

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

Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

Title - Sujet Ergothérapeute	
Solicitation No. - N° de l'invitation 51563-090005/B	Date 2012-08-03
Client Reference No. - N° de référence du client 51563-9-0005	GETS Ref. No. - N° de réf. de SEAG PW-\$MTB-540-12112
File No. - N° de dossier MTB-9-30758 (540)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-22	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Dubé, Denis	Buyer Id - Id de l'acheteur mtb540
Telephone No. - N° de téléphone (514)496-3886 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Anciens Combattants Canada Complexe Samuel-Holland 830 Ave Ernest Gagnon 3e étage, bureau 305 Québec, Qc, G1S 3R3	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
2	Service d'ergothérapie	51563	51563	1	Lot	\$			See Herein	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Period of the Standing Offer
4. Security Requirement
5. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Limitation of Call-ups

Solicitation No. - N° de l'invitation

51563-090005/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb540

Client Ref. No. - N° de réf. du client

51563-9-0005

File No. - N° du dossier

MTB-9-30758

CCC No./N° CCC - FMS No/ N° VME

8. Financial Limitation
9. Priority of Documents
10. Certifications
11. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions

List of Annexes:

Attachment I- Evaluation

- Annex A - Requirement
- Annex B - Basis of Payment
- Annex C - Security Requirements Checklist

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into six parts:

Part 1, General Information: provides a general description of the requirement;

Part 2, Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3, Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4, Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5, Certifications: includes the certifications to be provided;

Part 6: 6A, Standing Offer: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

and

6B, Resulting Contract Clauses: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

and,

Attachment I: evaluation

the Annexes: the Annexes include the Statement of Requirement, the Basis of Payment and Security Requirements Checklist

2. Summary

Title

Occupational Therapy Consulting Services

Description

For Veterans Affairs Canada request for Standing Offer on and when requested basis of occupational therapy to the staff of the Quebec District Office, on a wide variety of OT issues related to the care of adult and older adult clients. This includes, but is not limited to, the provision of professional advice and recommendations on client cases presented at Interdisciplinary Team meetings and case conferences.

3. Period of the Standing Offer

From the date of award to July 24, 2013 with an option of one year period.

4. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Standing Offer and Resulting Contract Clauses.

5. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 4.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Offers

Offers must be submitted only to **Public Works and Government Services Canada (PWGSC) Montreal** Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or electronic mail to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (2 hard copies)

Section III: Certifications (1 hard copies)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

Section I: Technical Offer

In their technical offer, offerors should include CV and letters of reference.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "B", Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

See Attachment 1.

1.1.2 Point Rated Technical Criteria

See Attachment 1.

1.2 Financial Evaluation

1.2.1 Price evaluation.

See Attachment 1.

2. Basis of Selection

- 1. To be declared responsive, an offer must:
 - (a) comply with all the requirements of the Request for Standing Offers (RFSO); and
 - (b) meet all mandatory technical evaluation criteria.
- 2. Offers not meeting (a) or (b) above will be declared non-responsive. The responsive offer with the highest evaluated points will be recommended for issuance of a standing offer. See Attachment I.

3. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 6A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Canada will not delay the issuance of any standing offer to allow offerors to obtain the required clearance.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

2. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.1 Federal Contractors Program - Certification

Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- 12
- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
 - (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
 - (c) () is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
 - (d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

Further information on the FCP is available on the HRSDC Web site.

2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police.

A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above?

YES () NO ()

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

2.3 Status and Availability of Resources

SACC Manual

Status and Availability of Resources M3020T (2010-01-11)

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE 51563-09-0005

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C ;
 - (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to July 24, 2013.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 1 period of one year, from July 25, 2013 to July 24, 2014 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Denis Dubé
Supply Specialist
Public Works and Government Services Canada
Quebec Region
Place Bonaventure, South-East Portal
800 de La Gauchetière Street West
Suite 7300
Montreal, Quebec H5A 1L6

Phone: (514) 496-3886
Facsimile: (514) 496-3822
E-mail: denis.dube@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

Solicitation No. - N° de l'invitation

51563-090005/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb540

Client Ref. No. - N° de réf. du client

51563-9-0005

File No. - N° du dossier

MTB-9-30758

CCC No./N° CCC - FMS No/ N° VME

5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is :Veterans Affairs Canada (VAC) Quebec District Office.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20 000.00 (Goods and Services Tax or Harmonized Sales Tax included).

8. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

9. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- e) the general conditions 2010B (2012-07-16), General Conditions - Professional Services apply to and form part of the Contract.
- f) Annex "A", Requirement;
- g) Annex "B", Basis of Payment;
- h) Annex "C", Security Requirement Check List;
- i) the Offeror's offer _____ .

10. Certifications

10.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

Solicitation No. - N° de l'invitation

51563-090005/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb540

Client Ref. No. - N° de réf. du client

51563-9-0005

File No. - N° du dossier

MTB-9-30758

CCC No./N° CCC - FMS No/ N° VME

10.2 SACC Manual Clauses

Status and Availability of Resources, M3020C (2010-01-11)

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in Quebec.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010B (2012-07-16), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

2.1 SACC Manual Clauses

A9113C (2008-12-12) Handling of Personal Information

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 SACC Manual clause

C6000C (2007-05-25) Limitation of Price

5. Invoicing Instructions - weekly payment

The invoicing will be sent weekly to the following address:

Anciens Combattants Canada
Complexe Samuel-Holland
830 Ave Ernest Gagnon
3e étage, bureau 305
Québec, Qc, G1S 3R3

ATTACHMENT I

Technical evaluation 65% of the mark.

Financial evaluation 35% of the mark.

EVALUATION

Technical evaluation

(65% of the mark)

MANDATORY REQUIREMENTS

it is understood by the parties submitting offers that to be considered valid, an offer **MUST** meet all the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

Each proposed person to provide Occupational Therapy services shall meet the following qualifications	Page # in Proposal
1- Graduation with a degree in occupational therapy from a recognized university (Proof of education must be submitted with your proposal. A photocopy of the credentials is acceptable. If the degree is from out of Canada, the bidder is responsible to have the Canadian equivalency of the degree evaluated by a recognized third party.)	
2- A certificate of current registration as an Occupational Therapist (OT) in the province where the work is to be performed. (Proof of registration must be submitted with your proposal. A photocopy of the document is acceptable.)	
3- Recent experience (two years in the past seven) in providing occupational therapy services to adults	
4- Experience with the use of personal computers and software in a Windows environment including word processing, electronic mail and Internet. (Information on the OT must clearly indicate the level of usage of computers. Experience may be from computer use in work settings or personal computer use.)	
5- Must hold a valid driver's license in the province where the work is to be performed. (Proof of license must be submitted upon request.)	

POINT RATED REQUIREMENTS

In addition to meeting all of the mandatory requirements, the technical proposal will be evaluated on the basis of the following. There is no minimum point value required, however, the score from the rated requirements will be considered in awarding the contract.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

	POINT RATED REQUIREMENTS	Page # in Proposal
1	Experience within the last seven years in providing occupational therapist services in a community health setting. (Maximum 40 points)	
2	Experience within the last seven years in providing occupational therapist services to clients in a mental health/psychiatric program. (Maximum 20 points)	
3	Experience within the last seven years in providing occupational therapist services to clients in a physical rehabilitation program. (Maximum 30 points)	
4	Experience within the last seven years in providing OT services to adults in a long term care facility. (Maximum 20 points)	
5	Competency in interpersonal skills, judgement, dependability, and oral and written communication as confirmed by two written references from employers within the last seven years. (Maximum 32 points)	

Maximum Total 142

	RATING GRID	Maximum points
1	<p>Experience within the last seven years in providing occupational therapist services in a community health setting.</p> <ul style="list-style-type: none"> - More than one year, but less than 2 years full time equivalent experience: 10 points - More than two years, but less than 3 years full time equivalent experience: 20 points - More than three years, but less than 5 years full time equivalent experience: 30 points - More than five years full time equivalent experience: 40 points 	40
2	<p>Experience within the last seven years in providing occupational therapist services to clients in a mental health/psychiatric program.</p> <ul style="list-style-type: none"> - More than one year, but less than 2 years full time equivalent experience: 10 points - More than two years, but less than 3 years full time equivalent experience: 15 points - More than three years full time equivalent experience: 20 points 	20
3	<p>Experience within the last seven years in providing occupational therapist services to clients in a physical rehabilitation program.</p> <ul style="list-style-type: none"> - More than one year, but less than 2 years full time equivalent experience: 15 points - More than two years, but less than 3 years full time equivalent experience: 20 points - More than three years full time equivalent experience: 30 points 	30
4	<p>Experience within the last seven years in providing occupational therapist services to adults in a long term care facility.</p> <ul style="list-style-type: none"> - More than one year, but less than 2 years full time equivalent experience: 10 points - More than two years, but less than 3 years full time equivalent experience: 15 points - More than three years full time equivalent experience: 20 points 	20

