

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
#910, 410-22nd Street East
Saskatoon
Sask.
S7K 5T6
Bid Fax: (306) 975-5397**

Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments - Commentaires

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/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
#910, 410 - 22nd Street East
Saskatoon
Sask.
S7K 5T6

Title - Sujet Nursing Services	
Solicitation No. - N° de l'invitation 21501-110168/D	Date 2012-05-17
Client Reference No. - N° de référence du client 21501-110168	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-193-4468
File No. - N° de dossier STN-1-34057 (193)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-27	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Sacher, Colette	Buyer Id - Id de l'acheteur stn193
Telephone No. - N° de téléphone (306)975-4265 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA REGL PSYCHIATRIC CENTER P.O.BOX 9243 SASKATOON Saskatchewan S7K3X5 Canada	
Security - Sécurité This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

This Supply Arrangement cannot be used for requirements for goods delivered to locations which fall under Comprehensive Land Claims Agreements.

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include:

- Annex A Statement of Work
- Annex B Mandatory Requirements
- Annex C Sample Registered Nursing Services Supply Arrangement Call up Procedure
- Annex D Supply Arrangement Usage Report

2. Summary

For the provision of nursing services to federal institutions within Alberta, Saskatchewan and Manitoba for Correctional Services Canada (CSC). The intention is to set up multiple Supply Arrangements (SA) with call ups to be made during a period of three years. After the initial tender closing and award, the requirement will be reposted and refreshes will be conducted every 3 months. There will be an opportunity for aboriginal suppliers to self identify and any call ups made applicable to the Procurement Strategy for Aboriginal Business will give preference to the bidders who meet the requirements under this program.

The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

3. Security Requirement

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

4. Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause A3050T.

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

5. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2011-05-16) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days
Insert: one-hundred twenty (120) days

2. Submission of Arrangements

Arrangements 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 Request for Supply Arrangements.

3. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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

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STN-1-34057

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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 suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

4. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 hard copy)

Section II: Certifications (1 hard copy)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

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

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>). To assist Canada in reaching its objectives, suppliers 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 Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

Suppliers must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

See Annex "A" - Statement of Work and Annex "B" - Mandatory Requirements

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical and Financial Evaluation Criteria

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria and financial evaluation criteria to be declared responsive.

3. Security Requirement

Contractor personnel shall submit to a local verification of identity/information by Correctional Service Canada, prior to admittance to the facility/site. Correctional Service Canada reserves the right to deny access to any facility/site or part thereof of any Contractor personnel, at any time.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

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

1. Certifications Precedent to Issuance of a Supply Arrangement

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

1.1 Federal Contractors Program - Certification

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 arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Supplier 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, suppliers 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 Supplier a FPS in receipt of a pension as defined above? YES () NO ()

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

If so, the Supplier 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 the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

1.3 Set-aside for Aboriginal Business

Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4, Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.

2. The Offeror:

- (i) certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
- (ii) agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
- (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Offeror must check the applicable box below:

(i) ☐ The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

(ii) ☐ The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Offeror must check the applicable box below:

(i) ☐ The Aboriginal business has fewer than six full-time employees.

OR

(ii) ☐ The Aboriginal business has six or more full-time employees.

5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

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

Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

"1. I am _____ (insert "an owner" **and/or** "a full-time employee") of _____ (insert **name of business**), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date"

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex "A".

2. Security Requirement

Contractor personnel shall submit to a local verification of identity/information by Correctional Service Canada, prior to admittance to the facility/site. Correctional Service Canada reserves the right to deny access to any facility/site or part thereof of any Contractor personnel, at any time.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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

2020 (2011-05-16) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period.

4. Term of Supply Arrangement

4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from date of issue to August 31, 2014.

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Colette Sacher
 Title: Supply Team Leader
 Public Works and Government Services Canada
 Acquisitions Branch
 Address: #910, 410 -22nd Street East, Saskatchewan

Telephone : (306)975-4265
 Facsimile: (306) 975-5397
 E-mail address: colette.sacher@pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

5.2 Supplier's Representative

Name: _____

Organization: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail: _____

6. Identified Users

The Identified User is: the Correctional Service of Canada in Alberta, Saskatchewan and Manitoba.

