

***The National Farmed Animal Health and Welfare Council  
(on behalf of the African Swine Fever Executive Management Board)***

***Request for Proposal***

**Develop and Document Tabletop Exercises with the African Swine Fever  
Executive Management Board (FPTI Exercise working group)**

**Date Issued:** September 29, 2021

**Proposal Submission Deadline:** October 19, 2021

## PART 1 – INTRODUCTION

### 1.1 Invitation to Proponents

This Request for Proposals ("RFP") is an invitation to prospective Proponents to submit Proposals for the **Development and Documentation of ASF Tabletop Exercises with the African Swine Fever Executive Management Boards FPTI Exercise working group** as further described in Part 2 - The Deliverables (the "Deliverables"). This RFP is issued by the Animal Health Emergency Management (AHM) project, operating under the National Farmed Animal Health and Welfare Council (the NFAHW Council) on behalf of the African Swine Fever (ASF) Executive Management Board (EMB).

### 1.2 RFP Not Tender

This RFP is not a tender call. This RFP does not commit the NFAHW Council in any way to select a Preferred Proponent to proceed to negotiations for an Agreement, or to award any Agreement. The NFAHW Council reserves the complete right to, at any time, reject all Proposals and to terminate this RFP process. This RFP is not intended to create, and should not be construed as creating, contractual relations between the NFAHW Council and any Proponent.

### 1.3 Definitions

Unless otherwise specified in this RFP, capitalized words and phrases have the following meaning in this RFP.

"Agreement" means a formal written contract between the NFAHW Council on behalf of the ASF EMB and a Preferred Proponent for the delivery of the Deliverables.

"Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having or having access to information in the preparation of its Proposal that is confidential to the NFAHW Council and not available to other Proponents; (ii) communicating with any person with a view to influencing preferred treatment in the RFP process; or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive RFP process and render that process non-competitive and unfair; or
- b) in relation to the performance of its contractual obligations in a NFAHW Council contract, the Proponent's other commitments, relationships, or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.

"Deadline for Issuing Addenda" means the date specified as such in Section 5.1.1.

"Deliverables" has the meaning specified in Section 2.0.

"Delivery Address" means the address specified in Section 5.1.1.

"African Swine Fever Executive Management Board" has the meaning specified in Section 1.1.

"The NFAHW Council Contact" means National Farm Animal Health and Welfare Council representative identified in Section 1.4.

"Personal Information" means recorded information about an identifiable individual or that may identify an individual.

"Preferred Proponent" means the Proponent selected by the NFAHW Council, on behalf of the African Swine Fever Executive Management Board, to enter into negotiations for an Agreement.

"Proponent" means an entity that submits a Proposal.

"Proponent's Deadline for Questions" means the date specified as such in Section 5.1.1.

"Proposal" means a proposal submitted in response to this RFP.

"Proposal Submission Deadline" means the date specified as such in Section 5.1.1.

"Reference Form" means the Reference Form attached as Appendix B.

"Registration Form" means the Registration Form attached as Appendix A.

"RFP" has the meaning specified in Section 1.1.

"Service Provider" means the Preferred Proponent that ultimately executes an Agreement.

#### 1.4 National Farm Animal Health and Welfare Council Contact

All Proposal submissions must be completed through Merx at: [www.merx.com](http://www.merx.com)

RFP – Development and delivery of ASF tabletop Exercises with the ASF Executive Management Board FPTI Exercise working group.

Attn to: The National Farmed Animal Health and Welfare Council (on behalf of the African Swine Fever Executive Management Board)

Questions about submitting a Proposal, Scope of Work and the Deliverables may be sent to:

**Contact Christa Arsenault**  
**Email: [carsenault@ahwcouncil.ca](mailto:carsenault@ahwcouncil.ca)**  
**Telephone: 519-404-3798**

## PART 2 – THE DELIVERABLES

### 2.1 Overview

This RFP is an invitation to prospective Proponents to submit Proposals for the development and delivery of African Swine Fever (ASF) tabletop exercises with the ASF Executive Management Boards FPTI Exercise working group.

