



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
Bid Receiving - Réception des soumissions:

Ontario Region
Contracting & Materiel Services
443 Union Street
Kingston, ON
K7L 2R8

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires :

“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT” « LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet:	
Dental Laboratory Services	
Solicitation No. — N° de l'invitation	Date:
21401-13-18-1913039	May 22, 2013
Client Reference No. — N° de Référence du Client	
13-18-ONT-108	
GETS Reference No. — N° de Référence de SEAG	
Solicitation Closes — L'invitation prend fin	
at / à : 14 :00 hrs Eastern Standard Time	
on / le : 25 July 2013	
F.O.B. — F.A.B.	
Plant – Usine:	Destination: Other-Autre:
Address Enquiries to — Soumettre toutes questions à:	
Pauline Cook	
P.O. Box 1174, 443 Union Street, Kingston ON K7L 2R8	
Telephone No. – N° de téléphone:	Fax No. – N° de télécopieur:
613-545-8290	613-536-4571
Destination of Goods, Services and Construction:	
Destination des biens, services et construction:	
Correctional Service Canada – Ontario Region Institutions	
Instructions: See Herein	
Instructions : Voir aux présentes	
Delivery Required — Livraison exigée :	Delivery Offered – Livraison proposée :
See herein	Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm	
Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Revision of Departmental Name
4. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. T-1204 Information Reporting by Contractor

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions
2. Section I: Technical Bid
3. Section II: Financial Bid
4. Section III: Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

PART 5 - CERTIFICATIONS

1. Certifications Required with the Bid

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance
12. Ownership Control
13. Closure of Government Facilities
14. Tuberculosis Testing
15. Compliance with CSC Policies
16. Health and Labour Conditions
17. Privacy



List of Annexes:

Annex A – Statement of Work

Annex B – Proposed Basis of Payment

Annex C – Security Requirements Check List

Annex D – Evaluation Criteria

Annex E – Processing of Sensitive Information – IT Security Requirements



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 effective 2013-06-01 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 five (5) 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.

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**, together with the completed and signed first page of this Request for Proposal.



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**.

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 technical evaluation criteria
- c) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 120 points

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%)

	Bidder 1	Bidder 2	Bidder 3	
Overall Technical Score	115/135	89/135	92/135	
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00	
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89	
Overall Rating	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 (FCP) – 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.

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

- 1.1 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).
- 1.2 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CSC.
- 1.3 The Contractor must comply with the provisions of the:
- Security Requirements Check List, described in Annex "C";
 - SENSITIVE DATA ACCESS & PROCESSING STANDARDS** Annex "E"; and familiarize with the following documentation:
[Treasury Board of Canada Secretariat – Operational Security Standard: Management of Information Technology \(MITS\)](#)
 - Industrial Security Manual (Latest Edition).

2. Statement of Work

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

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 Conditions

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 Work is to be performed during the period of August 1, 2013 to July 31, 2014.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one 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

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:
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 (to be filled in at Contract Award)

The Authorized Contractor's Representative is:

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.

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**

6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

7 Invoicing Instructions

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

8. Certifications

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 & Compliance



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, Terms of Payment
- (f) Annex C, Security Requirements Check List
- (g) Annex E, Processing of Sensitive Information – IT Security Requirements
- (h) the 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

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 CSC Policies

- 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 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

The Correctional Service Canada has a requirement to provide dental laboratory services to all Federal Institution in the Ontario Region.

1.1 Background

Correctional Service Canada (CSC) has the mandate to provide federally sentenced incarcerated offenders with health care services within the federal institutions in accordance with the following relevant policy and legislation:

- a) Corporate Objectives <http://www.csc-scc.gc.ca/health/index-eng.shtml>
- b) The Corrections and Conditional Release Act (CCRA), Health Care Section 85-89 and Corrections and Conditional Release Regulations (CCRR) <http://laws-lois.justice.gc.ca/eng/acts/C-44.6/>
- c) Commissioner's Directives on Health Services 800 2011-04-18 <http://www.csc-scc.gc.ca/text/plcy/cdshtm/800-cde-eng.shtml>

1.2 Objectives:

To ensure that offenders have access to essential dental laboratory services in keeping with the generally accepted practices and Professional Standards and Correctional Service Canada Commissioner's Directive (CD800).

