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REQUEST FOR PROPOSAL (RFP)

Reference Number: 1000162520

CLOSING DATE: August 18, 2014

CLOSING TIME: 2:00 PM EDT

PROJECT TITLE: Specialized tap water analysis and data quality control work for two drinking water projects.

Branch/ Directorate: Healthy Environments and Consumer Safety Branch
Environmental and Radiation Health Sciences Directorate
Environmental Health Science and Research Bureau
Health Canada

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RFP Issue Date: July 25, 2014

TABLE OF CONTENTS

PART I STATEMENT OF WORK (SOW)

1.0 Scope

- 1.1 Title
- 1.2 Introduction
- 1.3 Estimated Value
- 1.4 Objectives of the Requirement
- 1.5 Background, Assumptions and Specific Scope of the Requirement

2.0 Requirements

- 2.1 Tasks, Activities, Deliverables and Milestones
- 2.2 Specifications and Standards
- 2.3 Technical, Operational and Organizational Environment
- 2.4 Method and Source of Acceptance
- 2.5 Reporting Requirements
- 2.6 Project Management Control Procedures
- 2.7 Change Management Procedures
- 2.8 Ownership of Intellectual Property

3.0 Other Terms and Conditions of the SOW

- 3.1 Authorities
- 3.2 Health Canada Obligations
- 3.3 Contractor's Obligations
- 3.4 Location of Work, Work Site and Delivery Point
- 3.5 Language of Work
- 3.6 Special Requirements
- 3.7 Security Requirements
- 3.8 Insurance Requirements
- 3.9 Travel and Living

4.0 Project Schedule

- 4.1 Expected Start and Completion Dates
- 4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

5.0 Required Resources / Types of Roles to be Performed

6.0 Applicable Documents and Glossary

- 6.1 Applicable Documents
- 6.2 Relevant Terms, Acronyms, Glossaries

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions

- 7.1 General Information
 - 7.1.1 Components, Language and Number of Copies
 - 7.1.2 Bid Validity Period
 - 7.1.3 No Payment for Pre-Contract Costs
- 7.2 Delivery Instructions for Bid/ Proposal
- 7.3 Non-Acceptance of Proposals by Facsimile or Electronic Means
- 7.4 Closing Date and Time
- 7.5 Time Extension to Closing Date
- 7.6 Non-Compliance / Unacceptable Proposals
- 7.7 Bidders Conference / Site Visits /Interviews
- 7.8 Announcement of Successful Contractor
- 7.9 Rights of the Crown
- 7.10 Sample Long Form Contract
- 7.11 Employment Equity
- 7.12 Procurement Business Number (PBN)
- 7.13 Order of Precedence

8.0 Technical Proposal

- 8.1 General Information
- 8.2 Understanding of the Requirements
- 8.3 Approach and Methodology
 - 8.3.1 General Approach
 - 8.3.2 Methodology
 - 8.3.3 Work Plan / Project Schedule
 - 8.3.4 Performance and Quality Control
- 8.4 Proposed Team
 - 8.4.1 Personnel
 - 8.4.2 Contingency Plan
- 8.5 Contractor Profile
 - 8.5.1 Organization
 - 8.5.2 Relevant Work Experience
 - 8.5.3 References
- 8.6 Résumés of Personnel

9.0 Cost / Price Proposal

- 9.1 General Information
 - 9.1.1 *Per Diems*
 - 9.1.2 Travel
 - 9.1.3 Other Expenses
 - 9.1.4 Goods and Services Tax / Harmonized Sales Tax

10.0 Enquiries

PART III BID SELECTION PROCESS

11.0 Introduction

12.0 Mandatory Requirements

12.1 Method of Evaluating

12.2 Mandatory Requirements

13.0 Point Rated Requirements

13.1 Method of Evaluating

13.2 Point Rated Requirements

14.0 Basis of Awarding Contract

APPENDIX "A" Certifications

APPENDIX "B" Financial Basis of Payment

APPENDIX "C" Security Requirement Check List (SRCL)

PART I

STATEMENT of WORK

1. Scope

1.1. Title

Specialized Tap water Analysis and data QC work for two (2014-2016) drinking water projects.

1.2. Introduction

Services required will be part of work for two current projects of the Drinking Water Group (DWG).

- i) For the Volatile Organic Compounds (VOC) in Tap Water Analysis project (VOC project), a part of the larger Canadian Health Measurement Study (CHMS), the contractor will be responsible for the preparation and shipping of VOC tap water sampling bottles. These operations must be conducted according to the SOP for cleaning, preparation of bottles and shipping that is part of the current SOP THM-BTEX analysis (project SOP)-see Annex 1 a) and b)). The contractor will also be responsible for receiving the samples from Statistics Canada sampling teams in the field, checking the samples for admissibility, and recording the received samples, all according to the project SOP (see Annex 1 d). During this work the contractor will respect all chain-of-custody rules, as per Statistics Canada requirements, outlined in the project SOPs (see Annex 1 c).
- ii) For the same VOC project, the contractor will be responsible for the preparation of analytical samples and QA/QC samples for instrumental analysis of trihalomethanes (THM) and benzene, toluene, ethylbenzenes and xylenes (BTEX) by automated Solid Phase Microextraction/ Gas Chromatography/Mass Spectrometry (SPME/GC/MS), using the existing Bruker instruments available in the laboratory. The contractor will also supervise the analytical runs and conduct the daily quality assurance/quality control operations (QA/QC) for two days/week. These tasks will be conducted in accordance with the analytical method described in the project SOP (see Annex 1 e). The contractor is expected to be able to perform basic trouble shooting on the analytical system (autotune, replace fibers, prepare sample lists, re-start the system).
- iii) For the same VOC project, the contractor will be responsible for the integration of analytical results he/she generates, using the Bruker GC/MS software available on the instrument, and the transfer of those results to appropriate Excel worksheets available in the laboratory and currently used for this project. During this work the contractor will respect all chain-of-custody rules as per Statistics Canada requirements. All data will be accessed and transferred only through local Health Canada (HC) computers provided by the laboratory.
- iv) For the Metals Database project (Metals project), a part of CMP2 M&S funded projects, the contractor will be responsible for checking the QA/QC data previously received from the general water analysis contract laboratory as part of the National Survey of Disinfection By-Products and Selected Emerging Contaminants project, and validating the field data provided by this contract laboratory, based on the QA/QC data. The contractor will then be responsible for populating the custom Access database, designed by the DWG, according to project client requirements, with the validated data. The contractor will also be responsible for developing Excel worksheets that would be used to generate simple statistics (according to project client requirements), based on results of Queries from the Access database. All software, data, client requirements and the database will be provided by HC.