### 2.2 Background

African swine fever, a reportable disease under the *Health of Animals Act*, is a viral swine disease and can cause high mortality rates in infected domestic and wild pigs. While there is no human health risk associated with it, its introduction into Canada would be devastating for the Canadian economy and swine sector. While there have been no reported cases of ASF in North America to date, its rapid spread in Asia and some European countries is concerning. Most recently, the virus was detected in the Dominican Republic and in Haiti. This was the first time that ASF was detected in the Americas since this virus began spreading in 2018. The risk of introduction and subsequent spread is especially linked to the movement of pigs, people, and contaminated things such as meat and animal feed, clothing, and footwear. In response, federal, provincial, and territorial governments, and industry (FPTI) representatives were selected to establish the African Swine Fever Executive Management Board (ASF EMB) with the view to provide the widest range of animal health perspectives and to plan and prepare for ASF. The recent OIE Performance of Veterinary Services Evaluation, and Canada's Plant and Animal Health Strategy have clearly articulated the importance of shared industry and governments responsibility for animal health in Canada.

With a goal to address the risk of ASF introduction and establishment in Canada using actions across the four pillars of emergency management (prevention, preparedness, response, and recovery) and improve integration of our collective efforts across the country, the ASF EMB is providing guidance and prioritizing activities through the governments-industry Pan-Canadian Action Plan and in alignment with the ASF Framework for Action.

### 2.3 Purpose

Building from the overarching Pan-Canadian Framework for Action which encompasses activities across the prevention, preparedness, response, and recovery continuum. The purpose of the RFP is to develop and deliver regionally 2 tabletop exercises and to report nationally on lessons learned. Exercises will assist with enabling a coordinated Canadian response to an African Swine Fever incursion in Canada.

### 2.4 Description of Deliverables

The deliverables from this RFP are as follows and may be provided by one or multiple Proponents as determined by the ASF Executive Management Board Representatives and the NFAHW Council:

- 1) Using best practices, design and build a template for ASF tabletop exercises (exercise in a box). Include producers, swine industry groups, provincial pork organizations, provincial and federal governments as desired participants in this design. This exercise template would include but isn't limited to 1) A facilitator handbook 2) Exercise materials 3) Structured agenda 4) A set of defined interjections that would be part of each exercise.

Exercise #1: A regional/provincial tabletop exercise that will involve selecting a real swine operation and will focus on the ability to plan for depopulation and disposal efforts that will be needed in the case of

ASF being detected on the selected farm. Participants can be determined by each region or province, but the involvement of the farm owner/producer is a pre-requisite. Other participation that should be considered includes; provincial pork organizations, provincial and federal government partners, local/district CFIA staff. Participants will be asked to outline and document their plan on the following:

- How would they depopulate the animals on this farm.
- What equipment would be needed for both depopulation and disposal efforts
- The roles and responsibilities of all partners
- Communications that will occur and indicate by whom
- How they would dispose of the carcasses from this farm

This tabletop exercise should be designed in a way that it can be delivered and conducted at a provincial/regional level including in the Maritimes, Ontario and 2 selected western provinces so that it is repeatable. This exercise should build off of any lessons learned from the ASF FPTI Depopulation and Disposal exercises. The successful contractor will be asked to develop this exercise, ensure its delivery as well as document lessons learned regionally into a national lessons learned report.

