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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

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

### **2. Statement of Work**

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

### **3. Revision of Departmental Name**

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

### **4. 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:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, certifications, 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 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of '01 Code of Conduct and Certifications – Bid', form part of and apply to the bid solicitation.**

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

Delete: sixty (60) days  
Insert: ninety (90) days

### 2. Submission of Bids

Bids must be submitted only to Correctional Service Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

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

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) business days before the bid closing date. Enquiries received after that time may not be answered.

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



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

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of 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. Information Reporting by Contractor**

SACC Manual Clause – A9116C (2007-11-30) T1204 – Information Reporting by Contractor

Also see Clause 6.3 of Part 6 – Resulting Contract Clauses



## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid: **three (3) 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.

**Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.**

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. 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) (<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:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. 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.

### 2. Section I: Technical Bid

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

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



### **3. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the pricing schedule detailed in **Annex B - Proposed Basis of Payment**. The total amount of Harmonized Sales Tax (HST) must be shown separately, if applicable.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

#### **3.1 Exchange Rate Fluctuation**

##### **SACC Manual clause C3011T (2010-01-11) Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

### **4. Section III: Certifications**

Bidders must submit the certifications required under **Part 5 - Certifications**.





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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

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

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

##### **1.1.2 Point Rated Technical Criteria**

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex D – Evaluation Criteria**. Proposals not responding to all the rated criteria will be declared non-responsive and removed from the process.

#### **1.2 Financial Evaluation**

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

**Note to Bidders:** Table Totals will be calculated using the formula that follows the corresponding table in **Annex B – Proposed Basis of Payment**.

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

2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum of 10 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 30points

Bids not meeting (a) or (b) or (c) above will be declared non-responsive.



- 2.2 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- 2.3 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- 2.4 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- 2.5 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.6 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
- 2.7 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>	
<b>Overall Technical Score</b>	115/135	89/135	92/135	
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00	
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89	
<b>Overall Rating</b>	1st	3rd	2nd	

**In case of a tie, the proposal with the technically superior rating will prevail.**

**Please note that, for evaluation purposes, the total bid price will be the total fixed price for fees only as per the table outlined in ANNEX B – Proposed Basis of Payment**



### 3. Security Requirement

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in **Part 6 - Resulting Contract Clauses**;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

3.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3.3 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 Website.



## PART 5 - CERTIFICATIONS

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

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

### 1. Certifications Precedent to Contract Award

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

#### 1.1 Federal Contractors Program – Certification

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 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.

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

The Bidder or the member of the joint venture

- a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b) ( ) is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;
- c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- 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, bidders must provide the information required below.

### Definitions

For the purposes of this clause,

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

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

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

"pension" means, 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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Reduction Program

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

If so, the Bidder must provide the following information:



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

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

**Note to Bidders:** Bidders are advised that a contract issued to a FPS in receipt of a pension under the *Public Service Superannuation Act (PSSA)* will be identified as such on the CSC Departmental Proactive Disclosure of Contracts internet site.

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Bidder has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

### **1.3      Status and Availability of Resources**

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

### **1.4      Education and Experience**

SACC Manual clause A3010T (2010-08-16) Education and Experience

#### **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.



## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

The Contractor/Offeror personnel requiring access to **PROTECTED/CLASSIFIED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) or Correctional Service Canada (CSC).

Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CSC.

The Contractor must comply with the provisions of the:

- a) Security Requirements Check List, described in Annex "C";
- b) Processing of Sensitive Information – IT Security Requirements, described in Annex "E" and familiar with the following documentation: [Treasury Board of Canada Secretariat – Operational Security Standard: Management of Information Technology \(MITS\)](#)
- c) Industrial Security Manual (Latest Edition).

### 2. Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

### 3. 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:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Manual issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document shall be interpreted as a reference to CSC or its Minister.

#### 3.1 General Conditions

**SACC Manual Clauses General Conditions 2010B (2013-04-25) Professional Services (Medium Complexity)**, apply to and form part of the contract.

**Subsection 31.4 of 2010B, General Conditions – Professional Services (Medium Complexity), will not form part of the Contract. All other subsections of '2010B 31 Code of Conduct and Certifications – Contract, will form part of the Contract.**



### **3.2 Supplemental General Condition**

**SACC Manual Clauses – Supplemental General Conditions 4007 (2010-08-16) Canada to own Intellectual Property rights in foreground Information**, apply to and form part of the contract.

## **4. Term of Contract**

### **4.1 Period of Contract**

The period of the Contract is from October 1, 2013 to June 30, 2015 inclusive.

### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) 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.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Pauline Cook  
Title: Regional Procurement and Contracting Officer  
Correctional Service Canada  
Branch/Directorate: Ontario Regional Contracting & Materiel Management Services  
Telephone: (613) 545-8290  
Facsimile: (613) 536-4571  
E-mail address: [Pauline.cook@csc-scc.gc.ca](mailto:Pauline.cook@csc-scc.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 for the Contract is:

Name:  
Title:  
Correctional Service Canada  
Branch/Directorate: Regional Health Care  
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 Authorized Contractor's Representative is:  
[Fill in at contract award only.]

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment**

SACC Manual clause **C0213C (2013-04-25) Basis of Payment - Firm Price – Services**

**Professional Fees**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ per month (*insert amount at contract award*) and Harmonized Sales Tax (HST) is extra, if applicable.

**Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "traveller(s)", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority and all payments are subject to government audit.  
Estimated Cost not to exceed: \$5,000.00

**Other Direct Expenses**

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers for all ultra sounds and x-rays.  
Estimated Cost not to exceed: \$2,000.00

**Total Estimated Contract Price:** \_\_\_\_\_, Applicable Taxes extra.

**Option to Extend the Contract**

During the extended period of the Contract, the Contractor will be paid the firm price of \$XXXXX per month (*insert amount at contract award*) to perform all the Work in relation to the contract extension, and Harmonized Sales Tax (HST) is extra, if applicable.



## 6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are excluded and Applicable Taxes are extra.

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.

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 SACC Manual Clauses are applicable and form part of the contract.

SACC Manual clause A9117C (2007-11-30) - **T1204 - Direct Request by Customer Department**

SACC Manual clause C0710C (2007-11-30) - **Time and Contract Price Verification**

SACC Manual clause C0705C (2010-01-11) - **Discretionary Audit**

## 6.4 Method of Payment

SACC Manual clause H1008C (2008-05-12) - **Monthly Payments**

## 7. Invoicing Instructions

7.1 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.

7.2 Invoices must be distributed as follows:



The original invoice must be forwarded to the site requesting the services for certification and payment, together with one (1) copy to the Regional Project Authority.

## **8. Certifications**

### **8.1 Certification of Compliance**

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 Replacement of Specific Individuals**

SACC Manual Clauses A7017C (2008-05-12) - Replacement of Specific Individuals

## **9. Applicable Laws**

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

## **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) Articles of Agreement;
- b) General Conditions 2010B (2013-04-25) Professional Services (Medium Complexity)
- c) Supplemental General Conditions 4007 (2010-08-16) Canada to own Intellectual Property rights in foreground Information.
- d) Annex A, Statement of Work
- e) Annex B, Basis of Payment
- f) Annex C, Security Requirements Check List
- g) Annex E, Processing of Sensitive Information – IT Security Requirements
- h) Contractor's bid dated \_\_\_\_\_ (to be inserted at contract award)

## **11. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **12. Ownership Control**

- 12.1 Where the Contractor will have access to any and all personal and confidential information belonging to Canada, Correctional Service Canada staff or offenders for the performance of the work, the following will apply:



- a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

### **13 Closure of Government Facilities**

- 13.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 13.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

### **14 Tuberculosis Testing**

- 14.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 14.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 14.3 All costs related to such testing will be at the sole expense of the Contractor.

### **15 Compliance with Applicable Laws**

- 15.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 15.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.



- 15.3 Details on existing CSC policies can be found at: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

## 16 Health and Labour Conditions

- 16.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 16.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 16.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 16.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## 17. Privacy

- 17.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- 17.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.



## **ANNEX A – STATEMENT OF WORK**

### 1. Background:

Correctional Service Canada (CSC) has the mandate to implement primary health care and essential health services at all stages of an offender's sentence consistent with the following relevant policy and legislation:

- a) CSC Corporate Objectives: <http://www.csc-scc.gc.ca/health/index-eng.shtml>
- b) The Corrections and Conditional Release Act (CCRA) Sections 85-89: <http://laws-lois.justice.gc.ca/eng/acts/C-44.6/>
- c) CSC Standards of Health Services: [www.csc-scc.gc.ca/text/prgm/fsw/hlthstds/toc\\_e.shtml](http://www.csc-scc.gc.ca/text/prgm/fsw/hlthstds/toc_e.shtml)
- d) Commissioner's Directives: <http://www.csc-scc.gc.ca/policy-and-legislation//005006-0001-eng.shtml>

### 2. Listing of Definitions:

Interpretation: refers to radiological diagnoses

Radiologist: Refers to a Medical Doctor (MD) who specializes in radiology. The MD must be certified and in good standings with the Ontario College of Physicians and Surgeons; and must be licensed to practice in the Province of Ontario with the respective governing body for these professional services, the Ontario Association of Radiologists.