7. On-going Opportunity for Qualification

A Notice will be posted annually on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

8. 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 the Supply Arrangement;
- (b) the general conditions 2020 (2011-05-16), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Mandatory Requirements;

- (e) Annex C, Sample Call up Procedures
- (f) the Supplier's arrangement dated _____

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the bid solicitation templates 2T-LDV1 for low dollar value requirements; 2T-MED1 for medium complexity requirements; 2T-HIGH1 for more complex requirements, available in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) 2003, Standard Instructions - Goods or Services - Competitive Requirements;
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) conditions of the resulting contract.

2. Bid Solicitation Process

2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

2.2 The bid solicitation will be sent directly to suppliers.

The following explains the selection process:

1. For requirements estimated at \$24,999.99 (including all applicable taxes) or less, CSC's Contracting Authority may issue a Request for Proposal (RFP) to three or more suppliers on the applicable Supply Arrangement Holder list. The resulting contract will be issued based on the evaluation procedures and basis of selection outlined in the RFP.

2. For requirements estimated to be between \$25,000.00 (including all applicable taxes) and \$400,000.00 (including all applicable taxes), CSC's Contracting Authority will issue a Request for Proposal (RFP) to all suppliers on the applicable Supply Arrangement Holder list. The resulting contract will be issued by CSC based on the evaluation procedures and basis of selection outlined in the RFP.

All the terms and conditions of the Supply Arrangement will apply to each individual contract. Suppliers will be asked for firm prices in the RFP. Individual contracts must not exceed \$400,000.00 including all amendments and all applicable taxes. This SA will not be used for requirements exceeding \$400,000.00 including all amendments and all applicable taxes.

C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using:

- (a) 2T-LDV1 (for low dollar value requirements), general conditions 2029 will apply to the resulting contract;
- (b) 2T-MED1 (for medium complexity requirements), general conditions 2010C will apply to the resulting contract.

The above templates 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.

ANNEX "A"

Statement of work

1. BACKGROUND

All Canadian citizens have the right to access health care services. Offenders within the Correctional Service of Canada are afforded, with few exceptions, the same rights as all Canadian citizens.

The Mission Statement of the Correctional Service of Canada has the requirement to exercise reasonable, safe, secure, and humane control of offenders. Basic health care services are, therefore, considered an integral component of the control thus specified.

CSC has several Institutions located in 3 different Provinces i.e. Alberta, Saskatchewan & Manitoba under the Prairie Region. They operate pursuant to various legislative acts and are guided corporately by a mission, vision and values framework.

The maximum population of each institution as well as the nursing staff complement is as follows: Bowden Institution (600 inmates & 9 nurses), Drumheller Institution (600 inmates & 9 nurses), Edmonton Institution for Men (260 inmates & 9 nurses), Edmonton Institution for Women (125 inmates & 7 nurses), Grande Cache Institution (390 inmates & 8 nurses), Grierson Centre (30 inmates & 2 nurses), Okimaw Ohci Healing Lodge (60 inmates & 2 nurses), Pe Sakastew Centre (60 inmates & 1 nurse), Riverbend Institution (125 inmates & 2 nurses), Saskatchewan Penitentiary (600 inmates & 12 nurses), Rockwood Institution (125 inmates & 2 nurses), Stony Mountain Institution (600 inmates & 11 nurses), Willow Cree Healing Lodge (60 inmates and 1.5 nurses), and the Regional Hospital located within the Regional Psychiatric Centre (12 inmates & 11 nurses).

2. OBJECTIVE

To obtain Professional Registered Nursing Services for the institutions located throughout the Prairie region on an as required basis.

3. SCOPE

Provide Registered Nurses at locations in the Prairie Region for variety lengths of assignments. In some cases there may be a short turnaround time to have these Registered Nurses on site. Each Registered Nurse will be required to supply professional nursing services as outlined in 4.1 through 4.9.

4. TASKS

4.1 Contractor shall forward the completed Enhanced Reliability forms of their Service Providers to the Project Authority no later than three (3) days after call- up. If there are any unforeseen delays in obtaining these clearances, the Project Authority will require another name to submit for clearance.