- 2) Exercise #2: Develop a second tabletop exercise from a list of priority topics determined by the ASF FPTI Exercise working group. The successful contractor will work with this group to develop, roll out and document lessons learned from this national exercise. Contractor to work with this working group and its chairs to develop, plan, run and document lessons learned from the tabletop exercise in one area of agreed upon priorities (i.e., permitting, traceability, ASF EMB incident command system (ICS) response drill, etc.).
- 3) Develop a written, nationally lensed, lessons learned report that identifies gaps and in collaboration with the national ASF coordinator and the FPTI Exercise working group proposes some recommended solutions to these gaps. This report should contain information on but isn't limited to (1) Potential Communication Issues (2) Possible Policy Gaps (3) Clarity and understanding of Roles and Responsibilities (4) Potential Operational Issues.

**A detailed description of the Deliverables can be found Appendix C.**

## **PART 3 – PROPOSAL SUBMISSION REQUIREMENTS**

### **3.1 Proposal Contents**

Proponents are encouraged to submit Proposals that conform to the following section headings and requirements. Failure to conform may impair the Proposal review process, possibly to the detriment of the Proponent and disqualification.

- 3.1.1 An "Introduction" giving a brief description of the Proponent's relevant experience, comments on the proposed scope of work, overall approach to the work and identification of any sub-consultants.
- 3.1.2 A "Project Management" section showing how the required Deliverables will be provided including a description of the project approach, workplan, benchmarks and associated timelines.
- 3.1.3 A "Fees and Costs" section showing a breakdown before applicable taxes.

The cost of this work is currently budgeted at \$21,000 including all expenses. Consultants welcome to identify potential value-added elements along with the associated budget considerations if the stated budget limit would constrain the ability to successfully achieve the deliverables.

- 3.1.4 A "Subcontractor Section" if the Proponent is proposing to employ a sub-contractor, describing the Proponent's arrangements with the subcontractor (and including a copy of the subcontractor's Proposal to perform that portion of the work).
- 3.1.5 An "Experience Section" describing the Proponent's relevant experience, supported by illustrative material relating to past projects.
- 3.1.6 An "Appendix" showing the curricula vitae of professional staff of the Proponent and any sub-contractor.
- 3.1.7 A Registration Form (Appendix A), separate from the Proposal, signed by an authorized officer.
- 3.1.8 A Reference Form (Appendix B), separate from the Proposal, listing three persons for whom the Proponent has provided goods and/or services similar to the Deliverables within the past five years.

#### **PART 4 – EVALUATION OF PROPOSALS AND SELECTION**

##### **4.1 Stage I – Compliance with Submission Criteria**

Stage I of the evaluation process will consist of a review to determine which Proposals comply with all the submission criteria of this RFP. Proposals that do not comply with all the submission criteria, may, subject to the express and implied rights of the NFAHW Council, be disqualified and not evaluated further.

Submission requirements, which Proponents are requested to provide in their Proposals, are listed below.

##### **4.1.1 Registration Form (Appendix A) – Mandatory**

Each Proposal should include a Registration Form completed and signed by the Proponent.

In addition to the other information and representations made by each Proponent in the Registration Form, each Proponent must declare whether it has an actual or potential Conflict of Interest.

If, at the sole and absolute discretion of the NFAHW Council, the Proponent is found to be in a Conflict of Interest, the NFAHW Council may disqualify the Proposal submitted by the Proponent.

The Proponent, by submitting the Proposal, warrants that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the Proposal or performance of the contemplated Agreement other than those disclosed in the Registration Form. Where the NFAHW Council discovers a Proponent's failure to disclose all actual or potential Conflicts of Interest the NFAHW Council may disqualify the Proponent or terminate any contract awarded to that Proponent pursuant to this procurement process.

#### 4.1.2 Reference Form (Appendix B) – Mandatory

Each Proposal must include a Reference Form completed by the Proponent according to the instructions contained in that form. The name and telephone number of a contact person for each reference and a brief outline of the nature of the goods and/or services provided should be included.

The NFAHW Council, in its sole discretion, may confirm the Proponent's experience and/or ability to provide the Deliverables by checking the Proponent's references.

