

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
107 Shireff, Suite 204
Rue 107 Shirreff
North Bay, Ontario P1B 7K8
Bid Fax: (705) 476-0778

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet MEDICAL OFFICER - NORTH BAY DO	
Solicitation No. - N° de l'invitation 51019-115002/B	Date 2012-04-05
Client Reference No. - N° de référence du client 51019-115002	
GETS Reference No. - N° de référence de SEAG PW-\$TNB-802-1603	
File No. - N° de dossier TNB-1-34024 (802)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-25	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Boire, Denyse	Buyer Id - Id de l'acheteur tnb802
Telephone No. - N° de téléphone (705) 474-6103 ()	FAX No. - N° de FAX (705) 476-0778
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: VETERANS AFFAIRS CANADA NORTH BAY DISTRICT OFFICE CANADA PLACE 107 SHIRREFF AVE., SUITE 201 NORTH BAY, ONTARIO P1B 7K8	

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
107 Shirreff, Suite 204
North Bay, Ont. P1B 7K8

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

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This bid solicitation cancels and supersedes previous bid solicitation number 51019-115002/A dated 2011-09-09.

PART 1 - GENERAL INFORMATION

1. Security Requirement

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

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

4. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

The 2003 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (3 hard copies)
- Section II: Financial Bid (1 hard copies)
- Section III: Certifications (1 hard copies)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation**1.1.1 Technical Criteria**

In its technical bid, the Bidder must demonstrate its understanding of the requirement described in the bid solicitation, as well as demonstrate how the Bidder will meet the requirements of the Evaluation Criteria and Basis of Selection at Annex C.

1.2 Financial Evaluation

The Bidder must submit its financial bid in accordance with Annex B- Basis of Payment.

1.2.1 Evaluation of Price

The price will be evaluated on the total requirement (Contract period plus any option periods) mathematically extended using all categories and estimates as indicated in Annex B - Basis of Payment.

2. Basis of Selection

Refer to Annex C - Evaluation Criteria and Basis of Selection

3. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder'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 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

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

1. Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program - over \$25,000 and below \$200,00

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 the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Bidder or the member of the joint venture

(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 the 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.

1.2 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, bidders must provide the information required below.

Definitions

"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 Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder 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 Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force 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 a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

1.3.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition

1.4 Status and Availability of Resources

1.4.1 SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

1.5 Education and Experience

1.5.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES**1. Security Requirement**

1. The Contractor must, at all times during the performance of the Contract, 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 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.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor 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).

2. Statement of Work

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B(2011-05-16), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

3.2 Supplemental General Conditions

4008 (2008-12-12), Personal Information

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from May 1, 2012 to May 31, 2013.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Denyse Boire

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch, Ontario Region

107 Shirreff Avenue, Suite 204,

North Bay, Ontario P1B 7K8

Telephone: (705) 474-6103

Facsimile: (705) 476-0778

E-mail address: denyse.boire@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Site Authorities for Veterans Affairs Canada (VAC)

5.2.1 The Manager of Administrative Service is responsible for all VAC administrative tasks related to this contract (i.e., approving invoice for payment, mainframe and telecommunications access and initiate contract amendments).

Name: *(will be filled in at contract award)*

Telephone:

5.2.2. The Client Service Team Manager (CSTM) is responsible for the work situation (i.e., verifying the required work is completed as per the contract and is satisfactory, verify time worked against the invoice, participation at required meetings and all In-Service training attendance records, details and materials are provided to the RMO).

Name: *(will be filled in at contract award)*

Telephone:

5.3 Project Authorities

5.3.1 The District Director is responsible for verifying with the Client Service Team Managers that work being performed is satisfactory and that expended funds are in accordance with the contract.

Name: *(will be filled in at contract award)*

Telephone:

5.3.2 The Regional Medical Officer (RMO) is responsible for direction relating to the application of VAC policy on medical and pension issues, and verifying that the work is being completed as per the contract and is satisfactory.