### 3. Objective:

The Correctional Service Canada must deliver Radiological Services to male and female offenders residing within the Federal institutional in the Ontario Region. These professional services shall be delivered by a registered Medical Doctor in the Province of Ontario.

### 4. Tasks / Scope of Work

The reading, interpretation and completion of reports for X-rays and Ultra sounds for the sites identified in the contract. This activity must be completed by a qualified radiologist who is in good standing and registered with the CPSO.

**Radiologist Professional Services** – Radiologists render signed, final reports, for most modalities and sub-specialties.

The contractor must provide coverage, 7 days a week, 365 days a year, on an as and when required basis from 0800 to 1700 hours.

Most services will occur Monday through Friday.

To render final signed reports within 24 hours of receipt of a request for reading and interpretation.

This may be completed via Internet based radiology or by on site reading and interpretation.



**Sites to be serviced:**

Fenbrook / Beaver Creek  
Warkworth  
Bath Complex –includes RTC satellite site  
Millhaven- Including Regional Hospital and RTC satellite site  
Joyceville  
Collins Bay

**Estimated Utilization by Site Annually-subject to change**

Site	X-Ray	Ultra Sound	Totals
Warkworth	600	150	750
Bath Complex	500	75	575
Joyceville	600	125	725
Collins Bay	500	125	625
Fenbrook/Beaver Creek	600	150	750
Millhaven	500	75	575
<b>Totals</b>	<b>3300</b>	<b>625</b>	<b>3925</b>

The contractor will coordinate all diagnostic coverage, operations, and invoicing, for which it is responsible. On a best-efforts basis, the contractor aims to uphold the following turnaround times for final reports:

- 30 to 60 minutes for STAT reports
- 2 to 4 hours for non-STAT reports

**Installation, Setup & Training** – To initiate its Internet based services; the contractor carries out the following activities:

Supply and install gateway, document scanner and dicomizing software connected to Correctional Service Canada supplied internet service.

Client integration and workflow definition and support

Initial credentialing of Radiologists: to provide résumés of Radiologists proposed to cover Client's site(s), once the Agreement is in place, as input to Client's credentialing process. The contractor will only propose readers who are duly licensed and authorized in Client's jurisdiction(s). All subsequent credentialing is included;

Uptime and hosting of Materials in PHIPA compliant data centre on Canadian soil

Applications refresh training as required

Documentation manual provided

**Support & Maintenance** – the Contractor provides all Support & Maintenance Services, as follows:  
24/7 remote support by phone and email for all inquiries: 30 minute inquiry acknowledgement response time

Priority 1: (Module/System-down) workaround fix within 4 hours

Priority 2: (Non-business Critical, Reduced Functionality/Performance) next business day (EST).

Priority 3: (Minor or Cosmetic Errors) 2 business day workaround (EST).



- Automated updates and patches
- Obsolescence protection
- Remote access to all components
- The contractor is responsible for all cost associated with ensuring continuity of services in the event of fail related to its contractors or equipment.

**Managing privacy and security compliance:**

- No data transfer over open network. All data transfer is 256-bit SSL encrypted.
- No open access to the applications.
- Rules-based access control.
- User application accessed via login and passwords.
- Operations audited for the handling of PHI (Personal Health Information).
- Restricted, card-based access control to data centres with power back up and 24x7x365 technical support.
- Hardware firewalls.
- Having policies and procedures in place for Security incident response
- Hardening of production systems and software update schedule.

**Managing patient confidentiality:**

- PHI accessed by supporting staff only in case of incident.
- Separate development, testing and production environments.
- Full audit and logging of every action.
- Implemented policies and procedures for PHI destruction.
- Formal Privacy Impact Assessment process for addition of radiological contractor applications.

**Managing data loss, prevention and recovery:**

- RAID 5 technologies.
- Network fail-over.
- Disaster recovery policies and procedures.

**Disaster Recovery Procedures for Correctional Service Canada**

- Correctional Service Canada is responsible for maintenance of the electronic image archive
- In the event of gateway or internet failure or unexpected loss of images at core servers, the procedure will be for CSC to re-send the images from a nearby gateway for re-processing and interpretation

5. Training

Any training that is specific to CSC's environment, and is deemed to be required of the Contractor's personnel by the Technical Authority, shall be provided to the Contractor's personnel by CSC.

