

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

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

## Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

This Request for Standing Offer contains a security requirement/Ce demande d'offre à commandes contient une condition de sécurité.

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

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

<b>Title - Sujet</b> HIV / AIDS Education	
<b>Solicitation No. - N° de l'invitation</b> 21201-120199/A	<b>Date</b> 2012-04-19
<b>Client Reference No. - N° de référence du client</b> 21201-120199	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MCT-001-4448
<b>File No. - N° de dossier</b> MCT-1-34442 (001)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-05-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b> 2012-04-01	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kirkpatrick, Beth	<b>Buyer Id - Id de l'acheteur</b> mct001
<b>Telephone No. - N° de téléphone</b> (506)851-2856 ( )	<b>FAX No. - N° de FAX</b> (506)851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA Regional Headquarters 1045 MAIN ST 2ND FL. MONCTON New Brunswick E1C1H1 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Debriefings

### PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

### PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Insurance Requirements

### PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

#### A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Instrument
8. Limitation of Call-ups
9. Financial Limitation
10. Priority of Documents
11. Certifications
12. Applicable Laws

Solicitation No. - N° de l'invitation

21201-120199/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct001

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

21201-120199

File No. - N° du dossier

MCT-1-34442

CCC No./N° CCC - FMS No/ N° VME

---

## **B. RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance Requirements
7. SACC Manual Clauses

### List of Annexes:

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

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |  |
|--------|--|
| Part 1 | General Information: provides a general description of the requirement;  |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;  |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;  |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;  |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:  |
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

- |           |                                 |
|-----------|---------------------------------|
| Annex A - | Statement of Work               |
| Annex B - | Basis of Payment                |
| Annex C - | Security Requirements Checklist |
| Annex D - | Technical Evaluation Criteria   |

### 2. Summary

(i) The objective is to provide Human Immunodeficiency Virus (HIV)/ Acquired Immunodeficiency Syndrome (AIDS) education, prevention and support services to federal inmates in Nova Scotia, as a result inmates will be better able to make informed decisions and adopt health seeking behaviors. The services will be delivered directly to inmates while working in collaboration with the Health Care Teams.

(ii) The period for making call-ups against the Standing Offer is from the date of issuance of a Standing Offer, to 31 March 2013, with the option to extend the Standing Offer for 3 additional periods of 1 year each.

(iii) The Statement of Work is described at Annex A. The contractor will be paid costs reasonably and properly incurred for the performance of the work in accordance with the Basis of Payment at Annex B,. The Security Requirement Check List is at Annex C, and bidders must meet the evaluation criteria described at Annex D.

(iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

(v) The requirement is not subject to the Trade Agreements

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

### **3. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

### **4. Debriefings**

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

## **PART 2 - OFFEROR INSTRUCTIONS**

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

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

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

The 2006 (2012/03/02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) calendar days

### **2. Submission of Offers**

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

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

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

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

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

Solicitation No. - N° de l'invitation

21201-120199/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct001

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

21201-120199

File No. - N° du dossier

MCT-1-34442

CCC No./N° CCC - FMS No/ N° VME

---

eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **4. Applicable Laws**

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

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

Section I: Technical Offer (2 hard copies)  
 Section II: Financial Offer (1 hard copy)  
 Section III: Certifications (1 hard copy)

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

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

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

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)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Offer

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

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.



Solicitation No. - N° de l'invitation

21201-120199/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct001

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

21201-120199

File No. - N° du dossier

MCT-1-34442

CCC No./N° CCC - FMS No/ N° VME

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The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)     (   )     Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 1.1. Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

The mandatory technical evaluation criteria are described in Annex "D" - Technical Evaluation Criteria

### 1.2 Financial Evaluation

**SACC Reference**  
M0220T

**Section**  
Evaluation of Price

**Date**  
2007/05/25

The evaluated cost/total offer price will be based on the aggregate of the total estimated cost for the period of the standing offer and the three one year optional periods detailed at Annex B - Basis of Payment.

**In the case of error in the extension of prices, the unit price will govern.**

### 2. Basis of Selection

**SACC Reference**  
M0031T

**Section**  
Basis of Selection

**Date**  
2007/05/25

## PART 5 - CERTIFICATIONS

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

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

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

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

#### 1.1 Federal Contractors Program - Certification

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

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

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

The Offeror or the member of the joint venture

- (a) ☐ is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ☐ is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;

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

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

## 1.2 Former Public Servant Certification

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? **YES** ☐ **NO** ☐

If so, the Offeror must provide the following information:

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

#### Work Force Reduction Program

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

If so, the Offeror must provide the following information:

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

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

#### Certification

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

### 1.3 Canadian Content Certification

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

1.3.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 1.4 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar

qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror:

death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

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Signature

---

Date

### **1.5 Education and Experience**

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

---

Signature

---

Date

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## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

### 2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Part 7.

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

##### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

2.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

2.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

2.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

2.5 The Contractor must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual ( Latest Edition ).

#### 3. Standard Clauses and Conditions

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

##### 3.1 General Conditions

2005 (2012/03/02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer



The period for making call-ups against the Standing Offer is from the date of issuance of a Standing Offer to 31 March 2013.