Note: Samples for the CHMS study have limited sample shelf-life and can not be preserved, the samples must be analyzed within 14 days of the collection date. A certain degree of flexibility is, therefore, necessary to adapt to collection and shipping uncertainties. The data integration work for the tap water

samples and the computer-based work for the Metals project provide the necessary flexibility to compensate for the more rigid requirements of the laboratory work involved with the VOC Project.

1.3. Objectives of the Requirement

The completion of the contract will allow the DWG to fulfill all obligations to the VOC project in a timely manner, as they are outlined in the laboratory binder. The completion of this contract will minimize the risk of losing valuable (perishable) samples in situations of work overload due to increased work on other projects, vacation time, sick time, and/or personal time that may occur in a small analytical group during a long, sustained effort (entering year 4/5 of this project). It will also improve result reporting times, which has been requested by Statistics Canada in order to fulfill their own reporting obligations to study participants.

In short, it will improve and secure (minimize risks) our laboratory performance during participation in an important research study lead by Statistics Canada and Health Canada, as part of CMP2 M&S.

1.4. Background and Specific Scope of the Requirement

In 2011, the DWG from Exposure and Biomonitoring Division/HECSB was selected by Statistics Canada to be the analytical laboratory responsible for providing the analysis of tap water (drinking water) for selected VOC (THMs and BTEX). This is part of the CHMS project, a national study on the health of Canadian population, and was planned for two study cycles (Cycle 3 and Cycle 4), each lasting 2 years. With the planned collection of approximately 5,000-6,000 samples from 30 sites, this is by far the largest tap water sampling ever done for VOCs in Canada.

This project raises special challenges related to the samples active matrix (drinking water typically contains free chlorine or chloramines), which requires particular conditions for sample preservation and shipping; the analytes are volatile, which leads to special shipping requirements and limited sample shelf life (14 days from collection to instrumental analysis); the large dynamic range required by the multiple-analyte method and the uniqueness of each sample, which may result in the preparation of multiple dilutions; and the diversity of the drinking waters to be analysed. The QA/QC procedure also raises particular challenges due to the impossibility to have Certified Reference Materials for an unstable matrix and the difficulty to prepare true blanks. An added challenge is the relatively short reporting time for the results, imposed by Statistics Canada due to their own requirements for reporting back to participants.

Cycle 3 sampling (approx. 3,600 samples) and analysis was completed in December 2013 and data was transferred to Statistics Canada before the end of March 2014. The study was successfully completed by the concentrated effort from the Drinking Water Group, an effort that will be difficult to maintain for the whole length of the study.

Extra challenges were identified during Cycle 3: at many sites the number of samples collected was almost double the anticipated one; the analyte results were higher than expected and samples required numerous dilutions. The analytical group had to take a more active role in preparation of the sampling equipment and the shipping of samples, the shipping delays by couriers cut into the already tight “down time” for the analytical team, making vacation and personal time difficult to schedule. Two out of the three experienced analysts left the group due to retirement and career development. It became increasingly clear that there was a need for professional services to assume responsibility for a part of the routine operations required by this project, freeing some of the time of our specialized analytical staff to concentrate on monitoring QA/QC processes; data processing and reporting; equipment maintenance ensuring uninterrupted analytical capability to run all samples acquired; and high data quality. Without procuring the professional services, there would be a real risk of samples being lost and results being delayed. Loss of samples is very costly, not only because sampling is the most expensive part of such a project, but also because the tap water samples are related to corresponding blood samples (much more expensive and difficult to obtain) and air samples. The loss of any one of these sample types would make the other related

samples useless.

Additional work for a qualified chemist is also available from a new project for CMP M&S started on April 1, 2014. This new project makes use of general water data already collected during the National Survey of Disinfection By-Products (2009-2010) and the Targeted Survey of Selected Emerging Contaminants, (2011-2013). During these Surveys, our group collected, as background information, a large volume of data comprising of concentration values for metals and other inorganic compounds in raw (source) waters and drinking waters from Water Treatment Plants across Canada. The information was produced by a contract laboratory and was intended to be used, if required, by Health Canada Principal Investigators in correlation with their data for compounds that were designated targets of the study (disinfection by-products and emerging contaminants). The information was stored in a custom database that our group administers. Colleagues from other HC groups, working under the CMP risk assessment framework, found this data very useful and made multiple requests for data sub-sets during 2012-2014. It was decided that, in order to facilitate the future use of the data by the RA/RM groups, a customized database will be built and transferred to them, for their continued use. Also, to ensure acceptable data quality required by the RA/RM, QA/QC information provided by the contract laboratory will be checked and the data will be validated before being included in the database. As part of this contract, the contractor will dedicate a part of his/her time to validating and introducing the information to be included in the database (QC work and related field data). This will also allow for flexibility in scheduling the work that will balance the less easy to predict volume of work in the sampling/analytical part of the contract dedicated to the VOC project.

