

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**PWGSC/TPSGC Acquisitions**  
**1045 Main Street**  
**1st Floor, Lobby C**  
**Unit 108**  
**Moncton, NB E1C 1H1**  
**Bid Fax: (506) 851-6759**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

This document contains a security requirement.  
Ce document contient une condition de sécurité.

<b>Title - Sujet</b> Physician Services		
<b>Solicitation No. - N° de l'invitation</b> 21231-120001/A	<b>Date</b> 2012-07-05	
<b>Client Reference No. - N° de référence du client</b> 21231-120001		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-006-4487		
<b>File No. - N° de dossier</b> MCT-2-35036 (006)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-07-23</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bourque, Annette		<b>Buyer Id - Id de l'acheteur</b> mct006
<b>Telephone No. - N° de téléphone</b> (506) 851-2325 ( )		<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA 13175 ROUTE 8 P.O.BOX 102 RENOUS New Brunswick E9E2E1 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

NB / PEI Division - Moncton Acquisitions Office  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1

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

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

#### The Annexes include:

- Annex "A" Statement of Work
- Annex "B" Basis of Payment
- Annex "C" Security Requirements Check List
- Annex "D" Technical Evaluation Criteria

### 2. Summary

- (i) The Contractor shall provide Physician Services to the Correctional Service of Canada (CSC), Atlantic Institution located in Renous, New Brunswick.
- (ii) The period of the contract is from date of award, to 31 March 2013, with four (4) additional option periods of one (1) year each.
- (iii) The Statement of Work is described at Annex A. The contractor will be paid costs reasonably and properly incurred for the performance of the work in accordance with the Basis of Payment at Annex B,. The Security Requirement Check List is at Annex C, and bidders must meet the evaluation criteria described at Annex D.
- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.
- (v) The requirement is not subject to the Trade Agreements.

(vi) The requirement is limited to Canadian goods and/or services.

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2012/03/02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### 2. Submission of Bids

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

### 3. Enquiries - Bid Solicitation

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

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

### 4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of New Brunswick.

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

## **5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I:      Technical Bid (two (2) hard copies)  
Section II:     Financial Bid (two (2) hard copies)  
Section III:    Certifications (one (1) hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

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

### **Section I: Technical Bid**

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

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

**Section II: Financial Bid**

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

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**1.1 Technical Evaluation**

Mandatory technical evaluation criteria are included in Annex D.

**1.2 Financial Evaluation**

The evaluated cost/total bid price will be the total estimated cost detailed in Annex B, Basis of Payment. The total estimated cost will be the total of the initial period plus the option periods for an overall total.

**2. Basis of Selection**Basis of Selection - Mandatory Technical Criteria

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

**PART 5 - CERTIFICATIONS**

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

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

## 1. Certifications Precedent to Contract Award

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

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

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

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any 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.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The 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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 1.2 Former Public Servant Certification

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

YES ( ) NO ( )

If so, the Bidder must provide the following information:

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



## Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

## Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 1.3 Canadian Content Certification

### 1.3.1. SACC Manual clause

A3050T (2010/01/11) Canadian Content Definition.

### 1.3.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 1.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/ her availability. Failure to comply with the request may result in the bid being declared non-responsive.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 1.5 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirement

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## 2. Financial Capability

SACC Manual clause A9033T (2011/05/16) Financial Capability

## 3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7, Item 12.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

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

#### 2.1 General Conditions

2035 (2012/03/02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 3. Security Requirement

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex C,
  - (b) Industrial Security Manual (Latest Edition).

#### 4. Term of Contract

##### 4.1 Period of the Contract

The period of the Contract is from date of award to 31 March 2013 inclusive.

##### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional periods of one (1) year each under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Annette Bourque  
Title: Supply Specialist

Public Works and Government Services Canada  
Acquisitions Branch

Address: 1045 Main Street, Unit 108  
Moncton, New Brunswick  
E1C 1H1

Telephone: (506) 851-2325

Facsimile: (506) 851-6759

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

## 5.2 Project Authority

The Project Authority for the Contract is:

**Details will be provided in any resulting contract**

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

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

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

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

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

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

## 5.3 Contractor's Representative (bidder please complete)

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

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

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

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

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

## 6. Payment

### 6.1 Basis of Payment

#### Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

## 6.2 SACC Manual clause

SACC Reference	Section	Date
A9113C	Handling of Personal Information	2008/12/12
A9117C	T1204 - Director Request by Customer Department	2007/11/30
C0711C	Time Verification	2008/05/12
D5328C	Inspection and Acceptance	2007/11/30
H1008C	Method of Payment - Monthly Payments	2008/05/12

## 7. Invoicing Instructions

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

## 8. Certifications

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

### 8.1 SACC Manual Clauses

SACC Reference	Section	Date
A3060C	Canadian Content Certification	2008/05/12

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of New Brunswick.

