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21301-14-2001903

BID SOLICITATION

PSYCHIATRIC SERVICES

QUEBEC REGION INSTITUTIONS

BID SOLICITATION NO.: 21301-14-2001903
CLOSING DATE: December 11, 2013
CLOSING TIME: 2:00 p.m.

Issued by:
Linda Mandeville
MATERIEL RESOURCES DIVISION
Correctional Service of Canada
250 Montée St-François, Laval
QUEBEC
H7C 1S5

Signature of Bidder

Vendor/Firm Name and Address : _____ _____ _____
Telephone N° :
Fax N° :
Emai:
Name and Title of Authorized Representative of Vendor/Firm (print or type): _____
Signature _____
Date:

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APPENDIX A.....

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NOTE TO POTENTIAL BIDDERS

Contractor's Legal Status

This is a request for the performance of a service only and nothing shall be construed to constitute an offer of employment. The successful Contractor will be engaged under the contract as an independent Contractor for the sole purpose of providing a service. Neither the Contractor nor any of the Contractor's personnel is engaged by the contract as an employee, servant or agent of Canada. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made, including those required for the Canada Pension Plan, Quebec Pension Plan, Employment Insurance, Worker's Compensation or Income Tax.

PART I BIDDER INSTRUCTIONS AND CONDITIONS

1. Enquiries during Solicitation Period

Any questions or enquiries regarding this Bid Solicitation must be submitted in writing to the Contracting Authority as soon as possible during the Solicitation Period.

Linda Mandeville
Regional Officer, Procurement and Contracting
450-661-9550, ext. 3259
linda.mandeville@csc-scc.gc.ca

Questions and enquiries must be received by the Contracting Authority at least five (5) working days before the Solicitation Closing Date (shown on the cover page herein) to allow enough time to respond. If enquiries or questions are received after that date, it may not be possible to respond to them before the Solicitation Closing Date. To ensure the consistency and quality of the information provided to Bidders, the Contracting Authority will provide, simultaneously to all Bidders, all information with respect to significant enquiries received, and the replies to such enquiries, without revealing the source of the enquiries.

2. Right to Negotiate or Cancel

Rights of Canada

Canada reserves the right to:

- reject any or all Bids received in response to this Bid Solicitation;
- further negotiate with Bidders in order to arrive at the most cost effective contract that is in keeping with the conditions of this Bid Solicitation;
- accept any Bid in whole or in part without prior negotiation;
- cancel and/or re-issue this Bid Solicitation at any time;
- award one or more contracts; and
- retain in its archives all Bids and all documents submitted in response to this Bid Solicitation.

3. Bid Validity Period

Bids submitted in response to this Bid Solicitation will remain valid for at least sixty (60) days after the Solicitation Closing Date, unless otherwise indicated by Canada in this Bid Solicitation.

EXTENDING THE BID VALIDITY PERIOD: Canada may ask Bidders to extend the validity period of their Bids if it determines that the validity period is not sufficient for the evaluation and contract award. If Canada asks Bidders to extend the validity period of their Bids, they may refuse to do so, in which case Canada will continue its evaluation without considering their Bids.

4. Conditions of the Bid Solicitation and Resulting Contract

By signing, the Bidder accepts the conditions governing the contract resulting from the Bid Solicitation as stated herein. No modification or other terms and conditions included in the Bidder's Bid will be applicable to the resulting contract, even if the Bidder's Bid were to become part of that contract.

5. Code of Conduct for Procurement

According to the Code of Conduct for Procurement, Bidders must respond to Bid Solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the Bid Solicitation and resulting contract, submit Bids and enter into contracts only if they are able to fulfill all

obligations of the Contract. To ensure fairness, openness and transparency in the award process, the following activities are prohibited:

- a) payment of a contingency fee by any party to a contract to a person to whom the *Lobbyists Registration Act*, R.S. 1985, c. 44 (4th Supplement) applies;
- b) bribery and collusion during the process of awarding any contract for the provision of good and services.

By signing, the Bidder certifies that it meets the above requirements.

Bidders further understand that the commission of certain offences may render them ineligible to be awarded a contract. By submitting a Bid, the Bidder declares that it has never been convicted of an offence under Section 121 (*Frauds on the government and Contractor subscribing to election fund*), Section 124 (*Selling or purchasing office*), Section 380 (*Fraud against Her Majesty*) or Section 418 (*Selling defective stores to Her Majesty*) of the Criminal Code of Canada, or under paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or Section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*.

Furthermore, Bidders agree that compliance with the Code of Conduct for Procurement is a condition of any contract resulting from this Solicitation.

6. Supplier Registration Information (SRI)

The service responsible for the Supplier Registration Information (SRI) has compiled a database of registered suppliers wishing to provide services to the federal government. The SRI is a central registration point for suppliers and enables government buyers to find, for low dollar value contracts, procurement sources that are not included on the site <https://buyandsell.gc.ca/> We recommend that suppliers register with the SRI service and obtain a Procurement Business Number (PBN), which identifies them in the system. Since it may take two working days to process an application to register in the SRI system, if you do not yet have a PBN, it would be advisable to obtain one to avoid possible delays. You can register directly on line at <https://buyandsell.gc.ca>. For non-Internet registration, suppliers may contact the Buy and Sell InfoLine at 1-800-811-1148 or, in the National Capital Area, at 819-956-3440, to obtain the telephone number of the nearest Supplier Registration Agent.

Since the SRI can be accessed by all government departments and agencies, it enables companies to expand their customer base. The government is in the process of standardizing its trade processes and ultimately the PBN will become the common identification number for all government purchasing and payment systems. We strongly recommend that you obtain your PBN as soon as possible through the SRI service.