2. Requirements

2.1. Tasks, Activities, Deliverables and Milestones

- i) Task 1 (for VOC in Tap Water Analysis project) the contractor will be responsible for the sample handling.

Activities:

- i) preparation and shipping of sampling bottles for VOC tap water sampling, according to the SOP for cleaning, preparation of bottles and shipping that is part of the project SOP (see Annex 1 a) and b)).
- ii) receiving the samples,
- iii) checking the samples admissibility according to the SOP that is part of the project SOP (see Annex 1 d), and
- iv) recording received samples and providing feedback to Statistics Canada .

Deliverables:

- i) shipping the sampling bottles to the sampling site according to Statistics Canada requirements and schedule
- ii) receiving cooler containing samples and ensuring integrity and shipping conditions (temperature) met requirements.
- iii) selecting the admissible samples to be analysed and storing them in the cold room, in preparation for analytical analysis.

Milestones:

- i) shipping, as per Statistics Canada requirements. About 500 bottles per site (every 6 weeks). To be reviewed for each site (every 6 weeks on average)
 - ii)–iii) about 2 times/week. To be reviewed weekly.
- ii) Task 2 (for the VOC in Tap Water Analysis project)the contractor will be responsible for the sample preparation and instrumental analysis by SPME/GC/MS of samples scheduled to be analysed two days/week (about 40-60 samples/week).

Activities:

- i) preparation of analytical samples and QA/QC samples for instrumental analysis (SPME/GC/MS),
- ii) supervising the analytical runs (conducting the daily QA/QC) two days/week.
- iii) preparing sample list for the instrument and data transfer to Excel worksheets.

Deliverables:

- i) Sample lists and computer files of analytical runs for all field samples and QA/QC samples scheduled to be run for two days/week (about 40-60 samples/week).

Milestones:

- i) the existence and integrity of required sample lists and computer files for all scheduled analysis will be checked on a monthly basis and will constitute the basis for acceptance of work.

The contractor is expected to be able to perform basic trouble shooting on the analytical system (autotune, replace fibers, prepare sample lists, re-start the system).

- iii) Task 3 (for the VOC in Tap Water Analysis project) the contractor will be responsible for the processing of the data generated during his/hers analytical work.

Activities:

- i) integration of analytical results he/she generates using the Bruker GC/MS software
- ii) the transfer of those results to the Excel worksheets used for this project.

Deliverables:

- i) integrated results for all the analyses run by the contractor
- ii) Excel worksheets with the transferred results for all samples run by the contractor.

Milestones:

- i)-ii) Bruker files and Excell worksheets existence and integrity will be checked on a monthly basis and will constitute the basis for acceptance of work.

- iv) Task 4 (for the Metals Database project) the contractor will be responsible for validating data and populating the databases to be transferred to our client Bureaus.

Activities:

- i) checking the QA/QC data provided by the general water analysis contract laboratory during the National Survey of Disinfection By-Products and Survey of Selected Emerging Contaminants and validating the data provided by this contract laboratory.
- ii) populating the Access database, provided and designed by our group according to users requirements, with the validated data.
- iii) developing Excel worksheets that would be used to generate simple statistics (according to users requirements) based on results of Queries from the Access database.

Deliverables:

- i) validated data for the priority elements (as per Project deliverables Annex 1, f)
- ii) populated database for the priority elements ready for delivery
- iii) worksheets for simple statistics designed in collaboration with client Bureaus
- iv) validated data for the non-priority elements (as per Project deliverables Annex 1, f)
- v) populated database for the non-priority elements ready for delivery

Milestones:

- i) by Dec. 20, 2014.
- ii)- iii) by February 25., 2015

- iv) by Nov. 30, 2015
- v) by Feb. 1, 2016.

Note: Samples for the CHMS study have limited sample shelf-life and can not be preserved, the samples must be analyzed within 14 days of the collection date. A certain degree of flexibility is therefore necessary to adapt to collection and shipping uncertainties. The data integration work for the tap water samples and the computer-based work for the Metals project provide the necessary flexibility to compensate for the more rigid requirements of the laboratory work involved with the VOC Project.

2.2. Specifications and Standards

As specified under Deliverables and Milestones. With the exception of Task 4, which has specified deadlines, this will be on-going work to be assessed on a weekly, monthly, or every 6 weeks basis. Completion of all activities and achieving all deliverables will constitute basis for on-going acceptance of work.

2.3. Technical, Operational and Organizational Environment

The work will take place in Health Canada laboratories. With the exception of computer work described under Task 4, which may be done remotely through Web Office, all work has to be performed on location at EBD/HECSB. Health Canada will provide all required materials, reagents, instrumentation, computers and software. The contractor will be required to interact, collaborate and coordinate with the staff members, students and any other persons authorized to be present in the laboratory. The contractor will have to obey all safety requirements in the laboratory and respect the work of other persons in the laboratory. The contractor will have to be a trained chemist with previous experience in a similar trace analysis laboratory and in using the techniques and instrumentation required for completing all tasks and activities described above.