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012/03/02), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*"), as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " and *insert date(s) of clarification(s) or amendment(s)*).

## 11. SACC Manual Clauses

SACC Reference	Section	Date
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A9068C  
A9113CGovernment Site Regulations  
Handling of Personal Information2010/01/11  
2008/12/12

## 12. Insurance Requirements

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

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

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

### 12.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to

contractual provisions.

- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) n/a
- (o) n/a
- (p) n/a
- (q) n/a
- (r) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower



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Ottawa, Ontario K1A 0H8

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

## **12.2 Medical Malpractice Liability Insurance**

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

## **12.3 Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (b) Accident Benefits - all jurisdictional statutes
  - (c) Uninsured Motorist Protection
  - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

21231-120001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct006

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

21231-120001

File No. - N° du dossier

MCT-2-35036

CCC No./N° CCC - FMS No/ N° VME

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## **Annex A**

### **Statement of Work**

#### **Title Physician Services - Atlantic Institution**

##### **Background**

The Correctional Service Canada is the federal government agency responsible for administering sentences of a term of two years and more, as imposed by the Courts. CSC is responsible for managing institutions of various security levels and supervising offenders under conditional release in the community.

CSC operates under three levels of management: National, Regional, and Institutional/District Parole Offices. The National Headquarters in Ottawa performs overall planning and policy development for the Service, while each of the five Regional Headquarters implements CSC activities within their respective Regions.

CSC's Health Services Sector enables CSC to attain its mission and mandate by providing offenders with efficient and effective health services that encourage inmate responsibility, by promoting healthy reintegration and contributing to safe communities. CSC's Health Services Sector has a presence at all levels of management from coast to coast.

##### **Objective**

The objective of the contract is to provide health care services to the clientele which will aid in their managing their health concerns and providing preventative services in order that they can be healthy in the future.

##### **Applicable Documents**

Precise direction related to health care for inmates is provided by CSC policy via Commissioner's Directives (CD) as follows:

- (a) CD800 Health Services
- (b) CD803 Consent to Health Services Assessment, Treatment and Release of Information
- (c) CD805 Administration of Medications
- (d) CD821 Management of Infectious Diseases
  - Protocol 821-1 Managing Exposure to Blood and/or Body Fluids
  - Guidelines 821-2 – Bleach Distribution
- (e) CD825 Hunger Strikes
- (f) CD835 Health Care Records
- (g) CD840 Psychological Services
- (h) CD843 Prevention, Management and Response to Suicide and Self-Injuries
- (i) CD850 Mental Health Services

##### **Scope of Work:**

The Contractor will:

1. Provide medical services to inmates in a federal correctional institution in accordance with generally accepted community standards.
2. Provide medical clinics in the Health Care Centre and in the Segregation Unit when required, which include examinations and assessments of inmates; investigations; diagnostics; treatments; prescriptions; and references to consultants as required. Clinic hours provided to the institution will be decided by the Chief Health Services at the site.
3. Provide telephone consultation when required, on a 24-hour basis for each day of the duration of the contract.