## 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for 3 additional periods of 1 year each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Beth Kirkpatrick  
 Title: Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Address: 1045 Main Street, Unit 108  
 Moncton, New Brunswick  
 E1C 1H1  
 Telephone: 1-506-851-2856  
 Facsimile: 1-506-851-6759  
 E-Mail: beth.c.kirkpatrick@pwgsc-tpsgc.gc.ca

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

### 5.2 Project Authority

The Project Authority for the Standing Offer is:

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

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_

Solicitation No. - N° de l'invitation

21201-120199/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct001

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

21201-120199

File No. - N° du dossier

MCT-1-34442

CCC No./N° CCC - FMS No/ N° VME

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

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

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

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

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

### **5.3 Offeror's Representative** (offeror please complete)

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

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

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

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

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

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

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

## **6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Services Canada  
Regional Headquarters  
1045 Main Street  
Moncton, NB E1C 1H1

## **7. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

## **8. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## **9. Financial Limitation**

**Financial Limitation - Total**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the amount set out on page 1 of the Standing Offer (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 1 month before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012/03/02), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2012/03/02), General Conditions - Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment ;
- g) Annex C, Security Requirements Check List ;
- h) the Offeror's offer \_\_\_\_\_.

## 11. Certifications

### 11.1 Compliance

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

### 11.2 SACC Manual Clauses

SACC Reference	Section	Date
M3020C	Status and Availability of Resources	2010/01/11
M3060C	Canadian Content Certification	2008/05/12

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## 12. Applicable Laws

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

## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010B (2012/03/02), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of 2010B (2012/03/02), General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Period of the Contract

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

### 4. Payment

#### 4.1 Basis of Payment

##### **Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$ \_\_\_\_\_ (**insert the amount at contract award**). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

#### 4.2 Limitation of Price

SACC Manual clause C6000C (2011/05/16) Limitation of Price

#### 4.3 SACC Manual clause H1000C (2008/05/12) Single Payment

#### 4.4 SACC Manual Clauses

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
A9117C	T1204 - Direct Request by Customer Department	2007/11/30

#### 4.5 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### 5. Invoicing Instructions

1. 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.
2. Invoices must be distributed as follows: The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 6. Insurance Requirements

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

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

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

## 6.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) N/A
- (o) N/A
- (p) N/A
- (q) N/A
- (r) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

## 7. SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Site Regulations	2010/01/11
C0710C	Time and Contract Price Verification	2007/11/30

## **Annex A Statement of Work**

### **Statement of Work**

**Title: HIV/AIDS Education, Prevention, and Support Services for federal institutions in Nova Scotia**

#### **Background**

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

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

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

Approximately 1.9% of federal inmates residing in the Institutions of the Atlantic Region are known to be infected with Human Immunodeficiency Virus (HIV). Correctional Service Canada is mandated to provide education, awareness, and support to HIV positive patients as well as educate other inmates to be able to protect themselves from the transmission of this disease. It is also CSC's policy to provide inmates access to outside service organizations in the eventuality of continuity of care and community support after release.

#### **Objective**

The objective is to provide Human Immunodeficiency Virus (HIV)/ Acquired Immunodeficiency Syndrome (AIDS) education, prevention and support services to federal inmates in Nova Scotia, as a result inmates will be better able to make informed decisions and adopt health seeking behaviors. The services will be delivered directly to inmates while working in collaboration with the Health Care Teams.

#### **Scope of Work**

The Contractor will:

- a. prepare, organize and deliver the services at the following institutions:
  - Springhill Institution (Springhill, NS)
  - Nova Institution for Women (Truro, NS)



## **Annex A Statement of Work**

- b. provide HIV/AIDS education and prevention services to the general inmate population, and individual support/education to HIV positive inmates residing at the above-mentioned institutions.
- c. coordinate the dates of the activities listed below with the respective Health Care Teams of the above-mentioned institutions with at least 30 days advance notice.