7. Vendor Performance

1. Canada may reject a Bid where any of the following circumstances is present:

- a) The Bidder or any employee or subcontractor included as part of the Bid has been convicted under Section 121 (*"Frauds on the government"* and *"Contractor subscribing to election fund"*), 124 (*"Selling or purchasing office"*), or 418 (*"Selling defective stores to Her Majesty"*) of the Criminal Code of Canada, or under paragraph 80(1)(d) (*"False entry, certificate or return"*), subsection 80(2) (*"Fraud against Her Majesty"*) or Section 154.01 (*"Fraud against Her Majesty"*) of the *Financial Administration Act*; or
- b) The Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which renders the Bidder ineligible to submit a Bid within the scope of the work;
- c) An employee or subcontractor included as part of the Bid is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which would render that employee or subcontractor ineligible to participate in the work or the portion of the work the employee or subcontractor is to perform;

d) With respect to current or prior transactions with the Government of Canada:

1. the Bidder has declared bankruptcy or cannot, for whatever reason, remain operable for an extended period;
2. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its Bid;
3. Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract awarded to the Bidder, any of its employees or any subcontractor included as part of its Bid;
4. Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to deem it incapable of meeting the requirement being bid on.

2. Where Canada intends to reject a Bid pursuant to a provision of subsection 1, other than 1.(b), the Contracting Authority will so inform the Bidder and give the Bidder ten (10) days to make representations on its own behalf, before making a final decision on the Bid rejection.

8. Debriefing

After contract award, Bidders may request a debriefing of their 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 BID PREPARATION INSTRUCTIONS

1. Signature of Bid by Bidder and Definition of “Bidder”

- a) Canada requires that each Bid be signed by the Bidder or by an authorized representative of the Bidder. The Bidder's Bid should be signed when submitted on the Bid Closing Date. However, where Canada determines that the Bidder has omitted to sign the Bid as required in this Solicitation, Canada will give the Bidder 24 hours to submit the requisite signature page.
- b) In this Bid Solicitation, “Bidder” means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a Bid to perform a contract, and does not include the parent company, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Note to Bidders: Bidders can sign their Bids by copying the front page of this Solicitation, signing it, and submitting it with their Bid or by including a signature page in a prominent location in their Bid.

2. Bid Preparation Instructions

N.B. BIDS SUBMITTED BY ELECTRONIC MAIL WILL NOT BE ACCEPTED.

BID AND PRE-AWARD COSTS: No payment shall be made for costs incurred to prepare and submit a Bid in response to this Bid Solicitation. No payment shall be made for costs incurred to obtain clarification(s) required by Canada.

Bidders are requested to prepare their Bid in three (3) separate sections as follows:

Section 1 – Technical Proposal (with no reference to price): two (2) copies

Section 2 – Cost Determination: one (1) copy

Section 3 – Part 7 – Certifications: one (1) copy

2.1 Section 1: Technical Proposal Preparation

2.1.1 In the Technical Bid, Bidders should demonstrate their understanding of the requirements of the Statement of Work in **Part 5** as well as how they will meet the requirements in **Part 6** or meet all of the requirements described in this Bid Solicitation.

Two (2) copies of the Technical Proposal are required.

THE TECHNICAL PROPOSAL MUST NOT INCLUDE ANY INFORMATION RELATING TO THE COST DETERMINATION.

2.2 Section 2: Cost Determination Preparation

2.2.1 Only one (1) copy of the Cost Determination is required.

Bidders are requested to submit their Cost Determination (single copy) in an **envelope separate** from their Technical Proposal (two copies).

2.2.2 Bidders must provide an all-inclusive fixed price for fees, for the services herein described. All prices are to be quoted GST/HST Extra.

Bidders must respect the following format when they submit their cost determination.

Refer to Part 4 to submit your pricing.

Site	Estimated annual number	Unit price	Total
1) On site services	1) xxx hours	1) \$ _____/hour	1) \$ _____
2) Meetings	2) xxx hours	2) \$ _____/hour	2) \$ _____
3) Report	3) xxx reports /year	3) \$ _____/report	3) \$ _____
			Total \$ _____

No other fees will be accepted.

- a) Hourly rates in PART 4 of this Bid Solicitation will not include any time or travel expenses for GST/HST.
- b) The fixed hourly rates in PART 4 will be inclusive of all costs including but not limited to payroll, overhead costs, and profits required to complete the work (Note: hourly rate(s) are not to be quoted as ranges).
- c) All prices are to be quoted GST/HST EXTRA.
- d) Payments will be made upon presentation of bimonthly bills detailing the level of effort due to the billing period, based on the hourly rates specified in Annex “C” Terms of payment, section MP4 Method of payment of the resulting contract

2.2.3 Travel and living expenses

When applicable, estimated travel and living expenses will be reimbursed at cost without any allowance for profit. Per diem and kilometrage allowances will be based on Treasury Board rates in effect at the time of travel and when the expenses were incurred, with the project manager’s prior approval.

2.2.4 Goods and Services Tax (GST) / Harmonized Sales Tax (HST)

Prices quoted do not include the Goods and Services Tax (GST) / Harmonized Sales Tax (HST) as applicable. All amounts shown in the Bid or resulting contract do not include GST/HST unless otherwise indicated. Bids will be evaluated without GST/HST. As far as possible, the GST/HST will be shown as a separate item and be included in all invoices and progress payments and will be paid by Canada. The Contractor agrees to remit to the Canada Revenue Agency any GST/HST paid or due.

2.2.5 Pricing Review

Bidders are advised that a review of the proposed pricing may be required by Canada. Detailed supporting data may be requested by Canada to verify the proposed rates and other charges.

In the event of an error in extension or addition of prices, the unit price will prevail.

2.3 Section 3: Certifications (see Part 7): one (1) copy

A single copy of the completed and signed certifications is required.

Bidders are requested to submit their Certifications (single copy) in an **envelope separate** from their Technical Proposal (three copies).

3. Submission of Bids

If its <https://buyandsell.gc.ca/>, do not use email or fax.

Your Bid is to be addressed as follows and **must be received on or before December 11, 2013 at 2:00 p.m., CLOSING DATE AND TIME FOR THE SUBMISSION OF BIDS.**

Bids by regular mail, express and delivery to our bids office, will be received at the office designated for the receipt of Bids, on or before the Closing Time and Date, at the following locations at the Bidder's discretion:

Office designated for the receipt of Bids

REGULAR MAIL, EXPRESS AND DELIVERY TO OUR BIDS OFFICE

Correctional Service of Canada
Materiel Resources Division
250 Montée St-François
Laval (Quebec) H7C 1S5
Telephone: 450-661-9550 ext. 3209, 3214

DELIVERY HOURS TO OUR BIDS OFFICE ARE FROM 8 AM TO 12 NOON AND FROM 1 PM TO 3:30 PM.

The following information must appear on the outside of the Bid envelope:

- Bid Number: **21301-14-2001903**
- Closing Date: **December 11, 2013**

N.B. Correctional Service of Canada (CSC) will not reimburse costs incurred by Bidders to prepare their Bids.

LATE BIDS: CSC will return, unopened, Bids submitted after the stipulated Closing Date and Time.

PART 3 CONTRACT CLAUSES RESULTING FROM BID SOLICITATION

1. Terms and Conditions of Resulting Contract

The general terms and conditions and clauses contained in Appendix A, B and E form part of this Bid Solicitation and any resulting contract, subject to any other express terms and conditions.

2. Period of Work

The work covered in the contract will be carried out during the period commencing on the contract award date and ending on or before December 31, 2014, inclusive.

3. Project Manager

The Project Manager or his/her designated representative will be responsible for monitoring the progress of the work and compliance with the technical requirements, and for accepting and approving the deliverables. Any proposed changes to the scope of work may be discussed with the Project Manager, but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

4. Contracting Authority

Linda Mandeville
Correctional Service of Canada
250, Montée St-François
Laval (Québec) H7C 1S5
Telephone: 450-661-9550 ext. 3259
Fax: 450-664-6626
Email: linda.mandeville@csc-scc.gc.ca

The Contracting Authority is responsible for all matters related to the content of the contract.

5. Inspection and Acceptance

All work performed and all deliverables submitted under the proposed contract are subject to inspection and acceptance by the Project Manager designated herein.

6. Intellectual Property

Canada intends to retain ownership of any foreground intellectual property arising out of the proposed contract on the following basis:

6.1 national security;

6.2 the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is:

6.2.1 to generate knowledge and information for public dissemination;

6.3 where the Foreground consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

PART 4 FINANCIAL PROPOSAL

The submissioner must indicate a fixed rate for each of the following services and for the every period included in the present BD. (*N.B.: the TPS should not be included*)

- Canada reserves the right to tender one or more contracts depending on the venue or the region;
- **Maximum monetary ceiling:**
 - **Service for venues :** **maximun hourly rate given by *RAMQ* + 55%**
 - **Meeting :** **maximun hourly rate given by *RAMQ***
 - **Report produced for Court Order :** **\$1 800.00/report***
 - **On call services:** **\$1250.00\$/per on call****

The submitted rates include everything necessary to carry out the work conforming to expected services. This means among others: administrative costs and expenses, profit, transportation and man power and/or all other expenses needed to provide services. Any request that will exceed theses rates will be rejected.

* : These rates include all expenses inherent to the provision of care, notably, the writing of reports when a prescription is needed or when the transfer of responsibility implies the revision of a file and the consultation with health professionals and other internal or external partners. In the case where the production of a report requires a revision and the consultation exceeds more than 10 hours, the number of anticipated hours must be estimated and submitted to the head of the contract for approval and this before any professional involvement is undertaken

If time is needed for a court presentation, this will be paid by periods of half days, if the attendance is required for more than 2 hours or by thresholds of 20 minutes for a period of less than 2 hours. A maximum of 2 half days will be paid. Travelling time to a court out of the region will be paid at the same rate as a court appearance. Travelling time by car will be based on the measuring tools determined by Google Maps Canada, and this according to the shortest distance. The departure point for this calculation will be made from the city corresponding within the limits of the Montreal Metropolis Area.

** : **The on call service for the population of the treatment center is necessary 24 hours a day, 7 days a week, 52 weeks a year.**

Site	Estimated number per year	Unit price	Total
Montée St-François Institution and Federal trainingCentre			
1) Site services 2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings 3) Report rate per report prepared : Treatment without consent order	1) 288 hours 2) 12 hours 3) estimate of 6 reports / year	1) \$ _____/hour 2) \$ _____/hour 3) \$ _____/report	1) \$ _____ 2) \$ _____ 3) \$ _____ Total \$ _____

Site	Estimated number per year	Unit price	Total
Ste-Anne-des-Plaines et Archambault Institution			
1) Site services 2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings 3) Report rate per report prepared : Treatment without consent order	1) 264 hours 2) 12 hours 3) estimate of 6 reports / year	1) \$ _____/hour 3) \$ _____/hour 3) \$ _____/report	1) \$ _____ 2) \$ _____ 3) \$ _____ Total \$ _____

Site Regional reception center and Special unit detention	Estimated number per year	Unit price	Total
1) Site services 2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings 3) Report rate per report prepared : Treatment without consent order	1) 656 hours 2) 12 hours 3) estimate of 6 reports / year	1) \$ _____/hour 4) \$ _____/hour 3) \$ _____/report	1) \$ _____ 2) \$ _____ 3) \$ _____ Total \$ _____

Site CCC Martineau and Ville Marie	Estimated number per year	Unit price	Total
1) Site services 2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings 3) Report rate per report prepared : Treatment without consent order	1) 264 hours 2) 12 hours 3) estimate of 6 reports / year	1) \$ _____/hour 5) \$ _____/hour 3) \$ _____/report	1) \$ _____ 2) \$ _____ 3) \$ _____ Total \$ _____

Site CCC Laferrière and Maison Lafleur	Estimated number per year	Unit price	Total
1) Site services	1) 60 hours	1) \$ _____/hour	1)\$ _____
2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings	2) 12 hours	6) \$ _____/hour	2)\$ _____
3) Report rate per report prepared : Treatment without consent order	3) estimate of 6 reports / year	3)\$ _____/report	3)\$ _____
			Total
			\$ _____

Site CCC Marcel Caron	Estimated number per year	Unit price	Total
1) Site services	1) 78 hours	1) \$ _____/hour	1)\$ _____
2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings	2) 12 hours	7) \$ _____/hour	2)\$ _____
3) Report rate per report prepared : Treatment without consent order	3) estimate of 6 reports / year	3)\$ _____/report	3)\$ _____
			Total
			\$ _____

Site Donnacona	Estimated number per year	Unit price	Total
1) Site services 2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings 3) Report rate per report prepared : Treatment without consent order	1) 208 hours	1) \$ _____/hour	1)\$ _____
	2) 12 hours	8) \$ _____/hour	2)\$ _____
	3) estimate of 6 reports / year	3)\$ _____/report	3)\$ _____
			Total \$ _____

Site Joliette	Estimated number per year	Unit price	Total
1) Site services 2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings 3) Report rate per report prepared : Treatment without consent order	1) 288 hours	1) \$ _____/hour	1)\$ _____
	2) 12 hours	9) \$ _____/hour	2)\$ _____
	3) estimate of 6 reports / year	3)\$ _____/report	3)\$ _____
			Total \$ _____

Site Drummond	Estimated number per year	Unit price	Total
1) Site services 2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings 3) Report rate per report prepared : Treatment without consent order	1) 135 hours	1) \$ _____/hour	1)\$ _____
	2) 12 hours	10) \$ _____/hour	2)\$ _____
	3) estimate of 6 reports / year	3)\$ _____/report	3)\$ _____
			Total \$ _____

Site Cowansville	Estimated number per year	Unit price	Total
1) Site services 2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings 3) Report rate per report prepared : Treatment without consent order	1) 286 hours	1) \$ _____/hour	1)\$ _____
	2) 12 hours	11) \$ _____/hour	2)\$ _____
	3) estimate of 6 reports / year	3)\$ _____/report	3)\$ _____
			Total \$ _____

Site La Macaza	Estimated number per year	Unit price	Total
1) Site services 2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings 3) Report rate per report prepared : Treatment without consent order	1) 216 hours	1) \$ _____/hour	1)\$ _____
	2) 12 hours	2) \$ _____/hour	2)\$ _____
	3) estimate of 6 reports / year	3)\$ _____/report	3)\$ _____
			Total

Site Port Cartier	Estimated number per year	Unit price	Total
1) Site services 2) Meetings (equivalent of one 3-hour fee per meeting) maximum of 4 meetings 3) Report rate per report prepared : Treatment without consent order	1) 360 hours	1) \$ _____/hour	1)\$ _____
	2) 12 hours	2) \$ _____/hour	2)\$ _____
	3) estimate of 6 reports / year	3)\$ _____/report	3)\$ _____
			Total

Regional on-call	Estimated number per year	Unit price	Total
On call: availability 24 hours a day/7 days a week with rotation amongst the other psychiatrists involved with ambulatory care. On call basis needed for all institutions except for the CRSM. CCC Martineau and CCC Laferrière are also included in the call availability.	52 weeks	\$ _____/week	\$ _____ Total \$ _____

The rate quoted include all that is necessary to carry out the work in accordance with the expected services. This includes: the costs and administrative expenses, profit, transportation labor, and / or any other expenses necessary for the provision of services.

Name of Bidder : _____

PART 5 STATEMENT OF WORK

1. Background

In able to respect our legal and ethical obligations, CSC health services needs to ensure the deliverance of essential mental health care to all persons under our responsibility. To completely fulfill this mandate, CSC Health services needs to rely on concrete relationships with our external partners who will provide the psychiatric ambulatory care . Psychiatrist ambulatory care is one element used in the continuum of care of mental health that the CSC maintains in place in order to deliver specialised care and this in keeping with the make-up of an efficient and effective framework. These specialized services contribute to the safety of the persons receiving the care in CSC institutions and in the collectivity.

The Quebec Region is composed of eleven (11) institutions and two (2) districts: each of these operational units need to count on specialized doctors who will offer psychiatric ambulatory care to incarcerated persons and also to those persons on Day Parole. The specialized doctors we are looking for can count on the mental health teams found in each of our operational units and will need to work in collaboration with them. A solid collaboration with the general practitioner is also part of the CSC vision of the optimal continuum of health care. Our external partners who will be providing the psychiatric ambulatory care need to ensure that they conform to the current standards used in the collectivity.

2. Objective

CSC Health services needs to provide efficient and effective health care services to the delinquents', proning their individual responsibility, favouring a healthy reintegration into the community and contribute to safety within the collectivity. Psychiatric ambulatory care is etched within these objectives with respect to our obligations regarding the deliverance of essential services in mental health and with a reasonable access to non essential services.

3. Scope

Deliverance of psychiatric services to all institutions and districts in the Quebec region. The level of expected care varies from one site to another depending on the needs and the number of inmates needing care. The level of service is evaluated in terms of hours of clinical services needed in each site:

Institution	Number of hours (can be split according to each institution)
Montée St-François and Federal training Centre	48 clinics of 4 hours / year : 192 hours (FTC) 48 clinics of 2 hours / year : 96 hours(MSFE)
Ste-Anne-des-Plaines and Archambault	44 clinics of 6 hours / year : 264 hours
Regional reception center and Spécial unit detention	88 clinics of 4 hours / year : 352 hours (CRR) 88 clinics of 4 hours / year : 352 hours (USD)
Cowansville	52 clinics of 5.5 hours / year : 286 hours

Drummond	18 clinics of 7.5 hours / year : 135 hours
Donnacona	52 clinics of 4 hours / year : 208 hours
Port-Cartier	60 clinics of 6 hours / year : 360 hours
La Macaza	36 clinics of 6 hours / year : 216 hours
Joliette	48 clinics of 6 hours / year : 288 hours
CCC Martineau (interne)*	26 clinics of 4.5 hours / year : 117 hours
Bureau Ville-Marie *	52 clinics of 4.5 hours / year : 234 hours
CCC Laferrière **	12 clinics of 4 hours / year : 48 hours
Maison Lafleur **	4 clinics of 3 hours / year : 12 hours
CCC Marcel Caron	12 clinics of 6.5 hours / year : 78 hours

* Joint call for submissions for the Ville Marie and Martineau offices (Yearly: 351 hours)

** Joint call for submissions for CCC Laferrière and Maison Lafleur (Yearly: 60 hours)

N.B: A minimum of 2 clinics per month, not in the same week, is mandatory except for CCC Marcel-Caron, CCC Laferrière and the Maison Lafleur.

4. Tasks

Expected services:

Provide consultation services, evaluations and psychiatric treatments to inmates (feminine and masculine) according to current Professional Standards in the province of Quebec and in compliance with the terms found within the expected services.

The services may be offered using tele-psychiatry when needed by the manager in charge of the contract and this conforming with the terms outlined by the *Collège des médecins du Québec* and the *guidelines of the l'Agence d'évaluation des technologies et des modes d'intervention en santé.* (provided upon request)

Psychiatric Services :

- Will carry out evaluations or psychiatric treatment to clients that have been referred to them ; when in doubt or if needing a clarification of a diagnosis, the psychiatrist may, at any time, ask for a second opinion from another psychiatrist under contract with the CSC;
- Will ensure active exchanges with the mental health care managers in the institution(IMHS) and in the collectivity (CMHS);
- Will refer, when necessary, the client needing an evaluation and/or acute mental health care to the Regional Treatment Center (RTC) or to the Philippe-Pinel Institute of Montreal (according to the current contract) : (provided upon request)
- Will have to conform with politics, procedures and regulations used at the CSC that touch the fields of mental health practices;
- Will be aware of the evolution of pharmaceutical treatments and the protocols used in the treatment mental health ;
- Will carry out pertinent evaluations when faced with providing care against the inmates will and upon request of the warden or his delegate , provide an opinion and recommendation when use of the Pinel restraint is necessary, respecting ministerial orientations <http://www.msss.gouv.qc.ca> and CSC guidelines
- To be able to assure the continuity of psychiatric care, will have to refer to a Doctor in the collectivity, if the client needs a follow up on the outside (acute or transitional care in mental health), where a discharge is foreseen, with a resource specialist and to produce the reports necessary for this transfer of professional responsibility (a template of the report is included in this document) Ensure the necessary communication with the omnipracticians to be able to :
 1. Harmonise pharmacological treatment strategies ;
 2. Provide information that would allow the omnipracticians to furnish recommendations to the multidisciplinary team responsible for cases, in the absence of the treating physician.
- Will write up a resume of the file and/or a final report in a timely fashion, especially in the case of a transfer of professional responsibility - the transfer of the patient towards another operating unit within CSC. These reports need to conform to the template included in this document. The report needs to be produced in an electronic format compatible with a PC (system used in CSC ;
- Will act as an adviser in clinical management and operations in acute and complex mental health cases(elaborate a clinical management plan with follow ups included);
- Will ensure the pertinent document preparation for the *Tribunal administratif du Québec ou la Curatelle publique*;
- Will ensure the pertinent document preparation for the files needing a request for orders for care to be administered against the will of the patient or confinement, and this, in conformity with provincial legislation;
- Will ensure on-call services covering the periods where there is no psychiatrist available in the institutions or the districts ;

- Will participate in regional or morning meetings at the request of a contractual manager or a delegate.

5. Contractor's Support

The operational units will provide office space and appropriate working conditions for interviews with the inmate/offender. Furthermore, access will be provided to the various files with reference to the OMS (Offender Management System) and the information stemming from the team management of the case.

6. Constraints

Personal items – communications

Any designated unauthorized personal item used for communication, such as pagers and cellular phones, are prohibited on penitentiary sites.

However, for physicians, Blackberries/cellphones/pagers and/or tablets *may be authorized by the Warden and registered with the Assistant Warden, Operations, as outlined in CD 566-8 Searching of Staff and Visitors*. They must also be registered upon arrival and departure.

Security clearance

The Contractor and replacement, as required, will undergo an in-depth security check and must obtain authorization from CSC security when the contract is awarded.

The Contractor will provide medical services inside the institution, in a designated office. The Contractor must comply with security standards and undergo a security check (reliability rating) before the first visit to the institution.

Schedule changes

If the schedule to complete the assessment is postponed, the CSC will give the bidder a notice of five (5) working days. It is understood that this condition, the bidder will not charge any fees to the CSC.

Cancellation

If one or the other working sessions regularly scheduled to be canceled, CSC will provide the contractor a notice of five (5) working days. It is understood that this condition, the bidder will not charge any fees to the CSC.

The visits may be divided or pooled depending on the needs of the institution, and this, after mutual consensus between the Chief of Health Services and the psychiatrist of the institution concerned. There is a minimum of 2 clinics per month, and that they not be in the same week is mandatory.

LOCATION OF SERVICE DELIVERY:**Institutions**

Regional Reception Centre and SHU
246 Montée Gagnon
Ste-Anne-des-Plaines, Quebec
J0N 1H0

Archambault Institution
242 Montée Gagnon
Ste-Anne-des-Plaines, Quebec
J0N 1H0

Ste-Anne-des-Plaines Institution
244 Montée Gagnon
Ste-Anne-des-Plaines, Quebec
J0N 1H0

Federal Training Centre
6099 Boul. Lévesque
Laval, Quebec
H7C 1P1

Cowansville Institution
400 Avenue Fordyce
Cowansville, Quebec
J2K 3G6

Montée St-François Institution
600 Montée St-François
Laval, Quebec
H7C 1S5

Drummond Institution
2025 Boul. Jean-de-Brébeuf
Drummondville, Quebec
J2B 7Z6

Port-Cartier Institution
1 Chemin de l'Aéroport
Port-Cartier, Quebec
G5B 2W2

La Macaza Institution
321 Chemin de l'Aéroport
La Macaza, Quebec
J0T 1R0

Donnacona Institution
1537 Route 138
Donnacona, Quebec
G3M 1C9

Joliette Institution
400 Rue Maiolais
Joliette, Quebec
J6E 8V4

Community:

CCC Martineau (USMC)
10345 rue Saint-Laurent
Montréal (Québec)
H3L 2P1

CCC Laferrière
202 rue St-Georges
St-Jérôme (Québec)
J7Z 4Z9

CCC Marcel-Caron
825, rue Kirouac
Québec, Qc
G1N 2J7

Bureau Ville-Marie
6900 boul. Décarie, local 3170
Montréal, Qc
H3X 2T8

7. Benchmarks and Control Points

N/A

8. Deliverables

Deliverable reports:

- The Psychiatrist will write the progress notes of all clinical interventions on the appropriate forms (CSC 0056) following the client meeting in accordance with CD 835.
- The Psychiatrist will write a final report according to the template within fifteen (15) working days following the psychiatric discharge for every inmate evaluated or treated.
- Reports may be requested for reasons other than the cessation of treatment such as: *bilan pour le Tribunal Administratif du Québec, évaluation pour le Curateur Public du Québec*, evaluations needed for the administration of treatment against the will of the inmate etc. These reports need to be written in accordance with the subject requested.
- National CSC formulary for prescriptions (request for exception - medication not found on the formulary)

Template

Template / content of reports to be produced for discharge, transfers or the transfer of professional responsibility.

- Date when the case was taken over and the date of discharge;
- Reason why the case was taken;
- Principal diagnoses;
- Other diagnoses and problems;
- Pertinent psychiatric and medical backgrounds ;
- Condition of the patient when case was taken ;
- Progress of treatment /resume of the progress (acute and chronic symptoms behavioral concerns, suicidal or self injury concerns etc, including complications if any)
- Actual condition of the patient ;
- Recommendations regarding the continuity of :
 - Particular conditions needing to be taken into consideration for the follow up;
 - Effective psychiatric and behaviourable management;
 - Medication regime at discharge (if any);
 - Medication respect or any worries (if any);
 - Drug seeking (if any);
 - Worries of destabilisation (if any).
- Discharge orientation.

The CSC will be responsible for the translation of all documents from French to English and with simultaneous translation during the evaluation process, if needed.

9. Planned Meetings

Participation in meetings may be required by the Correctional Service of Canada. In the circumstances that this is deemed necessary, travelling and accommodation expenses will be covered according to the terms and conditions outlined by the *Conseil du Trésor du Gouvernement du Canada*. (See *Policies of the Treasury Council- guidelines on travel*).

PART 6 EVALUATION CRITERIA AND PROCEDURES

1. Evaluation Criteria

- a. The following elements of the Bid will be evaluated and rated in accordance with the evaluation criteria stated below.
 - 1.1 Mandatory Requirements
 - 1.2 Rated Requirements
- b. EVALUATION CRITERIA
 - i) IF SOMEONE'S EXPERIENCE IS MENTIONED IN THE BID BUT DOCUMENTS ARE NOT PROVIDED INDICATING WHERE, WHEN AND HOW THAT PERSON ACQUIRED THE EXPERIENCE, IT WILL NOT BE CONSIDERED IN THE EVALUATION.
 - ii) All experience must be strictly work-related unless otherwise indicated. Time spent on education and/or training is not considered unless otherwise indicated. Experience must be proven through employment history.
 - iii) ***To facilitate Bid evaluation, it is recommended that in their Bid Bidders address the mandatory and rated criteria in the order in which they appear below, using the numbering indicated below.***
 - iv) ***It is imperative that Contractors address each of these criteria to demonstrate that they meet the requirements.***
 - v) Only documents received at the closing date will be considered for analysis in the contract award.

1.1 Mandatory Requirements

1.1.1 CERTIFICATIONS: Bidders must include the completed and signed Certifications 1 to 5 from Part 7 with their Bids.

1.1.2 Company

Table 1.1.2	
MANDATORY REQUIREMENT	PROOF THAT REQUIREMENT IS MET
	<p>For each project submitted Bidders should include, as a minimum:</p> <ol style="list-style-type: none"> 1. project description 2. client's name 3. project date 4. details concerning the work done by the Contractor in connection with the project 5. references
<p>1.1.2.1 You must sign and return the first page of this Bid Solicitation.</p> <p>By signing this document, the Bidder certifies the accuracy and truthfulness of all statements regarding the training and experience of the persons proposed to perform the work. In addition, the bidder knows that CSC reserves the right to verify any information provided and that untrue statements may lead the CSC to declare the proposal inadmissible or take any other action it deems appropriate.</p>	

1.1.3 Proposed Personnel

Bids should include the resumes of each of the proposed resources to support the skills and expertise being offered. The names and telephone numbers of companies given as references should be provided to complete the work experience indicated.

Table 1.1.3	
MANDATORY REQUIREMENT	PROOF THAT REQUIREMENT IS MET
	<p>Contractors should specify, as a minimum, where, when and how the experience was acquired.</p>
<p>1.1.3.1 The proposed resource must be certified psychiatrist and hold a license to practice from the College des medecins du Québec.</p> <p>(A copy of the license from the Collège des médecins du Québec must be provided upon submitting bid).</p>	
<p>1.1.3.2 The proposed resource must be a member of the Fédérations des médecins spécialistes du Québec.</p> <p>(Provide proof upon submitting bid).</p>	

<p>1.1.3.3 The proposed resource must be a member of Association des médecins psychiatres du Québec.</p> <p>(Provide proof when submitting bid).</p>	
<p>1.1.3.4 The proposed resource must have a minimum of two clinical experience (2) years in forensic psychiatry.</p> <p>(Provide proof upon submitting bid).</p>	
<p>1.1.3.5 The proposed resource must have a liability insurance of two million.</p> <p>(Provide proof before contract award).</p>	

All of the proposed personnel must be able to obtain CSC security clearance at the Enhanced Reliability level at the time of contract award.

Bids should include the resumes of the proposed personnel or main team to confirm the skills and knowledge being offered. Include the names and telephone numbers of company representatives who can provide references to confirm the professional experience claimed.

1.2 Rated Requirements

In addition to the above mandatory requirements, submissions will be evaluated and scored according to the requirements listed below. The tenderer must provide sufficient information to allow a thorough assessment of his understanding of the approach and the method he proposes, in his work plan and experience.

** The internship is calculated as part of monthly experience.

Point rated technical criteria	Maximum	Score	Score justification
1.2.1 Experience with adult clientele 40 %			
1.2.1.1 The bidder must demonstrate that he has experience in psychiatric care with an adult clientele. 1 month to 12 months experience 5 points 13 months to 24 months experience 10 points 25 months to 48 months experience 20 points 49 months and more of experience 40 points	40 points		
1.2.2 Experience in forensic psychiatric 60 %			
1.2.2.1 The bidder must demonstrate that he has experience in forensic psychiatric care with an adult clientele. 1 month to 12 months experience 10 points 13 months to 24 months experience 20 points 25 months to 48 months experience 35 points 49 months and more of experience 60 points	60 points		
Total score	100 points		

1.3 Evaluation Procedures and Contractor Selection Method

1.3.1 Bids will be evaluated in accordance with the evaluation procedures and criteria defined in this Bid Solicitation and in conjunction with the accompanying Statement of Work.

1.3.2 The evaluation team reserves the right, but is not obliged, to do any of the following:

- a) seek clarification or verify the accuracy of any information provided by the Bidder in connection with this Bid Solicitation;
- b) contact anyone given as a reference by the Bidder and, at the Bidder's expense, interview that person and anyone proposed to do the work, with 48 hours' notice, in order to verify and confirm any information provided by the Bidder.

1.3.3 Contractor Selection Method

It is understood by the parties submitting proposals that, to qualify:

- 1.3.3.1 bidders must (a) meet all the mandatory requirements of the RFP and (b) achieve a minimal overall score of 40% with a minimum of 10 points in 1.2.2.1 (experience in forensic psychiatric care) on the rated requirements for the criteria which are subject to point rating. The rating is performed on a scale of 100 points. Proposal not meeting (a) and (b) above will be deemed non-compliant and given no further consideration.
- 1.3.3.2 Neither the responsive proposal with the lowest price nor the one with the highest rated score will be awarded the contract. Rather the proposal with the best combination of technical merit and price (lowest cost per point) will be recommended for the award of the contract. In case of a tie, the proposal with the technically superior rating will prevail
- 1.3.3.3 This solicitation is not a public opening.

PART 7 CERTIFICATIONS

NOTE TO BIDDERS: THE FOLLOWING CERTIFICATION REQUIREMENTS APPLY TO THIS BID SOLICITATION. BIDDERS MUST COMPLETE THESE CERTIFICATIONS BY FILLING IN THE APPROPRIATE SPACES BELOW AND INCLUDE THE CERTIFICATIONS WITH THEIR BIDS.

CERTIFICATION 1

CERTIFICATION OF EDUCATION AND EXPERIENCE

"The Bidder hereby certifies that all the information provided in the resumes and supporting material submitted with the Bid, particularly as this information pertains to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that the individuals proposed by the Bidder to meet the requirement are capable of satisfactorily performing the Work described herein."

Name of Bidder

Name of Duly Authorized Representative of Bidder

Signature of Duly Authorized Representative of Bidder

Date

CERTIFICATION 2

CERTIFICATION OF STATUS AND AVAILABILITY OF PERSONNEL

By signing, the Bidder warrants that, should it be authorized to provide services under any contract resulting from this Solicitation, the persons proposed in its proposal shall be available to commence performance of the Work as required by the Project Manager and at the time specified herein or agreed to with the Project Manager.

If the Bidder has proposed any person to perform the Work who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from that person (or that person's employer) to propose the services of that person to perform the Work and to submit that person's resume to the Contracting Authority in response to this Bid Solicitation. The Bidder must, at the request of the Contracting Authority, provide a copy of the written permission for persons who are not the Bidder's employees. Failure to comply with such a commitment could disqualify the Bidder's Bid.

The Project Manager reserves the right to interview any personnel proposed to perform the contract, at no cost to the Department, to confirm that person's knowledge and experience.

Name of Bidder

Name of Duly Authorized Representative of Bidder

Signature of Duly Authorized Representative of Bidder

Date

CERTIFICATION 3

CERTIFICATION OF CODE OF CONDUCT FOR PROCUREMENT

According to the Code of Conduct for Procurement, Bidders must respond to Bid Solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the Bid Solicitation and resulting contract, submit Bids and enter into contracts only if they are able to fulfill all obligations of the Contract. To ensure fairness, openness and transparency in the award process, the following activities are prohibited:

- a) payment of a contingency fee by any party to a contract to a person to whom the *Lobbyists Registration Act*, R.S. 1985, c. 44 (4th Supplement) applies;
- b) bribery and collusion during the process of awarding any contract for the provision of good and services.

By signing, the Bidder certifies that it meets the above requirements.

Bidders further understand that the commission of certain offences may render them ineligible to be awarded a contract. By submitting a Bid, the Bidder declares that it has never been convicted of an offence under Section 121 (*Frauds on the government and Contractor subscribing to election fund*), Section 124 (*Selling or purchasing office*), Section 380 (*Fraud against Her Majesty*) or Section 418 (*Selling defective stores to Her Majesty*) of the Criminal Code of Canada, or under paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or Section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*.

Furthermore, Bidders agree that compliance with the Code of Conduct for Procurement is a condition of any contract resulting from this Solicitation.

Name of Bidder

Name of Duly Authorized Representative of Bidder

Signature of Duly Authorized Representative of Bidder

Date

CERTIFICATION 4

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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with former public servants, Bidders must provide the information required below.

Definition

For the purposes of this clause,

"former public servant" means a 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, and includes:

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

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

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

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES** () **NO** ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;

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 / Harmonized Sales Tax.

Certification

By submitting a Bid, the Bidder certifies that the information provided by the Bidder in response to the above requirements is accurate and complete.

Name of Bidder

Name of Duly Authorized Representative of Bidder

Signature of Duly Authorized Representative of Bidder

Date

**CERTIFICATION 5
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY (the Program)**

1. The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers bidding for federal government contracts valued at \$200,000 or more (including all applicable taxes) make a formal commitment to implement an employment equity program, as a condition precedent to the contract award. If the Bidder is subject to the FCP-EE, evidence of its commitment must be provided prior to contract award.

Suppliers that have been declared "ineligible contractors" by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of Bids as set out in the Government Contract Regulations (currently at \$25,000 including all applicable taxes), either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction in their workforce.

Any Bid from ineligible contractors will not be considered for contract award.

2. **The Bidder is required to certify to its status with respect to FCP-EE (please check the appropriate box below):**

The Bidder:

- a) is not subject to FCP-EE, having a workforce of less than 100 permanent full- or part-time employees in Canada,
 - b) is not subject to FCP-EE, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
 - c) is subject to the requirements of FCP-EE, having a workforce of 100 or more permanent full- or part-time employees in Canada, but has not previously obtained a certificate number from RHDCC (having not bid on contracts of \$200,000 or more), in which case a duly signed Certificate of Commitment (form LAB 1168) is required from the Bidder and should be included with this duly signed certification provided with the Bid.
 - d) is subject to FCP-EE, and has a valid certificate number as follows: _____ (i.e., has not been declared an "Ineligible Contractor" by RHDCC).
3. If the Bidder does not fall within the exceptions enumerated in subsections 2.a) or b) above, or does not have a valid certificate number confirming its adherence to FCP-EE, it must fax a signed copy of form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the RHDCC Labour Branch at 819-953-8768. The form is available on the Service Canada Website at: <http://www1.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&ln=eng>.
 4. The Bidder acknowledges that the Minister shall rely on this certification to award the contract. Should a verification by the Minister disclose a misrepresentation on the part of the Bidder, the Minister shall have the right to treat any contract resulting from this Bid as being in default and to cancel it under the contract provisions concerning non-performance.

In all cases, the Bidder must be able to produce evidence or supporting information on demand prior to contract award, if such evidence or information is not included with its Bid.

Additional information concerning FCP-EE is available on the Service Canada Website at: <http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=lab1092&ln=eng>.

Bidder must sign, provide name, title, and date:

Name of Bidder

Name of Duly Authorized Representative of Bidder

Signature of Duly Authorized Representative of Bidder

Date