#### 4.2 Stage II – General Criteria

Stage II of the evaluation process will consist of evaluating Proposals based on the following general criteria:

Item	Category	Weight
4.2.1	<b>Experience, Skills, and Qualifications:</b> Experience, satisfactory performance on similar completed projects. Number, qualifications, and relevant experience of personnel to be assigned to the proposed team.	30
4.2.2	<b>Proposal:</b> The depth and detail of the Proposal, which indicates an understanding of the scope, size, and complexity of the Deliverables.	20
4.2.3	<b>Service Management:</b> The proponent's management of the work, delegation of responsibility, work plans, cost control, reporting and quality control, and subcontracting arrangements.	25
4.2.4	<b>Fees and Costs:</b> The Proponent's proposed fees and costs. All prices quoted shall be in Canadian Dollars. Prices shall also be quoted net of the Harmonized Sales Tax (HST) and any other federal or provincial taxes, if any, which may apply.	25

The NFAHW Council will not be limited to the criteria referred to above, and the NFAHW Council may consider other criteria that it identifies as relevant during the evaluation process. The NFAHW Council may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. All criteria considered will be applied evenly and fairly to all Proposals. In the event of a tie score, the selected Proponent will be determined on the basis of the Proponent with the highest rated score for pricing.

The NFAHW Council reserves the right and discretion to divide up the Deliverables, either by scope, geographic area, or other basis as the NFAHW Council may decide, and to select one or more Preferred Proponents to enter discussion with NFAHW Council for one or more Agreements to perform a portion or portions of the Deliverables. If the NFAHW Council exercises its discretion to divide up the Deliverables, NFAHW Council will do so reasonably having regard for the RFP and the basis of Proposals.

In addition to any other provision of this RFP, Proposals may be evaluated on the basis of advantages and disadvantages to the NFAHW Council that might result or be achieved from the NFAHW Council dividing up the Deliverables and entering into one or more Agreements with one or more Proponents.

#### 4.3 Stage III – Short List and Further Evaluation

The NFAHW Council may, in its sole and absolute discretion, short list one or more Proponents for further evaluation, including by way of interview, presentation and/or demonstration.

#### 4.4 Stage IV – Selection of Preferred Proponent

At the conclusion of Stage III, a Preferred Proponent or Preferred Proponents may be selected.

#### 4.5 Stage V – Negotiation of Agreement(s) and Award

If the NFAHW Council selects a Preferred Proponent or Preferred Proponents, then it may:

- a) Enter into an Agreement with the Preferred Proponent(s); or
- b) Enter into discussions with the Preferred Proponent(s) to clarify any outstanding issues and attempt to finalize the terms of the Agreement(s), including financial terms. If discussions are successful, the NFAHW Council and the Preferred Proponent(s) will finalize the Agreement(s); or
- c) If at any time the NFAHW Council reasonably forms the opinion that a mutually acceptable Agreement is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the NFAHW Council may then either open discussions with another Proponent or terminate the RFP and retain or obtain the Deliverables in some other manner.
- d) The NFAHW Council (on the advice of the ASF EMB) will make a recommendation to enter into an agreement with the Preferred Proponent



## **PART 5 – TERMS AND CONDITIONS OF THE RFP PROCESS**

### 5.1 General Information and Instructions

#### 5.1.1 Timetable

The following is the schedule for this RFP:

<b>Issue Date of RFP</b>	<b>September 29, 2021</b>
Proponents – Deadline for Questions	<b>October 7, 2021</b>
Posting of Responses to Questions	<b>October 11, 2021</b>
Proposal Submission Deadline	<b>October 19, 2021</b>
Confirmation of Contract	<b>October 29, 2021</b>
Discussion and Progress Report with ASF EMB’s FPTI Exercise working group	<b>Monthly</b>
Final Report Submitted for Approval	<b>February 28, 2022</b>
End of project	<b>March 15, 2022</b>

The RFP timetable is tentative only and may be changed by the NFAHW Council in its sole discretion.

