

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier  
Place du Portage , Phase III  
Core 0A1 / Noyau 0A1  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> HEALTH SERVICES - LAVAL IHC	
<b>Solicitation No. - N° de l'invitation</b> 47131-157436/A	<b>Date</b> 2013-01-03
<b>Client Reference No. - N° de référence du client</b> 1000307436	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-115-25283	
<b>File No. - N° de dossier</b> 115zh.47131-157436	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-12</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<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> Cayer, Sophie	<b>Buyer Id - Id de l'acheteur</b> 125zh
<b>Telephone No. - N° de téléphone</b> (819) 956-9109 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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**

Training and Specialized Services Division/Division de la  
formation et des services spécialisés  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

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

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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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security 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 Attachments include Pricing Schedule, Technical Criteria and Certifications Precedent to Contract Award.

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

### 2. Summary

- a. Public Works and Government Services Canada (PWGSC), on behalf of Canada Border Services Agency (CBSA), has a requirement for on-site medical service at the Laval Detention Centre where men, women and children are detained. The Contractor must supply a minimum of two (2) Licensed Physician, a minimum of two (2) Licensed Psychiatrist, and a minimum of three (3) Registered Nurse.
- b. The period of the Contract will be from May 1, 2013 to April 30, 2014, with an irrevocable option to extend the period of the Contract by up to four (4) additional one (1) year periods under the same terms and conditions.
- c. There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site.
- d. Pursuant to section 01 of Standard Instructions 2003 and 2004, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

Solicitation No. - N° de l'invitation

47131-157436/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

115zh

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

1000307436

File No. - N° du dossier

115zh47131-157436

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.

## 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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-11-19) 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 and twenty (120) calendar 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 below. Bids transmitted to PWGSC by electronic mail will not be accepted.

Department of Public Works and Government Services Canada  
Bid Receiving Unit  
Portage III, 0A1  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 Ontario.

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

## **5. Basis for Canada's Ownership of Intellectual Property**

Canada Border Services Agency has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada, on the following grounds:

where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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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 (four (4) hard copies)  
Section II: Financial Bid (one (1) hard copy)  
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; and
- (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 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

#### Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.
- 1.2 Bidders must submit their prices and rates, FOB destination; Canadian customs duties and excise taxes included, as applicable; and GST or HST excluded.



**1.3** When preparing their financial bid, bidders should review the basis of payment in Annex B and clause 1.2, Financial Evaluation, of Part 4.

**1.4** Bidders should include the following information in their financial bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - a. their bid; and
  - b. any contract that may result from their bid.

### **Section III: Certifications**

In Section III, Bidders should include the certifications required under Part 5.

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### **ATTACHMENT 1 to PART 3 PRICING SCHEDULE**

The Bidder should complete this pricing schedule (See Excel™ Workbook attached) and include it in its financial bid once completed.

The rates specified in the pricing schedule, when quoted by the Bidder, includes the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

See attached Excel™ Workbook attached - pricing schedule.

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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

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

Refer to Attachment 1 to Part 4.

#### **1.2 Financial Evaluation**

- 1.2.1** The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.
- 1.2.2** For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

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

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

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.

The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

### 1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<b>Mandatory Technical Evaluation Criteria (MT)</b>	
<b>Number</b>	<b>Mandatory Technical Evaluation Criterion</b>
<b>MT1</b>	<p>The Bidder must propose the following resources:</p> <ol style="list-style-type: none"> <li>1. One (1) physician; and</li> <li>2. One (1) back-up physician.</li> </ol> <p>The Bidder must include the names, date of birth and security information, if available, for each proposed resource.</p>
<b>MT2</b>	<p>The Bidder must propose the following resources:</p> <ol style="list-style-type: none"> <li>1. One (1) psychiatrist;</li> <li>2. One (1) back-up psychiatrist; and</li> <li>3. Three (3) nurses.</li> </ol> <p>The Bidder must include the names, date of birth and security information, if available, for each proposed resource.</p>
<b>MT3</b>	<p>The Bidder must provide certificate of entitlement to support that each proposed resource in MT1 is entitled to practice medicine in the Province of Québec, without restrictions.</p>
<b>MT4</b>	<p>The Bidder must provide written confirmation from professional authorities that each proposed resource in MT1 has:</p> <ol style="list-style-type: none"> <li>1. always been in good standing with the Collège des Médecins du Québec and any other equivalent body that the doctor reported to during his/her practice, outside the Province of Quebec;</li> <li>2. always been in good standing with the Ordre des infirmières et infirmiers du Québec and any other equivalent body that the nurse reported to during his/her practice, outside the Province of Quebec;</li> <li>3. is not subject to any remedial measures.</li> </ol>

## 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. Bidders should provide the required certifications in Section III of their bid.