4.2 Contractor shall ensure that Service Providers are able to report for duty within one (1) to fifteen (15) days maximum, depending on the urgency of the request and negotiations between the Contractor and the Project Authority.

4.3 Essential Health Care Services Required:

Emergency health care
 Urgent health care
 Mental health for acute /chronic conditions
 Medication administration

4.4 Prior approval from the Project Authority/delegated designate will be required in the event that overtime is requested. Overtime hours will only be applicable if the service provider is requested to stay past their scheduled shifts outlined in the call up document.

4.5 **Nursing Daily Duties** performed by a Registered nurse are as follows. (Additional detailed duties may be included at time of call-up)

- Narcotic count. The narcotic count is defined as counting on a daily basis all controlled substances located in our Pharmacies such as Methadone, Tylenol # 3's, Codeine etc.
- Deliver Medications in the infirmary unit (units referred to any cell blocks i.e. a regular cell block, a segregation cell block or an infirmary cell block) located in the back of the Health Services Centre, and all other residential units also commonly defined as Cell Blocks.
- Administer all drugs ordered by the Physician and as per "CSC protocol".
- Assess (Inmate come to the nurse during free clinics) inmates mentally and physically during Drop-in Clinics and as well during Clinics by appointments only. For these Institutions with limited inmate movement, the nurse will go on the respective cell block to assess the inmate. The Clinics time are held during the dayshift Monday to Friday. The clinic hours varied by Institution but are usually scheduled between 0800 and 1600
- Assist Physician during clinic hours Monday – Friday when applicable. A Physician can be a Psychiatrist, General Practitioner or any other Specialists.
- Render physical treatments as per Physician's order e.g. dressing change, physical assessment "and others pertinent tasks".

4.6 **Administrative Functions** performed by a Registered nurse are as follows. (Additional detailed duties may be included at time of call-up)

- Perform Admissions, Releases and Transfers Documentation. Relates to coming from or transfers to other institutions.
- Segregation rounds on the Segregation unit performed on a daily basis as requested and applicable.
- Review and process inmate's written request submitted to Health Services via internal mail.
- Prepare clinic list for following day including respective inmate file. Clinics may vary from Psychiatry to orthopedic to any other provider such as General Practitioner and others Health Services providers.
- Collecting and Packaging serology as needed.
- Answer Phone calls and emails
- Faxing
- Photocopying
- Documenting on various CSC forms

- File review

4.7 **Other Duties** performed by a Registered nurse are as follows. (Additional detailed duties may be included at time of call-up)

:

- Requesting medical supplies from the established vendor as per Standing offer with the respective Institution.
- Assess inmate after a post Use of force. A post use of Force is defined has a physical assessment from any chemical agents such as Pepper Spray or any Physical force used to subdued an inmate.
- Psychology referrals
- Infections disease referrals to the respective Institutional Infectious Disease Specialist.
- Review Applications received from the Parole Officer and Program Officer in relation to the methadone program
- Med spot checks as per CSC policy. The Med Spot check consist of randomly asking an inmate on medications to display his Bubble pack of medication to ensure that the quantity remaining is aligned with the quantity that should be remaining as per order by the Institutional Physician.
- Emergency treatment of staff
- Specialist clinics (orthopedic, general surgeon, dietician) as needed as per respective Institution as needed
- Cleaning, packing and sterilizing of medical instruments
- Discharge planning preparation for each inmate awaiting a release in the near future. E.G. Follow ups appointments with Community agencies when applicable and ensuring that 2 weeks of medication supply will be on hand upon the release day.
- Restock rooms
- Vaccine fridge check (0800 and 1600)
- Medication Restock/Re-order/Fax medication refill sheet to DDC
- Electronic Chart Audit
- Inmate Medication Blister Card Audit
- Methotrexate Check
- Medication Room Inspection
- Unnecessary Medication Audit/Expired Med review
- Inmate Medication Blister Card Audit
- Emergency Cart Checklist
- Checking medication weekly for expiry dates

4.8 Hours of work will be as outlined in the call up document.

4.9 Mandatory requirements will be identified at time of call up. Requirements may include, but not be limited to, the following criteria:

- a. Possession of a nursing diploma as a Registered Nurse. (A copy of the diploma must be provided to the Project Authority or delegate prior to the personnel beginning the assignment at the requested facility.)
- b. Current registration as a Registered Nurse with the College of Registered Nurses in the province of practice. (A copy of the Current Registration must be provided to the Project Authority or delegate prior to the personnel beginning the assignment at the requested facility and each time it is renewed.)
- c. Experience in a medical, surgical, or psychiatric setting.