Name: *(will be filled in at contract award)*
Telephone:

5.4 Contractor's Representative (FILL IN)

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

6. Payment

6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment at Annex B.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(to be specified at contract award)* will be determined at contract award). Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or

(c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Method of Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payment

6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit
C0711C (2008-05-12), Time Verification

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed

8. Certifications

8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010B (2011-05-16), General Conditions - Professional Services (Medium Complexity);
- (c) 4008 (2008-12-12), General Conditions - Personal Information;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex D, Insurance
- (g) Annex E, Security Requirements Check List;
- (h) the Contractor's bid dated _____

11. SACC Manual Clauses

A0285C (2007-05-25), Workers Compensation
 A9068C (2010-01-11), Government Site Regulations
 B9028C (2007-05-25), Access to Facilities and Equipment

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"

STATEMENT OF WORK

Medical Examinations and Advisory Services

1. BACKGROUND

Medical Advisors at Veterans Affairs Canada (VAC) are responsible for providing expert medical advice on entitlement for disability eligibility, health care programs and services, and providing field medical officers with functional direction regarding their role in the delivery of VAC programs and services. The medical advice provided is in the context of the program and legislative framework governing disability/pension award matters (Pension Act, Canadian Forces members and Veterans Re-establishments and Compensation Act, and related Regulations and Policies).

The **North Bay District Office** of VAC requires a Contractor to perform pension medical exams and be a member of an interdisciplinary team consisting of health and non health professionals. The Contractor can supply multiple physicians to provide these services.

The Contractor's physician(s) is required to conduct **pension medical examinations (PMEs)** for pensioners and applicants of pensions for Veterans Affairs Canada. Pension medical exams will be conducted in a full service examination room at the **North Bay District Office**. It is VAC's expectation that exams consisting of one to two conditions would take up to 1 hour and three or more conditions up to 1.5 hours to complete both examination and documentation.

The Contractor's physician(s) will **provide medical advisory consultation services** and interdisciplinary planning of health services for clients. The Contractor will consult / liaise with VAC staff, clients, family physicians, specialists, and other health and medically related organizations and facilities on the development of client rehabilitation plans. The requirement of medical advisory services will be for an average of 2 hours per week.

Further information on Veterans Affairs Programs and services can be found at www.vac-acc.gc.ca

2.1 Scope of Work - Pension Medical Examinations

The Contractor's physician(s) will be required to provide expert medical consultations in response to individual client requests for VAC benefits by:

- Reviewing the client's application, statement of case and relevant service documents, and client's file information for disability pension/award benefits.
- Conducting research, as necessary, to become familiar with the client's medical condition and status including factors which can cause and aggravate this medical condition;
 - Analysing all information, including relevant VAC legislation, policy, guidelines and approval criteria, to arrive at an informed opinion concerning the presence of a disability, the result of service factors to this disability and the degree of disability from the pensioned/award condition; and,
- preparing, pursuant to the above-noted activities, and in keeping with current Departmental legislation, policy and guidelines, a medical opinion supporting rationale to facilitate entitlement and assessment decisions by departmental adjudicators.

The Contractor's physician(s) will be required to provide his/her medical opinion on forms provided to him/her by VAC. Handwritten forms must be legible.

2.2 Types of Examinations

The examinations required fall into one of two categories namely:

- a. New Entitlements
- b. Complaints

Examinations will be conducted in a full service examination room at the North Bay District Office, 107 Shirreff Avenue, Ste 201, North Bay, ON P1B 7K8.

Examinations must be made within fifteen (15) days of initial request for appointment, and completion of required information must be provided to the Site Authority specified herein within fifteen (15) days of examination.

If the Contractor's physician(s) has concerns regarding a VAC client's care, they are to contact the client's VAC Case Manager and/or the Regional Medical Officer with the details of their concerns.

In the event of a cancellation/postponement or no show, the Contractor's physician(s) may perform the duties as medical advisor as specified in section (3) Scope of Work - Medical Advisor at the direction of the Client Service Team Manager or District Director.

3. Scope of Work - Medical Advisor Consultation Services

3.1 Daily/Weekly

- Attend/Participate in all scheduled District Health Care Team meetings. These meetings are weekly and will be face to face and/or teleconferences and will be approximately 0.5 to 3.5 hours in duration.
- Review medical documentation and VAC client information. Provide medical recommendations to the Health Care Team and/or VAC Case Manager with regards to program and benefit eligibility in accordance with Veterans Program Policy Manuals provided via our local area network. Provide information and recommendations to the Client Service Team Manager in order to facilitate case planning and case management of VAC clients.
- Review benefits for eligible VAC clients to establish and make recommendations if requests are related to pensioned conditions.
- Review medical service records for comment on the etiology of medical conditions that may affect mental health (where applicable) and to provide comment regarding impact on pensioned conditions.
- Facilitate an effective working relationship between VAC and the client's primary care physician and/or specialists. Obtain client medical information from these physicians, and discuss VAC concerns regarding client care and the advancement of client rehabilitation plans from a medical standpoint.
- Provide consultations relating to medical/mental health issues to the VAC Case Manager and/or Regional Medical Officer in order to respond to emergencies.
- Provide information and make recommendations on applications for departmental contract beds, where applicable.

3.2 Monthly Requirement

- Attend/Participate in scheduled monthly Senior District Medical Officer (SDMO) teleconferences (approximately 1.5 hours per month). SDMO teleconferences are required to provide Contractors with policy and procedure updates.
- Teleconferences are normally scheduled on the **3rd Thursday of every month at 11:00 a.m.**. Contractors may participate in the teleconferences at the location of their choice.

4. Volume of Work per 12 month contract period

4.1 Pension Medical Examinations (PMEs)

The Contractor's physician(s) is required to provide pension medical examinations for pensioners and applicants of pensions for VAC. It is VAC's expectation that one to two conditions would take up to 1 hour and three or more conditions up to 1.5 hours to complete both examination and documentation.

The maximum number of PMEs with one to two conditions is 100.

The maximum number of PMEs with three or more conditions is 50.

4.2 Medical Advisor Consultation Services

The Work involving medical advisor services is required on a weekly basis and the average hours per week will be 2. The maximum level of effort is 104 hours per year.

5. Training:

Training requirements for VAC medical resources will be identified by the Regional Medical Officer as follows:

- VAC will provide basic training on the Disability Pension and Disability Awards Programs.
- VAC will identify basic training requirements on the New Veterans Charter and will arrange for delivery of the same.

6. Deliverables

6.1 Pension Medical Examinations

Examinations must be made within fifteen (15) days of initial request for appointment, and completion of required information must be provided to the Site Authority specified herein within fifteen (15) days of examination.

6.2 Medical Advisor Consultation Services

Review client files in a thorough and timely manner, and provide written recommendations on District Office Health Care Team, (DOHCT) decision sheets. Provide medical consultation / advisory services by making verbal / written / electronic recommendations on client care to the DOHCT, VAC Case Manager, and /or Regional Medical Officer. Provide attendance records, materials and details of in-service training provided to District Office staff.

If the Contractor has concerns regarding a VAC client's care, they are to contact the client's VAC Case Manager and/or the Regional Medical Officer with the details of their concerns.

7. On-line Submission of Health Information

Contractor's physician(s) may be required to transmit health information on-line over the Internet through Benefits and Health Services On-line (BHSOL). When the Contractor is required to transmit Veterans Affairs Canada client health information on-line via the Internet, the contractor will ensure that such Internet transmission is through a web-browser having its Security lock mechanism engaged.

**ANNEX B
BASIS OF PAYMENT**

1. The Contractor shall be paid the following for work and services performed pursuant to the Contract.

<u>Item</u>	<u>Labour Category</u>	<u>Estimated Usage</u>	<u>Pricing</u>
1.1	For the period: Year One May 1, 2012 to April 30, 2013		
a)	Medical Examinations that require examination of <i>one or two</i> pensioned conditions and document completion per patient, at a firm all inclusive lot price per patient.	100	\$ _____/ea
b)	Medical Examinations that require examination of <i>three or more</i> pensioned conditions and document completion per patient, at a firm all inclusive lot price per patient.	50	\$ _____/ea
c)	Medical advisory services at a firm all inclusive hourly rate (estimated: maximum : 2 hours/week x 52).	104	\$ _____/hour
1.2	For the first option period: May 1, 2013 to April 30, 2014		
a)	Medical Examinations that require examination of <i>one or two</i> pensioned conditions and document completion per patient, at a firm all inclusive lot price per patient.	100	\$ _____/ea
b)	Medical Examinations that require examination of <i>three or more</i> pensioned conditions and document completion per patient, at a firm all inclusive lot price per patient.	50	\$ _____/ea
c)	Medical advisory services at a firm all inclusive hourly rate (estimated: maximum: 2 hours/week x 52).	104	\$ _____/hour
1.3	For the second option period: May 1, 2014 to April 30, 2015		
a)	Medical Examinations that require examination of <i>one or two</i> pensioned conditions and document completion per patient, at a firm all inclusive lot price per patient.	100	\$ _____/ea
b)	Medical Examinations that require examination of <i>three or more</i> pensioned conditions and document completion per patient, at a firm all inclusive lot price per patient.	50	\$ _____/ea
c)	Medical advisory services at a firm all inclusive hourly rate. (estimated: maximum: 2 hours/week x 52).	104	\$ _____/hour