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. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation (Attachment 1 to Part 5)

### 2. Additional Certifications Precedent to Contract Award and Additional Certifications Required with the Bid

#### 2.1 Additional Certifications Precedent to Contract Award

The certifications included in Attachment 2 to Part 5, 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.

##### 2.1.1 Personnel Screening

##### 2.1.2 Federal Contractors Program for Employment Equity Certification

##### 2.1.3 Former Public Servant

##### 2.1.4 Status and Availability of Resources

##### 2.1.6 Education and Experience

##### 2.1.7 Rate or Price Certifications

### 2.2 Additional Certifications Required with the Bid

#### 2.2.1 Canadian Content Certification

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## **ATTACHMENT 1 to PART 5 MANDATORY CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD**

### **1.1 Code of Conduct and Certifications - Related documentation**

- 1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## ATTACHMENT 2 TO PART 5

### ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL CERTIFICATIONS REQUIRED WITH THE BID

#### 2.1 Additional Certifications Precedent to Contract Award

##### 2.1.1 Personnel Screening Consent and Authorization

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms original TBS 330-23 Form – Personnel Screening Consent and Authorization (<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>) for all proposed resource(s) named in the technical bid within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

##### 2.1.2 Federal Contractors Program

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

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

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. The Bidder or, if the Bidder is a joint venture, any of the members of the joint venture who 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 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 permanent full-time, permanent part-time 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 permanent full-time, permanent part-time 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, has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

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

### 2.1.3 Former Public Servants 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 spending 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 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; and  
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; and
- 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 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.

#### 2.1.4 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.

#### 2.1.5 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.

**2.1.6 Rate or Price Certifications**

C0002T (2010-01-11), Price Certification - Canadian-based Suppliers (other than agency and resale outlets).

**2.2 Additional Certifications Required with the Bid****2.2.1 Canadian Content Certification**

2.2.1.1 SACC Manual Clause A3050T (2010-01-11), Canadian Content Definition.

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.

## PART 6 - SECURITY AND OTHER REQUIREMENTS

### 1. Security Requirement

#### 1.1 PWGSC Security Requirement

- a) Before award of a contract, the following conditions must be met:
  - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) 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; and
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- b) 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.
- c) For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

#### 1.2 CBSA Security Requirement

- a) The Client (CBSA) will conduct its own personnel Reliability Status assessment on the proposed Bidder and its resource(s) as per the Treasury Board Secretariat of Canada's (TBS) "*Security and Contracting Management Standard*" and the *Policy on Government Security – Personnel Security Standard*, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "*Personnel Security Screening Section*" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "*Canadian Industrial Security Directorate*" (CISD) and the "*International Industrial Security Directorate*" (IISD).
- b) For each proposed resource, the bidder must submit a completed signed original TBS 330-23 Form – Personnel Screening Consent and Authorization ( <http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>) upon request of the Contracting Authority prior to Contract Award.
- c) Until the credit check and all other security screening processes required by this bid solicitation have been completed and the Bidder and its resource(s) are considered suitable by the CBSA, no contract will be awarded and the recommended Bidder (specifically the Bidder's resource(s) must not be permitted access to Protected / Classified information or assets, and further, must not be permitted to enter sites where such information or assets are kept.
- d) In the event that the Bidder (specifically the Bidder's resource(s)) does not pass the security screening process required by the CBSA, the said bid will be considered non-responsive and the

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next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting authority will determine the next steps in order to ensure all requirements are met.

- e) Canada will not delay the award of any contract to allow Bidders to obtain the required clearance.

## **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.

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in 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 Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 2.1 General Conditions

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 2.2 Supplemental General Conditions

4008 (2008-12-12), Personal Information

### 3. Security Requirement

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 B 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).

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from May 1, 2013 to April 30, 2014 inclusive.

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## 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 one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days 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:

Mike Tanguay  
Intern Officer  
Public Works and Government Services Canada  
Training and Specialized Services Division - ZH  
11 Laurier Street, Gatineau, Quebec K1A 0S5  
Telephone : 819-956-0545  
Fax : 819-956-2675  
E-mail : Mike.Tanguay@tpsgc-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.

