

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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**

<b>Title - Sujet</b> Medical Laboratoy Services	
<b>Solicitation No. - N° de l'invitation</b> HT240-111450/A	<b>Date</b> 2012-03-08
<b>Client Reference No. - N° de référence du client</b> HT240-111450	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$Q-054-23881	
<b>File No. - N° de dossier</b> 054sq.HT240-111450	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-28</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Campbell, Lena C.	<b>Buyer Id - Id de l'acheteur</b> 054sq
<b>Telephone No. - N° de téléphone</b> (819) 956-1751 ( )	<b>FAX No. - N° de FAX</b> (819) 997-2229
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF HEALTH PSHP,OHC- 12TH FL 171 SLATER ST, AL3712A OTTAWA Ontario K1A0K9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

**Issuing Office - Bureau de distribution**  
Science Procurement Directorate/Direction de l'acquisition  
de travaux scientifiques  
11C1, Phase III  
Place du Portage  
11 Laurier St. / 11, rue Laurier  
Gatineau, Québec K1A 0S5

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**List of Attachments:**

- Attachment 1 Financial Bid Presentation Sheet
- Attachment 2 Mandatory Technical Criteria
- Attachment 3 Certifications Precedent to Contract Award

**List of Annexes:**

- Annex **A** Statement of Work
- Annex **B** Basis of Payment
- Annex **C** Insurance Requirements
- Annex **D** Security Requirements Check List

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation document is divided into seven parts plus attachments and annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, and the Security Requirements Check List.

### 2. Summary

The Emergency Preparedness and Occupational Health Directorate (EPOHD) requires the services of a medical laboratory facility to provide:

1. a Phlebotomist Laboratory Technician to collect blood, stool, urine and other specimen samples taken from the human body, and process the samples for shipment to the appropriate laboratory for medical testing. The work of the Phlebotomist Laboratory Technician is to be performed on-site at the EPOHD lab of Health Canada located at 171 Slater Street, Ottawa, Ontario.
2. medical laboratory services for the testing of blood, stool, urine and other specimen samples taken from the human body. The medical laboratory tests are identified in Appendix I.

Services are required for three (3) years from contract award, with an irrevocable option on the part of Canada to extend the contract period by up to two (2) additional periods of one (1) year each. The requirement is exempted from the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), and is limited to Canadian services.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Insurance Requirements, and Part 7 - Resulting Contract Clauses. 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)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

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### **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.

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## 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://sacc.pwgsc.gc.ca/sacc/index-e.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 (100) days

#### 1.1 List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

### 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 ten (10) 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

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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 (4 hard copies)

Section II : Financial Bid (2 hard copies)

Section III : Certifications ( 1 hard copy)

**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 30% recycled paper;
- (c) print double sided (duplex printing);
- (d) use a numbering system that corresponds to the bid solicitation; and
- (e) submit bound bids using cerlox, staples, etc., but no binders.

#### Section I : Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should clearly address and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II : Financial Bid

**1.1 Bidders must submit their financial bid in accordance with the following :**

- (a) A firm all-inclusive hourly rate for the Phlebotomist Lab Technician for each year of the contract period and for each option period.
- (b) A firm all-inclusive price for each test for each year of the contract period and for each option period.



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- (c) The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.
- (d) No travel and living expenses will be paid for services provided within the National Capital Region (NCR). Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the NCR. All of these costs are to be included in the firm all inclusive labour rates requested above.
- (e) The information should be provided in accordance with the Financial Bid Presentation Sheet in Attachment 1.
- (f) For Canadian-based bidders, prices must be in Canadian funds, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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## **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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

##### **1.1.1 Mandatory Technical Criteria**

Refer to Attachment 2, Mandatory Technical Criteria.

#### **1.2 Financial Evaluation**

##### **1.2.1 Evaluation of Price**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as detailed in Attachment 1, Financial Bid Presentation Sheet.

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Lowest Evaluated Price**

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.

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## 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 the 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 in Attachment 3, Certifications Precedent to Contract Award, 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.

## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 1. 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 7 - 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 7 - 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. Canada will not delay the award of any contract to allow bidders 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" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

### 2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, 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.

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## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Statement of Work

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

#### 1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire medical laboratory services for additional medical tests under the same conditions and at the prices to be negotiated with the Contractor at the time of inclusion. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### 2. 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.

#### 2.1 General Conditions

2035 (2010-08-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 2.2 Handling of Personal Information

The Contractor acknowledges that Canada is bound by the Privacy Act, R.S., 1985, c. P-21, with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

### 3. 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 D;
  - (b) Industrial Security Manual (Latest Edition).

### 4. Term of Contract

#### 4.1 Period of Contract

The period of the Contract is for three (3) years from date of contract award.

#### 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 (1) 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 at least thirty (30) calendar days prior to the Contract expiry date. 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:

Lena Campbell  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Science Procurement Directorate  
Place du Portage, Phase III, 11C1  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Telephone: 819-956-1751  
Facsimile: 819-997-2229  
E-mail address: lena.campbell@tpsgc-pwgsc.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 Technical Authority

The Technical Authority for the Contract is:

### (To be identified in Resulting Contract)

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

## 5.3 Contractor's Representative

### (To be identified in Resulting Contract)

## 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 in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (amount to be inserted at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (amount to be inserted at contract award) . Customs duties are included and 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**

**6.3.1** SACC Manual Clause H1008C (2008-05-12), Monthly Payment

### **6.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

C0305C (2008-05-12), Cost Submission

### **6.5 Time Verification**

SACC Manual Clause C0711C (2008-05-12), Time Verification

## **7. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) One (1) copy must be submitted in an electronic format to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment.  
Microsoft Word, Adobe Reader (.pdf) formats are acceptable.
  - (b) One (1) copy must be submitted in an electronic format to the Contracting Authority identified under the section entitled "Authorities" of the Contract. Microsoft Word, Adobe Reader (.pdf) formats are acceptable.



## 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 entire contract period. 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 \_\_\_\_\_ (to be inserted at contract award).

## 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) the general conditions 2035 (2010-08-16), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_

## 11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. 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.

## ATTACHMENT 1 FINANCIAL BID PRESENTATION SHEET

**(A) Labour**

**Total Estimated Labour \$** \_\_\_\_\_  
(GST/HST extra)

		Firm All-Inclusive Hourly Rate Estimated Working Hours Monday through Friday 7:30 to 15:30 EST					
Resource	Hours/ Year* (a)	Year 1 (b)	Year 2 (c)	Year 3 (d)	Option Year 1 (e)	Option Year 2 (f)	Total Estimated Labour (g) = (a) X (b+c+d+e+f)
Phlebotomist Lab Technician	1950	\$	\$	\$	\$	\$	\$

**(B) Medical Laboratory Testing**

**Sum of Total Price for each Test \$** \_\_\_\_\_  
(GST/HST extra)

			Firm All-Inclusive Price for each Test (inclusive of labour, equipment, materials and supplies, overhead, pick-up cost, specialized consultation and all other related costs; GST/HST extra)					
Item	Test	Estimated Annual Qty* (a)	Year 1 (b)	Year 2 (c)	Year 3 (d)	Option Year 1 (e)	Option Year 2 (f)	Total Price for each Test (g) = (a) X (b+c+d+e+f)
1	SMA-3 (glut+creat+AST)	3,347	\$	\$	\$	\$	\$	\$
2	ALT	1,021	\$	\$	\$	\$	\$	\$
3	CBC	1,081	\$	\$	\$	\$	\$	\$
4	CHOLESTEROL	289	\$	\$	\$	\$	\$	\$
5	GGT	110	\$	\$	\$	\$	\$	\$
6	ALK PHOS	52	\$	\$	\$	\$	\$	\$
7	TSH	179	\$	\$	\$	\$	\$	\$
8	Hb A1C	54	\$	\$	\$	\$	\$	\$
9	PSA	14	\$	\$	\$	\$	\$	\$
10	URIC ACID	8	\$	\$	\$	\$	\$	\$
11	TRIGLYCERIDE	30	\$	\$	\$	\$	\$	\$
12	HDL/LDL	60	\$	\$	\$	\$	\$	\$
13	BILIRUBIN	134	\$	\$	\$	\$	\$	\$
14	LDH	30	\$	\$	\$	\$	\$	\$
15	UREA	16	\$	\$	\$	\$	\$	\$