**Annex A**  
**Statement of Work**

4. Provide CSC approved treatment and follow-up for opiate addiction (as outlined in, for example, Opiate Substitution Therapy Guidelines (OST). Sign the DSM V (Diagnostic and Statistical Manual of Mental Disorders) criteria for substance dependence (opiates). Will maintain professional privileges in this area. The clinics will be conducted in collaboration with the Methadone Nurse. Clinic hours provided to the Institution will be decided by the Chief Health Services at the site.
5. Provide assessment of inmates with known or suspected infectious diseases and provide medical management in accordance with professional practice standards and Correctional Service Canada protocols and guidelines. The clinics will be conducted in collaboration with the Infectious Disease Nurse. Clinic hours provided to the Institution will be decided by the Chief Health Services at the site.
6. Isolate and report inmates with known communicable diseases in accordance with provincial public health regulations and Correctional Service Canada protocols.
7. Request outside hospital services when required, and provide relevant information to the treating physician.
8. Provide follow-up to clinical services and/or hospital admissions of inmates.
9. Document appropriately in the Correctional Service Canada medical files all relevant information concerning all interventions, including examination, diagnosis, treatment or/and prescription according to professional standards.
10. Approve Emergency Response Medical Directives and provide advice in the drafting of Institutional Medical Directives that govern the delegation of physician authority to the nursing staff for specific health interventions; review and approve both annually and when a national review of those Directives results in a change.
11. Remain in the Institution during crisis situations at the request of the Chief Health Services / Warden. If on site, providing emergency treatment to inmates and staff.
12. Participate in case discussions with members of the health care teams as required. Advise institution authorities on matters affecting the operation of the Health Care Centre.
13. Assure continuity of care when appropriate, including the identification of community-based providers and the provision of timely referral information to medical resources upon transfer to another institution and/or discharge to the community.
14. At the request of the Project Authority, participate in activities, training, education sessions, and committees related to quality improvement, patient safety, and accreditation within the Institution, Regional Headquarters, and/or National Headquarters.
15. For emergency reasons, be able to respond to the institution within one (1) hour.
16. At the request of the Project Authority, provide consultations and/or clinics by telemedicine from Institution, the Regional Headquarters, or the contractor's designated medical centre.
17. Adhere to the approved Formulary when prescribing medication. Appropriate documentation to justify non-formulary items shall be completed and forwarded to the designated authority. The designated authority will be the Regional Pharmacist in regions that staff this position. In all other regions, the completed documentation shall be forwarded to the National Pharmacist or, in his/her absence, to the Director General of Health Services. The designated authority then has the

## **Annex A**

### **Statement of Work**

opportunity to request clarification and suggest cost effective alternatives. Additions, deletions and substitutions shall be determined by the Pharmacy & Therapeutics Committee.

18. Abide by CSC policy, including paragraph 15 in Commissioner's Directive 800 which reads: "Medication for inmates shall be prescribed by an institutional clinician only when clinically indicated. Accordingly, the administration of medication to inmates for restraint or for other security purposes shall not be undertaken."
19. Utilize the Correctional Service Canada policies with respect to essential Health Services, including but not restricted to policies set forth in the Commissioner's Directives, and Guidelines and Standards attached thereto, National Medical Directives, Regional Instructions, and Institutional Medical Directives as well as Correctional Service Canada's Mission Statement.
20. Adhere to and support Correctional Service Canada policies with respect to the economical and efficient management of Health Services' resources.
21. Refer patients to Dorchester Penitentiary/Shepody Healing Centre to the Regional Health Center, in Dorchester, New Brunswick, when necessary and communicate with the admitting physician.

#### **Deliverables**

The contractor will:

1. Provide two medical clinics per week (4 hours per clinic) including on-call services from 0700 to 2300 hours.
2. Provide on-call services from 2300 to 0700 hours, each day of the duration of the contract including statutory holidays.
3. Provide call-back services for emergency services when required.
4. Provide three methadone clinics per month (each clinic consisting up to four hours) for assessment of the offender participating in the OST Program. One of the three clinics will be for an Opiate Substitution Team meeting.
5. Provide an average of two infectious disease clinics per month (four hours per clinic).
6. Participate and/or attend to meetings, training, and education sessions within the Institution, the Regional Headquarters, and/or the National Headquarters.
7. Provide monthly invoices with the dates and types of services rendered.

#### **Cancellation of Sessions**

Due to the nature of the environment in which the programs will be delivered, the scheduled dates of the sessions will be subject to change due to urgent institutional circumstances such as institutional lockdowns, closures due to climate weather, security requirements, or other emergency situations at no cost to the CSC. In these cases, the Project Authority or his/her representative will advise the Contractor and sessions will be rescheduled. In the event the Contractor must cancel a session, the session date must be rescheduled and replaced within three weeks if the need for the session remains.

#### **Work Schedule**

In the event that an institution is in lock down mode or in the event of a strike, it is agreed by both parties that the contractor will be responsible to call the institution the day of a session to ensure that the institution is open. If in the event the contractor calls and is advised that the institution is open, but by the time the contractor has arrived the institution is in lockdown, the contractor will then be paid all

**Annex A**  
**Statement of Work**

reasonable travel costs as per Treasury Board standards. The contractor will be supplied with a list of all telephone numbers for institutions they will be visiting.

