





Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
2	Service d'ergothérapie / Occupational Therapist	51564	51564	1	Lot	\$	XXXXXXXXXXXX			

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb540

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

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File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

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

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

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

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

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

and

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

and,

Attachment I: evaluation

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

### **2. Summary**

#### **Title**

Occupational Therapy Consulting Services

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## Description

For Veterans Affairs Canada request for Standing Offer on and when requested basis of occupational therapy to the staff of the Gatineau District Office located at Anciens Combattants Canada, 85, rue Bellehumeur, pièce 230, Gatineau (QC) on a wide variety of OT issues related to the care of adult and older adult clients. This includes, but is not limited to, the provision of professional advice and recommendations on client cases presented at Interdisciplinary Team meetings and case conferences.

### 3. Period of the Standing Offer

One year with 2 periods of one year each optional.

### 4. Security Requirement

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

### 5. Debriefings

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

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## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: ninety (90) days

### 2. Submission of Offers

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

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

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### **3. Enquiries - Request for Standing Offers**

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

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

### **4. Applicable Laws**

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

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

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

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

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (2 hard copies)

Section III: Certifications (1 hard copies)

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

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

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

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

#### **1.1. Technical Evaluation**

##### 1.1.1 Mandatory Technical Criteria

See Attachment 1.

##### 1.1.2 Point Rated Technical Criteria

See Attachment 1.

#### **1.2 Financial Evaluation**

##### 1.2.1 Price evaluation.

See Attachment 1.

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

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

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### 3. Security Requirement

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

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## PART 5 - CERTIFICATIONS

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

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

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

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

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

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

### 2. Certifications Precedent to Issuance of a Standing Offer

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

## 2.1 Federal Contractors Program - Certification

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

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

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

The Offeror or the member of the joint venture

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

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

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## 2.2 Former Public Servant Certification

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

### Definitions

For the purposes of this clause,

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

A former public servant may be:

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

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

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

### Former Public Servant in Receipt of a Pension

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

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YES ( ) NO ( )

If so, the Offeror must provide the following information:

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

#### Work Force Reduction Program

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

YES ( ) NO ( )

If so, the Offeror must provide the following information:

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

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

#### Certification

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

### **2.3 Status and Availability of Resources**

SACC Manual

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

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

##### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE 51564-09-0005**

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

#### 3. Standard Clauses and Conditions

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

### 3.1 General Conditions

2005 (2012-07-12) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

## 4. Term of Standing Offer

### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.  
( will be inserted at the award)

### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 2 periods of one year each, from \_\_\_\_\_ to \_\_\_\_\_ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

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

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

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

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mtb540

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51564-09-0005

File No. - N° du dossier

MTB-0-32003

CCC No./N° CCC - FMS No/ N° VME

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## 5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

## 5.3 Offeror's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Identified Users

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

## 7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10 000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 8. Financial Limitation

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

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

## 9. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-12), General Conditions - Standing Offers - Goods or Services
- e) the general conditions 2010B (2012-07-12), General Conditions - Professional Services apply to and form part of the Contract.
- f) Annex "A", Requirement;
- g) Annex "B", Basis of Payment;
- h) Annex "C", Security Requirement Check List;
- i) the Offeror's offer \_\_\_\_\_ .

## 10. Certifications

### 10.1 Compliance

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

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb540

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

51564-09-0005

File No. - N° du dossier

MTB-0-32003

CCC No./N° CCC - FMS No/ N° VME

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## **10.2 SACC Manual Clauses**

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

## **11. Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Requirement**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010B (2012-07-12), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### **2.1 SACC Manual Clauses**

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

### **3. Term of Contract**

#### **3.1 Period of the Contract**

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

### **4. Payment**

#### **4.1 SACC Manual clause**

C6000C (2011-05-16) Limitation of Price

### **5. Invoicing Instructions - weekly payment**

The invoicing will be sent weekly to the following address:

Veterans Affairs Canada  
Place Bonaventure, portail South West Portal  
800 de la Gauchetière Ouest, bureau 6505  
Montreal, (Quebec) H5A 1L8

## ATTACHMENT I

Technical evaluation 65% of the mark.

Financial evaluation 35% of the mark.

### EVALUATION

#### Technical evaluation

(65% of the mark)

### MANDATORY REQUIREMENTS

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

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

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

## POINT RATED REQUIREMENTS

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

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

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

Maximum Total 142

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

5	<p>Competency in interpersonal skills, judgement, dependability, and oral and written communication as confirmed by two written references from employers within the last seven years.</p> <p>4 marks maximum for each reference rating employee on a scale:            Excellent - <b>4 pts</b>;            Very Good - <b>3 pts</b>;            Good - <b>2 pts</b>;            Fair - <b>1 pt</b>;            Poor - <b>0 pts</b>.            - interpersonal skills            - judgement            - dependability            - oral and written communication</p>	32
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Maximum      Total      142 Points

### Financial Evaluation

(35% of the mark)

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

The Financial proposal is established by giving 35% to the qualified proposal having the highest number of points. The other qualified Bidders resultant proposals will be given a pro rated value.

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

Selection: The highest score technical evaluation plus financial evaluation.