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16	ELECTROLYTES	49	\$	\$	\$	\$	\$	\$
17	IRON/TIBC	14	\$	\$	\$	\$	\$	\$
18	FERRITIN	116	\$	\$	\$	\$	\$	\$
19	B12	61	\$	\$	\$	\$	\$	\$
20	RBC FOLATE	43	\$	\$	\$	\$	\$	\$
21	ANA	5	\$	\$	\$	\$	\$	\$
22	Hb Electrophoresis	3	\$	\$	\$	\$	\$	\$
23	G6PD	47	\$	\$	\$	\$	\$	\$
24	ABO RH	193	\$	\$	\$	\$	\$	\$
25	RBC CHOLINEST	8	\$	\$	\$	\$	\$	\$
26	CALCIUM	8	\$	\$	\$	\$	\$	\$
27	PHOSPHATE	8	\$	\$	\$	\$	\$	\$
28	PT INR	8	\$	\$	\$	\$	\$	\$
29	CREATINE KINASE	8	\$	\$	\$	\$	\$	\$
30	AMYLASE	8	\$	\$	\$	\$	\$	\$
31	ALBUMIN	8	\$	\$	\$	\$	\$	\$
32	PROTEIN	13	\$	\$	\$	\$	\$	\$
33	VENEPUNCTURES	1,384	\$	\$	\$	\$	\$	\$
34	ESR	62	\$	\$	\$	\$	\$	\$
35	DIFFERENTIALS	1,082	\$	\$	\$	\$	\$	\$
36	URINALYSIS	1,044	\$	\$	\$	\$	\$	\$
37	URINE MICRO	209	\$	\$	\$	\$	\$	\$
38	24 HRS URINE	1	\$	\$	\$	\$	\$	\$
39	URINE C&S	24	\$	\$	\$	\$	\$	\$
40	STOOL O/P	66	\$	\$	\$	\$	\$	\$
41	STOOL C&S	23	\$	\$	\$	\$	\$	\$
42	STOOL O/B (OCCULT BLOOD)	9	\$	\$	\$	\$	\$	\$
43	HEPATITIS A	41	\$	\$	\$	\$	\$	\$
44	HEPATITIS B	39	\$	\$	\$	\$	\$	\$
45	HEPATITIS C	8	\$	\$	\$	\$	\$	\$
Total Price for Medical Laboratory Testing (sum of Total Price for each Test):								\$

### **Evaluation of Price**

\* The numbers provided in the tables above are for evaluation purposes only and should not be construed as a firm commitment on the part of Canada.

For evaluation purposes only, the price of the bid will be determined as follows:

Total Bid Price = (A) Phlebotomist Lab Technician Total Estimated Labour  
+  
(B) Medical Laboratory Testing Sum of Total Price for each Test

## ATTACHMENT 2 MANDATORY TECHNICAL CRITERIA

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

		MET	NOT MET
<b>M1.</b>	The Laboratory Facility that will be performing the testing must have a Laboratory License from the Ontario Ministry of Health and Long Term Care (MOHLTC).		
<b>M2.</b>	The Laboratory Facility that will be performing the testing must be accredited to ISO 15189:2007, "Medical Laboratories - particular requirements for quality and competence" by either the Ontario Laboratory Association (OLA) or the Standards Council of Canada (SCC).		
<b>M3.</b>	The Phlebotomist Laboratory Technician must have all the following certifications:		
<b>M3.1</b>	certification under the Laboratory and Specimen Collection Centre Licensing Act 1 in accordance with Section 3 of Ontario Regulation 854 from the Ministry of Health; and		
<b>M3.2</b>	certification for Transportation of Dangerous Goods (TDG); and		
<b>M3.3</b>	certification for cardiopulmonary resuscitation (CPR); and		
<b>M3.4</b>	certification for Workplace Hazardous Materials Information System (WHIMS).		

## ATTACHMENT 3

### CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

#### 1. Federal Contractors Program for Employment Equity - Certification

##### 1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. 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), in which case a duly signed certificate of commitment is attached;
- (d) ☐ is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

(<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>).