#### 5.1.2 Proponents to Follow Instructions

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the applicable section numbers of this RFP where that request was made.

#### 5.1.3 Proposals in English or French

All Proposals may be submitted in either English or French.

#### 5.1.4 Proponents Shall Bear Their Own Costs

The Proponent shall bear all costs associated with or incurred in the preparation and presentation of its Proposal including, if applicable, costs incurred for interviews, presentations, or demonstrations.

## 5.2 Communication after Issuance of RFP

### 5.2.1 Proponents to Review RFP

Proponents are advised to examine all of the documents comprising this RFP and:

- a) are requested to report any errors, omissions, or ambiguities; and
- b) may direct questions or seek additional information,

in writing by email to the NFAHW Council Contact ([carsenault@ahwcouncil.ca](mailto:carsenault@ahwcouncil.ca)) on or before the Proponents' Deadline for Questions. All questions submitted by Proponents by email to the NFAHW Council. Contact shall be deemed to be received once the email has entered the NFAHW Council Contact's email inbox. No such communications should be directed to anyone other than NFAHW Council Contact.

It is the responsibility of the Proponent to seek clarification from the NFAHW Council Contact on any matter it considers to be unclear. The NFAHW Council shall not be responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

The NFAHW Council is under no obligation to provide additional information but may do so at its sole discretion.

To ensure consistency and quality of information provided to Proponents, the NFAHW Council will collect all inquiries and respond to all inquiries by way of a written response that will be communicated to all Proponents, by sending an email if the RFP was not posted, on the date specified in Section 5.1.1, without revealing the sources of the inquiries.

### 5.2.2 The NFAHW Council Information in RFP Only an Estimate

The NFAHW Council and its advisors make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general size of the work.

It is the Proponent's responsibility to avail itself of all the necessary information to prepare a Proposal in response to this RFP.

### 5.2.3 All New Information to Proponents by Way of Addenda

This RFP will only be amended by an addendum in accordance with this section. If the NFAHW Council, for any reason, determines that it is necessary to provide additional information (including responses to questions) relating to this RFP, such information will be communicated to all Proponents by addenda emailed by the date specified in Section 5.1.1.

Each addendum shall form an integral part of this RFP.

Such addenda may contain important information including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the NFAHW Council.

### 5.2.3 Post-Deadline Addenda and Extension of Proposal Submission Deadline

If any addendum is issued after the Deadline for Issuing Addenda, the NFAHW Council may at its discretion, extend the Proposal Submission Deadline for a reasonable amount of time.

## 5.3 Submission of Proposals

### 5.3.1 Proposals Submitted Only in Prescribed Manner

Proposals should be submitted by the following method:

A Proponent must submit RFP proposals through the Merx website at: [www.merx.com](http://www.merx.com)

### 5.3.2 Proposals Should Be Submitted on Time at Prescribed Location

Proposals should be submitted on or before the Proposal Submission Deadline. Proposals submitted after the Proposal Submission Deadline will be deemed late and may be disqualified. For the purpose of calculating time, the NFAHW Council clock at the prescribed location for submission will be used.

### 5.3.3 Amending or Withdrawing Proposals Prior to Proposal Submission Deadline

At any time prior to the Proposal Submission Deadline, a Proponent may amend or withdraw a submitted Proposal. The right of Proponents to amend or withdraw includes amendments or withdrawals wholly initiated by Proponents and amendments or withdrawals in response to subsequent information provided by addenda.

Any amendment should clearly indicate what part of the Proposal the amendment is intended to replace.

An electronic notice of amendment or withdrawal should be sent prior to the Proposal Submission Deadline and should be signed by an authorized representative.

The NFAHW Council is under no obligation to return amended or withdrawn Proposals.

### 5.3.4 Proposal Not to Be Amended After Proposal Submission Deadline

Proposals may not be amended following the Proposal Submission Deadline.