-
- d. Experience in working with special needs clients e.g. FAS Fetal alcohol syndrome or in a correctional environment.
 - e. Knowledge and application of professional standards of nursing care consistent with Registered Nurses Association in the province that the services are being provided.
 - f. Knowledge of infectious diseases and their treatment.
 - g. Knowledge of the principles and practices of harm reduction.
 - h. Ability to analyze and respond as per protocol to routine and emergency medical/psychiatric situations.
 - i. Ability to plan, organize and implement nursing care as per protocol.
 - j. Ability to instruct, counsel and assist offenders to achieve and maintain their optimal level of health.
 - k. Ability to communicate orally and in writing in English.
 - l. Must maintain registration as a registered nurse in the province of practice.
 - m. Must have valid CPR (cardiopulmonary resuscitation) "Level C" certificates from a qualified provider. (A copy of the certificates must be provided to the Project Authority or delegate prior to the personnel beginning the assignment at the requested facility.

5. ADDITIONAL INFORMATION

5.1 Registered Nurses/ service providers will be responsible to submit to the project authority yearly copies of up-to-date/annual licenses and/or any other documents that certify that the individual is licensed to practice/perform the work described herein.

5.2 At the request of the Project Authority, the Contractor and their personnel shall attend orientation and other appropriate courses developed by the Correctional Service of Canada. Course related to protective respiratory devices such as N-95 masks or other Protective Respiratory equipments. These courses will be conducted during dayshift. All fees to attend these approved courses will be at the Institutional expense.

5.3 There is no public transportation and limited accommodations in the following locations:

- Willow Cree Healing Lodge, Duck Lake, Saskatchewan
- Grande Cache Institution, Grande Cache, Alberta.
- Okimaw Ohci Healing Lodge, Maple Creek, Saskatchewan

5.4 All of the site service providers must be able to obtain a security clearance at the level of Enhanced Reliability before reporting for duty at the site. (See 4.1,4.2)

5.5 The contractor shall provide proof of Professional Liability Insurance upon request.

Annex "B" - MANDATORY REQUIREMENTS

The proposal must demonstrate that it meets all of the mandatory requirements identified below. Please indicate whether your company can meet the requirement by checking off the appropriate box, a brief description of how your company is able to meet the requirement, and by providing supporting documentation.

- 1 The Offeror must have a minimum of 1 year experience in staffing nurses.

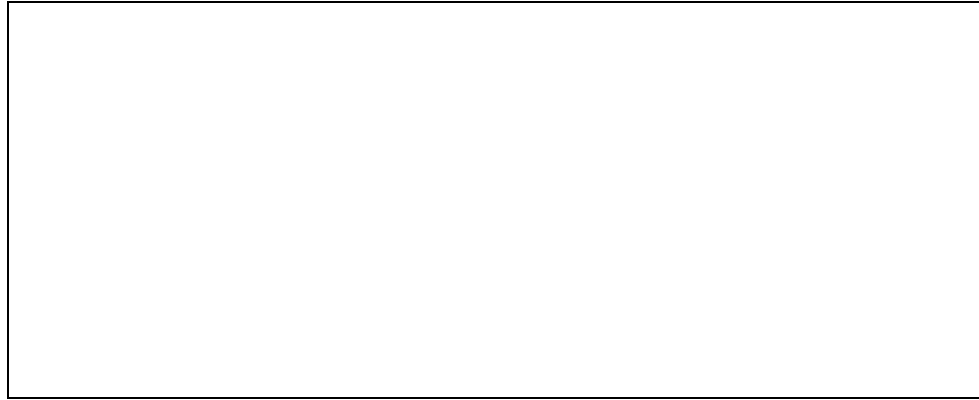
Meets: Yes No

If "Yes", please briefly describe how your company is able to meet the requirement.

2 The Offeror must provide a copy of a valid business license.

Meets: Yes

Must be included in submission.

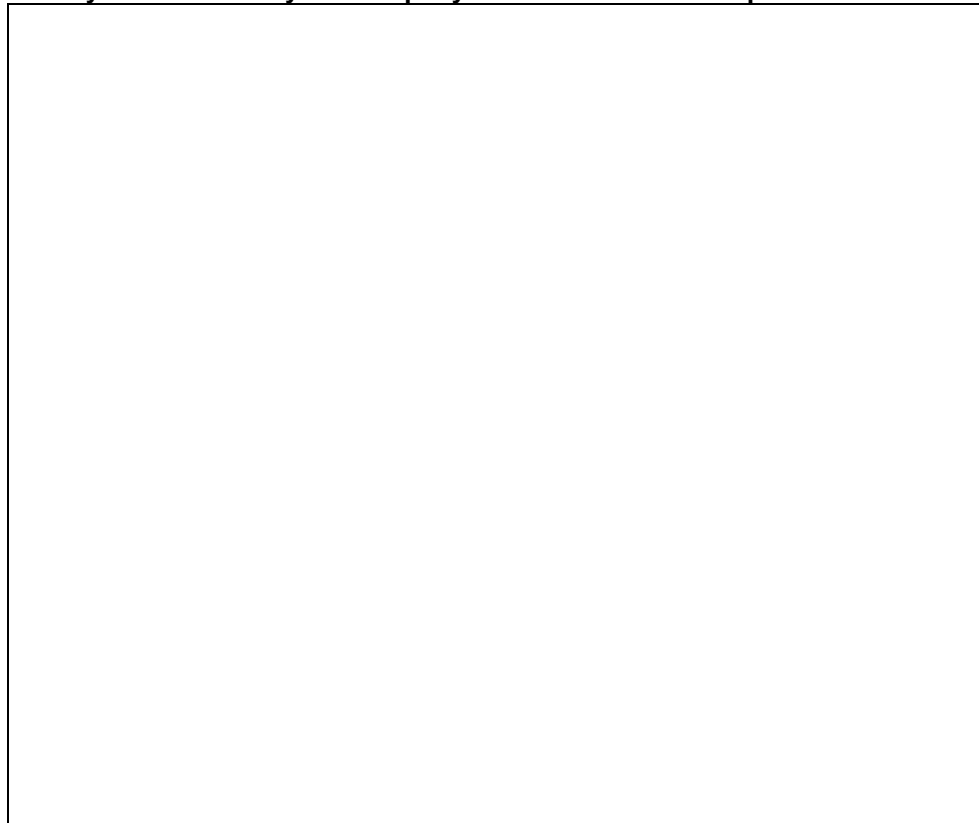


3 The Offeror must have a fully operational office that includes ; contact name and number to deal with emergent issues outside the agency normal hours of work

..

Meets: Yes No

If "Yes", please briefly describe how your company is able to meet the requirement.



4 The Offeror must have Professional Liability Insurance.

Meets: Yes No

If "Yes", please briefly describe how your company is able to meet the requirement.

Annex "C" - Sample Registered Nursing Services Supply Arrangement Call up Procedure

- Subsequent tenders will include:
- (a) 2T-LDV1 (for low dollar value requirements), general conditions 2029 will apply to the resulting contract; or
 - (b) 2T-MED1 (for medium complexity requirements), general conditions 2010C will apply to the resulting contract.

And all other appropriate contractual clauses, in addition to the following sample mandatory requirements and scope of work.

Location of Services:

Address:

Estimated duration of requirement:

Reporting date:

Scheduled shift requirement:

REQUIREMENTS:

Note: "X" indicates that the requirement is mandatory. Service providers who do not meet the mandatory requirements will not be considered.