All work will be performed subject to the inspection and acceptance by the Project Authority.

The Project Authority or his designated representative will be responsible for monitoring the progress of the work and will be responsible for the technical requirements; the acceptance and approval of the deliverables. Any proposed changes to the scope of work may be discussed with the Project Authority, but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

**Annex B**  
**Basis of Payment**

You will be paid your costs reasonably and properly incurred for the performance of work as follows:

**Contract period: 01 April 2012\*, or date of award to 31 March 2013**

(\*Contract start date and estimated hours will be adjusted at contract award)

Clinics and on- call service: An all-inclusive session fee (an average of twice per week at 4 hours/session) including on-call service from 0700 to 2300 hours	Clinic hourly rate at \$_____/hour x 4hours= \$_____/session x 104 sessions per year Total: \$_____
On-call service from 2300 to 0700 hours, 7 days/week, hourly fee	On-call hourly rate of \$_____/hour x 8 hours/day x 365 days Total: \$_____
Call-back: As required, an all-inclusive call-back fee, based on an hourly fee	\$_____/hour for a sum not to exceed \$11,000.00
Methadone clinic: An all-inclusive session fee (average of three sessions/month at 4 hours/session). One of the three clinics to be a Methadone Intervention Team meeting. In order to invoice for one hour, the physician shall see a minimum of 6 clients to a maximum of 10 clients during Methadone clinics. Hourly rate	\$_____/hour x 4 hours= \$_____/session x 36 sessions/year Total: \$_____
Infectious disease clinic: An all-inclusive session fee (an average of 2 sessions/month at 4 hours/session)	\$_____/hour x 4 hours= \$_____ x24 sessions/year Total: \$_____
To attend Regional Health Services meetings (methadone, infectious diseases, etc.) on the request of the Chief Health Services. As required, based on an hourly fee excluding travel expenses	\$_____/hour for a sum not to exceed \$7,000.00
All travel must have prior authorization by the Chief Health Services	\$5,000.00/year
Total:	\$_____

**Annex B**  
**Basis of Payment**

**Option Year 1 - 01 April 2013 to 31 March 2014**

Clinics and on- call service: An all-inclusive session fee (an average of twice per week at 4 hours/session) including on-call service from 0700 to 2300 hours	Clinic hourly rate at \$_____/hour x 4hours= \$_____/session x 104 sessions per year Total: \$_____
On-call service from 2300 to 0700 hours, 7 days/week, hourly fee	On-call hourly rate of \$_____/hour x 8 hours/day x 365 days Total: \$_____
Call-back: As required, an all-inclusive call-back fee, based on an hourly fee	\$_____/hour for a sum not to exceed \$11,000.00
Methadone clinic: An all-inclusive session fee (average of three sessions/month at 4 hours/session). One of the three clinics to be a Methadone Intervention Team meeting. In order to invoice for one hour, the physician shall see a minimum of 6 clients to a maximum of 10 clients during Methadone clinics. Hourly rate	\$_____/hour x 4 hours= \$_____/session x 36 sessions/year Total: \$_____
Infectious disease clinic: An all-inclusive session fee (an average of 2 sessions/month at 4 hours/session)	\$_____/hour x 4 hours= \$_____ x24 sessions/year Total: \$_____
To attend Regional Health Services meetings (methadone, infectious diseases, etc.) on the request of the Chief Health Services. As required, based on an hourly fee excluding travel expenses	\$_____/hour for a sum not to exceed \$7,000.00
All travel must have prior authorization by the Chief Health Services	\$5,000.00/year
Total:	\$_____