### 5.3.5 No Incorporation by Reference by Proponent

The entire content of the Proponent's Proposal should be submitted in a fixed form and the content of web sites or other external documents referred to in the Proponent's Proposal will not be considered to form part of its Proposal.

### 5.3.6 The NFAHW Council May Contact Proponent for Clarification

The NFAHW Council may contact the Proponent to request clarification (or the submission of supplementary written information in relation thereto) with respect to the Proposal and incorporate a Proponent's response to the request for clarification into the Proponent's Proposal.

### 5.3.7 Proposal to Be Retained by the NFAHW Council

The NFAHW Council will not return the Proposal, or any accompanying documentation submitted by a Proponent.

## 5.4 Notification of Outcome

### 5.4.1 Notification to Proponents of Outcome of Procurement Process

Once the Preferred Proponent(s) and the NFAHW Council execute the Agreement, the other Proponents will be notified by the NFAHW Council of the outcome of the procurement process, including the name of the Preferred Proponent(s).

## 5.5 General Guidelines

### 5.5.1 Prohibited Proponent Communications

The Proponents shall not engage in any communication that would constitute or create a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Registration Form.

Communication by a Proponent with any representative other than the NFAHW Council Contact may result in disqualification of the Proponent's Proposal.

### 5.5.2 Proponent Not to Communicate with Media

A Proponent should not at any time directly or indirectly communicate with the media in relation to this RFP or any contract awarded pursuant to this RFP without first obtaining the written permission of the NFAHW Council Contact.

### 5.5.3 Freedom of Information and Protection of Privacy Act

The Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended, applies to information provided to the NFAHW Council by a Proponent. Subject to Section 5.6.1(a), a Proponent should identify any information in its Proposal or any accompanying documentation that is supplied in confidence and for which confidentiality is to be maintained by NFAHW Council. The confidentiality of such information will be maintained by the NFAHW Council, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their Proposals will, as necessary, be disclosed on a confidential basis to the NFAHW Council's advisers retained for the purpose of evaluating or participating in the evaluation of their Proposals.

By submitting any Personal Information requested in this RFP, Proponents are agreeing to the use of such information as part of the evaluation process, for any audit of this procurement process and for contract management purposes.

### 5.5.4 Make Public Proponent Names

NFAHW Council may make public the names of any or all Proponents.

### 5.5.5 Acceptance of Non-Compliant Proposals

NFAHW Council may accept Proposals that do not comply with the requirements of this RFP.

### 5.5.6 No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract or agreement of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Agreement.

### 5.5.7 Governing Law of RFP Process

This RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

### 5.5.8 Bid Protest Procedure

Proponents are encouraged to contact the NFAHW Council Contact to seek a resolution of any complaint prior to initiating a formal bid protest. Upon initial contact with the NFAHW Council Contact the Proponent will have ten (10) business days in which to lodge a formal complaint in writing. If not received by that time, the NFAHW Council Contact will consider the issue resolved. Upon receiving a written complaint, the NFAHW Council Contact will discuss the matter and issue a timely response to the Proponent. Any protest in writing that is not received in a timely manner will not be considered and the Proponent will be notified in writing.

A protest in writing shall include the following:

- a) a specific identification of the provision and/or procurement procedure that is alleged to have been breached
- b) a specific description of each act alleged to have breached the procurement process
- c) a precise statement of the relevant facts
- d) an identification of the issues to be resolved
- e) the Proponent's arguments and supporting documentation
- f) the Proponent's requested remedy

### 5.5.9 Bid Protest Procedure

If a Proponent wishes to challenge the outcome of the RFP process, it should provide written notice to the NFAHW Council Contact within sixty (60) days of notification of award, and the NFAHW Council will respond in accordance with its bid protest procedures.