1.3 Qualifications

The Contractor must provide dental laboratory services by qualified professionals with a minimum of two years experience in the field of expertise, in the last five (5) years.

The dental laboratory must be licensed and have, on site, a registered dental technologist recognized by the College of Dental Technologists of Ontario.

If the Contractor has a requirement to replace their registered dental technician anytime during the contract period they must give five (5) working days notice to the Departmental Representative/Project Authority. The replacement must be of similar ability and attainment, and must be acceptable to the Departmental Representative/ Project Authority. Any replacement(s) will be at the Contractor's sole expense.

1.4 Tasks/Scope of Work

To provide dental laboratory services as required for the following:

- Complete, repair and reline of full upper dentures, including teeth of Contractor's choice and bite blocks.
- Complete, repair and reline of full lower dentures, including teeth of Contractor's choice and bite blocks.
- Complete and repair of acrylic partial upper dentures (1-12 teeth), including teeth of Contractor's choice and bite blocks.



- Complete and repair of acrylic partial lower dentures (1-12 teeth), including teeth of Contractor's choice and bite blocks.
- Repairs could be minor or major.
- Relines could be full upper or full lower.
- Other related Dental Lab services.

The turnaround time for each phase of service provided shall not exceed five working days.

The Contractor shall be responsible for arranging pick-up and delivery from the institutions along with the expenses.

The Contractor shall provide the following;

- Monthly reports on the number & type of offender referrals;
- Rollup Summary Report due on each CSC Fiscal Year-end, being March 31st, of the total number of items identified above, together with any recommendations to CSC for consideration for improvement to the future delivery and effectiveness of this initiative.

1.5 Location of work:

The Contractor must perform the work at their site of business.

1.6 Travel

No travel is anticipated for performance of the work under this contract.

1.7 Language of Work:

The contractor must perform all work in English in which the contractor must deliver the services and deliverables.

1.8 Estimated usages

Correctional Service Canada estimates total costs to be in the range of \$50,000.00 to \$100,000.00 annually, but amounts may fluctuate depending on the level of services utilized. Actual levels of services may be lower or higher depending on Correctional Service Canada's requirements.

The average workload will be 50% partial dentures; 40% complete dentures and the remainder of 10% other services.

1.9 Sites to be serviced

TITLE:	Chief Health Services	Chief Health Services
ADDRESS:	Bath Institution 5775 Bath Road P.O. Box 1500 Bath, Ontario	Millhaven Institution 5775 Bath Road P.O. Box 280 Bath, Ontario



TELEPHONE:	K0H 1G0 (613) 351-8021	K0H 1G0 (613) 351-8228
TITLE: ADDRESS: TELEPHONE:	Chief Health Services Kingston Penitentiary P.O. Box 22 560 King Street West, Kingston, Ontario K7L 4V7 (613) 545-6670	Health Services Coordinator Regional Treatment Centre (O) P.O. Box 22 560 King Street West, Kingston, Ontario K7L 4V7 (613) 536-6943
TITLE: ADDRESS: TELEPHONE:	Chief Health Services Collins Bay Institution P.O. Box 190 455 Bath Road, Kingston, Ontario K7L 4V9 (613) 545-6209	Chief Health Services Frontenac Institution P.O. Box 7500 455 Bath Road, Kingston, Ontario K7L 5E6 (613) 536-6046
TITLE: ADDRESS: TELEPHONE:	Chief Health Services Joyceville Institution P.O. Box 880 Highway 15 Kingston, Ontario K7L 4X9 (613) 536-6463	Chief Health Services Pittsburgh Institution P.O. Box 4510 Highway 15 Kingston, Ontario K7L 5E5 (613) 536-6355
TITLE: ADDRESS: TELEPHONE:	Chief Health Services Warkworth Institution P.O. Box 760 Campbellford, Ontario K0L 1L0 (705) 924-8041	Chief Health Services Grand Valley Institution 1575 Homer Watson Blvd. Kitchener, Ontario N2P 2C5 (519) 895-8146
TITLE: ADDRESS: TELEPHONE:	Chief Health Services Beaver Creek Institution P.O. Box 1240 Gravenhurst, Ontario P1P 1W9 (705) 687-1786	Chief Health Services Fenbrook Medium Institution P.O. Box 5000 Gravenhurst, Ontario P1P 1Y2 (705) 687-1786



1.10 Warranty

The contractor is responsible for all costs associated with recalls or refitting for initial requests for a dental laboratory service.