**Annex B**  
**Basis of Payment**

**Option Year 2 - 01 April 2014 to 31 March 2015**

Clinics and on- call service: An all-inclusive session fee (an average of twice per week at 4 hours/session) including on-call service from 0700 to 2300 hours	Clinic hourly rate at \$ _____/hour x 4hours= \$ _____/session x 104 sessions per year Total: \$ _____
On-call service from 2300 to 0700 hours, 7 days/week, hourly fee	On-call hourly rate of \$ _____/hour x 8 hours/day x 365 days Total: \$ _____
Call-back: As required, an all-inclusive call-back fee, based on an hourly fee	\$ _____/hour for a sum not to exceed \$11,000.00
Methadone clinic: An all-inclusive session fee (average of three sessions/month at 4 hours/session). One of the three clinics to be a Methadone Intervention Team meeting. In order to invoice for one hour, the physician shall see a minimum of 6 clients to a maximum of 10 clients during Methadone clinics. Hourly rate	\$ _____/hour x 4 hours= \$ _____/session x 36 sessions/year Total: \$ _____
Infectious disease clinic: An all-inclusive session fee (an average of 2 sessions/month at 4 hours/session)	\$ _____/hour x 4 hours= \$ _____ x24 sessions/year Total: \$ _____
To attend Regional Health Services meetings (methadone, infectious diseases, etc.) on the request of the Chief Health Services. As required, based on an hourly fee excluding travel expenses	\$ _____/hour for a sum not to exceed \$7,000.00
All travel must have prior authorization by the Chief Health Services	\$5,000.00/year
Total:	\$ _____

**Annex B**  
**Basis of Payment**

**Option Year 3 - 01 April 2015 to 31 March 2016**

Clinics and on- call service: An all-inclusive session fee (an average of twice per week at 4 hours/session) including on-call service from 0700 to 2300 hours	Clinic hourly rate at \$_____/hour x 4hours= \$_____/session x 104 sessions per year Total: \$_____
On-call service from 2300 to 0700 hours, 7 days/week, hourly fee	On-call hourly rate of \$_____/hour x 8 hours/day x 365 days Total: \$_____
Call-back: As required, an all-inclusive call-back fee, based on an hourly fee	\$_____/hour for a sum not to exceed \$11,000.00
Methadone clinic: An all-inclusive session fee (average of three sessions/month at 4 hours/session). One of the three clinics to be a Methadone Intervention Team meeting. In order to invoice for one hour, the physician shall see a minimum of 6 clients to a maximum of 10 clients during Methadone clinics. Hourly rate	\$_____/hour x 4 hours= \$_____/session x 36 sessions/year Total: \$_____
Infectious disease clinic: An all-inclusive session fee (an average of 2 sessions/month at 4 hours/session)	\$_____/hour x 4 hours= \$_____ x24 sessions/year Total: \$_____
To attend Regional Health Services meetings (methadone, infectious diseases, etc.) on the request of the Chief Health Services. As required, based on an hourly fee excluding travel expenses	\$_____/hour for a sum not to exceed \$7,000.00
All travel must have prior authorization by the Chief Health Services	\$5,000.00/year
Total:	\$_____

**Annex B**  
**Basis of Payment**

**Option Year 4 - 01 April 2016 to 31 March 2017**

Clinics and on- call service: An all-inclusive session fee (an average of twice per week at 4 hours/session) including on-call service from 0700 to 2300 hours	Clinic hourly rate at \$_____/hour x 4hours= \$_____/session x 104 sessions per year Total: \$_____
On-call service from 2300 to 0700 hours, 7 days/week, hourly fee	On-call hourly rate of \$_____/hour x 8 hours/day x 365 days Total: \$_____
Call-back: As required, an all-inclusive call-back fee, based on an hourly fee	\$_____/hour for a sum not to exceed \$11,000.00
Methadone clinic: An all-inclusive session fee (average of three sessions/month at 4 hours/session). One of the three clinics to be a Methadone Intervention Team meeting. In order to invoice for one hour, the physician shall see a minimum of 6 clients to a maximum of 10 clients during Methadone clinics. Hourly rate	\$_____/hour x 4 hours= \$_____/session x 36 sessions/year Total: \$_____
Infectious disease clinic: An all-inclusive session fee (an average of 2 sessions/month at 4 hours/session)	\$_____/hour x 4 hours= \$_____ x24 sessions/year Total: \$_____
To attend Regional Health Services meetings (methadone, infectious diseases, etc.) on the request of the Chief Health Services. As required, based on an hourly fee excluding travel expenses	\$_____/hour for a sum not to exceed \$7,000.00
All travel must have prior authorization by the Chief Health Services	\$5,000.00/year
Total:	\$_____

**Grand total: \$\_\_\_\_\_**

**(The sum of all periods will be used for evaluation purposes)**

Answer / Réponse "C"

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PAGE 02/05

 Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21231-12-0001
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	2. Branch or Directorate / Direction générale ou Direction Comptrolal Services of Canada	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Physician to provide medical services to offenders in a maximum security prison.		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
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 SECRET <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>		SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