5	<p>Competency in interpersonal skills, judgement, dependability, and oral and written communication as confirmed by two written references from employers within the last seven years.</p> <p>4 marks maximum for each reference rating employee on a scale: Excellent - 4 pts; Very Good - 3 pts; Good - 2 pts; Fair - 1 pt; Poor - 0 pts. - interpersonal skills - judgement - dependability - oral and written communication</p>	32
---	---	----

Maximum Total 142 Points

Financial Evaluation

(35% of the mark)

The number of points is distributed in regards to the lowest rate for each year.

Period of the SO	The lowest	Secod lowest	Third lowest	Forth lowest
Year 1	15	10	5	1
Year 2	10	6	3	1

The highest score technical evaluation plus financial evaluation.

ANNEX "A"

Requirement

Objective:

The Contractor shall provide occupational therapy (OT) consultation services on behalf of Veterans Affairs Canada (VAC) on an "as and when requested" basis for the Quebec District Office, in accordance with the terms and conditions set out in this document.

Language Requirements:

The Contractor/Service Provider shall be proficient in both official languages of Canada, both oral and written.

Requirement

1. The Contractor must provide professional OT consultation services and advice to the staff of the Quebec District Office, on a wide variety of OT issues related to the care of adult and older adult clients. This includes, but is not limited to, the provision of professional advice and recommendations on client cases presented at Interdisciplinary Team meetings and case conferences.
2. The Contractor must use a VAC computer and software for client documentation in a Windows environment, including word processing, electronic mail and Internet.
3. The Contractor must use the Departmental system, Benefits and Health Services On Line (BHSOL) to request OT and other client assessment reports from OTs and other health professionals, to review and finalize these reports and to follow-up with the respective VAC Case Manager on services for the client. At the request of the Project Authority, the Contractor may also be required to monitor and report on OT provider turnaround times and compliance with quality standards. Direct follow-up with the OT service providers may be required. At the request of the Project Authority, the Contractor may also be required to provide training in the use of the BHSOL system to other contract occupational therapists in the District Offices, and to external OT providers completing assessments and reports on behalf of VAC.
4. At the request of the Project Authority, the Contractor may also be required to request, review and précis OT and related health professional reports from other service providers, such as community agencies and services.

-
5. The Contractor must make any follow-up calls and inquiries from an occupational therapy perspective related to clients discussed at Interdisciplinary Team meetings or during case conferences/consultations with staff.
6. The Contractor must liaise with health care professionals and agencies in the community and in long-term care facilities in relation to specific client cases.
7. The Contractor must make recommendations and give professional approval or decline of various benefits or services for Veterans, in respect of VAC policy for these benefits and services.
8. Upon request of the Project Authority, the Contractor may be required to provide information sessions to VAC staff, clients and others on health related topics.
9. Upon request of the Project Authority, the Contractor must conduct comprehensive OT assessments of VAC clients in their homes or the facilities in which the clients reside. The Contractor must prepare reports on the health status and care needs of the clients using BHSOL. Elements to be assessed include, but are not limited to:
- OT Assessment
 - Mini-Mental Status
 - Power Mobility
 - Berg Balance
 - Braden Scale
10. The Contractor must apply competency in interpersonal skills, judgement, dependability, and oral and written communications.

Miscellaneous

Volume of Work:

The requirement is on an "as and when requested basis", within a 24 hour notification by the VAC Project Authority. Work days are from Monday to Friday, and may or may not be consecutive.

Estimated utilization for the Quebec District Office, is 144 days per year.

There may be a requirement for additional occupational therapists based on the utilization, program and/or legislation changes.

Travel:

There may be a requirement for occasional travel within the District area.

Travel must be pre-authorized by the Project Authority and will be reimbursed at Treasury Board Travel Guideline rates in effect at the time of travel.

Travel related costs to and from the District Office is the Contractor's responsibility.