1.11 Evaluation

The Departmental Representative/Project Authority, acting on behalf of the Minister, shall complete a Standard Evaluation Form during the contract period. A copy will be sent to the Contracting Authority.



ANNEX B – Proposed Basis of Payment

1.0 Contract Period

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 rate(s) below in the performance of this Contract, HST or GST extra.

Price Basis A - Fix Rates

Service	Year 1 Aug. 1, 2013 to July 31, 2014	Option 1 Aug. 1, 2014 to July 31, 2015	Option 2 Aug. 1, 2015 to July 31, 2016	Option 3 Aug. 1, 2016 to July 31, 2017	Option 4 Aug. 1, 2017 to July 31, 2018
The following are Minimum Standard Costs: This schedule represent the minimum standard cost for each billing item and may not reflect the total cost of a complete request:					
Complete Denture, Acrylic upper and lower	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cast Partial Denture complete	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Acrylic Partial Denture	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Denture Repair Minimum	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Denture Repair Solder Retention	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Denture Repair Lingual Strengtheners	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Denture Repair each additional tooth	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Custom Tray	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Bite Block	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



Model	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Duplicate Model	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Immediate per Arch	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ball Clasp	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Single Arm clasp	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Double clasp with Rest	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Adams Clasp	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Roach Clasp Stainless Steel	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
All inclusive Costs: These schedules represent an all inclusive cost consisting of custom trays, models, bite blocks, articulation, setup, processing and teeth of the Contractor's choice.					
Complete Denture, upper or lower	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Acrylic Partial – Upper or Lower – This fee consists of custom trays, 2 ss clasps, bite block, articulation, setup, processing and teeth of Contractor's choice					
1-2 teeth	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3-4 teeth	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5 or more teeth	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cast Partial – Upper or Lower – This fee consists of custom trays, models, bite block, articulation, setup, processing and teeth of Contractor's choice					
1-2 teeth	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3-4 teeth	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5 or more teeth	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



Extra Clasps (each)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Relines – Hard full upper or full lower	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Relines – soft full upper or full lower	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL BID COST per year X 50 % partial 40 % full 10 % other	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL BID COST					\$ _____

Prices Basis B - Percentage Mark-up

The contractor will invoice for a percentage mark-up of _____ % above wholesale cost for the provision of other related services not identified in Prices Basis A above.

2.0 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 Per Diem rate(s), in accordance with the following table, GST or HST extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor shall advise the Project Authority when 75% of the Contract’s financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

3.0 HST or GST

- (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



Annex C – Security Requirement Check List

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21401-14-1913039 (13-19-ONT-108)
Security Classification / Classification de sécurité Unclassified

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	
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 Dental Lab Services- ONT REG INST 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





Contract Number / Numéro du contrat 21401-14-1913039 (13-19-ONT-108)
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

- | | | | |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
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 Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

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



Contract Number / Numéro du contrat
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 DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

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



Annex D - Evaluation Criteria

1. **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. **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

- 1.1.1 The bidder shall complete, sign and submit the cover page of the RFP.**
- 1.1.2 The bidder shall provide proof of registration with the College of Dental Technologists of Ontario for the current calendar year and certifies that they will remain in good standings during the period of the contract to be awarded.**
- 1.1.3 All work must be performed by a registered dental lab technologist recognized by the College of Dental Technologist in Ontario.**
- 1.1.4 The bidder must have a minimum of two (2) years experience, in the last five (5) year, in the field of expertise.**

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

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.