## **APPENDIX A - REGISTRATION FORM**

**Name of Proponent:**

**TO: The National Farmed Animal Health and Welfare Council (on behalf of African Swine Fever Executive Management Board)**

**RE: Develop and Document ASF Tabletop Exercises**

### **1. Proponent Information**

Full legal name of the Proponent is:

Any other relevant name under which the Proponent carries on business is:

Jurisdiction under which the Proponent is governed is:

Name, address, telephone, facsimile number, and email address of the contact person for the Proponent is:

Business Number and GST registration number is:

Whether the Proponent is an individual, a sole proprietorship, a corporation, a partnership, a joint venture, an incorporated consortium, or a consortium that is a partnership or other legally recognized entity:

### **2. Not a Tender**

The Proponent has carefully examined the request document and has a clear and comprehensive knowledge of the Deliverables required under the request document. The Proponent confirms its understanding that the request document is not a tender call and that no contractual relations are created between the NFAHW Council and the Proponent as a result of the submission.

### **3. Addenda**

The Proponent confirms that it has read and accepted all addenda issued by the NFAHW Council prior to the Deadline for Issuing Addenda. The onus remains on the Proponent to make any necessary amendments to its Proposal based on the addenda.

### **4. Conflict of Interest**

Prior to completing the portion of the Registration Form, Proponents should refer to the definition of Conflict of Interest set out in the request documents.

If the box below is left blank, the Proponent will be deemed to declare that: (1) there was no Conflict of Interest in preparing its submission; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the request document. Otherwise, if the statement below applies, check the box.

The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its Proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the request document.

If the Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must set out below details of the actual or potential Conflict of Interest:

Click or tap here to enter text.

## 5. Disclosure of Information

The Proponent hereby agrees that any information provided in this submission, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this submission by the NFAHW Council to advisers of the NFAHW Council (i.e., the African Swine Fever Executive Management Board) retained for the purpose of evaluating or participating in the evaluation of this Proposal.

### Representative

Name:

Title:

Signature:

Date:

## **APPENDIX B - REFERENCE FORM**

The Proponent is requested to provide three references from clients who have obtained similar goods or services from the Proponent in the last five years as those requested in this request document.

### **Reference #1:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date Work Undertaken:

Nature of Assignment & relevance to this project:

### **Reference #2:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date Work Undertaken:

Nature of Assignment & relevance to this project:

### **Reference #3:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date Work Undertaken:

Nature of Assignment & relevance to this project:



## APPENDIX C – STATEMENT OF WORK

### Development and Documentation of Tabletop Exercises with the African Swine Fever Executive Management Board FPTI Exercise Working Group

#### BACKGROUND

African swine fever (ASF), a reportable disease under the *Health of Animals Act*, is a virus that affects only pigs. The majority of pigs that contract this virus will die. ASF does not infect humans or pose a food safety risk. Pork will remain safe to eat. Canada has never detected ASF to date, but introduction into Canada would be devastating for the Canadian economy and swine sector. While there have been no reported cases of ASF in North America to date, its rapid spread in Asia and some European countries since 2018 is concerning. Most recently, the virus was detected in the Dominican Republic and Haiti. This was the first time ASF was detected in the Americas since this virus began spreading in 2018. The risk of disease introduction and subsequent spread is especially linked to the movement of pigs, people, and contaminated things such as meat and animal feed, clothing, footwear. In response, federal, provincial, and territorial governments, and industry representatives (FPTI) were selected to establish the African Swine Fever Executive Management Board (ASF EMB) with the goal to plan and prepare for ASF. The recent OIE Performance of Veterinary Services Evaluation, and Canada's Plant and Animal Health Strategy have clearly articulated the importance of shared industry and governments responsibility for animal health in Canada.

The ASF EMB provides guidance and prioritizes activities through the [Pan-Canadian Action Plan](#) and in alignment with the ASF Framework for Action. The Plan includes priority activities organized under four framework pillars: enhanced biosecurity and prevention (lead by the Canadian Pork Council), preparedness and planning (lead by the Canadian Food Inspection Agency), ensure business continuity (lead by the Canadian Meat Council) and coordinated risk communications (lead by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)).