### **Deliverables**

The program delivery and curriculum development, for each institution, shall consist of the following:

- a. visit and provide supportive and promotional materials for the annual AIDS Walk in federal institutions in Nova Scotia. The contractor will provide two staff and/or volunteers to attend and assist with AIDS Walk Day activities with inmates.
- b. deliver a one-half-day HIV/AIDS related workshop, and provide awareness resources such as posters/brochures. Contents of workshops will provide an overview of HIV in Nova Scotia, Canada, and the world. These workshops may be for the purposes of delivery of the Peer Education and Counseling Training program modules as well as ongoing education of Peer Education Counselors and volunteers. The Peer Education and Counseling course is a program developed by CSC which will be available to the contractor for program delivery. One-half-day workshop constitutes of 3 hours.
- c. deliver two separate one-half-day workshops on HIV Prevention to inmates. Contents of workshops will provide an overview of the low and high risk factors for contraction of HIV, how to prevent transmission of the virus, and testing information. One-half-day workshop constitutes of 3 hours.
- d. provide two separate one-on-one individual support meetings to the HIV positive inmates at each of the institutions. Duration of these sessions will be three hours and will accommodate up to three inmates per session. Every attempt shall be made to utilize these support sessions; however, if there are no HIV positive offenders who request support, these sessions may be used for educational/awareness purposes.
- e. at the request of the Project Authority, participate in activities and committees related to quality improvement, patient safety , and accreditation within the Institution(s), Regional Headquarters.
- f. provide the resource materials; and
- g. with each invoice, provide a written report of each session detailing the following:
  - 1. Date of each session/workshop delivery
  - 2. The number of participants

## **Annex A**

### **Statement of Work**

3. A summary of activities and subjects covered  
With the final invoice, the following additional information must be included:
4. Feedback including positives and areas of improvements
5. Recommendations for future program deliveries
6. A final report summarizing the entire project

#### **Cancellation of Sessions**

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

#### **Work Schedule**

In the event that an institution is in lock down mode or in the event of a strike, it is agreed by both parties that the contractor will be responsible to call the institution the day of a session to ensure that the institution is open. If in the event the contractor calls and is advised that the institution is open, but by the time the contractor has arrived the institution is in lockdown, the contractor will then be paid all reasonable travel costs as per National Joint Council standards. The contractor will be supplied with a list of all telephone numbers for institutions they will be visiting.

#### **Mandatory Requirements**

To fulfill the requirements of the contract, the contractor must:

- a. Be an organization which part of its mandate is to provide support, education, and awareness on HIV/AIDS in the province of Nova Scotia.
- b. Have a program that covers support, education and awareness on HIV/AIDS.
- c. Have 3 years experience in delivering HIV/AIDS programs.

#### **Travel**

The Contractor will not be paid for travel time required to complete the tasks and meet objective of this Statement of Work.

#### **Authorization**

## **Annex A Statement of Work**

No work can be started until authorization is given to do so by the Project Authority.

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

Annex "B"  
Basis of Payment

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

For the period from the date of contract award to 31 March 2013

		(A) All-inclusive fee	(B) Estimated qty	Extended Price (A x B)
<b>1. Deliverables</b>				
a)	<b>Attend and assist one Annual AIDS Walk event per institution.</b> Springhill Institution Nova Institution	Price per event including material \$ _____ \$ _____	1 1	\$ _____ \$ _____
b)	<b>Deliver a half-day HIV/AIDs Awareness workshop per institution</b> Springhill Institution Nova Institution	Price per workshop including material \$ _____ \$ _____	1 1	\$ _____ \$ _____
c)	<b>Deliver two half-day HIV Prevention workshops per institution</b> Springhill Institution Nova Institution	Price per workshop including material \$ _____ \$ _____	2 2	\$ _____ \$ _____
d)	<b>Provide two one-on-one HIV Support sessions or Education/Aawareness sessions (3 hours/session)</b> Springhill Institution Nova Institution	Price per session including material \$ _____ \$ _____	2 2	\$ _____ \$ _____
e)	<b>Participate in activities/committees related to quality improvement, patient safety, and accreditation for an estimated ten hours</b>	Price per hour \$ _____	10	\$ _____
<b>TOTAL ESTIMATED COST 2012-2013</b> (Sum of all extended prices)				\$ _____

Annex "B"  
Basis of Payment

For the period from 1 April 2013 to 31 March 2014

		(A) All-inclusive fee	(B) Estimated qty	Extended Price (A x B)
<b>1. Deliverables</b>				
a)	<b>Attend and assist one Annual AIDS Walk event per institution.</b> Springhill Institution Nova Institution	Price per event including material \$ _____ \$ _____	1 1	\$ _____ \$ _____
b)	<b>Deliver a half-day HIV/AIDS Awareness workshop per institution</b> Springhill Institution Nova Institution	Price per workshop including material \$ _____ \$ _____	1 1	\$ _____ \$ _____
c)	<b>Deliver two half-day HIV Prevention workshops per institution</b> Springhill Institution Nova Institution	Price per workshop including material \$ _____ \$ _____	2 2	\$ _____ \$ _____
d)	<b>Provide two one-on-one HIV Support sessions or Education/Aawareness sessions (3 hours/session)</b> Springhill Institution Nova Institution	Price per session including material \$ _____ \$ _____	2 2	\$ _____ \$ _____
e)	<b>Participate in activities/committees related to quality improvement, patient safety, and accreditation for an estimated ten hours</b>	Price per hour \$ _____	10	\$ _____
<b>TOTAL ESTIMATED COST 2013-2014</b> (Sum of all extended prices)				\$ _____