2. Travel / Training / Conferences

2.1 Time spent in travel, training and conferences will be paid at a firm all-inclusive hourly rate of \$ _____/hour , (HST EXTRA) (The maximum level of effort is 75 hours per year)

2.2 Travel & Living Expenses

The Contractor will be paid its preauthorized travel & living expenses, reasonably and properly incurred in the performance of the work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental allowances specified in Appendices B, C, and D of the Treasury Board Travel Directive. <http://www.tbs-sct.gc.ca/hr-rh/gtta-vgcl/> and with other provisions of the directive referring to travellers, rather than those referring to government employees.

The volume of work shown in the respective categories of the above basis of payment are estimates and it is the intention that changes from item to item will be accepted for billing purposes as the work proceeds, provided that the total cost of the contract does not exceed the Limitation of Expenditure and the changes have the prior approval of the Contracting Authority designated herein.

ANNEX C

EVALUATION CRITERIA & BASIS OF SELECTION

1. Evaluation Criteria

1.1 Mandatory Requirements of the Contractor:

Any proposal which fails to meet the following mandatory requirements below will be deemed non-responsive and will receive no further consideration. The words "shall", "must", "essential", "will" and "required" in the RFP are to be interpreted as mandatory requirements.

Each of the proposed physician(s) must meet the evaluation criteria in order to be considered.

Item	Description
1	a) The proposed candidate(s) must possess a Degree from a recognized school of medicine; or, b) If the degree is from outside Canada, the bidder is responsible for having the Canadian equivalency of the degree evaluated by a recognized third party. The list of recognized organizations can be found under the Canadian Information Centre for International Credential Website at : http://www.cicic.ca <i>(Proof of education must be submitted with the bid. Proof of education may include, but not limited to a photocopy of the degree, original or photocopy of transcript.)</i>
2	The proposed candidate(s) must possess a valid licence to practice medicine in the province of Ontario . <i>(A copy must be provided with the bid)</i>
3	The proposed Doctor(s) must have clinical experience in the examination and management of patients experiencing in at least 2 of the five following conditions within the last five (5) years; - musculoskeletal problems; - mental health problems; - complex / multiple medical problems; - geriatric health problems; - chronic pain <i>(Bidders must provide ample evidence to support compliance with this requirement in their submission)</i>
4	The proposed Doctor(s) must have at least 2 years of experience working with health and non-health professionals in the delivery of health care services for clients in the past five (5) years. <i>(Bidders must provide ample evidence to support compliance with this requirement in their bid submission).</i>
5	The proposed Doctor(s) must have experience providing health care for at least 2 of the following groups of people in the past 5 years Senior citizens; Veterans; Canadian Forces; RCMP clients <i>(Bidders must provide ample evidence to support compliance with this requirement in their bid submission).</i>

2. Basis of Selection -

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

ANNEX D

INSURANCE

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by The Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

Medical Malpractice Liability Insurance:

1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
4. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX E**SECURITY REQUIREMENTS CHECK LIST**



Government of Canada / Gouvernement du Canada

Contract Number/Numéro du contrat 51019-11-5002
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 Veterans Affairs Canada	2. Branch or Directorate/Direction générale ou Direction North Bay District Office
3. a) Subcontract Number/Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor/Nom et adresse du sous-traitant
4. Brief description of work/Brève description du travail Provision of Professional Medical Services	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military Technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required/Indiquer le type d'accès requis.	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access/Indiquer le type d'information auquel le fournisseur devra avoir accès.	

Canada <input checked="" type="checkbox"/>	NATO/OTAN <input type="checkbox"/>	Foreign/Étranger <input type="checkbox"/>
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7. b) Release restrictions/Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to /Limité à : <input type="checkbox"/>	Restricted to /Limité à : <input type="checkbox"/>	Restricted to /Limité à : <input type="checkbox"/>
Specify country(ies) /Préciser le(s) pays :	Specify country(ies) /Préciser le(s) pays :	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"/>

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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 Titles(s) of material/Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
Document Number/Numéro du document :

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

10. a) Personnel security screening level required/Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input 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? No / Non Yes / Oui
If yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION/ASSETS - RENSEIGNEMENTS/BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For 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 RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	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).

Security Classification/Classification de sécurité
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