A key deliverable of the ASF EMB, under the FPTI Exercise working group, is to develop and deliver disease related emergency management exercises to test the readiness of industry and government's ability to respond and recover. These exercises will be developed using ASF as a model, but the outcomes and lessons learned could be applied to other diseases affecting agricultural species.

Exercises will reinforce the importance of a strong and cohesive approach to animal health and disease management in Canada. The exercises will need to be iterative and evergreen, evolving as components are further developed by stakeholders and lessons continue to be learned. Where applicable exercises should include elaborating on roles and responsibilities, while noting gaps and proposed solutions from lessons learnt.

## SOUGHT OUTCOME

The goal of the project is to develop a tabletop exercise template, two ASF tabletop exercises and a lessons learned report.

## DELIVERABLES

The FPTI Exercise working group will provide guidance and expertise to the Contractor in the planning and execution of ASF tabletop exercises.

### 1. ASF Tabletop Exercise Template

Using best practices, design and build a template for ASF tabletop exercises [exercise in a box]. To include producers, swine industry groups, provincial pork boards, provincial and federal governments. This exercise template would include, but not be limited to:

- A facilitator handbook
- Exercise materials
- A structured agenda
- A set of defined “will says” and interjections that would be part of the exercise.

### 2. ASF Tabletop Exercises

#### **Exercise #1: Depopulation and disposal tabletop exercise with the ASF EMB FPTI Exercise Working Group**

A regional/provincial tabletop exercise that will involve selection of a real swine operation and will focus on the ability to plan for depopulation and disposal efforts that will be needed in the case of ASF being detected on the selected farm. Participants can be determined by each region or province, but the involvement of the farm owner/producer is a pre-requisite. Other participation that should be considered includes; provincial pork organizations, provincial and federal government partners, local/ district CFIA staff. Participants will be asked to outline and document their plan on the following:

- How would they depopulate the animals on this farm.
- What equipment would be needed for both depopulation and disposal efforts
- The roles and responsibilities of all partners
- Communications that will occur and indicate by whom
- How they would dispose of the carcasses from this farm

This tabletop exercise should be designed in a way that it can be delivered and conducted at a provincial/ regional level including in the Maritimes, Ontario, and in two western provinces and so that it is repeatable. This exercise should build off of any lessons learned from the FPTI Depopulation and Disposal exercises. The successful contractor will be asked to develop this exercise, ensure its delivery as well as document lessons learned regionally into a national lessons learned report.

#### **Exercise #2**

The second tabletop exercise will be developed from a list of priority topics determined by the ASF FPTI Exercise working group. The successful contractor will work with this group to develop, roll out and document lessons learned from this national exercise. Contractor to work with this working group and its chairs to develop, plan, run and document lessons learned from the tabletop exercise in one area of agreed upon priorities (i.e., permitting, traceability, ASF EMB Incident Command System [ICS] response drill, etc.).

### **3. Lessons Learned/ After Actions Report**

Through the ASF tabletop exercise process, the contractor should conduct a “hot wash” with all participants and further be able to document this discussion in the form of a written report, identify gaps and, in collaboration with the national ASF Coordinator and the FPTI Exercise working group, identify solutions or recommendations for the identified gaps. These potential gaps may include but are not limited to:

- Communication issues
- Operational issues
- Policy gaps
- Clarity and understanding in roles and responsibilities

### **PROJECT REPORTING**

- Provide progress updates to the ASF FPTI Exercise working group and further to the ASF Executive Management Board on each stage of the process to ensure activity remains on time, on task, and on budget
- Present project findings and provide an opportunity for collaboration and discussion with the ASF FPTI Exercise working group, with the ASF EMB and other groups where deemed relevant, at critical stages and prior to conclusion of the project
- Provide the ASF FPTI Exercise working group and further the ASF EMB with a written report and response plan at the end of the project for review and approval before dissemination.