Annex "B"  
Basis of Payment

For the period from 1 April 2014 to 31 March 2015

		(A) All-inclusive fee	(B) Estimated qty	Extended Price (A x B)
<b>1. Deliverables</b>				
a)	<b>Attend and assist one Annual AIDS Walk event per institution.</b> Springhill Institution Nova Institution	Price per event including material \$ _____ \$ _____	1 1	\$ _____ \$ _____
b)	<b>Deliver a half-day HIV/AIDS Awareness workshop per institution</b> Springhill Institution Nova Institution	Price per workshop including material \$ _____ \$ _____	1 1	\$ _____ \$ _____
c)	<b>Deliver two half-day HIV Prevention workshops per institution</b> Springhill Institution Nova Institution	Price per workshop including material \$ _____ \$ _____	2 2	\$ _____ \$ _____
d)	<b>Provide two one-on-one HIV Support sessions or Education/Aawareness sessions (3 hours/session)</b> Springhill Institution Nova Institution	Price per session including material \$ _____ \$ _____	2 2	\$ _____ \$ _____
e)	<b>Participate in activities/committees related to quality improvement, patient safety, and accreditation for an estimated ten hours</b>	Price per hour \$ _____	10	\$ _____
<b>TOTAL ESTIMATED COST 2014-2015</b> (Sum of all extended prices)				\$ _____

Annex "B"  
Basis of Payment

For the period from 1 April 2015 to 31 March 2016

		(A) All-inclusive fee	(B) Estimated qty	Extended Price (A x B)
<b>1. Deliverables</b>				
a)	<b>Attend and assist one Annual AIDS Walk event per institution.</b> Springhill Institution Nova Institution	Price per event including material \$ _____ \$ _____	1 1	\$ _____ \$ _____
b)	<b>Deliver a half-day HIV/AIDS Awareness workshop per institution</b> Springhill Institution Nova Institution	Price per workshop including material \$ _____ \$ _____	1 1	\$ _____ \$ _____
c)	<b>Deliver two half-day HIV Prevention workshops per institution</b> Springhill Institution Nova Institution	Price per workshop including material \$ _____ \$ _____	2 2	\$ _____ \$ _____
d)	<b>Provide two one-on-one HIV Support sessions or Education/Awareness sessions (3 hours/session)</b> Springhill Institution Nova Institution	Price per session including material \$ _____ \$ _____	2 2	\$ _____ \$ _____
e)	<b>Participate in activities/committees related to quality improvement, patient safety, and accreditation for an estimated ten hours</b>	Price per hour \$ _____	10	\$ _____
<b>TOTAL ESTIMATED COST 2015-2016</b> (Sum of all extended prices)				\$ _____

**GST/HST is extra if applicable**



Government  
of Canada

Gouvernement  
du Canada

Annex/Annexe C

Contract Number / Numéro du contrat

21201-12-0199

Security Classification / Classification de sécurité

MAR 23 2012

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	
Correctional Service Canada		Health Services	
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			
Contract Title: HIV/AIDS Education, Prevention and Support Services for federal institutions in Nova Scotia. Provision of HIV/AIDS education, prevention and support services for federal inmates in Nova Scotia institutions. As a result of services, inmates will be better able to make informed decisions and adopt health seeking behaviors to prevent transmission and infection of bloodborne pathogens. They will also be knowledgeable of available community resources.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?



No  
Non

Yes  
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

## Annex/Annexe C

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

21201-12-0199

Security Classification / Classification de sécurité

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRES SECRET
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  
NonYes  
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  
NonYes  
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).

**Annex D – TECHNICAL EVALUATION CRITERIA**

**HIV/AIDS Education, Prevention, and Support Services for federal institutions in Nova Scotia**

**Mandatory Evaluation Criteria**

- 1. Offers **MUST** meet all of the following mandatory requirements. Offers must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. Those not meeting all of these mandatory requirements will be given no further consideration.
- 2. The mandatory evaluation criteria are:

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

The contractor must	Cross Reference to Proposal (page #)	FOR EVALUATION PURPOSES	
		Met/ Not Met	Comments
M1. Be an organization which part of its mandate is to provide support, education, and awareness on HIV/AIDS in the province of Nova Scotia.			
M2. Have a program that covers support, education and awareness on HIV/AIDS.			
M3 Have 3 years experience in delivering HIV/AIDS programs			