## 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

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 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.

### **3. Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

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

### **3.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition**

### **4. Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting

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Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## **5. Language Capability**

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.



## ANNEX A STATEMENT OF WORK

### Medical Laboratory Services and Phlebotomist Laboratory Technician

#### 1.0 Introduction

The Emergency Preparedness and Occupational Health Directorate (EPOHD) is part of the Regions and Programs Branch of Health Canada. EPOHD is responsible for helping Canadian private and public sector employers maintain and improve the health of their workers by providing leadership and policy development in the areas that affect workplace health. EPOHD is the principal occupational health and safety advisor to the Treasury Board Secretariat and provides a wide range of occupational health services to federal employees.

A major component of EPOHD's portfolio is the Public Service Health Program. The Public Service Health Program, on behalf of Treasury Board Secretariat, promotes the health and safety of Government of Canada employees by providing medical advice, guidance and services related to occupational health evaluations and communicable diseases.

#### 2.0 Background

Part of EPOHD's mandate from Treasury Board is to provide occupational health assessments for Public Service employees in high-risk jobs such as health care workers, firefighters, lighthouse keepers, divers, accident investigators and federal government employees posted overseas. Following medical assessment, the health professional sends the client to the EPOHD medical laboratory for venepuncture, urinalysis and additional testing (audiogram, pulmonary function test, ECG and vision testing).

#### 3.0 Requirement

EPOHD requires the services of a medical laboratory facility to provide:

1. a Phlebotomist Laboratory Technician to collect blood, stool, urine and other specimen samples taken from the human body, and process the samples for shipment to the appropriate laboratory for medical testing. The work of the Phlebotomist Laboratory Technician is to be performed on-site at the EPOHD lab of Health Canada located at 171 Slater Street, Ottawa, Ontario.
2. medical laboratory services for the testing of blood, stool, urine and other specimen samples taken from the human body. The medical laboratory tests are identified in Appendix I.

The Phlebotomist Laboratory Technician must have and maintain its certifications as detailed at Section 6.0, Resource Qualifications. In accordance with the *Laboratory and Specimen Collection Centre Licensing Act*, the Laboratory performing the testing must maintain a Laboratory License from the Ontario Ministry of Health and Long Term Care (MOHLTC). The Laboratory must also maintain accreditation to ISO 15189:2007, entitled "Medical laboratories – particular requirements for quality and competence", either by the Ontario Laboratory Association (OLA) or the Standards Council of Canada (SCC). The medical laboratory tests performed must be included under the scope of accreditation of the Laboratory performing the testing.

### 3.1 Estimated Utilization

The estimated volume of tests for a year, broken down by quarter, is detailed in Appendix I. The numbers provided are estimates only based on testing performed during the 2010-2011 fiscal year and should not be construed as a firm commitment on the part of Canada.

## 4.0 Scope of Services

### 4.1 Phlebotomist Laboratory Technician

The Contractor must provide a Phlebotomist Lab Technician (preferably bilingual) who must:

- a) collect blood samples (venepuncture), collect urine samples, perform urinalysis using a reagent strip test and send urine samples to the Laboratory for further testing if results are not within the normal range, hand out and explain the use of stool sample kits.
- b) perform Electrocardiogram (ECG) tests, basic vision tests, pulmonary function tests and audiograms.
- c) provide their services during the hours of operation of the EPOHD laboratory (7:30 to 15:30 EST, Monday through Friday). The Contractor must provide a back-up resource who meets the resource qualifications in the event of an absence.
- d) process the collected samples by coding, labelling and centrifuging as required, then package the samples for shipment to either the Contractor's Laboratory, the appropriate Ontario Public Health Laboratory (OPHL) for serology testing, or the Centre de Toxicologie du Québec in Ste-Foy, QC for heavy metal testing. The Contractor's Laboratory may be required to receive the samples and provide serology testing for hepatitis A, B and C during the term of the Contract in the event an OPHL is unable to perform the testing.
- e) work with the Technical Authority.

#### 4.1.1 Protection of Personal Information.

In adherence to the Federal Privacy Act, all samples collected at the EPOHD laboratory and forwarded to the Contractor for testing will be assigned a code number. Other than the date of birth, no other personal identifiers will be used to label the samples.