Location of Work:

The OT services are to be carried out at the following location:

Veterans Affairs Canada
Quebec District Office

OT assessment work, if required, must be carried out in the homes or facilities in which VAC clients reside.

Access to Government Facilities / Equipment:

Access to any government Facilities, and equipment and materials (workstation, phone, and computer) necessary to the performance of the work will be provided through arrangements made with the Technical/Project Authority. There will be, however, no day to day supervision of the Contractor's activities nor control of the hours of work by the Project Authority.

Training:

Orientation and training on the required OT services and VAC computer systems, including the use of BHSOL, will be provided at the start of the contract. Training time will be compensated as per Annex B.

Ownership of Product:

All information collected, created, captured or received by the Contractor as a result of fulfilling the requirements of the contract, regardless of the format, medium, and physical characteristics, remains under the ownership and control of the Crown.

Access to Information and Privacy:

Requests for Personal Information - Clients may use an informal process to request access to their own personal information from the Contractor. Should this occur, the Contractor must seek direction from the Project Authority as to what may be disclosed directly from the Contractor.

Notification of Breach of Privacy:

The Contractor must notify the Project Authority immediately when it anticipates, or becomes aware of, an occurrence of breach of the privacy requirements of the Contract. This includes but is not limited to:

1. unauthorized access to or modification of the personal information in its custody
2. unauthorized use of the personal information in its custody
3. unauthorized disclosure of the personal information in its custody
4. A breach of privacy or security with respect to personal information in its custody or with respect to any computer system in its custody and that may be used to access personal information.

Annex «B»**Basis of payment
Frm hourly rate****Labour****1- First year of the Standing Offer**

From _____ to July 24, 2013.

Occupational Therapist Hourly rate _____ \$

Estimation: _____ \$

Travel and Expenses Estimation: 5,000.00 \$

Total Estimation: _____ \$

Optional**2- Second year of the Standing Offer**

From July 25, 2013 to July 24, 2014.

Occupational Therapist Hourly rate _____ \$

Estimation: _____ \$

Travel and Expenses Estimation: 5,000.00\$

Total Estimation: _____ \$

NOTE:

Travel and Living Expenses.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Solicitation No. - N° de l'invitation

51563-090005/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb540

Client Ref. No. - N° de réf. du client

51563-9-0005

File No. - N° du dossier

MTB-9-30758

CCC No./N° CCC - FMS No/ N° VME

Annex «C»

Security Requirement Check List (To be inserted here)



Government of Canada / Gouvernement du Canada

Contract Number/Numéro du contrat 51563-09-0005
Security Classification/Classification de sécurité

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

PART A - CONTRACT INFORMATION/PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization/ Ministère ou organisme gouvernemental d'origine Anciens Combattants Canada	2. Branch or Directorate/Direction générale ou Direction Bureau de district de Québec	
3. a) Subcontract Number/Numéro du contrat (à sous-traitance) 51563-09-0005	3. b) Name and Address of Subcontractor/Nom et adresse du sous-traitant	
4. Brief description of work/Breve description du travail Fournir des services de consultation en ergothérapie pour le compte d'Anciens Combattants Canada		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military Technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. Indicate the type of access required/Indiquer le type d'accès requis.		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access/Indiquer le type d'information auquel le fournisseur devra avoir accès.		
<input checked="" type="checkbox"/> Canada	<input type="checkbox"/> NATO/OTAN <input type="checkbox"/> Foreign/Étranger	
7. b) Release restrictions/Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to/Limité à : <input type="checkbox"/> Specify country(ies)/Préciser le(s) pays :	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to/Limité à : <input type="checkbox"/> Specify country(ies)/Préciser le(s) pays :	
7. c) Level of information/Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 150-103 (2004/12)

Security Classification/Classification de sécurité
--

Canada



Contract Number/Numéro du contrat 51563-09-0005
Security Classification/Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material/Titre(s) abrégé(s) du matériel:
Document Number/Numéro du document:

No / Non Yes / Oui

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux:		

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui
 No / Non Yes / Oui

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

INFORMATION/ASSETS - RENSEIGNEMENTS/BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui
 No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui
 No / Non Yes / Oui

Security Classification/Classification de sécurité



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

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

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

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

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

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

SUMMARY CHART/TABLEAU RÉCAPITULATIF

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

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

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

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

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