### 5.2 Project Authority *(The project Authority will be entered in the Contract)*

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:

Telephone:  
Facsimile:  
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work 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 *(The Contractor's representative will be entered in the Contract)*

Name:

Title:

Address:

Telephone:

Facsimile:

E-mail address:

**6. Payment****6.1 Basis of Payment**

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**6.1.1 Firm Lot Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with section 1.1 - Firm lot Price - monthly rate of Annex B - Basis of Payment. Customs duty are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. "

**6.1.2 Limitation of Expenditures - Professional Fees**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with section 1.2 - Professional fees - Fixed Rates of Annex B - Basis of Payment to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duty are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable

**6.1.3 Limitation of Expenditures - Other Direct Expenses**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with section 2.0 Other Direct Expenses of Annex B - Basis of Payment to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duty are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable

**6.2 Canada's Total Liability - Professional Fees and Other Direct Expenses**

**6.2.1** Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

**6.2.2** 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.

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

### **6.3 Method of Payment - 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; and
- c. the Work performed has been accepted by Canada

### **6.4 SACC Manual Clauses**

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

### **6.5 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

## **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.

### **7.1 Each invoice must be supported by:**

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

### **7.2 Invoices must be distributed as follows:**

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **8. Certifications**



**8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the 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.

## **8.2 SACC Manual Clauses**

A3060C (2008-05-12), Canadian Content Certification

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada

## **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 supplemental general conditions 4008 (2008-12-12), Personal Information;
- c. the general conditions 2035 (2012-11-19), General Conditions - Higher Complexity - Services;
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. Annex D, Insurance Requirements; and
- h. the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## **11. Foreign Nationals**

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

## **12. Insurance Requirements**

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

## **ANNEX A STATEMENT OF WORK**

### **Medical Services for the Canada Border Services Agency's (CBSA) Laval Immigration Holding Centre**

#### **1. Background**

Citizenship and Immigration Canada (CIC) is responsible for facilitating the arrival of people and their integration into Canada while protecting the health, safety and security of Canadians; maintaining Canada's humanitarian tradition by protecting refugees and people in need of protection; enhancing the value and promoting the rights and responsibilities of Canadian citizenship; and reaching out to all Canadians to foster an increased intercultural understanding.

The Canada Border Services Agency (CBSA) is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods, including animals and plants, which meet all requirements under the program legislation. The CBSA's mission is to ensure the security and prosperity of Canada by managing the access of people and goods to and from Canada.

CIC and the CBSA share responsibility for the administration and enforcement of the *Immigration and Refugee Protection Act* (IRPA) and work collaboratively to achieve and balance the objectives of the immigration and refugee programs. The CBSA exercises the power of detention under IRPA. Two of IRPA's objectives are:

- protect the health and safety of Canadians and to maintain the security of Canadian society; and
- promote international justice and security by fostering respect for human rights and by denying access to Canadian territory to persons who are criminals or security risks.

The power to detain permanent residents and foreign nationals meets these objectives by:

- protecting Canadian society; and
- supporting the enforcement of IRPA.

The Interim Federal Health Program (IFHP), funded by CIC, is intended to provide temporary access to urgent and essential health care services to eligible clients who lack financial means, including those detained under IRPA at the CBSA Immigration Holding Centers (IHCs).

The CBSA and CIC collaborate to meet the objectives of the IFHP in the CBSA IHCs and for detainees requiring health care services outside the facility. The provision of health care services for detainees at the Toronto and Laval IHCs is provided through a contract issued by CBSA to healthcare workers in consultation with CIC and managed by CBSA.

The CBSA Laval IHC includes on-site medical services and referrals for medical needs off-site. It is located at 200 Montée St-François. On average, the population at the facility is 40 – 100 individuals. Maximum occupation is 145 individuals.

#### **2. Applicable Documents**

The following documents form part of this Statement of Work (SOW) to the extent specified herein and are supportive of the SOW when referenced in section 3 below.

- A. Immigration Holding Centre's Standing Orders
- B. Standards and professional ethics of the Collège des Médecins du Québec ([www.cmq.org](http://www.cmq.org))
- C. Standards and professional ethics established by the Ordre des infirmières et infirmiers du Québec ([www.oiiq.org](http://www.oiiq.org))

### 3. Scope of Work

The Contractor is responsible for providing management oversight for on-site medical resource(s) and ensuring their compliance of all tasks outlined under this SOW.

