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21301-14-1999290

BID SOLICITATION

PSYCHIATRIC SERVICES

REGIONAL MENTAL HEALTH CENTRE (RMHC)

BID SOLICITATION NO.: 21301-14-1999290

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:

Fax:

Email:

**Name and Title of Authorized Representative of Vendor/Firm
(print or type):**

Signature

Date:

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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.

DESCRIPTION - SERVICES	Rates	Quantity	Total
1) Services	\$ _____ HR	XXXXX HOURS	\$ _____

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: **21301-14-1999290**
- 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 Bidder shall indicate a firm price for each service mentioned below **for all periods included in this Bid Solicitation**. (*Note: Do not include GST.*)

- Canada reserves the right to grant one or more contracts, depending on the locations or regions;
- **Maximum monetary ceiling:**
 - **On-site service:** *Maximum hourly rate as set by RAMQ + 55%*
 - **Meeting:** *Maximum hourly rate as set by RAMQ*
 - **Report produced to obtain order:** *\$1,800.00/report**
 - **Guard:** *\$1,250.00/guard***

All requests that exceed these rates will automatically be rejected.

The time for Court appearances will be paid by half-day period, if over 2 hours, or by 20-minute interval, for a period of at least 2 hours. A maximum of two half-days will be paid. Travel time when the Court is outside the region will be paid at the same rate as hours at Court. Travel time for an automobile is established based on the measurement tools determined by Google Maps Canada, based on the shortest distance. The starting point for this calculation is the town corresponding to the Greater Montreal Metropolitan belt.

****:** This guard service for the treatment centre's population is necessary 24 hours a day, 7 days a week, 52 weeks a year.

These Bid rates must include all costs inherent to service delivery, particularly writing a report to obtain an order or transfer of professional responsibility that involves the revision of files and consultation with health professionals and other internal/external partners. If the production of a report requires revision and consultation work exceeding 10 hours, the number of anticipated hours of work must be estimated and submitted to the Contracting Authority for approval before any form of commitment in this professional act.

Bid rates include everything that is necessary to perform the work in accordance with expected services. This includes but is not limited to administration fees and expenses; profit; transportation of labour; and any other necessary service delivery expenses.

Assessment period: upon award of contract to December 31, 2014

DESCRIPTION - SERVICES UNITS 1B-2B and 1C-2C and 2D	Rate	Quantity	Total
1) On-site professional service UNIT 1C , 4 blocks of 3 hours over 4 days and 1 block of 3 hours for writing and discussion.	\$ _____ HOUR	780 HOURS	\$ _____
2) On-site professional service UNIT 2B , 2 blocks of 3 hours over 2 days and 1 block of 2 hours for writing and discussion.	\$ _____ HOUR	416 HOURS	\$ _____
3) On-site professional service UNIT 2C-2D , 6 blocks of 3 hours over 3 days and 1 block of 3 hours for writing and discussion.	\$ _____ HOUR	1092 HOURS	\$ _____
4) On-site professional service UNIT 1B , 2 blocks of 3 hours over 2 days and 1 block of 2 hours for writing and discussion.	\$ _____ HOUR	416 HOURS	\$ _____
5) Service availability: 24 hours / day 7 days a week in rotation with psychiatrists totaling 52 weeks per year.	\$ _____ WEEK	52 WEEKS	\$ _____
ADDITIONAL REQUIREMENTS (as requested by RMHC executive management) ONLY RENDERED SERVICES WILL BE PAID			
6) Multidisciplinary committee meeting chaired by the executive management - 2 hours per week, for a maximum of 52 committees and in proportion to the number of psychiatrists in rotation to attend.	\$ _____ HOUR	104 HOURS	\$ _____
7) Administrative reunions a maximum of 3 hours each X 4 reunions/year (12 hours/year).	\$ _____ HOUR	12 HOURS	\$ _____
8) Ethics committee meetings: maximum 3 hours each, maximum 8 meetings per year (24 hours/year)	\$ _____ HOUR	24 HOURS	\$ _____
9) Period for Superior Court of Quebec	\$ _____ HALF-DAY		\$ _____
10) Period for Superior Court of Quebec, less than 2 hours	\$ _____ PER 20 MINUTES		\$ _____

Only services rendered will be paid.