21231-12-0001

Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes  
Non ☐ Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document: ☒ No ☐ Yes  
Non ☐ Oui

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

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

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

Special comments:  
Commentaires spéciaux: \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Ou personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  
☒ No ☐ Yes  
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?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  
☒ No ☐ Yes  
Non ☐ Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  
☒ No ☐ Yes  
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?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  
☒ No ☐ Yes  
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?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  
☒ No ☐ Yes  
Non ☐ Oui

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



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21231-12-0001

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

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

For 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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÉ SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÉ SECRET	NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL		A	B	C	CONFIDENTIEL		TRÉ SECRET	
Production / Assemblage / Remise Composants / Sous-ensembles / Bases Production																
IT Model / 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Allison Martin	Title - Titre Chief Health Services	Signature <i>Allison Martin</i>	Date November 24, 2011
Telephone No. - N° de téléphone 506-823-4032	Facsimile No. - N° de télécopieur 506-823-4122	E-mail address - Adresse courriel martina@psc-ccc.gc.ca	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Suzanne Charbon	Title - Titre Project Officer	Signature <i>Suzanne Charbon</i>	Date July 11, 2012
Telephone No. - N° de téléphone 506-823-4032	Facsimile No. - N° de télécopieur 506-823-4122	E-mail address - Adresse courriel s.charbon@psc-ccc.gc.ca	
15. Are there additional instructions (e.g., Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex., Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No <input type="checkbox"/> Yes
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Annette Bourque	Title - Titre Supply Specialist	Signature <i>Annette Bourque</i>	Date July 4, 2012
Telephone No. - N° de téléphone (506) 851-2325	Facsimile No. - N° de télécopieur (506) 851-6759	E-mail address - Adresse courriel annette.bourque@psc.gc.ca	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Contract Security Officer, Contract Security Division Roxanne Antille@tpsgc-pwsc.gc.ca Tel/Tél - 613-957-6168 / Fax/Téléc - 613-954-4171	Title - Titre Contract Security Officer	Signature <i>Roxanne Antille</i>	Date June 27/12
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

## ANNEX « D » EVALUATION CRITERIA

### MANDATORY REQUIREMENT

It is understood by the parties submitting offers that to be considered valid, an offer MUST meet all of 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.

If the documentation is not submitted with the bid, the Contracting Authority will request the information from the Bidder and provide the Bidder with a time frame within which to submit the documentation. Failure to comply with the request of the Contracting Authority within the time frame and submit the information will render the bid non-responsive.

*Note: The contractor may include a copy of his/her curriculum vitae which demonstrates his/her work experience as a physician.*

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

<u>The contractor must:</u>		PAGE #	FOR EVALUATION PURPOSES		
			MET	NOT MET	COMMENTS
1	Provide proof that he/she is licensed as a Physician in good standing with his/her respective provincial College of Physicians and Surgeons. A copy of the license must be included in the proposal. This document must be provided each year before the option period is exercised.				
2	Provide a signed declaration that he/she is a member in good standing with his/her respective provincial College of Physicians and Surgeons, that there are no investigations or judgments against the proposed physicians in any area of professional conduct, and that his/her license to practice medicine has no restrictions. If there are current investigations, judgments or restrictions registered against the proposed physician, details of them must be provided as indicated in the form. This document must be provided each year before the option period is exercised.				
3	Provide proof that he/she is currently authorized by Health Canada to prescribe methadone.				
4	Provide a copy of a valid licence for prescribing treatment for opiate dependence and other addictions. The physician will be responsible for maintaining such training/licensure in order to provide approved treatments and to acquire licensure/training if needed to provide treatments newly approved.				
5	Have admitting privileges at the Miramichi Regional Hospital (Region B).				
6	Have a minimum of 2 year work experience as a licensed physician.				



**ANNEX « D »  
EVALUATION CRITERIA**

<b><u>The contractor must:</u></b>		<b>PAGE #</b>	<b>FOR EVALUATION PURPOSES</b>		
			<b>MET</b>	<b>NOT MET</b>	<b>COMMENTS</b>
7	Have knowledge re infectious diseases, and work experience with patients infected with diseases such as Hepatitis C, HIV, and other communicable diseases.				
8	Can communicate with offenders in the language of their choices (English or French).				
9	Demonstrate the ability to provide 1 hour services at destination Atlantic Institution to respond to institutional emergencies.				