Mandatory	Meets Yes	Meets NO	Requirements
X			Service providers must be able to obtain a security clearance at the level of Enhanced Reliability before reporting for duty at the site
X			Report date indicated above
			Possession of a nursing diploma as a Registered Nurse. (A copy of the diploma must be provided to the Project Authority or delegate prior to the personnel beginning the assignment at the requested facility.)
			Current registration as a Registered Nurse with the College of Registered Nurses in the province of practice. (A copy of the Current Registration must be provided to the Project Authority or delegate prior to the personnel beginning the assignment at the requested facility and each time it is renewed.)
			b. Experience in a medical, surgical, or psychiatric setting.
			c. Experience in working with special needs clients e.g. FAS Fetal alcohol syndrome or in a correctional environment.

			d. Knowledge and application of professional standards of nursing care consistent with Registered Nurses Association in the province that the services are being provided.
			e. Knowledge of infectious diseases and their treatment.
			f. Knowledge of the principles and practices of harm reduction.
			g. Ability to analyze and respond as per protocol to routine and emergency medical/psychiatric situations.
			h. Ability to plan, organize and implement nursing care as per protocol.
			i. Ability to instruct, counsel and assist offenders to achieve and maintain their optimal level of health.
			j. Ability to communicate orally and in writing in English.
			k. Must maintain registration as a registered nurse in the province of practice.
			l. Must have valid CPR (cardiopulmonary resuscitation) "Level C" certificates from a qualified provider. (A copy of the certificates must be provided to the Project Authority or delegate prior to the personnel beginning the assignment at the requested facility.

DUTIES REQUIRED

- Narcotic count. The narcotic count is defined as counting on a daily basis all controlled substances located in our Pharmacies such as Methadone, Tylenol # 3's, Codeine etc.
- Deliver Medications in the infirmary unit (units referred to any cell blocks i.e. a regular cell block, a segregation cell block or an infirmary cell block) located in the back of the Health Services Centre and all other residential units also commonly defined as Cell Blocks.
- Administer all drugs ordered by the Physician and as per "CSC protocol".
- Assess (Inmate come to the nurse during free clinics) inmates mentally and physically during Drop-in Clinics and as well during Clinics by appointments only. For these Institutions with limited inmate movement, the nurse will go on the respective cell block to assess the inmate. The Clinics time are held during the dayshift Monday to Friday. The clinic hours varied by Institution but are usually scheduled between 0800 and 1600
- Assist Physician during clinic hours Monday – Friday when applicable. A Physician can be a Psychiatrist, General Practitioner or any other Specialists.
- Render physical treatments as per Physician's order e.g. dressing change, physical assessment "and others pertinent tasks".
- Perform Admissions, Releases and Transfers Documentation. Relates to coming from or transfers to other institutions.

-
- Segregation rounds on the Segregation unit performed on a daily basis as requested and applicable.
 - Review and process inmate's written request submitted to Health Services via internal mail.
 - Prepare clinic list for following day including respective inmate file. Clinics may vary from Psychiatry to orthopaedic to any other provider such as General Practitioner and others Health Services providers.
 - Collecting and Packaging serology as needed.
 - Answer Phone calls and emails
 - Faxing
 - Photocopying
 - Documenting on various CSC forms
 - File review
 - Requesting medical supplies from the established vendor as per Standing offer with the respective Institution.
 - Assess inmate after a post Use of force. A post use of Force is defined has a physical assessment from any chemical agents such as Pepper Spray or any Physical force used to subdued an inmate.
 - Psychology referrals
 - Infections disease referrals to the respective Institutional Infectious Disease Specialist.
 - Review Applications received from the Parole Officer and Program Officer in relation to the methadone program
 - Med spot checks as per CSC policy. The Med Spot check consist of randomly asking an inmate on medications to display his Bubble pack of medication to ensure that the quantity remaining is aligned with the quantity that should be remaining as per order by the Institutional Physician.
 - Emergency treatment of staff
 - Specialist clinics (orthopedic, general surgeon, dietician) as needed as per respective Institution as needed
 - Cleaning, packing and sterilizing of medical instruments.
 - Discharge planning preparation for each inmate awaiting a release in the near future. E.G. Follow ups appointments with Community agencies when applicable and ensuring that 2 weeks of medication supply will be on hand upon the release day.
 - Restock rooms
 - Vaccine fridge check (0800 and 1600)
 - Medication Restock/Re-order/Fax medication refill sheet to DDC
 - Electronic Chart Audit
 - Inmate Medication Blister Card Audit
 - Methotrexate Check
 - Medication Room Inspection
 - Unnecessary Medication Audit/Expired Med review
 - Inmate Medication Blister Card Audit
 - Emergency Cart Checklist
 - Checking medication weekly for expiry dates