2.4. Method and Source of Acceptance

For Tasks 1, 2, and 3 the method and source of acceptance is specified under Deliverables and Milestones. This will be on-going work, to be assessed on a weekly, monthly, or every 6 weeks basis, depending on the regularity of the activities. Completion of all activities scheduled and achieving all deliverables will constitute basis for on-going acceptance of work. The quality of the work will be assessed using its conformity with the SOPs for this project (see Annex 1, a-f).

For Task 4, the work will be considered complete if deliverables are completed in time, as specified under Deliverables and Milestones. The quality of the work will be assessed using its conformity with the objectives for the Metals Database project, included in Annex 1, f).

2.5. Reporting Requirements

The Contractor must report to the Health Canada Project Authority, as per the schedule of Activities, Deliverables and Milestones (weekly; monthly; every 6 weeks or at the scheduled dates, depending on the activity).

The Contractor must submit reports to the HC Project Authority outlining the accomplishments for the given period, open issues and upcoming milestones every 3 months during the contract period.

2.6. Project Management Control Procedures

The individual identified in the contract as Health Canada's Project Authority or Technical Authority will hold weekly progress meetings with the contractor to assess the performance of the on-going work and any challenges that may come up. The Project Authority will hold a site meeting (every 6 weeks) with all participants in the VOC project work, including the contractor, to assess the performance of the on-going work and any challenges that may come up.

The Project Authority will hold a meeting one month in advance of each Milestone for Task 4 with the contractor to discuss work progress and any potential challenges to delivering the work in time.

3. Additional Information

3.1. Authorities

The Contracting Authority for the purpose of this RFP is the Departmental Representative named on the front page of this RFP. All other authorities will be identified in the resulting contract.

3.2. Canada's Obligations

Health Canada will provide the contractor with:

- access to departmental library, government and departmental policies and procedures, publications, reports, studies, as required by the completion of the contracted work.
- access to facilities and equipment (i.e. a workstation with a computer and associated equipment, telephone, all analytical instrumentation, materials and reagents required to complete the analytical work contracted.)
- access to a staff member who will be available to coordinate activities
- provide comments on draft reports within five (5) working days
- provide other assistance or support, as required to successfully complete the work contracted.

3.3. Contractor's Obligations

- No purchasing is part of this contract.
- The obligation of the contractor is to complete the work outlined in the SOW.

3.4. Location of Work, Work site and Delivery Point

The work will take place in Health Canada laboratories. With the exception of computer work described under Task 4, which may be done remotely through Web Office, all work has to be performed on location at EBD/HECSB. Health Canada will provide all required materials, reagents, instrumentation, computers and software. The contractor will be required to interact, collaborate and coordinate with the staff members, students and any other persons authorized to be present in the laboratory on a daily basis.

3.5. Language of Work

The language of work is English

3.6. Special Requirements

For the VOC project work, the contractor will have to obey by Statistics Canada rules in handling information.

3.7 Security

- The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada

(PWGSC).

- The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide, attached as Appendix C;
 - b. Industrial Security Manual (Latest Edition).

3.8 Insurance Requirements

It shall be the Contractor's sole responsibility to determine whether specific insurance coverage is required for its own protection or to fulfill its obligations under this Contract and to ensure compliance with required federal, provincial or municipal laws, by-laws and regulations. Any such insurance shall be provided and maintained by the Contractor at the Contractor's own expense.

3.9 Travel and Living

There is no travel included in this contract and no living expenses.

4. Project Schedule

4.1. Expected Start and Completion Dates

The duration of the contract will be from contract award until March 31st, 2016.

Work on the project can be discontinued, at Health Canada's request, with a 1 month notice.

4.2. Schedule and Estimated Level of Effort (Work Breakdown Structure)

The work under this contract is repetitive, on an on-going basis.

It is described below, with the level of effort estimated at 40 hours/week.

- i) Task 1-sample handling:
 - i) preparation and shipping of sampling bottles for tap water sampling for VOC, as per Statistics Canada requirements. About 500 bottles per site (every 6 weeks).
 - ii) receiving the samples, approx. two shipments/week
 - iii) checking the samples admissibility, approx. 2 times/week
 - iv) recording the received samples, approx. 2 times/week.

It is expected that this sampling preparation and sample receiving work will take 12.5 hours/week, on average.

- ii) Task 2-sample preparation and instrumental analysis by SPME/GC/MS of samples scheduled to be analysed for two days/week (about 40-60 samples/week).
 - i) preparation of analytical samples and QA/QC samples for instrumental analysis (SPME/GC/MS),
 - ii) supervising the analytical runs (conducting the daily QA/QC) two days/week.
 - iii) The contractor is also expected to be able to perform basic trouble shooting on the analytical system (autotune, replace fibers, prepare sample lists, re-start the system).

It is expected that this analytical work will take 10 hours/week on average.

- iii) Task 3-processing of the data generated during his/hers analytical work.
 - i) integration of analytical results he/she generates using the Bruker GC/MS software
 - ii) the transfer of those results to the Excel worksheets used for this project.

It is expected that this work will take 7.5 hours/week, on average.

- iv) Task 4-validating data and populating the databases
 - i) checking the QA/QC data
 - ii) populating the Access database,
 - iii) developing Excel worksheets to generate simple statistics

It is expected that this work will take 10 hours/week, on average. Flexible scheduling.

Note: Samples for the CHMS study have limited sample shelf-life and can not be preserved, the samples must be analyzed within 14 days of the collection date. A certain degree of flexibility is therefore necessary to adapt to collection and shipping uncertainties. The data integration work for the tap water samples and the computer-based work for the Metals project provide the necessary flexibility to compensate for the more rigid requirements of the laboratory work involved with the VOC Project.

5. Required Resources or Types of Roles to be Performed

The contractor will have to be a trained chemist with previous experience in drinking water sampling for VOCs, in a similar trace analysis laboratory and in using the techniques (automated SPME; GC; MS) and instrumentation required for completing all tasks and activities described above and in Annex 1. The contractor is expected to be able to perform basic trouble shooting on the automated SPME/GC-MS analytical system (auto tune, replace fibers, prepare sample lists, re-start the system). The two analytical systems to be used in this project are:

- i) a CombiPAL autosampler equipped for SPME, a Bruker 450 GC and a 300 MS/MS triplequad Bruker detector.
- ii) a CombiPAL autosampler equipped for SPME, a Bruker 456 GC and a Scion MS/MS triplequad Bruker detector.

The contractor will be required to interact in a positive manner, collaborate and coordinate with the staff members, students and any other persons authorized to be present in the laboratory. The contractor will have to obey all safety requirements in the laboratory and respect the work of other persons in the laboratory.

6. Applicable Documents and Glossary

6.1. Applicable Documents

Not applicable.

6.2 Relevant Terms, Acronyms and Glossaries

- QC - Quality Control
- DWG - Drinking Water Group
- VOC - Volatile Organic Compounds
- CHMS - Canadian Health Measurement Study
- SOP - Standard Operating Procedure
- THM - trihalomethanes (a group of four related chemical substances)
- BTEX - Benzene, toluene, ethylbenzene, xylenes (a group of 6 related chemical substances)
- QA/QC - Quality Assurance/ Quality Control
- GC/MS - Gas Chromatography/Mass Spectroscopy (a chemical separation and analysis technique).
- HC - Health Canada
- CMP2 M&S - Chemical Management Plan 2 Monitoring & Surveillance
- CMP - Chemical Management Plan
- RA/RM - Risk Assessment/Risk Management
- SPME/GC/MS - Solid Phase Micro Extraction/Gas Chromatography/Mass Spectroscopy (a sample preparation plus chemical separation and analysis technique).
- Bruker - analytical instrument manufacturer
- EBD/HECSB - Exposure and Biomonitoring Division/HECSB
- GC-MS-MS - Gas Chromatography-Mass Spectroscopy- Mass Spectroscopy (or tandem Mass spectroscopy - an advanced chemical separation and analysis technique)
- SPME - Solid Phase Micro Extraction (a sample preparation/sample delivery method)
- WHIMIS - WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM
- TDG - Transportation of Dangerous Goods
- ESRAB - Existing Substances Risk Assessment Bureau
- WAQB - Water Air Quality Bureau

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions for Completion of the RFP

7.0 Administrative Information

7.1 General Information

7.1.1 Components, Language and Number of Copies

You are invited to submit via e-mail electronic copies in either official language (English or French) of both the Technical and Cost Proposals. The RFP Reference Number and the name of the Requirement must be in the subject line of your e-mail and your proposal must be structured in the following manner:

- one covering letter, signed by an authorized representative of your firm;
- *one electronic* copy of the Technical Proposal;
- one (1) copy of Certifications (Appendix "A") and;
- *one* (1) copy of the Cost/Price Proposal (Appendix "B")) **saved as a separate document.**

If the proposal is **greater than 20mb**, the firewall protecting Health Canada's network system will not permit the e-mail to be received. In which case, the bid will have to be physically delivered to the address cited below and an email sent to the Departmental Representative (found on page 1) stating that the bid has been delivered by hand / courier. You **must** send an email to the Departmental Representative to ensure your bid is included in this solicitation. The RFP Reference Number and the name of the Departmental Representative must be marked on all documents, binders and respective envelopes delivered by hand. If you are delivering hard copies, your proposal must be structured in the following manner:

- one covering letter, signed by an authorized representative of your firm;
- four (4) copies of the Technical Proposal;
- one (1) copy of Certifications (Appendix "A") and;
- *one* (1) copy of the Cost/Price Proposal (Appendix "B"), contained in a **separate sealed envelope.**

Deliveries by hand / courier are to be sent to the following address:

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock),
Ottawa, Ontario K1A 0K9
Attention: Robert Merrick
RFP Reference Number: 1000162520

Hours of Operation: 07h30 to 16h30 (EST) Monday to Friday

7.1.3 No Payment for Pre-Contract Costs

No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP. No costs incurred before receipt of a signed contract or specified written authorization from the Departmental Representative can be charged to the proposed contract.

7.2 Delivery Instructions for Bid / Proposal

As per section 7.1.1

The onus for submitting bids on time at the specified location rests with the bidder. It is the responsibility of the bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and proposal pages.

7.3 Non-Acceptance of Proposal by Facsimile

Proposals sent by fax, telex and telegraphic means will **not** be accepted.

7.4 Closing Date and Time

All proposals must be received at the specified on the front page of this Request for Proposal. Proposals received after this time will be returned unopened. The onus for submitting bids on time at the specified location rests with the bidder. It is the bidder's responsibility to ensure correct delivery of its bid to the Crown.

7.5 Time Extension to Closing Date

A request for a time extension to the closing date will be considered only in exceptional circumstances. Any requests for extension must be received in writing by the identified Departmental Representative.

7.6 Non-Compliance / Unacceptable Proposals

Failure to meet the mandatory requirements of this RFP will result in your proposal being declared non-responsive.