6. Post Exposure Prophylaxis

In the event of a significant exposure to body fluids, during the performance of the contract, CSC has a policy that will allow the Contractor's personnel access to first aid and direction to outside community resources. Contractor personnel, may on a voluntary basis, participate in this treatment or may choose to go to their own physician, the emergency department, or take no further action. However, both the





Contractor and the Contractor's personnel need to be aware of existing Worker's Compensation Legislation for injured workers.

7. Personal Articles:

The Contractor's personnel are only authorized to introduce or bring onto the premises of a CSC facility personal articles as approved by the Warden/Director or designate. In case of any doubt, the Contractor's personnel must obtain written authority form the Warden/Director or designate.

8. Contraband:

The Contractor shall ensure that all persons employed by it, directly or indirectly in the provision of work under this contract, are familiar with CCRA, Section 2.

Giving a prohibited item to an offender is strictly forbidden.

The Contractor, nor any of the Contractor's personnel shall not enter into any relationship and give or receive items to an offender. Such items include but are not restricted to the following: cigarettes, toiletry items, hobby items etc., drugs, alcohol, and letters to or from inmates, money, weapons or items which could be used as a weapon.

Any person found responsible for providing prohibited objects or contraband materials to offenders will be subject to immediate removal from the institution and/or possible criminal charges

9. Reporting

The contractor is required to provide annual attestation that all service providers are registered and in good standing with the College of Physicians and Surgeons of Ontario (CPSO) with no restrictions to practice. The Crown reserves the right to ask for proof of registration at any time.

The chart below is an example of the reporting structure to be followed:

Institution	Quarter
Collins Bay	April 1 2013 to June 31 2013
<b>X-Rays</b>	
<b>Number of Patients</b>	<b>Number of Exams</b>
20	<b>29</b>
<b>Body Part</b>	<b>Total Completed</b>
Chest	10
Skull	15
Orbits	5
<b>Ultra Sounds</b>	
<b>Number of Patients</b>	<b>Number of Exams</b>
20	<b>29</b>
<b>Body Part</b>	<b>Total Completed</b>
Renal	4



Abdominal	10
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#### 10. Annual Attestation

The contractor must provide the Project Authority at all times an up-to-date ongoing list of qualified Radiologists performing the diagnostic services, together with updates as required necessary or appropriate for CSC accreditation purposes.



### ANNEX B – Proposed Basis of Payment

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor shall be paid the all inclusive firm monthly rate(s) below in the performance of this Contract, HST extra, together with a unit price per ultra sound and x-ray consultation fee for medical results.

Resource Category	Firm Price (CAD) Year 1	Firm Price (CAD) Year 2	Firm Price (CAD) Option Year 1	Firm Price (CAD) Option Year 2	Firm Price (CAD) Option Year 3
<b>a) Ultra Sounds</b>	\$	\$	\$	\$	\$
<b>b) X-rays</b>	\$	\$	\$	\$	\$
Flat Monthly Service Fee (Includes Software Fees, Reports, and Annual Accreditation Attestation)	\$	\$	\$	\$	\$
Start-up Cost s <b>**Notice**</b>	\$	N/A	N/A	N/A	N/A
<b>BID COST Ultra Sounds Price a) above X 625 units</b>	\$	\$	\$	\$	\$
<b>BID COST X Rays Price b) above X 3300 units</b>	\$	\$	\$	\$	\$
<b>BID COST Monthly Service Fee X 12 months per year</b>	\$	\$	\$	\$	\$
<b>TOTOL BID COST</b>					\$

**\*\*\* NOTE to Bidders: All bids are to be given a credit in the amount of \$22,500.00 for hardware, software installation & training to off-set the cost of the current application already installed at the sites. Any amount over the credit will be factored into the total bid cost. \*\*\***



**Options to Extend the Contract Period:**

Subject to the exercise of the option to extend the Contract period in accordance with Article <To Be Inserted at Contract Award> of the original contract, Options to Extend Contract, the Contractor shall be paid the firm all inclusive rate(s), GST or HST extra, to complete all Work and services required to be performed in relation to the Contract extension.

- (a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- (b) The estimated HST or GST of \$<To Be Inserted at Contract Award> is included in the total estimated cost shown on page 1 of this Contract. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.



