.2 Contractor's Obligations

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

5. Additional Information

5.1 Location of Work, Work site and Delivery Point

This work will be completed within poultry producing provinces in Canada

5.2 Language of Work

All work and deliverables will be conducted in English and/or French.

5.3 Insurance Requirements

It shall be the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the contract or to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Contractor at their expense.

5.4 Travel and Living

There are no travel and living expenses associated with this contract.

5.5 PROJECT SCHEDULE

Schedule and Estimated Level of Effort (Work Breakdown Structure)

A predetermined number of samples and questionnaire are required on an annual basis between January 1 and December 31.

ANNEX B – BASIS OF PAYMENT

- 1.1. Canada will pay the Contractor for the satisfactory performance of the agreed to services an all-inclusive firm unit price of \$700.00/herd, inclusive of all expenses, customs and duties. Applicable taxes are extra.
- 1.2. All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Canada. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.
- 1.3. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications made by the Contractor will be authorized or paid to the Contractor unless such changes, modifications or interpretations have been approved in writing by the Contracting Authority prior to their incorporation into the Work. The Contractor is not obliged to perform any Work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Project Authority in writing as to the adequacy of this sum:
 - a. when it is seventy five percent (75%) committed, or
 - b. four (4) months prior to the Contract expiry date, or
 - c. if the Contractor considers the funds provided to be inadequate for the completion of the Work, whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor will provide to the Project Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional fund does not increase the liability of Canada.

2. PRICE BREAKDOWN

2.1. MILESTONES

The schedule of milestones for which payments will be made in accordance with the Contract is as follows. These amounts do not include GST/HST.

As designated in the yearly Farm Poultry Surveillance Program description samples and/or questionnaires will be completed. For each bidder a predetermined number of samples and questionnaire are required by December 15, 2023, and a predetermined number of samples and questionnaires are required by January 30, 2024. Payment of \$700.00/herd will be provided on a when the samples and/or questionnaires are received and/or validated by the CIPARS Farm Poultry Surveillance Program.