The Contractor must ensure all medical resource(s) obtain and keep current a professional registration from their respective college as well as appropriate professional malpractice insurance consistent with the type of practice required under this SOW.

Medical services at the IHC must be provided by a minimum of one (1) Licensed Physician, a minimum of one (1) Licensed Psychiatrist, and a minimum of one (1) Registered Nurse. The Contractor must provide the coverage required, as detailed under this SOW and as such, may provide the services of more than one nurse to meet such coverage. It is important for the Contractor to be aware that the detainee population fluctuates on a daily basis and can range from 40 detainees to 100 detainees. At the request of the CBSA, the Contractor must adjust coverage to meet the daily and routine fluctuation in detainee population at the Centre and be willing to adapt to other CBSA operational changes and/or requirements of the CBSA, as detailed under section 3.1. The Contractor must secure approval in advance for hours in excess of the prescribed weekly hours of medical resource(s) with the CBSA Chief of Operations or delegated representative.

The Contractor is responsible for ensuring an after-hours call schedule / plan is in place and maintained; that it is approved by the CBSA Chief of Operations or delegate; and that appropriate technology is available to medical resource(s) so they are accessible as required.

The Contractor must provide properly trained and security cleared medical resource(s) and must also provide back up support to cover for illness, holidays or other absences of medical resource(s). The Contractor must accept that from time to time, emergencies or other unforeseen situations, or pre-planned special projects may require additional medical resource(s) beyond the level of the base number. It is a requirement of this contract that the Contractor must be prepared at all times to provide properly trained and security cleared additional medical resource(s), to cover any of these extra responsibilities.

Medical resource(s) will have the ability to delegate certain medical functions to the CBSA staff at the IHC, for example, in situations whereby an individual requires access to either prescribed or over-the-counter medication at regular intervals and there is no medical resource(s) on-site. The CBSA staff will not be requested to perform any medical function without receiving clear instructions and pre-measured dosages from the medical resource(s).

The Contractor must retain and maintain medical records at the IHC in accordance with the standards of the College of Physicians and Surgeons of Quebec, including transition to a new Contractor and eventual destruction of records.

The Contractor must establish and maintain an electronic list of external health care providers and facilities for referrals and share it with the medical resource(s) so that detainees can be sent for the required care, when necessary. This list must be approved by the IHC on a quarterly basis. The

Contractor must also maintain regular contact with health care professionals in the community, ensuring they are aware of the detainee population needs (experience in traumas, detained population, post-traumatic stress disorder, etc), so that detainees can be sent for care, when necessary.

The Contractor must keep the CBSA Chief of Operations apprised of all pertinent medical issues at the Centre and consult with them as necessary, including public health-related matters, such as infectious diseases control and prevention and consult with them as necessary. In the event of an infectious disease outbreak/epidemic, the Contractor must take the lead on preparing a plan to respond to the situation and/or activate the health component of the CBSA emergency preparedness and management plan, and work closely with IHC staff and provincial health officials as required. The Contractor must maintain regular contact with provincial health officials to ensure they are aware of the need for assistance should an event occur.

The Contractor is responsible for stocking, controlling and maintaining a limited supply of over-the-counter (OTC) medications as well as specific prescription medications and medical supplies to stock a portable emergency kit, as described in attachment 1 to Annex A, for emergency situations at the IHC. The Contractor must establish and maintain a computerized control, tracking and monitoring system for all OTC and prescription medications and the medical supplies included in the portable emergency kit. A monthly invoice will be provided as required to the CBSA Chief of Operations requesting to replenish any item in that supply, and must be accompanied by a copy of the control, tracking and monitoring log identifying usage and supply level for the requested items. For prescription medications prescribed to detainees, the pharmacy will request reimbursement directly from the Interim Federal Health Program (IFHP) claims administrator.

All other costs associated with stocking and maintaining medical office supplies and services for the day to day operation of the medical clinic at the IHC, as well as all other administrative duties required to carry out the specified tasks assigned to the medical resource(s) as identified under section 3.1, are the responsibility of the Contractor. Medical office supplies necessary to run the clinic include (but are not limited to); gloves, bandages, tongue depressors, paper to cover examining tables, blood pressure monitor, thermometer covers, disposal of hazardous medical waste, syringes, alcohol swabs cups for dispensing medications.