### Annex C – Security Requirement Check List



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat 21401-13-1902889 (13-18-ONT-157)
Security Classification / Classification de sécurité Unclassified

#### SECURITY REQUIREMENTS CHECK LIST (SRCL)

#### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
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 Radiology Services Tender			
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"/>	
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 checked="" 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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Security Classification / Classification de sécurité  
Unclassified





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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 / Non  Yes / 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 / Non  Yes / 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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

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

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

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

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Security Classification / Classification de sécurité Unclassified
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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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														
IT Media / Support TI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Ian Irving	Title - Titre Regional Manager Clinical Services	Signature 	Date 13/04/14
Telephone No. - N° de téléphone (613)545-8746	Facsimile No. - N° de télécopieur 613-545-8176	E-mail address - Adresse courriel ian.irving@csc-scc.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) BRIAN SCHWEHR	Title - Titre SENIOR PROJECT OFFICER SECURITY OPERATIONS	Signature 	Date 2013-04-29
Telephone No. - N° de téléphone (613)536-4707	Facsimile No. - N° de télécopieur (613)545-8799	E-mail address - Adresse courriel Schwehrbk@csc-scc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) PAULINE COOK	Title - Titre Procurement Officer	Signature 	Date 2013-05-13
Telephone No. - N° de téléphone 613 545-8290	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) Robert Wattie	Title - Titre CSC (NHQ) Contract Security Analyst	Signature 	Date 2013-06-27
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Block 17 has been duly signed by authorized NHQ/RHQ Contract Security Representatives in accordance with the extension memo dated March 14th, 2013 pertaining to Contract Security and the approved Risk Mitigation Strategy Processes indicated.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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## **Annex D “Evaluation Criteria”**

### **1.0 Technical Evaluation:**

**The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.**

- 1.1 Mandatory Technical Criteria
- 1.2 Rated Technical Criteria

### **2.0 Evaluation Criteria:**

- 2.1 In addressing the mandatory and rated evaluation criteria, the Bidder should supplement the information supplied in response to the mandatory and rated evaluation criteria with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource(s). All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how, when and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during evaluation.
- 2.2 Proposals should include a résumé for each of the proposed resources, which support the skills/expertise being offered. Names and telephone number of business references should be provided which can substantiate the work experience claimed. The Bidder should indicate the location in the proposed resource's résumé of supporting information to substantiate relevant experience for each mandatory and rated evaluation criteria.
- 2.3 Experience obtained after bid closing will not be considered.
- 2.4 For evaluation purposes,
  - (a) “Where” means the name of the employer as well as the position/title held by the proposed resource;
  - (b) “When” means the start date and end date (e.g. from January, 2000 to March, 2002) of the period during which the proposed resource acquired the qualification/experience; and
  - (c) “How” means a clear description of the activities performed and the responsibilities assigned to the proposed resource under this position and during this period.
- 2.5 Furthermore, Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- 2.6 In order to facilitate evaluation of proposals, it is recommended that bidders address, in their proposal, the mandatory and rated criteria in the order in which they appear below, using the numbering outlined below.
- 2.7 It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.



**1.1 MANDATORY TECHNICAL CRITERIA**

The proposal must comply with the following mandatory criteria:

**1.1.1 The bidder must include the completed and signed cover page of the RFP with their proposal.**

**1.1.2 The Firm**

No.	Mandatory Technical Criteria	Bidder Response	Met/Not Met
M1	1.1.2.1 The firm must be a registered business in good standing authorized to do business in the province of Ontario.	Provide business number	
M2	1.1.2 .2 Must have a minimum of two (2) years, in the last five (5) years, in the operation of the services set out in the Scope of Work.	<p><b>The Bidder shall include, as a minimum, for each project submitted:</b></p> <ol style="list-style-type: none"> <li>1. project title and description</li> <li>2. the name of the client</li> <li>3. details about work performed by the contractor</li> <li>4. a contact person of reference that can verify the work</li> </ol>	

**1.1.3 The Proposed personnel:**

No.	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
<b>M3</b>	1.1.3.1 The proposed personnel who will be providing the diagnostic services must be qualified radiologist with the Colleges of Physicians and Surgeons of Ontario (CPSO) with no restrictions to practice; and in good standings with the governing association.	Bidders must provide proof of educational qualifications and an up-to-date and in good standings registration with the governing association.	
<b>M4</b>	1.1.3.2 The proposed radiologists proposed must possess <b>two (2) years experience, in the last five (5) years, in providing radiology diagnostic services.</b>	<p><b>The Bidder shall include, as a minimum, for each project submitted:</b></p> <ol style="list-style-type: none"> <li>1. project title and description</li> <li>2. the name of the client</li> <li>3. details about work performed by the contractor</li> <li>4. a contact person of reference that can verify the work</li> </ol>	