Proposals received after the proposal closing time will not be considered and will be returned unopened to the bidder. Further, for any proposals which are found to be non-compliant, the financial part of the bid or proposal will be returned unopened with a letter from Health Canada indicating that the bid/proposal was non-compliant.

7.7 Bidders Conference / Site Visits

There is no site visit with this requirement. However, resource(s) proposed by the Contractor will be interviewed in order to confirm their level of knowledge and experience.

7.8 Announcement of Successful Contractor

Health Canada will communicate to all bidders the name and address of the successful candidate as well as the total dollar value and award date for the contract only after contract sign-off.

7.9 Rights of the Crown

The Crown reserves the right to:

- reject any or all proposals received in response to this RFP;
- accept any proposal in whole or in part; and
- cancel and/or re-issue this requirement at any time.

7.10 Sample Long Form Contract

The successful bidder for this requirement will be expected to enter into agreement with Health Canada as per departmental contract terms and conditions.

7.11 Employment Equity

Not applicable.

7.12 Procurement Business Number (PBN)

Public Works and Government Services Canada (PWGSC) has adopted the Procurement Business Number (PBN) for all its purchasing databases, and now requires that its suppliers have one for each of their offices that may be awarded contracts. Go to **Buyandsell.gc.ca** to register in the Supplier Registration Information (SRI) service and to obtain your PBN. As an existing or potential supplier to the Department, you must obtain a PBN to avoid possible delays of any contract award. It is Health Canada's intention to use this sourcing system for all its procurements of goods and services to which the trade agreements do not apply.

SRI is a database of suppliers who have registered to do business with the Government of Canada. The PBN is created using your Canada Revenue Agency Business Number to uniquely identify a branch, division or office of your company. Unlike many existing departmental vendor databases, your information in SRI is accessible to all federal government buyers. SRI can help to open up new opportunities with the federal government for requirements not posted on the electronic tendering service, www.buyandsell.gc.ca.

Visit the **Buyandsell.gc.ca** Internet site at

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJjdGlvbj1yZWdpc3Rlci5pbmRybyZpZD00&lang=eng> for information and registration procedures.

7.13 Order of Precedence

In the case of any dispute which may arise during the period which may be covered by any ensuing contract, the following documents will be considered in order of precedence in terms of importance in resolving any disputes between the parties:

- The Health Canada Contract;
- Any changes to the terms and conditions contained herein which have been approved by General Counsel for Health Canada;
- The Statement of Work in this RFP; and
- The terms identified in this RFP.

8.0 Technical Proposal

8.1 General Information

Your technical proposal must address all the requirements of the SOW and demonstrate that you are capable of meeting all obligations of the contractor specified in the same.

Your technical proposal must meet **all of the Mandatory Requirements** listed in Section 12.0, as well as the **minimum score identified for the Point Rated Requirements** in Section 13.0.

Furthermore, your technical proposal should include the following:

8.2 Understanding of the Requirements

A brief statement that demonstrates that the contractor understands the requirements of the SOW, including the objectives, scope of work and deliverables.

8.3 Approach and Methodology:

8.3.1 General Approach

A description of the overall approach and strategy to this project.

8.3.2 Methodology

Identify methodologies and techniques to be used, including identifying any proprietary information which is proposed to be used in the program.

8.3.3 Work Plan / Project Schedule

Break down the work by task - show phases, planned start, completion dates and the estimated level of effort (i.e. person days) needed to complete the task. The work plan may include a matrix and/or time line charts. A project schedule structured in weeks, reflecting milestones and deliverables, should be included.

8.3.4 Performance and Quality Control

Specify how you propose to deal with the performance and quality assurance of the work provided by your organization to the Crown. Include information about quality control methods and reporting mechanisms.

8.4 Proposed Team

8.4.1 Personnel

Identify the proposed personnel, including **Project Manager**, who will be assigned to this contract, describe the role they will be performing, including the amount of direct time dedicated to the project by principals and/or senior personnel, and explain why they are well suited for the work, referring to their qualifications, certifications, education and experience.

If applicable, include a list of proposed sub-contractors, with reference to their capabilities, experience and degree of involvement in the work.

The bidder must certify in the technical proposal that the information provided in all the personnel résumés has been verified to be true and accurate. In addition, for every resource proposed by the bidder who is not an employee of the firm, the actual resource must certify that they are aware that they are being bid as part of the bid/ proposal and state their relationship with the firm.

8.4.2 Contingency Plan

If the contract cannot be completed by the assigned personnel, the following individual(s) will complete the work. *Attach résumés.*

8.5 Contractor Profile

8.5.1 Organization

Provide background information about your company, including its legal name and the province in which the company is incorporated.

8.5.2 Relevant Work Experience

Describe your company's capacity and experience in this field.

8.5.3 References

If references for a firm or proposed resource are requested, identify the number of referenced; the criteria against which they will be applied; and the specific details which the reference will have to address. Caution should be taken when using references: they are not criteria in themselves but are instead ways of verifying compliance with a specific criteria. Further care should be taken to ensure that the person providing the reference is able to provide objective, useful and valid information.

8.6 Résumés of Personnel

Attach résumés of proposed personnel.

9.0 Cost / Price Proposal Please see Appendix B

9.1 General Information

The Price Proposal must contain a detailed breakdown of the **total quoted price**, by phase, or by major tasks, or both. The Price Proposal should address each of the following, if applicable:

9.1.1 Per Diem

For each individual and/or labour category to be employed on the project, including subcontractors, indicate the proposed time rate and the estimated time requirement. Although detailed support for the rates is not requested at this time, you should be prepared to substantiate the proposed rates.