Occasionally, the Contractor may be requested to verify supplier invoices for services rendered outside the IHC, correct any discrepancies and return these invoices to the CBSA Chief of Operations for processing.

The CBSA retains responsibility for the IHC's operations and care of detainees. The Contractor will ensure that he/she and all medical resource(s) support the CBSA in fulfilling its mandate under IRPA by working with the CBSA staff in a manner that is: respectful of CBSA operations and program requirements; proactive in addressing issues that may arise between medical resource(s) and staff at the IHC including the CBSA and other contracted staff, in an efficient and productive manner; respectful of requests from clients and staff; and effective in providing quality care to clients in a professional and courteous manner at all times.

A special purpose room is available for the use of a Physician, Psychiatrist and Nurse. There will be a private examination area provided. Costs associated with the connectivity of telephones, computers, and fax as well as basic office and medical equipment and fixtures such as examining beds. will be provided by the CBSA. The CBSA will also provide the required secure storage equipment for all medications and medical supplies.

### 3.1 Coverage and Tasks

### 3.1.1 Licensed Physician

The Physician(s) must be and remain qualified and entitled to practice in the Province of Quebec.

The Physician(s) must conduct himself/herself at all times, including interactions with Nurse(s) and the respective scope of practice, in accordance with the standards of practice and professional code of conduct and ethics of the College of Physicians and Surgeons of Quebec.

#### 3.1.1.1 Coverage

The Physician(s) must provide medical services at the Laval Immigration Holding Centre for four (4) hours, three times a week and these days will be scheduled to ensure a maximum gap in service of two (2) days. The four (4) hours must be provided between 6 a.m. to 9 p.m. The Physician(s) must also be available to the IHC and to the Nurse(s) by telephone 24 hours a day to provide advice and medical instructions.

The Physician(s) must be available to provide in-person services in excess of the twelve (12) hours covered above, at the agreed upon hourly rate and at the request of the CBSA Chief of Operations or delegate.

The Physician(s) must also be available for urgent unscheduled visits to the Centre for a medical problem outside the three regular visits per week.

#### 3.1.1.2 Tasks

The Physician(s) must: (tasks include but are not limited to the following)

- a) Work at all times under the professional authority of the Contractor.
- b) Ensure that all detainees have adequate health screening (at a minimum, screened by use of a questionnaire) within 24 hours of arrival or within a period of time as specified by the CBSA and have the opportunity to consult with the medical team. Screening must be in accordance with the Immigration Holding Centre's Standing Orders.
- c) In adherence to the guidelines, procedures and eligible benefits for the IFHP, medically treat detainees at the IHC's medical clinic and, when necessary, refer detainees to an appropriate off-site medical centre and/or arrange for medical professionals to attend and treat clients at the IHC or, alternatively arrange for an off-site appointment in consultation with the CBSA Chief of Operations or delegated authority. An electronic referral log must be maintained, including at minimum, the date, name of client, client/FOSS ID, reason for the referral, and the institution/professional to which the client was referred.
- d) If necessary and requested by the CBSA Chief of Operations, organize and/or conduct immigration medical examinations for refugee claimants detained more than 30 days, following the guidelines and instruction from Citizenship and Immigration Canada (CIC). This involves arranging for CIC Designated Medical Practitioners (DMPs) to visit the IHC and/or applying to CIC for a dispensation prior to the examination, to perform the exam as a non-DMP. While the examination itself would be billed within the monthly approved rate under the contract, outside suppliers of related tests (lab fees, x-rays, etc.) would follow normal IFHP invoicing practices.
- e) Maintain a computerized control log of all medications (prescription and over-the-counter) and medical supplies, including inventory, usage and dispensing; ensure that medications taken

from detainees upon arrival at the Centre are entered into the computerized control log, dispensed as required and secured in the proper location; and review and recommend usage and dosage of medications provided.

- f) Provide administrative oversight, advice and medical instructions to the Nurse(s) and/or other medical resource(s) and ensure that medical resource(s) performance is in accordance with professional standards at all times.
- g) Give medical advice, where necessary concerning medical-related actions to be taken regarding detainees (e.g. request to send a patient to hospital) to CBSA officers at the IHC.

### **3.1.2 Registered Nurse**

The Nurse(s) must be licensed to practice nursing as a registered nurse in the Province of Quebec.