Additional Duties:

ADDITIONAL INFORMATION

Registered Nurses/ service providers will be responsible to submit to the project authority yearly copies of up-to-date/annual licenses and/or any other documents that certify that the individual is licensed to practice/perform the work described herein.

At the request of the Project Authority, the Contractor and their personnel shall attend orientation and other appropriate courses developed by the Correctional Service of Canada. Course related to protective respiratory devices such as N-95 masks or other Protective Respiratory equipments. These courses will be conducted during dayshift. All fees to attend these approved courses will be at the Institutional expense.

There is no public transportation and limited accommodations in the following locations:

- Willow Cree Healing Lodge, Duck Lake, Saskatchewan
- Grande Cache Institution, Grande Cache, Alberta.
- Okimaw Ohci Healing Lodge, Maple Creek, Saskatchewan

FINANCIAL SUBMISSION OF CALL UP

For the following section the term "**ALL INCLUSIVE**" will refer to any and all costs involved in executing the contract, including (but not limited to) living allowances (including weekends); all travel, meals and incidentals; employer provision for stat and holiday pay and other expenses. It is the responsibility of the bidder to factor all costs into the all inclusive hourly fee which will be payable only for the services provided.

Overtime hours will only be applicable if the service provider is requested to stay past their scheduled shift.

The financial submission shall be in Canadian currency.

The price proposal shall not include any amount for the Goods and Services Tax (GST) or the Provincial/Harmonized Sales Tax (PST/HST) as may be applicable.

An All inclusive fee of \$to be completed at time of call up per hour per contract nurse payable, upon completion of the work as outlined in the Statement of Work, and upon receipt of monthly invoices and written acceptance of each invoice by the Project Authority or authorized Departmental Representative.

An All inclusive fee of \$to be completed at time of call up for overtime per hour per contract nurse payable, upon completion of the work as outlined in the Statement of Work, and upon receipt of monthly invoices and written acceptance of each invoice by the Project Authority or authorized Departmental Representative.

BASIS OF CALL UP AWARD

The call up will be awarded on the basis of lowest all inclusive (as defined in the FINANCIAL SUBMISSION) fee per hour for services provided during regular working hours and meeting all mandatory requirements.

Solicitation No. - N° de l'invitation

21501-110168/D

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-1-34057

Buyer ID - Id de l'acheteur

stn193

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

21501-110168

CCC No./N° CCC - FMS No/ N° VME

Solicitation No. - N° de l'invitation

21501-110168/D

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn193

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

21501-110168

File No. - N° du dossier

STN-1-34057

CCC No./N° CCC - FMS No/ N° VME

ANNEX "D"

SUPPLY ARRANGEMENT USAGE REPORT

Send Report to:

Email: WST-PA-SK@pwgsc-tpsgc.gc.ca
 Telephone: 306-780-6980 or 306-780-7394
 Facsimile: 306-780-5601

Quarterly Usage Report Schedule:

Quarterly Usage Report Schedule:	Period of: Report Due no later than:
January 01- March 31	April 15
October 01- December 31	January 15
July 01 - September 30	October 15
April 01 - June 30	July 15

Each Usage Report is to be comprised of:

a) Completed Contracts:

The Supplier hereby offers to provide information on completed Contract as per the format below:

Item No.	RFP/Contract No. Description	Value of the Contract	GST/HST

(A) Total Dollar Value Contracts for this reporting period:	
(B) Accumulated Contracts totals to date:	
(A+B) Total Accumulated Contracts:	

NIL REPORT: We have not done any business with the federal government for this period []

Prepared by: _____

Telephone no.: _____

Signature: _____

Date: _____