## 4.2 Medical Laboratory Services

The Contractor must:

- a) provide medical laboratory testing and analysis of blood, urine, stool and other specimens taken from the human body for the required medical tests listed in Appendix I, as ordered by the Technical Authority.

- b) supply all goods and materials necessary for the provision of the required services. These include, but are not limited to:
- blood collection safety engineered needles (butterfly and regular needles)
  - blood collection tubes (e.g. Serum-separating tubes (SST), Ethylenediaminetetraacetic Acid (EDTA) tubes)
  - blank labels for sample identification
  - microscope slides and cover glass
  - sterile urine containers and conical tubes
  - 24 hour urine containers
  - urinalysis dipsticks (multistix 10 SG)
  - wet prep or curity wipes
  - stool sample kits ( Ova and Parasite exam (O&P), Culture and Sensitivity (C&S), occult blood)
  - biohazard supplies: sharp containers, bio bags of different sizes, Haz-tabs
  - latex and vinyl gloves
  - requisitions to be completed indicating type of analysis required
  - cotton balls, band-aids, alcohol 70%, tourniquet, Pasteur pipettes
  - other material necessary for a lab facility including a centrifuge
- c) provide sample pick-up from the EPOHD laboratory daily between 15:00 and 15:30 EST, Monday to Friday, and at other times when requested, the Contractor's Laboratory, the appropriate OPHL for serology testing, or the Centre de Toxicologie du Québec in Ste-Foy, QC for heavy metal testing. The Contractor's Laboratory may be required to receive the samples and provide serology testing for hepatitis A, B and C during the term of the Contract in the event an OPHL is unable to perform the testing.
- d) install a computer on-site at EPOHD that will provide secure direct computerized access for order entry by the Technical Authority and the delivery of the test results reports by the Contractor. The Contractor must transfer test results through this direct computerized access twice daily. The original hard copy reports will be printed on-site at EPOHD.
- e) provide pick up and disposal service for used needles and syringes used by clinic health professionals and out dated drugs when requested.
- f) provide specialized consultation if needed for the interpretation of laboratory results or advice on additional testing.

#### 4.2.1 Turnaround Time

The Contractor must deliver the medical laboratory test results reports within the following turnaround times. See Appendix I for the categorization of tests.

Category	Turnaround Time
Routine blood analysis	Less than 20 hours
Special chemistry	48 hours

Urinalysis/ culture and sensitivity (C&S)	48 hours
Stool sample analysis	7 days or less
Serology	5 days or less

Abnormal results (those that are outside the laboratory reference range in accordance with the procedures for the applicable test) or "STAT results" (those that are required within the same working day) must be phoned in to the EPOHD laboratory as soon as the results are available, followed up by the electronic transfer of the results.

## 5.0 Resource Qualifications

The Phlebotomist Laboratory Technician must have and maintain throughout the Contract period certification:

- a) under the Laboratory and Specimen Collection Centre Licensing Act 1 in accordance with Section 3 of Ontario Regulation 854 from the Ministry of Health;
- b) for the Transportation of Dangerous Goods (TDG);
- c) for cardiopulmonary resuscitation (CPR); and
- d) for Workplace Hazardous Materials Information System (WHIMS)

## 6.0 Technical Authority Support

The Technical Authority will be responsible for providing guidance and accepting Contractor deliverables. The Technical Authority will:

- a) provide a laboratory area on-site for the phlebotomist lab technician to perform sample collection and processing;
- b) enter the orders for medical laboratory tests;
- c) communicate the request for pick up of samples outside the standard daily 15:00-15:30 pick up;
- d) communicate the request for pick up of used needles, syringes and out dated drugs for disposal;
- e) retrieve and print the result reports;
- f) provide input, answer questions, review and assess deliverables.

## 7.0 Deliverables and Associated Schedule

The Contractor must deliver the medical laboratory test result reports as ordered by the Technical Authority in accordance with the turnaround times detailed in Section 5.2.1. The reports must be sent electronically twice daily to the Contractor's computer located on-site at EPOHD. The only identifiers included in the reports will be the code numbers that were assigned to the samples at the EPOHD laboratory and date of birth.

## **8.0 Language Requirements**

All written and verbal communication between the Contractor and the Technical Authority must be in English.

## **9.0 Work Location**

The work of the Contractor's medical laboratory is performed at the Contractor's facility.

The work of the Phlebotomist Lab Technician is performed at the following address:

Occupational Health Clinic  
Emergency Preparedness and Occupational Health Directorate  
Regions and Programs Branch  
Health Canada  
171 Slater Street, 12th Floor, Ottawa ON K1A 0K9

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### Appendix I – Tests

The Contractor must provide the medical laboratory testing listed in the table below with the following exceptions:

An Ontario Public Health Laboratory will perform the serology testing, however the Contractor may be required to provide serology testing for hepatitis A, B and C during the term of the Contract in the event an OPHL is unable to perform the testing. The Centre de Toxicologie du Québec in Ste-Foy, QC will perform the heavy metals testing.

MEDICAL LABORATORY TESTS	NUMBER OF TESTS PERFORMED April 2010-March 2011*				
	APR-JUNE 2010	JULY-SEPT 2010	OCT-DEC 2010	JAN-MAR 2011	TOTAL
<b>Routine Blood Analysis</b>					
SMA-3 (gluc+creat+AST)	1048	548	466	1285	3347
ALT	337	181	147	356	1021
CBC	348	182	161	390	1081
CHOLESTEROL	119	41	41	88	289
<b>Special Chemistry</b>					
GGT	43	22	18	27	110
ALK PHOS	26	6	7	13	52
TSH	57	38	29	55	179
Hb A1C	20	11	9	14	54
PSA	4	6	2	2	14
URIC ACID	1	1	4	2	8
TRILYCEIDE	9	6	6	9	30
HDL/LDL	18	12	12	18	60
BILIRUBIN	49	24	12	49	134
LDH	12	4	5	9	30
UREA	7	3	3	3	16
ELECTROLYTES	21	13	3	12	49
IRON/TIBC	9	4	1		14
FERRITIN	41	27	16	32	116
B12	20	12	18	11	61
RBC FOLATE	18	11	12	2	43
ANA	1	4			5
HB Electrophoresis	1	1		1	3
G6PD		46	1		47
ABO RH	55	46	43	49	193
RBC CHOLINEST.	5			3	8
OTHERS **	27	11	5	18	61
venepunctures	483	261	191	449	1384
ESR	20	16	11	15	62
differentials	348	183	161	390	1082
<b>Urinalysis / Culture and Sensitivity (C&amp;S)</b>					
urinalysis	359	157	142	386	1044
urine micro	51	33	26	99	209
24 hrs urine					0
urine C&S	8	3	2	11	24
<b>Stool sample analysis</b>					
stool O&P	6	15	40	5	66
stool C&S	2	2	17	2	23
stool O/B (Occult Blood)	3		3	3	9
<b>Serology</b>					
Other serology***	147	83	40	130	400
hepatitis A	16	1	6	18	41
hepatitis B	18	5	2	14	39
hepatitis C	5	2		1	8
<b>Heavy Metals</b>					
heavy metals	35		16	15	66
<b>TOTAL</b>	<b>3797</b>	<b>2021</b>	<b>1678</b>	<b>3986</b>	<b>11482</b>

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\* The numbers provided are estimates only based on testing performed during the 2010-2011 fiscal year and should not be construed as a firm commitment on the part of Canada.

\*\* OTHERS includes Calcium, Phosphate, PT INR, Creatine Kinase, Amylase, Albumin, and Protein.

\*\*\* Other serology includes measles, mumps, rubella, varicella, and rabies.

## ANNEX B BASIS OF PAYMENT

The Contractor will be paid in accordance with this Basis of Payment, GST/HST extra.