Nurses must have knowledge of public health issues and of the appropriate management of Public Health issues and escalate to proper authorities when necessary (i.e.: bed bugs, outbreaks).

The Nurse(s) must at all times perform his/her duties in accordance with the standards established by the Ordre des infirmières et infirmiers du Québec and conduct him/herself in accordance with the code of conduct and ethics of the profession in Quebec.

#### **3.1.2.1 Coverage**

The Nurse(s) must provide nursing services at the IHC nine (9) hours a day, seven (7) days a week. Working hours must be between 6 a.m. to 9 p.m. in shifts negotiated with the CBSA Chief of Operations to meet the operational needs of the Centre and the medical needs of the detainees.

The Nurse(s) must also be available to provide services in excess of the sixty-three (63) hours covered above, at the request of the Project Authority or the CBSA Chief of Operations.

#### **3.1.2.2 Tasks**

The Nurse(s) must: (tasks include but are not limited to the following)

- a) Work at all times under the professional authority of the Physician(s).
- b) Meet each new detainee as soon as possible after their arrival at the Centre, to ensure that a health history questionnaire is completed to detect any medical problems requiring the attention of the Physician(s). Evaluate the questionnaire and follow-up on any medical issues, consulting with the Physician(s) as needed. File the questionnaire and any nurses's notes in accordance with the standards of the profession in Quebec.
- c) Distribute and administer prescription and over-the-counter medication to the detainees or delegate this responsibility to a contracted security guard along with clear instructions from medical resource(s) including how it is to be taken and at what time, along with the pre-measured dosage; and update the computerized control log accordingly.
- d) Receive detainees in the Centre's clinic when they request medical attention or the Centre's administration identifies a potential health problem. Where necessary, the nurse must refer

cases to the Physician(s) and/or to off-site medical professionals. A record of referrals must be maintained including the date, client, reason for referral and any action taken.

- e) For detainees subject to isolation/segregation who have potential medical conditions requiring monitoring, nurses are required to check basic vital signs at least once per day. The results must be recorded in the patient's chart and reviewed daily for any potential trends.

### **3.1.3 Licensed Psychiatrist**

The Psychiatrist must be licensed to practice in the Province of Quebec and hold the applicable valid licences to practice psychiatry and administer medications.

The Psychiatrist must conduct himself/herself at all times, including interactions with staff and the respective scope of practice, in accordance with the standards of practice and professional code of conduct and ethics of The College of Physicians and Surgeons of Quebec.

The Psychiatrist should be specialized in areas such as but not limited to patients suffering from trauma and Post-Traumatic Stress Disorder.

#### **3.1.3.1 Coverage**

The Psychiatrist must provide services at the Centre four (4) hours a week and the 4 hours must be provided between 6 a.m. and 9 p.m. to ensure flexibility and need not be consecutive. The 4 hours will be negotiated with the CBSA Chief of Operations to consider the operational needs of the Centre and the availability of the Psychiatrist.

The Psychiatrist must be available to provide services in excess of the four (4) hours covered above, at the request of the CBSA Chief of Operations or delegate.

The Psychiatrist must also be available for urgent unscheduled visits to the Centre for a mental health or behavioural problem outside the regular hours a week.

#### **3.1.3.2 Tasks**

The Psychiatrist must: (tasks include but are not limited to the following)

- a) Work at all times under the professional authority of the Contractor.
- b) In adherence to the guidelines and procedures of the IFHP, provide assessments and treat detainees at the IHC's medical clinic and provide recommendations to CBSA and IHC staff in terms of special accommodations required with respect to mental health issues in order to mitigate risk and protect the health, safety and security of the detainee, other persons at the Centre and IHC staff.
- c) Provide the CBSA and IHC staff with training and support to identify issues and manage situations, including providing a list of behavioural issues that can be used by staff to identify detainees that would benefit from a referral.

## **4. Language Capability**

The Physician(s), Psychiatrist and all Nurse(s) must be fluent in written and spoken French and

English.

## 5. Training of Medical resource(s)

All medical resource(s) (Physicians/Psychiatrist/Nurses) will be trained within two (2) weeks of starting their positions. Training will be provided by CBSA, during normal working hours, be held at the IHC and will be a maximum of two (2) days. The medical resources will be paid in accordance with the hourly rate in Annex B – Basis of Payment. Topics will include:

- Emergency protocols, including fire, power outages, disruptive/violent clients, and emergency evacuation procedures at the IHC;
- Diversity and sensitivity issues;
- Privacy Act;
- Access to Information Act (ATIP) legislation; and
- an orientation to the Immigration and Refugee Protection Act and Regulations.