1.2 POINT RATED TECHNICAL CRITERIA

#	Point Rated Technical Criteria	Max Score	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
R1	The bidder must demonstrate the proposed personnel's years of experience in providing dental Lab technician services.	20	2 points per year up to 10 years
R2	The bidder must submit two references demonstrating the percentage of satisfaction with regard to the quality of past service performance with similar clients.	100	Average total percentage
	Total # of points	120	

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"
SENSITIVE DATA PROCESSING STANDARDS

JUNE 2013

In accordance with Contract Appendix "B" Supplementary Conditions B3, the Contractor may be permitted to remove PROTECTED information from Correctional Service of Canada (CSC) property on a TEMPORARY basis and to store, process or to create PROTECTED documents at a designated location subject to the following terms:

1. Each Contractor requiring access to CSC's PROTECTED information must hold a valid RELIABILITY STATUS security clearance, granted or approved by either the Departmental Security Division (DSD) of CSC or the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).
2. The Contractor shall not provide access to CSC's information to subcontractors, volunteers, offenders or other parties, unless individuals have been authorized by CSC, hold a valid RELIABILITY STATUS clearance and have a legitimate need-to-know for the information provided via that system.
3. The Contractor shall ensure that all of its employees who are involved in this contract are completely aware of their security obligations related to the handling of CSC's PROTECTED information.
4. The Contractor shall not grant offenders access to computers that are or were previously used to process CSC information or permit offenders to assist with the care or operation of the computer systems used to access CSC information.
5. If PROTECTED information is stored or processed on a computer belonging to the Contractor, that computer must be configured according to CSC approved standards.
6. If PROTECTED information is stored or processed on a removable media such as a USB key, the information must be encrypted according to CSC approved standards.
7. The Contractor shall operate computers used to complete CSC's contract only in an operation zone as defined in the TBS Physical Security Standard.
8. When not in use, the Contractor(s) must secure all sensitive material stored in removable computer media in an approved security container.
9. The Contractor shall ensure that the screen and printed output is not viewable by unauthorized people.
10. The Contractor transporting any PROTECTED information must use an RCMP approved locking dispatch case (i.e. – briefcase) and follow CSC standards while handling it.
11. Electronic exchange of PROTECTED information must be encrypted according to CSC approved standards.
12. All documentation produced or completed by the Contractor, which contains PROTECTED information shall be labelled according to CSC's Guide to Information Security, as appropriate in the upper right hand corner on the face of each page of the document.
13. All notes, working papers, hard disks, removable media, backup media, etc completed or obtained while carrying out services as part of this contract and that contain PROTECTED information shall be returned to the CSC Project Authority for disposition or archiving, once this contract is complete or terminated.
14. Unless prescribed otherwise by law, the Contractor must remove all sensitive electronic information that belongs to CSC or was processed in the completion of the contract, from any storage medium belonging to the Contractor or any of its agents in accordance to CSC standards.
15. The Contractor shall ensure adequate supervision when the computer used to process CSC's information is being serviced or maintained by unauthorized individuals on the contractor's premises.
16. If the computer hard disk used to store CSC information is to be serviced by non CSC staff, the disk will be securely erased by the Regional Manager IT Security (RMITS) and returned to the Contractor prior to servicing.

Canada



APPENDIX "E"
SENSITIVE DATA PROCESSING STANDARDS

JUNE 2013

-
17. If it has been determined that the computer hard disk used to process or store CSC information is no longer serviceable, the Contractor shall surrender the hard disk to the Regional Manager IT Security (RMITS), for destruction.
 18. The Contractor shall not share or release any PROTECTED information related to the completion of this contract with anyone without written authorization of CSC.
 19. Connecting the computer used to process CSC information using wireless networks or wireless broadband Internet technologies is not permitted.
 20. The Contractor is liable for any damages incurred as a result of the compromise of any entrusted CSC information.
 21. The Contractor must report any loss or theft of CSC's information to the project authority within *two hours* of detection.
 22. The contractor may request a copy of all applicable CSC policies and standards from the project authority.
-

Canada