### (A) Labour

**Total Estimated Cost \$** \_\_\_\_\_  
(GST/HST extra)

	<b>Firm All-Inclusive Hourly Rate</b> <b>Estimated Working Hours Monday through Friday 7:30 to 15:30 EST</b>				
Resource	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
Phlebotomist Lab Technician	\$	\$	\$	\$	\$

### (B) Medical Laboratory Testing

**Total Estimated Cost \$** \_\_\_\_\_  
(GST/HST extra)

		<b>Firm All-Inclusive Price for each Test</b> (inclusive of labour, equipment, materials and supplies, overhead, pick-up cost, specialized consultation and all other related costs; GST/HST extra)				
Item	Test	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1	SMA-3 (glut+creat+AST)	\$	\$	\$	\$	\$
2	ALT	\$	\$	\$	\$	\$
3	CBC	\$	\$	\$	\$	\$
4	CHOLESTEROL	\$	\$	\$	\$	\$
5	GGT	\$	\$	\$	\$	\$
6	ALK PHOS	\$	\$	\$	\$	\$
7	TSH	\$	\$	\$	\$	\$
8	Hb A1C	\$	\$	\$	\$	\$
9	PSA	\$	\$	\$	\$	\$
10	URIC ACID	\$	\$	\$	\$	\$
11	TRIGLYCERIDE	\$	\$	\$	\$	\$
12	HDL/LDL	\$	\$	\$	\$	\$
13	BILIRUBIN	\$	\$	\$	\$	\$
14	LDH	\$	\$	\$	\$	\$
15	UREA	\$	\$	\$	\$	\$
16	ELECTROLYTES	\$	\$	\$	\$	\$
17	IRON/TIBC	\$	\$	\$	\$	\$



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18	FERRITIN	\$	\$	\$	\$	\$
19	B12	\$	\$	\$	\$	\$
20	RBC FOLATE	\$	\$	\$	\$	\$
21	ANA	\$	\$	\$	\$	\$
22	Hb Electrophoresis	\$	\$	\$	\$	\$
23	G6PD	\$	\$	\$	\$	\$
24	ABO RH	\$	\$	\$	\$	\$
25	RBC CHOLINEST	\$	\$	\$	\$	\$
26	CALCIUM	\$	\$	\$	\$	\$
27	PHOSPHATE	\$	\$	\$	\$	\$
28	PT INR	\$	\$	\$	\$	\$
29	CREATINE KINASE	\$	\$	\$	\$	\$
30	AMYLASE	\$	\$	\$	\$	\$
31	ALBUMIN	\$	\$	\$	\$	\$
32	PROTEIN	\$	\$	\$	\$	\$
33	VENEPUNCTURES	\$	\$	\$	\$	\$
34	ESR	\$	\$	\$	\$	\$
35	DIFFERENTIALS	\$	\$	\$	\$	\$
36	URINALYSIS	\$	\$	\$	\$	\$
37	URINE MICRO	\$	\$	\$	\$	\$
38	24 HRS URINE	\$	\$	\$	\$	\$
39	URINE C&S	\$	\$	\$	\$	\$
40	STOOL O/P	\$	\$	\$	\$	\$
41	STOOL C&S	\$	\$	\$	\$	\$
42	STOOL O/B (OCCULT BLOOD)	\$	\$	\$	\$	\$
43	HEPATITIS A	\$	\$	\$	\$	\$
44	HEPATITIS B	\$	\$	\$	\$	\$
45	HEPATITIS C	\$	\$	\$	\$	\$

**Total Estimated Cost to a Limitation of Expenditure (A) + (B) \$** \_\_\_\_\_  
 (GST/HST extra)

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## **ANNEX C**

### **INSURANCE REQUIREMENTS**

#### **1.0 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 Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the 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.
  - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## 2.0 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:  
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation

### 3.0 Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (b) Accident Benefits - all jurisdictional statutes
  - (c) Uninsured Motorist Protection
  - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

HT240-111450/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

054sq

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

HT240-111450

054sqHT240-111450

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## **ANNEX D**

### **SECURITY REQUIREMENTS CHECK LIST**



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		Health Canada		2. Branch or Directorate / Direction générale ou Direction RAPB/EPOHD	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A			
4. Brief Description of Work / Brève description du travail see herein					
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 <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> 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"/>	
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 : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
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"/>	



**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? ☒ No / Non ☐ Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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? ☒ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET – SIGINT<br>TRÈS SECRET – SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 department 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



**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 users 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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C			
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**