## 6. Information Sharing

The Physician(s), Psychiatrist, and Nurse(s) are required to: provide the CBSA staff with instructions as to the measures to be undertaken by IHC staff with respect to a detainee's medical condition, in order to protect the health, safety and security of the detainee, other persons at the Centre and IHC staff and comply with standard procedures for reciprocal sharing of pertinent medical information of detainees who are transferred from one institution to the other, as directed by the CBSA.

## 7. Performance Management

The CBSA will work with Public Works Government Services Canada (PWGSC) to ensure corrective measures are applied in accordance with the PWGSC Vendor Performance Corrective Measures Policy (VPCMP).

### 7.1 Quality Assurance

Without restricting any other rights of Canada, the Contractor's performance will be evaluated by the review of the following by the CBSA:

- After hours response time (log sheet documenting after hour calls indicating response time, etc.).
- Survey of fifty (50) clients to assess quality of service semi annually (ratings of 1 to 5 on 5-10 items such as 1-poor and 5-excellent).
- Attendance (log sheet to ensure time stamps or arrival and departure of staff).
- All complaints documented electronically by CBSA on a spreadsheet.

## 8. Reporting

With the monthly invoices, the Contractor must provide signed time sheets for the Licensed Physicians, Psychiatrist and Nurses and a copy of the log for all over the counter medications and medical supplies used during that reporting period. The time sheets must be signed by the CBSA Chief of Operations or delegated representative.



**9. Administration**

The Contractor's representative will meet with the CBSA Director of Inland Enforcement and/or CBSA delegates on a biannual basis. The purpose will be to discuss operational issues, identify gaps, and review processes at the IHC to ensure efficiencies. The meeting will be held at the IHC and will not be more than half a day in duration.

**10. Travel and Living Expenses:**

Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for services provided at the CBSA Laval Immigration Holding Centre, Laval, Québec; and

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract. These costs are included in the firm, all inclusive rates in sections 1 above.

### Attachment 1 to Annex A Other Direct Expenses

As referenced in Section 3 - Scope of work, below is the limited allowable list of items for:

**Over-the-counter medications, one generic of each listed below:**

(to be dispensed by medical resource(s) and/or distributed by contracted security guards on the advice and direction of medical resource(s) only)

- Anti-inflammatory - ibuprofen
- pain and fever medication - acetaminophen
- antiemetic
- anti-allergy – oral or cream
- antacid
- hydrocortisone cream
- antibiotic cream/ointment
- laxatives
- antidiarrheals

**Emergency Kit to include (in single dose format):**

- 4 x ASA chewable 80mg
- 1 x Activated charcoal (50gm)
- 2 x Dextrose 50% prefilled syringes
- 4 x Diazepam 5mg/ml amp
- 2 x Dimenhydrinate 50mg/ml amp
- 2 x Diphenhydramine 50mg/ml inj
- 2 x Diphenhydramine 50mg tabs
- 3 x Epinephrine 1 :1000 amp
- 2 x Furosemide 10mg/ml x2ml amp
- 1 x Glucagon kit
- 2 x Glucose gel (31gm)
- 6 x Naloxone 0.4mg/ml amp
- 1 x Nitroglycerin 0.4mg spray
- 1 x Salbutamol inhaler
- 2 x EpiPen adult
- Insulin
- Saline solution
- Oxygen masks / prongs

**Note:** Any additional medications or medical office supplies or services beyond the lists above are the responsibility of the Contractor.

## ANNEX B BASIS OF PAYMENT

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

### 1.0 Firm lot Price and Professional Fees

#### 1.1 Firm Lot Price - Monthly rate

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm lot price per month, as per Table 1.

**Table 1 - Firm lot Price per month to cover:**

a four (4) hour period, three days (3) per week for the physician,  
a nine (9) hour period, seven (7) days per week for the nurse(s),  
a four (4) hour period, one (1) day a week for the psychiatrist and,  
any other expense encountered in the performance of the work as detailed in Annex A - Statement of Work (e.g. medical supplies, pager etc).