9.1.2 Travel

Estimate the cost of travel using the current Treasury Board Travel Directive. **9.1.3**

9.1.3 Other Expenses

List any other expenses which may be applicable, giving an estimated cost for each (e.g. long distance communications, reproduction, shipping, equipment, rentals, materials, etc.).

9.1.4 Goods and Services Tax / Harmonized Sales Tax

Various items in your cost proposal may be subject to GST / HST or custom duties, and this charge must be included in the cost estimates where applicable.

10.0 Enquiries

All enquiries or issues concerning this procurement must be submitted **in writing only** to the Departmental Representative named on the front cover page of this RFP document **not later than seven (7) working days prior to the bid closing date.**

To ensure consistency and quality of information to Bidders, the Departmental Representative will provide, simultaneously to all bidders to which this solicitation has been sent,

- any information with respect to significant enquiries received, and
- the replies to such enquiries without revealing their sources,

provided that such enquiries are received no less than seven (7) working days prior to the bid closing date.

All enquiries and other communications with government officials throughout the solicitation and evaluation period are to be directed **only** to the Departmental Representative named on the front cover page of this RFP document. **Non-compliance with this condition during the bid solicitation and evaluation period may be sufficient reason for bid disqualification.**

PART III BID SELECTION PROCESS

11.0 Introduction

Below is are separate mandatory and point-rated criteria to be used to evaluate the bids.

12.0 Mandatory Requirements

12.1 Method of Evaluation

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by bidders to meet any of the mandatory requirements will render the bidder's proposal **non-responsive**. The treatment of mandatory requirements in any procurement process is absolute.

Proposers must meet **all** the mandatory requirements described below. This will be evaluated as either "**Yes**" or "**No**". Proposals not receiving "**Yes**" for any mandatory requirement will **not** be considered further.

12.2 Mandatory Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that addresses the requirement identified in the criteria.			
Mandatory Criteria	Page #	Yes	No
M1. The bidder's analytical chemist must have a BSc with a major in Chemistry, Biology, Biochemistry or any other major involving extensive (a minimum of 6 theoretical and laboratory courses) chemistry course and laboratory work from a recognized university. A recognized university is a Canadian university that has provincial or territorial degree-granting status, or a university outside of Canada in which the program/degree awarded is certified as equivalent by a member of the Alliance of Credential Services of Canada.			
M2. The bidder's analytical chemist must have at least 1.5 years of experience in the past 4 years working in an environmental trace (ppb level) analysis laboratory in which gas chromatography with mass spectrometry detection (GC-MS-MS) is used to determine organic contaminants from environmental matrices involving a water phase, such as drinking water, natural waters, soil. Provide a brief description of this experience in no more than 500 words.			
M3. The bidder's analytical chemist must have working knowledge of the Solid Phase Micro Extraction (SPME) technique used for sample preparation in the analysis of organic contaminants from environmental matrices. Provide a brief description of this experience in no more than 500 words.			

M4. The bidder's analytical chemist must have a valid WHIMIS (WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM) certificate. Please provide a copy.			
M5. The bidder's analytical chemist must have a valid TDG (Transportation of Dangerous Goods) certificate. Please provide a copy.			

13.0 Point Rated Requirements

13.1 Method of Evaluation

A proposal with a score of less than 20 out of 39 for the technical portion of the proposal will be considered **non responsive** and eliminated from the competition.

13.2 Point Rated Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.				
Point-Rated Criteria	Page Number	Points Allocated for the Criteria	Minimum Points Required	Score
R1. Indicate the number of years of experience the analytical chemist has in drinking water sampling for organic trace analysis. Two points for each half year, up to a maximum of 8 points. Experience will be tested during interviews.		8	4	
R2. Indicate the number of years of experience the analytical chemist has working in a trace analysis laboratory in which automated Solid Phase Micro Extraction (SPME) is used for sample preparation. Three points for each half year, up to a maximum of 12 points. Experience will be tested during interviews.		12	6	
R3. Indicate whether the analytical chemist has previous experience working with Bruker GC-MS-MS triplequad software. Points will be assigned for previous experience using this software, that will be used during the completion of the project, as follows: <ul style="list-style-type: none"> - 2 points for creating a Sample List and running the instrument - 2 points for using the integration software to integrate chromatograms. Experience will be tested during interviews.		4	2	

<p>R4. Indicate whether the analytical chemist has previous experience working with Access Database software. Two points will be assigned for previous experience populating an Access Database. One point will be assigned for previous experience creating a query in Access Database. Experience will be tested during interviews.</p>		3	2	
<p>R5. Indicate whether the analytical chemist has Spill Response training and/or Radiation Safety training. One point will be assigned for each of those trainings. Proof of training must be provided.</p>		2	0	
<p>R6. Level of knowledge demonstrated in the description of work experience conveyed through the technical proposal and through the subsequent interview. See grid below to be used to measure level of knowledge.</p>		5	3	
<p>R7. Up to three (5) points will be awarded to bidders for presenting proposals in a clear and logical fashion that facilitates evaluation. Points will be assigned based on the following scheme:</p> <ul style="list-style-type: none"> - Proposal logically structured. (2 points) - Proposal clearly written and free of grammatical and spelling errors. (2 points) - Proposal followed RFP requirements. (1 point) 		5	3	
<p>Total Points</p>		39	20	

Grid for R6.

The following rating scale will be used to evaluate each response to point-rated criteria R6, "Level of Knowledge,"

- Excellent = 5 points
- Good = 4 points
- Satisfactory = 3 points
- Fair = 2 points
- Poor = 1 point
- Non-existent = 0 point

5 points = The subject displays a thorough and detailed knowledge of all aspects of the requirement suggesting the contractor can be fully trusted to deliver on the project outcomes.