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, labour, and / or any other expenses necessary for the provision of services.

Name of Bidder: _____

PART 5 STATEMENT OF WORK

1. Background

To meet its legal and ethical obligations CSC Health Services must ensure the delivery of essential mental health care services to all persons under its responsibility. To fully achieve this mandate, CSC Health Services must be able to rely on solid ties with external partners that can deliver ambulatory psychiatric care. Psychiatric care in the treatment centre is one of the components of a range of mental health services that CSC maintains on site to be able to offer specialized care effectively and efficiently. This specialized care contributes to the safety of those receiving the care.

The Quebec Region has a treatment centre responsible for providing specialized mental health services. This centre must be able to rely on specialists to offer psychiatric services to those treated at the centre. The required specialists can call on an interdisciplinary mental health team and must work in cooperation with it. Close collaboration with general physicians is also part of CSC's vision of an optimal continuum of health care. The external partners that deliver psychiatric services at the treatment centre must ensure that they comply with the standards in force in the community.

2. Objective

CSC Health Services must provide offenders with efficient and effective health services that encourage individual responsibility, promote healthy reintegration and contribute to safe communities. Psychiatric care falls under these objectives, while meeting our obligations to deliver essential mental health care and reasonable access to non-essential services.

3. Scope

Psychiatric services delivery at the Quebec Region treatment centre.

RMHC

Services	Number of hours
Professional services on site + attendance to the Multidisciplinary committee.	52 hours/week 52 weeks/year : 2704 hours 52 Multidisciplinary committees of a maximum de 2 hours/year : 104 hours

4. Tasks

Expected services:

Provide psychiatric consultation, assessment and treatment services to inmates according to the professional standards in force in the province of Quebec and in compliance with the statement of expected services.

Telepsychiatry services may be offered when required by the manager responsible for the contract, in compliance with the position of the Collège des médecins du Québec and the guidelines of the Agence d'évaluation des technologies et des modes d'intervention en santé (provided upon request).

Psychiatric services:

- Conduct the psychiatric assessment and treatment of referred clientele; in case of doubt or need for diagnostic clarification, the psychiatric physician can request a second opinion at any time of another psychiatric physician under contract with CSC;
- Maintain ongoing exchanges with the mental health services managers at the treatment centre;
- As needed, refer the clientele who require a mental health assessment and/or care to the Institut Philippe-Pinel de Montréal (according to the terms of the contract in force) (provided upon request);
- Comply with CSC policies, procedures and regulations concerning the fields of mental health practices;
- Be aware of developing pharmacological treatments and mental health care treatments and care protocols;
- Conduct relevant assessments for treatment services against the will and on the request of the Warden or his/her delegate, provide advice and recommendations for the use of Pinel restraints based on ministerial orientations <http://www.msss.gouv.qc.ca> (MSSS) and CSC directives;
- To ensure ongoing psychiatric care, refer to a physician in the community, as needed, the clientele who require external counselling (acute or transitory mental health care) in anticipation of release to a specialized resource and produce the necessary reports for this transfer of professional responsibility (report framework included in this document). Ensure the necessary communications with the general practitioners in order to:
 1. harmonize pharmacological treatment strategies;
 2. provide the information required to enable general practitioners to issue recommendations to the attending multidisciplinary team in charge of the case, in the absence of the attending physician;
- Complete a summary of the file and/or a final report at the appropriate time, particularly for a transfer of professional responsibility – transfer of patient to another CSC operational unit. These reports must be produced in compliance with the framework including in this document. This report must be produced in Word-compatible electronic format with a PC (system in place at CSC);
- Act as subject-matter expert in the operational and clinical management of cases presenting acute and complex mental health needs (development of clinical management plan and monitoring of these plans);
- Ensure the preparation of relevant documentation for the Tribunal administratif du Québec or the Curatelle publique;
- Ensure the preparation of relevant documentation in the files that require a request for care order against the will or guard in the institution, in compliance with provincial legislation;

- Ensure guard services covering the periods in which no psychiatrist is available at the treatment centre;
- Participate in regional and morning meetings at the request of the contract manager or delegate;
- When the Contractor must be absent, the Contractor shall ensure that the replacement shows proof of equivalent competencies and meets the aforementioned mandatory requirements.

5. Contractor's Support

The operational units will take steps to provide the Contractor with a room and suitable working conditions for conducting interviews with inmates/offenders. The Contractor will also have access to the files of various inmate/offenders using the Contractor's services, the Offender Management System (OMS) and the information from the Case Management Team.

6. Constraints

Services must be rendered at the following location:

Regional Mental Health Centre (RMHC)
242, montée Gagnon
Sainte-Anne-des-Plaines, Quebec
J0N 1H0

SERVICE SCHEDULE

The clinical consulting services shall be delivered at the Regional Mental Health Centre from 8:00 a.m. to 18:00 p.m.. The schedule shall be established by Regional Mental Health Centre executive management;

Services schedule:

Schedule changes

If the schedule to complete the assessment is postponed, 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 CSC.

Cancellation

If one or the other working sessions regularly scheduled to be cancelled, 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 CSC.

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.

The Contractor must comply with the confidentiality of health files classified as "PROTECTED B."

7. Benchmarks and Control Points

N/A

8. Deliverables

Deliverable reports:

- The psychiatric physician will write progress notes for each clinical intervention on the appropriate form (CSC 0056) after meeting with the client, pursuant to CD 835.
- The psychiatric physician will write an end of psychiatric treatment report for each inmate assessed or treated, based on the prescribed framework, within **15** calendar days of the psychiatric discharge.
- Reports may be requested for reasons other than end of treatment, such as: statement for the Tribunal Administratif du Québec, assessment for the Curateur Public du Québec, assessment for an order of care (including, among others, accommodation and medication against the will), etc. These reports must be completed according to the subject of the report requested.
- National CSC form for prescription (exception request – outside pharmacopoeia).
- End of treatment report

Framework

Framework/content of reports to produce at the time of psychiatric discharge, interdisciplinary or a transfer of professional responsibility.

- **Source of referral**
- **Admission date**
- **Reason(s) for admission/problems that present**
- **Diagnosis of mental health and relevant psychiatric history at the time of admission**
- **Description of functioning at time of admission (GAF, DSM diagnosis, exam of mental state, acute/chronic symptoms, behavioural concerns, suicidal/self-injurious behaviour, etc.)**
- **Reason for discharge**

- **Date of discharge (if known)**
- **Summary of functioning while at the treatment centre** (e.g. acute/chronic symptoms, behavioural concerns, suicidal/self-injurious behaviour, etc.)
- **Summary of psychiatric and clinical interventions while at the treatment centre**
- **Diagnosis of mental health at the time of discharge**
- **Description of functioning at time of discharge (DSM diagnosis, exam of mental state, acute/chronic symptoms, behavioural concerns, suicidal/self-injurious behaviour, etc.)**

Recommendations for continuing care

- **Effective psychiatric care and behaviour management strategies**
- **Medications at the time of discharge** (if applicable)
- **Respect of medication or concerns raised** (if applicable)
- **Desire to obtain drugs** (if applicable)
- **Indicators of destabilization raised** (if applicable)

CSC is responsible for the translation of all documents from French to English and for interpretation services other than English or French during the assessment process, as required.

9. Planned Meetings

Participation in meetings may be requested by Correctional Service of Canada. When required for meetings, travel and accommodation expenses shall be reimbursed to the Contractor under the relevant terms and conditions set out by the Treasury Board of the Government of Canada. (See *Treasury Board Policy – Travel Directive*).

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