Initial Contract Period:	\$	Per month
Option year 1:	\$	Per month
Option year 2:	\$	Per month
Option year 3:	\$	Per month
Option year 4:	\$	Per month

#### 1.2 Professional Fees - Fixed Rates

The Contractor will be paid all inclusive fixed rates as follows:

**Table 2 - All inclusive fixed hourly rate to cover:**

Services provided by the physician in excess of the twelve (12) hours per week covered under the above monthly rate, at the request of the CBSA Chief of Operations.

Initial Contract Period:	\$	Per hour
Option year 1:	\$	Per hour
Option year 2:	\$	Per hour
Option year 3:	\$	Per hour
Option year 4:	\$	Per hour

**Table 3 - All inclusive fixed rate to cover:**

Unscheduled visit(s) to the IHC by the physician for a medical problem outside the three regular visits per week. If the duration of the visit in excess of two (2) hours, service provided in excess of the initial two (2) hour period will be billed using the firm hourly rate quoted above.

Initial Contract Period:	\$	Per visit
Option year 1:	\$	Per visit
Option year 2:	\$	Per visit
Option year 3:	\$	Per visit

Option year 4:	\$	Per visit
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**Table 4 - All inclusive fixed hourly rate to cover:**

Services provided by the nurse(s) in excess of the sixty-three (63) hours per week covered under the above monthly rate, at the request of the Contractor or the CBSA Chief of Operation.

Initial Contract Period:	\$	Per hour
Option year 1:	\$	Per hour
Option year 2:	\$	Per hour
Option year 3:	\$	Per hour
Option year 4:	\$	Per hour

**Table 5 - All inclusive fixed hourly rate to cover:**

Services provided by the psychiatrist in excess of the four (4) hours per week covered under the above monthly rate, at the request of the Contractor or the CBSA Chief of Operation.

Initial Contract Period:	\$	Per hour
Option year 1:	\$	Per hour
Option year 2:	\$	Per hour
Option year 3:	\$	Per hour
Option year 4:	\$	Per hour

**Table 6 - All inclusive fixed rate to cover:**

Unscheduled visit(s) to the IHC by the psychiatrist for a medical problem outside the one regular visit per week. If the duration of the visit in excess of two (2) hours, service provided in excess of the initial two (2) hour period will be billed using the firm hourly rate quoted above.

Initial Contract Period:	\$	Per visit
Option year 1:	\$	Per visit
Option year 2:	\$	Per visit
Option year 3:	\$	Per visit
Option year 4:	\$	Per visit

**2.0 Other Direct Expenses As per Attachment 1 of Annex A.**

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

**Allowable Categories****Estimated Cost**

Items in Attachment 1 to Annex A \$ \_\_\_\_\_

Total Estimated Cost of Other Direct Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

Solicitation No. - N° de l'invitation

47131-157436/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

115zh

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

1000307436

File No. - N° du dossier

115zh47131-157436

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**

## ANNEX D INSURANCE REQUIREMENTS

### G1001C (2008-05-12) - Insurance Requirements

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

### G2001C (2008-05-12) - 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.

**G2004C (2008-05-12) - 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.



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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		2. Branch or Directorate / Direction générale ou Direction	
Canada Border Services Agency		Operations Branch / Border Operations Directorate	
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 The Contractor is responsible for providing management oversight for on-site medical staff at the CBSA Immigration Holding Centre, located in Laval, Québec, and is responsible for ensuring that on-site medical staff complies with all tasks outlined in the Statement of Work.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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## PART D - AUTHORIZATION / PARTIE D - AUTORISATION

## 13. Organization Project Authority / Charge de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Daniel Anctil

Title - Titre

A/Director - Post Border Operations

Signature

Telephone No. - N° de téléphone  
613-954-6373Facsimile No. - N° de télécopieur  
613-954-7558E-mail address - Adresse courriel  
Daniel.Anctil@cbsa-asfc.gc.caDate  
April 26, 2012

## 14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Isabelle Deslauriers

Title - Titre

Gestionnaire de la Sécurité

Signature

Telephone No. - N° de téléphone  
514-283-8700 #4461Facsimile No. - N° de télécopieur  
514-350-6333E-mail address - Adresse courriel  
isabelle.deslauriers@cbsa-asfc.gc.caDate  
2012-06-06

## 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?

☒ No  
Non☐ Yes  
Oui

## 16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

## 17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date  
29-NOVEMBER-2012

Jacques Saumur  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171