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## ANNEX "A"

### Requirement

#### Objective:

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

#### Language Requirements:

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

#### Requirement

1. The Contractor must provide professional OT consultation services and advice to the staff of the Gatineau District Office located at Anciens Combattants Canada, 85, rue Bellehumeur, pièce 230, Gatineau (QC) on a wide variety of OT issues related to the care of adult and older adult clients. This includes, but is not limited to, the provision of professional advice and recommendations on client cases presented at Interdisciplinary Team meetings and case conferences.
2. The Contractor must use a VAC computer and software for client documentation in a Windows environment, including word processing, electronic mail and Internet.
3. The Contractor must use the Departmental system, Benefits and Health Services On Line (BHSOL) to request OT and other client assessment reports from OTs and other health professionals, to review and finalize these reports and to follow-up with the respective VAC Case Manager on services for the client. At the request of the Project Authority, the Contractor may also be required to monitor and report on OT provider turnaround times and compliance with quality standards. Direct follow-up with the OT service providers may be required. At the request of the Project Authority, the Contractor may also be required to provide training in the use of the BHSOL system to other contract occupational therapists in the District Offices, and to external OT providers completing assessments and reports on behalf of VAC.
4. At the request of the Project Authority, the Contractor may also be required to request, review and précis OT and related health professional reports from other service providers, such as community agencies and services.

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

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## Miscellaneous

### Volume of Work:

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

Estimated utilization for the Gatineau District Office, is 156 days per year.

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

### Travel:

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

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

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

### Location of Work:

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

Veterans Affairs Canada  
Gatineau District Office,

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

Possibility of 2 or 4 travel per year to Abitibi, Quebec.

### Access to Government Facilities / Equipment:

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

**Training:**

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

**Ownership of Product:**

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

**Access to Information and Privacy:**

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

**Notification of Breach of Privacy:**

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

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

**Annex «B»**

**Basis of payment  
Frm hourly rate**

**Labour**

**1- First year of the Standing Offer**

From \_\_\_\_\_ to \_\_\_\_\_.

( will be inserted at the award)

Occupational Therapist      Hourly rate      \_\_\_\_\_\$

Estimation: \_\_\_\_\_ \$

Travel and Expenses

Estimation: 5 000.00\$

Total Estimation: \_\_\_\_\_\$

**Optional**

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

From \_\_\_\_\_ to \_\_\_\_\_.

( will be inserted at the award)

Occupational Therapist      Hourly rate      \_\_\_\_\_\$

Estimation: \_\_\_\_\_ \$

Travel and Expenses

Estimation: 5 000.00\$

Total Estimation: \_\_\_\_\_\$

**Optional**

**3- Third year of the Standing Offer**

From \_\_\_\_\_ to \_\_\_\_\_.

( will be inserted at the award)

Occupational Therapist      Hourly rate      \_\_\_\_\_\$

Estimation: \_\_\_\_\_ \$

Travel and Expenses

Estimation: 5 000.00\$

Total totale \_\_\_\_\_:\$

Solicitation No. - N° de l'invitation

51564-090005/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb540

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

51564-09-0005

File No. - N° du dossier

MTB-0-32003

CCC No./N° CCC - FMS No/ N° VME

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**NOTE:**

Travel and Living Expenses.

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

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

All payments are subject to government audit.

Solicitation No. - N° de l'invitation

51564-090005/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtb540

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

51564-09-0005

File No. - N° du dossier

MTB-0-32003

CCC No./N° CCC - FMS No/ N° VME

## **Annex «C»**

### **Security Requirement Check List** (To be inserted here)



Contract Number / Numéro du contrat 51564-09-0005
Security Classification / Classification de sécurité

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Anciens Combattants Canada	2. Branch or Directorate / Direction générale ou Direction Bureau de district de Montréal	
3. a) Subcontract Number / Numéro du contrat de sous-traitance 51564-09-0005	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Fournir au fur et à mesure des besoins des services professionnels de consultation en ergothérapie, ainsi que des conseils au personnel de bureau de district de Gatineau sur une grande variété de questions liées aux services d'ergothérapie données à des clients adultes et aînés.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  Non  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?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  Non  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?  No  Yes  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui  
 If Yes, will unscreened personnel be escorted?  No  Yes  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  Non  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?  No  Yes  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  Non  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?  No  Yes  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  Non  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?  No  Yes  
 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?  Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  No  Yes  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  Non  Oui



Contract Number / Numéro du contrat 51564-09-0005
Security Classification / Classification de sécurité

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

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

For 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 / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C				
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

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

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

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

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



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

## CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.  
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

<b>A</b>	<b>PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS</b>
----------	---

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

<b>B</b>	<b>BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu</b>
----------	---

Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
Full Given Names (No initials) - Prénoms au complet (aucune initiale)	
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)	
Gender - Sexe <input type="checkbox"/> Male / Masculin <input type="checkbox"/> Female / Féminin	Date of Birth - Date de naissance (Y-A M D-J)

### Current Residential Information Information résidentielle actuelle

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
City - Ville	Province	Postal Code - Code postal

<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>
----------	---

Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante

Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource