

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**800 Burrard Street, 12th Floor**  
**800, rue Burrard, 12e étage**  
**Vancouver, B. C.**  
**V6Z 2V8**  
**Bid Fax: (604) 775-7526**

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

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Physician Services	
<b>Solicitation No. - N° de l'invitation</b> 21807-130001/A	<b>Date</b> 2012-08-24
<b>Client Reference No. - N° de référence du client</b> 21807-130001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$XSB-005-6777	
<b>File No. - N° de dossier</b> XSB-2-35082 (005)	<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 2012-10-02</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Armstrong, Wendy	<b>Buyer Id - Id de l'acheteur</b> xsb005
<b>Telephone No. - N° de téléphone</b> (604) 775-7691 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA VARIOUS LOCATIONS SEE HEREIN British Columbia V2S5X7 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**

Public Works and Government Services Canada - Pacific  
Region  
800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 2V8

<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 the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### 2. Summary

Every inmate shall be provided, in accordance with the current CSC directives, with the essential medical and dental care that he requires. (*Corrections and Conditional Release Act*)

This Contract is for the provision of essential medical services to inmates incarcerated in a Federal Institution. For security reasons it is impractical to take each inmate to a private physician's office in the community. To meet the obligation as stipulated in the *Corrections and Conditional Release Act*, Her Majesty enters into a personal service contract for the provision of medical service in the Health Service Centre of the institution.

The Contractor is responsible for the provision of general medical services to the inmates and to establish preventative medicine programs as per Annex A Statement of Work.

Physicians are required for the following institutions:

Regional Treatment Centre; Rehabilitation Centre; Matsqui Institution; Kent Institution; Mountain Institution; Mission Institution and William Head Institution. (Addresses to found in Annex A)

Multiple contracts may be issued. Assuming a sufficient number of bids determined to be fair value to the Crown are received, up to seven contracts may be awarded to seven different suppliers that are determined to be fair value to the Crown. Each bidder may bid on one institute or more than one institute.

There is a security requirement associated with this requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6A - 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;

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

Solicitation No. - N° de l'invitation

21807-130001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

XSB-2-35082

Buyer ID - Id de l'acheteur

xsb005

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

21807-130001

CCC No./N° CCC - FMS No/ N° VME

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### **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.

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## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the (<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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **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 ten (10\_) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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.

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

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

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

Section I: Technical Bid (\_3\_ hard copies)

Section II: Financial Bid (\_1\_ hard copy)

Section III: Certifications (\_1\_ hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 (<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 and describe their approach 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**

- 1.1 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

### 4.1. 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.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

Proposed personnel (Physician(s) and physician replacement(s)) must be actively registered in their Professional associations for the province of British Columbia. Copy of Physician's license to be provided.

##### 4.1.1.3 Point Rated Technical Criteria

The bidder should describe (in no more than 5 pages), without repeating or paraphrasing the contents of the Request for Proposal, how they meet the following criteria:

- |  |           |
|--|-----------|
| a) How many years of experience as a Physician Practitioner (no experience = 0 points; less than 1 year experience = 5 points, 1 year or more but less than 3 years = 15 points; 3 years or more but less than 5 years = 20 points; and 5 years or more = 25 points) | 25 points |
| b) Identification of a plan for emergency after hour physician care requirements   | 15 points |
| c) Education; post secondary; certificates, related courses, or continuing education within the last 3 years, related to the Statement of Work (5points for each example to a maximum of 15)   | 15 points |
| d) Experience with dealing effectively with marginalized populations. (0-1 year= 0 points; 2-3 years= 5 points; 4-5 years = 10 points; more than 5 years =   | 15 points |
| e) ability to work in a team concept for the delivery of services  | 30 points |

### 4.2 Financial Evaluation

The offerors must submit their price information as detailed in Annex "B" Basis of Payment. Failure to do so will result in your proposal being considered non-responsive and not considered for award.

- 4.2.1** The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded, FOB destination for goods, Customs duties and Excise taxes included. The prices in Annex B will multiplied by the percentages. These percentages will be used to determine a "blended rate" for price evaluation purposes.

### 4.3. Basis of Selection

The selection of offerors will be based on best value as determined by a ratio of 60% points from the technical evaluation to 40% points based on the price (See Annex "B"). The highest technical score will receive the maximum points of 60 and the others prorated accordingly. The lowest price score (must be technically acceptable) will receive the maximum points of 40 and the others prorated. The highest total score when adding the technical points and the price rate points will be considered as representing best value.

i.e.)

### Example of Best Value Determination

Assuming three valid bids are received (each meets the minimum required technical score - and mandatory requirements, where applicable), and maximum technical score is 100 points.

Using a ratio of 60% technical vs. 40% price rate:

Details:

	<b>Bid #1</b>	<b>Bid #2</b>	<b>Bid #3</b>
Technical:	88 points	82 points	76 points
Price	\$30/hr	\$28/hr	\$24/hr

Calculation:

Bidder	Technical Points	Price Points	Total Points
Bid #1	88 X 60 = 60.00 * 88	**24 X 40 = 32.00 30	92.00 points
Bid #2	82 X 60 = 55.91 88	24 X 40 = 34.29 28	90.20 points
Bid #3	76 X 60 = 51.82 88	24 X 40 = 40 24	91.82 points

\* Highest technical score.

\*\* Lowest price rate (and technically acceptable)

Award to Bid #1 (Highest total score taking into consideration technical and blended rate.)

Note:

The above is only an example to show mathematically how the relationship between technical and rate will be handled. The rates indicated DO NOT REPRESENT AN ESTIMATE OF THE RATES ASSOCIATED WITH THIS PARTICULAR REQUIREMENT.

#### 4.4 Multiple Contracts

Up to seven contracts may be issued for this requirement.

Bidders may bid on one institute or more than one institute. Award will be based on the highest number of points per institute. Each institute will be evaluated separately.

## **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.

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

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (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/229-eng.html>

### **5.2. 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.

#### **5.2.1 Federal Contractors Program - Certification**

##### **Federal Contractors Program for Employment Equity - \$200,000 or more**

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

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

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

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

The Bidder or the member of the joint venture

(a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to the FCP, and has a valid certificate number as follows:  
\_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

### 5.2.2 Worker's Compensation

The Offeror certifies that the workers are covered by the Worker's Compensation during the period of the Standing Offer and the entire period or any call-up against the standing offer, in accordance with the labour laws for British Columbia."

### 5.2.3 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.

### 5.2.4 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.

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1. 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 "" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

### **6.2. Insurance Requirements**

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

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.

### 7.1. Statement of Work

Every inmate shall be provided, in accordance with the current CSC directives, with the essential medical and dental care that he requires. (*Corrections and Conditional Release Act*)

This Contract is for the provision of essential medical services to inmates incarcerated in a Federal Institution. For security reasons it is impractical to take each inmate to a private physician's office in the community. To meet the obligation as stipulated in the *Corrections and Conditional Release Act*, Her Majesty enters into a personal service contract for the provision of medical service in the Health Service Centre of the institution.

The Contractor is responsible for the provision of general medical services to the inmates and to establish preventative medicine programs as per Annex A Statement of Work.

#### 7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form" for non-DND clients attached at Annex D.

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

##### 7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

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

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized Task.

## **7.2. Standard Clauses and Conditions**

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

### 7.2.1 General Conditions

2035 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 7.3 Security

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 PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror 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/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).

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the contract will be April 1, 2013 to March 31, 2016 inclusive.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Wendy Armstrong , Supply Specialist  
 Public Works and Government Services Canada  
 12th Floor - 800 Burrard St.  
 Vancouver, B.C. V6Z 2V8  
 Tel: (604) 775-7691  
 Fax: (604) 775-7526  
 E-Mail: wendy.armstrong@pwgsc.gc.ca

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

#### 7.5.2 Project Authority

The Project Authority for the Contract is:

Name: (to be inserted at time of award)

Tel: (604) \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

**7.5.3 Contractor's Representative**

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

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

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

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

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

**7.6 Payment**

**7.6.1 Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment attached hereto as Annex "B" for Work performed pursuant to this Contract.

**7.6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (Tas), inclusive of all revisions, must not exceed \$TBA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

**7.6.3 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

#### **7.6.4 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

#### **7.7. Invoicing Instructions**

The Contractor must submit Invoices in accordance with the information required in section 12, Invoice Submission, of the 2035 General Conditions - Higher Complexity - Services.

#### **7.8. 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.

#### **7.9 Applicable Laws**

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

#### **7.10 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) 2035 (2012-07-16), General Conditions - Higher Complexity - Services,
- (c) Annex A, Statement of Work
- (d) Annex B - Basis of Payment
- (e) Annex C, Security Requirement
- (f) Annex D, Task Authorization Form 572
- (g) the Contractor's bid dated \_\_\_\_\_

## ANNEX A

### STATEMENT OF WORK Physician's Services

#### **Background:**

Every inmate shall be provided, in accordance with the current CSC directives, with the essential medical and dental care that he requires. (*Corrections and Conditional Release Act*)

This Contract is for the provision of essential medical services to inmates incarcerated in a Federal Institution. For security reasons it is impractical to take each inmate to a private physician's office in the community. To meet the obligation as stipulated in the *Corrections and Conditional Release Act*, Her Majesty enters into a personal service contract for the provision of medical service in the Health Service Centre of the institution.

The Contractor is responsible for the provision of general medical services to the inmates and to establish preventative medicine programs.

#### **1. The Contractor will provide general medical services to the inmates by:**

- 1.1 Providing emergency health services (ie: delay of the service will endanger the life of the inmate).
- 1.2 Providing urgent health services (ie: the condition is likely to deteriorate to an emergency or affect the inmate's ability to carry on the activities of daily living).
- 1.3 Conducting medical clinics at the institution and entering relevant information such as examination, diagnostic investigation, diagnosis, treatment provided and any medication prescribed, in the Health Care Record in electronic databases or in hard copy.
- 1.4 Requesting the services of medical specialists for treatment or consultation as required and, as is consistent with community standards, authorize/recommend implementation of the consultant's treatment or recommendations.
- 1.5 Provide consultation in the drafting of Clinical Health Orders for the guidance of nursing staff in the administration of treatment and the performance of minor medical procedures which may be carried out by the Health Service staff in his absence in both routine and emergency situations.
- 1.6 Visiting inmates in areas other than the Health Care Unit upon request.
- 1.7 Being available for call-back services 24-hours per day, daily throughout the year and returning to the institution upon request - or provide medical treatment in an adjacent emergency facility.
- 1.8 Providing at his own expense, a fully qualified replacement in the event of absence for any reason. This replacement must be approved by the Department to ensure that the necessary security clearances have been obtained.
- 1.9 Follow the Pacific Regional Pharmacy Formulary and Policies in prescribing medication.

#### **2. The Contractor establishes preventative medicine programs by:**

Isolating inmates with known communicable diseases.

**3. Opiate Addiction Treatment:**

- 3.1 The Contractor shall be required to prescribe Methadone for those offenders in the Methadone Maintenance Program.
- 3.2 The Contractor shall be required to prescribe Buprenorphine as indicated for the treatment of opiate addiction.

**4. Standards:**

The Contractor must perform services that are consistent with the Community Standards and the Standards set by the College of Physicians and Surgeons of British Columbia and within the standards of the Correctional Service of Canada, including but not limited to, the use of Universal Precautions as required in the performance of their duties.

**5. The Department Shall:**

Provide for the Contractor to fulfill the obligations of the Contract, (as mutually agreed to by the Project Officer and the Contractor), access to, but not limited to the following if so required/requested:

- 5.1 Provide the Contractor with office space.
- 5.2 Provide the Contractor with access to an office computer.
- 5.3 Provide the Contractor with a Dictaphone recorder and tapes.
- 5.4 Provide the Contractor with access to a telephone.

**6. The Contractor Shall :**

The contractor shall have the following mandatory requirements and be able to provide the Department when and if requested proof there of:

- 6.1 A Doctor of Medicine degree from a recognized university and supply a Photostat of their curriculum vitae.
- 6.2 Be licensed to practice medicine in British Columbia from the College of Physicians and Surgeons of British Columbia and supply their Doctor's number; each time a new contract is entered into (including Amendments).
- 6.3 Through authorization from the Minister of Health Canada pursuant to s.68 (1)(d) of the *Narcotic Control Regulations* the Contractor will be required to obtain and/or keep current his/her Methadone License. The registration of licensure must be established with the college of Physicians and Surgeons of British Columbia to administer, prescribe or furnish Methadone to patients under his professional treatment and under the guideline for "The use of Opioids in the Management of Opioid Dependency".
- 6.4 Completion of the six hour training program for bupenorphine prescribers.
- 6.5 Have admitting privileges at the local community hospital.

**7. Interpretation:**

For interpretation of the activities associated with essential health services, the Contractor should seek advice from the **Chief of Health Services**.

**8. Communication:**

The Contractor shall be responsible for providing a pager or cellular telephone if required.

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## ANNEX B

### BASIS OF PAYMENT

#### ALL INCLUSIVE HOURLY RATES FOR PHYSICIAN SERVICES FOR YEAR 1:

Payment will be made up of medical sessions, methadone sessions, on call, call back, cancellation, telephone consultation, meetings and travel as follows.

#### MISSION / FERNDALE/KWI INSTITUTION - YEAR 1

Medical session                    \$\_\_\_\_\_ / 3.5 hr session. \* (est. 251 Sessions)  
Methadone Sessions                \$\_\_\_\_\_ / 3.5 hr session. (est. 81 Sessions)  
On Call                                \$\_\_\_\_\_ / month (est. 12)  
Meetings                             \$\_\_\_\_\_ / hour (est. 1 meeting)  
Cancellation                        \$\_\_\_\_\_ / day if necessary (est. 10 times)  
Travel                                 \$\_\_\_\_\_ / trip(maximum) (est. 371 trips)  
Call back                             \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 39)  
Telephone Consultation            \$\_\_\_\_\_ / call as required (est. 884)

#### MISSION / FERNDALE/KWI INSTITUTION - YEAR 2

Medical session                    \$\_\_\_\_\_ / 3.5 hr session. (est. 251 Sessions)  
Methadone Sessions                \$\_\_\_\_\_ / 3.5 hr session. (est. 81 Sessions)  
On Call                                \$\_\_\_\_\_ / month (est. 12)  
Meetings                             \$\_\_\_\_\_ / hour (est. 1 meeting)  
Cancellation                        \$\_\_\_\_\_ / day if necessary (est. 10 times)  
Travel                                 \$\_\_\_\_\_ / trip(maximum) (est. 371 trips)  
Call back                             \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 39)  
Telephone Consultation            \$\_\_\_\_\_ / call as required (est. 884)

**MISSION / FERNDALE/KWI INSTITUTION - YEAR 3**

Medical session \$ \_\_\_\_\_ / 3.5 hr session. (est. 251 Sessions)

Methadone Sessions \$ \_\_\_\_\_ / 3.5 hr session. (est. 81 Sessions)

On Call \$ \_\_\_\_\_ / month (est. 12)

Meetings \$ \_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$ \_\_\_\_\_ / day if necessary (est. 10 times)

Travel \$ \_\_\_\_\_ / trip(maximum) (est. 371 trips)

Call back \$ \_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 39)

Telephone Consultation \$ \_\_\_\_\_ / call as required (est. 884)

**REGIONAL TREATMENT CENTRE - YEAR 1**

Medical session \$ \_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)

Methadone Sessions \$ \_\_\_\_\_ / 3.5 hr session. (est. 52 Sessions)

On Call \$ \_\_\_\_\_ / month (est. 12)

Meetings \$ \_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$ \_\_\_\_\_ / day if necessary (est. 4 times)

Travel \$ \_\_\_\_\_ / trip(maximum) (est. 450 trips)

Call back \$ \_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 216)

Telephone Consultation \$ \_\_\_\_\_ / call as required (est. 1920)

**REGIONAL TREATMENT CENTRE - YEAR 2**

Medical session \$ \_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)

Methadone Sessions \$ \_\_\_\_\_ / 3.5 hr session. (est. 52 Sessions)

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On Call \$\_\_\_\_\_ / month (est. 12)  
Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)  
Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)  
Travel \$\_\_\_\_\_ / trip(maximum) (est. 450 trips)  
Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 216)  
Telephone Consultation \$\_\_\_\_\_ / call as required (est. 1920)

**REGIONAL TREATMENT CENTRE - YEAR 3**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)  
Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 52 Sessions)  
On Call \$\_\_\_\_\_ / month (est. 12)  
Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)  
Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)  
Travel \$\_\_\_\_\_ / trip(maximum) (est. 450 trips)  
Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 216)  
Telephone Consultation \$\_\_\_\_\_ / call as required (est. 1920)

**REHABILITATION CENTRE - YEAR 1**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)  
Methadone Sessions N/A  
On Call \$\_\_\_\_\_ / month (est. 12)  
Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)  
Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)  
Travel \$\_\_\_\_\_ / trip(maximum) (est. 128 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 24)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 900)

### **REHABILITATION CENTRE - YEAR 2**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)

Methadone Sessions N/A

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 128 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 24)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 900)

### **REHABILITATION CENTRE - YEAR 3**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)

Methadone Sessions N/A

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 128 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 24)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 900)

### **MATSQUI INSTITUTION - YEAR 1**

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Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 52 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 156 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 60)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 960)

**MATSQUI INSTITUTION - YEAR 2**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 52 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 156 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 60)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 960)

**MATSQUI INSTITUTION - YEAR 3**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 52 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 156 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 60)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 960)

### **KENT INSTITUTION - YEAR 1**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 30 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 6 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 222 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 36)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 360)

### **KENT INSTITUTION - YEAR 2**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 30 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 6 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 222 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 36)

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Telephone Consultation \$\_\_\_\_\_ / call as required (est. 360)

### **KENT INSTITUTION - YEAR 3**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 156 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 30 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 6 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 222 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 36)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 360)

### **MOUNTAIN INSTITUTION - YEAR 1**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 170 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 52 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 5 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 222 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 10)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 1080)

### **MOUNTAIN INSTITUTION - YEAR 2**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 170 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 52 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 5 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 222 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 10)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 1080)

### **MOUNTAIN INSTITUTION - YEAR 3**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 170 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 52 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 5 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 222 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 10)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 1080)

### **WILLIAM HEAD INSTITUTION - YEAR 1**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 104 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 26 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)

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Travel \$\_\_\_\_\_ / trip(maximum) (est. 104 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 10)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 360)

### **WILLIAM HEAD INSTITUTION - YEAR 2**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 104 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 26 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 104 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 10)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 360)

### **WILLIAM HEAD INSTITUTION - YEAR 3**

Medical session \$\_\_\_\_\_ / 3.5 hr session. (est. 104 Sessions)

Methadone Sessions \$\_\_\_\_\_ / 3.5 hr session. (est. 26 Sessions)

On Call \$\_\_\_\_\_ / month (est. 12)

Meetings \$\_\_\_\_\_ / hour (est. 1 meeting)

Cancellation \$\_\_\_\_\_ / day if necessary (est. 4 times)

Travel \$\_\_\_\_\_ / trip(maximum) (est. 104 trips)

Call back \$\_\_\_\_\_ 1<sup>st</sup> hour if necessary (est. 10)

Telephone Consultation \$\_\_\_\_\_ / call as required (est. 360)

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File No. - N° du dossier

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xsb005

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21807-130001

CCC No./N° CCC - FMS No/ N° VME

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\* These estimates will be multiplied by the estimated number and added together for price evaluation purposes. These percentages will be removed before the issue of the contract

**NOTE: Bidders may bid on one institute only or more than one institute**

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File No. - N° du dossier

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xsb005

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

**ANNEX "D"**  
**INSURANCE REQUIREMENT**

**D.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, 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.

**D.2 Errors and Omissions Liability Insurance**

1. The Offeror must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Standing Offer, 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 defence costs.

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority thirty (30) days written notice of Cancellation.

### **D.3 Medical Malpractice Liability Insurance**

1. The Offeror must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Standing Offer, 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 Agency Nurse (?) in or about the conduct of the their 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 Standing Offer.
4. Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority thirty (30) days written notice of cancellation.

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## ANNEX E RATED REQUIREMENTS

**Rating:****Exceptional**

All criteria or expected answers were addressed in great depth. All the answers provided were appropriate. No deficiencies exist in the competencies or behavior assessed. Demonstration of more than what was expected in the answer/criteria material.

**Superior**

All criteria or expected answers were addressed. All the answers provided were appropriate. No deficiencies exist in the competencies or behaviour assessed.

**Fully Satisfactory**

All criteria or expected answers were addressed. Almost all the answers provided were appropriate. No major deficiencies exist in the competencies or behavior assessed.

**Very good**

Almost all criteria or expected answers were addressed. Almost all answers provided were appropriate. No major deficiencies exist in the competencies or behavior assessed.

**Good**

The majority of criteria or expected answers were addressed. The majority of answers provided were appropriate. No major deficiencies exist in the competencies or behavior assessed.

**Fair**

A satisfactory proportion of criteria or expected answers were addressed. A satisfactory proportion of the answers provided were appropriate. Some deficiencies exist in the competencies or behavior assessed, but none are of major concern.

**Below standard**

An unsatisfactory proportion of criteria or expected answers were addressed. An unsatisfactory proportion of the answers provided were appropriate. Deficiencies exist in the competencies or behavior assessed and there is some concern.

**Weak**

Few criteria or expected answers were addressed. Few of the answers provided were appropriate. Deficiencies exist in the competencies or behaviour assessed and there appears to be a problem.

**Poor**

Very few or none of the criteria or expected answers were addressed. Very few or none of the answers provided were appropriate. A number of deficiencies exist in the competencies or behavior assessed and there is a major problem.

Solicitation No. - N° de l'invitation

21807-130001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

XSB-2-35082

Buyer ID - Id de l'acheteur

xsb005

CCC No./N° CCC - FMS No/ N° VME

21807-130001

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**ANNEX "F"**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>21807-13-0001</b>
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>CORRECTIONAL SERVICE CANADA</b>		2. Branch or Directorate / Direction générale ou Direction <b>HEALTH SERVICES</b>
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 Provide medical services to our inmate population, on site.		
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 <i>medical file</i>
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? 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 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"/>
Specify country(ies): / Préciser le(s) pays: <input checked="" type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

21867-13-0001

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:

Yes/No checkboxes with 'Oui/Non' labels

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?

Yes/No checkboxes with 'Oui/Non' labels

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

- RELIABILITY STATUS COTE DE FIABILITE, CONFIDENTIAL CONFIDENTIEL, SECRET SECRET, TOP SECRET TRÈS SECRET, TOP SECRET-SIGINT TRÈS SECRET-SIGINT, NATO CONFIDENTIAL NATO CONFIDENTIEL, NATO SECRET NATO SECRET, COSMIC TOP SECRET COSMIC TRÈS SECRET, SITE ACCESS ACCÈS AUX EMPLACEMENTS

Special comments: Commentaires spéciaux:

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

Yes/No checkboxes with 'Oui/Non' labels

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

Yes/No checkboxes with 'Oui/Non' labels

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?

Yes/No checkboxes with 'Oui/Non' labels

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?

Yes/No checkboxes with 'Oui/Non' labels

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?

Yes/No checkboxes with 'Oui/Non' labels

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?

Yes/No checkboxes with 'Oui/Non' labels

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?

Yes/No checkboxes with 'Oui/Non' labels



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

21807-13-0001

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

Summary chart table with columns for Category, Protected, Classified, NATO, and COMSEC. Rows include Information/Assets, Production, IT Media, and IT Link.

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?

Yes/No checkboxes with 'No' checked.

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?

Yes/No checkboxes with 'No' checked.

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).



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat
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**2. Authorization(s) - Autorisation(s)**

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature Date

**3. Contractor's Signature - Signature de l'entrepreneur**

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature Date