**PROPOSALS NOT SATISFYING THE MANDATORY REQUIREMENT NOTED ABOVE WILL BE GIVEN NO FURTHER CONSIDERATION.**

**1.2 RATED TECHNICAL CRITERIA**

If there is more than one proposal received in this solicitation process, then in addition to the above mandatory requirements, proposals will be evaluated and scored according to the following rated requirements. It is incumbent upon the bidder to provide sufficient detail to fully assess the understanding, work plan, approach and methodology, and experience.

No.	Rated Requirements	Max Score	Proposal Score	Rationale for score
<b>R1</b>	<b>1.2.1 Personnel</b>			
	<b>The proposed personnel possess experience working with offenders in an institutional environment. (Federal, Provincial and/or Municipal)</b>	<b>10 points</b>	2 points per year of experience	
<b>R2</b>	<b>1.2.2 Proposed Personnel Experience</b>			
	<p>1.2.2.1 In addition to the minimum mandatory requirements 1.1.3, the proposed personnel will be rated on their collective experience in performing services involving radiology diagnostic services to other client departments.</p> <p>1 point per project Up to 20 projects</p> <p>Note: If two or more of the proposed personnel submit the same project as experience, it will be counted as 1 project.</p>	<p><b>20 points</b></p> <p><b>The Bidder shall include, as a minimum, for each project submitted:</b></p> <p>1. Project title and description</p> <p>2. The name of the client</p> <p>3. Details about work performed by the contractor</p> <p>4. The contact person of reference that can verify the work</p>		
	<b>Total Maximum Score</b>	<b>30 points</b>		

The evaluation team reserves the right but is not obliged to perform any of the following:

- a) Seek clarification or verify any or all information provided by the Bidder with respect to this RFP; and
- b) Contact any or all of the references supplied and to interview, at the sole costs of the Bidder, the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirement, on 48 hours notice, to verify and validate any information or data submitted by the Bidder.



## **APPENDIX E - DOCUMENT HANDLING AND SAFEGUARDING OF PROTECTED INFORMATION**

In accordance with Contract Section 1.0 **Security Requirements**, the Contractor may be permitted to remove PROTECTED information on a TEMPORARY basis during the performance of the contract and to store or to create PROTECTED documents at their facility subject to the following storage and safeguarding requirements:

- All documents or computer media (e.g. CD's, USB Flash Drives etc...) containing PROTECTED information MUST be stored in a locked filing cabinet at the Contractor's facility within an OPERATIONS ZONE and accessible only by authorized, appropriately security screened personnel with a need to know. An OPERATIONS ZONE is defined by the Operational Security Standard on Physical Security, as an area where access is limited to personnel who work there, appropriately screened and to properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored periodically;
- Contractor IT computer equipment used in the performance of the contract to create, produce or modify PROTECTED electronic information or data must be located within an OPERATIONS ZONE (as described above) and accessed only by authorized, appropriately security screened personnel with a need to know;
- No PROTECTED information may be stored on the computer hard drive or be processed on a computer belonging to the Contractor, unless the Contractor's IT computer equipment and systems, has been accredited by Correctional Service Canada IT Security personnel.
- The Contractor must remove any and all sensitive Correctional Service of Canada (CSC) electronic information that belongs to the Department or was processed in the completion of the contract, from any storage medium belonging to the Contractor or any of its agents. The sensitive CSC electronic information must be removed in a manner that complies with requirements of the Policy on Government Security and associated Standards documents, for the removal of information of the sensitivity involved.
- No information provided by the Department is to be copied or retained by the Contractor, following the conclusion of this contract;
- The Contractor will personally pick up and deliver all PROTECTED information from and to the Departmental Representative;
- All notes, working papers, electronic media storage devices etc..., that are or have been used in the completion of the contract requirement and contain PROTECTED information shall be returned to the Departmental Representative for proper disposal and destruction;
- The Contractor shall not share or release any PROTECTED information related to the completion of this contract with anyone, without the prior consultation and written authorization of the Departmental Representative;
- The Contractor shall ensure that all of its employees, that are involved in this contract, requiring access to any PROTECTED information or assets, are appropriately screened to RELIABILITY STATUS and are briefed on their security obligations related to the handling, storage, safeguarding, transmittal and disposal of CSC's PROTECTED information and assets, as outlined in this Appendix.