4 points = The subject is largely knowledgeable of most aspects of the requirement suggesting the contractor can be reasonably trusted to deliver on project outcomes.

3 points = The subject is sufficiently knowledgeable with the most important aspects of the requirement, but will require some oversight and training to ensure project outcomes are achieved

2 points = The subject, while possessing some knowledge of requirement, has significant gaps in his/her knowledge and understanding of the requirement and will require oversight and training to ensure outcomes are achieved.

1 point = The subject displays little knowledge of the requirement and would require close supervision and a lot of training to ensure outcomes are achieved.

0 point = The subject has no knowledge of the requirement.

14.0 BASIS OF AWARDING CONTRACT

Highest Compliant Combined Rating of Technical Merit and Price:

It is understood by the parties submitting proposals that, to qualify, bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at 70% of the bid and price at 30%.

Contractor Ranking

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the price component to establish a total percentage score:

Technical: 70%

Price: 30%

Technical Score = $\frac{\text{Bidder's Points}}{\text{Maximum Points}} \times 70\%$ **Cost Score** = $\frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 30\%$

Total Score = Technical Score + Cost Score

The contract will be awarded to the bidder with the **highest total technical and price score**.

CERTIFICATIONS

15.0 In order to confirm the authority of the person or persons signing the certifications or to establish the legal capacity under which the Bidder proposes to enter into Contract, any Bidder who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of:

- (a) such signing authority; and
- (b) the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this tender on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

Note to Bidders: The following certification requirements apply to this RFP. Bidders complete these certifications by filling in the appropriate spaces below and include them with their proposal.

Legal name and bidder's information (print clearly)

Bidder's Legal Name _____

Bidder's Complete Address _____

Bidder's Phone number (_____) _____

Bidder's Authorized Representative _____

Bidder's Authorized Representative Phone number (_____) _____

Bidder's Authorized Representative e-mail _____

Bidder's GST/HST Number _____

Bidder's province in which he is incorporated. _____

15.1. Bidder Certification

We hereby offer to sell to Her Majesty, in accordance with the Health Canada terms and conditions referred to herein or attached hereto, the goods and/or services listed herein and on any attached sheets at the prices set out therein.

We certify that all information provided herein is accurate. Furthermore we have satisfied ourselves that the personnel proposed by us for this requirement are capable of satisfactorily performing the requirements described herein. In addition, we certify that individuals proposed will be available until completion of the

project. Also, that the work specified herein can be met in a timely manner, and will be achieved with the time frame allocated.

Signature of the Authorized Representative of the Bidder Date

15.2. Bid Validity Certification

We certify that all pricing identified in the bid/ proposal will be valid for a period of one hundred twenty (120) days from the closing date of the RFP.

Signature of Authorized Representative of the bidder Date

15.3 Employment Equity

Not applicable.

15.4. Status of Resources

If we have proposed any person in fulfillment of this requirement who is not an employee (of the Bidder), we hereby certify that we have the written permission from the person to propose his/her services in relation to the Work to be performed in fulfillment of this requirement.

Signature of the Authorized Representative of the Bidder Date

15.5. Price Certification

We certify that the price quoted in this Proposal is not in excess of the lowest price charged anyone else, including its most favoured customer, for like quality and quantity of the products/services, does not include an element of profit on the sale in excess of that normally obtained on the sale of products/services of like quality and quantity, and does not include any provision for discounts to selling agents. **Furthermore, we certify that our total bid price is not in excess of any funding limitations set out herein.**

Signature of the Authorized Representative of the Bidder Date

15.6. Joint Venture Information (if applicable)

A joint venture is an association of two or more parties who temporarily combine their money, property, knowledge, or other resources in a joint business enterprise. There are two primary types of joint ventures, the incorporated joint venture and the contractual joint venture, i.e. formed through a contractual agreement between the parties.

If a contract is awarded to a contractual joint venture, all members of the joint venture shall be jointly and severally or solitarily liable for the performance of the Contract.

If the Bidder is submitting a type of joint venture, the Bidder must provide the following information in the proposal:

(a) indicate the type of joint venture:

- incorporated joint venture
- limited partnership joint venture
- partnership joint venture
- contractual joint venture
- other (explain)

(b) provide the legal names and addresses of all of the members of the joint venture (i.e. the legal name of the firm associated with the Business Number (BN) or Social Insurance Number (SIN) for sole proprietorships), as well as the legal name and address of the joint venture business entity.

Tableau "A1" – From Contract award to March 31, 2015

A	B	C	D (BxC)
Category of Personnel Insert rows as required	Per Diem Rate(s)	Level of Effort/Number of Days Required	Total Costs for Professional Fees TAXES NOT INCLUDED
1.	\$	146	\$
2.	\$		\$
Sub-Total 1:			\$

Tableau "A2" – From April 1, 2015 to March 31, 2016

A	B	C	D (BxC)
Category of Personnel Insert rows as required	Per Diem Rate(s)	Level of Effort/Number of Days Required	Total Costs for Professional Fees TAXES NOT INCLUDED
1.	\$	250	\$
2.	\$		\$
Sub-Total 2:			\$

Bidder total tendered price to perform the work from contract award to March 31, 2015 (Total value of Table A1 above,)	\$
Bidder total tendered price to perform the work from April 1, 2015 to March 31, 2016 (Total value of Table A2 above,)	\$
TOTAL HST	
Bidder total tendered price	\$