



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

Contracting & Material Services
Regional Headquarters – Prairies
2313 Hanselman Place
Saskatoon SK
S7L 6A9

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires :

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

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel :

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

| | |
|---|---|
| Title — Sujet: Food Sanitation Inspection Services | |
| Solicitation No. — N° de l'invitation 50100-14-2004417 | Date: 2014-01-09 |
| Client Reference No. — N° de Référence du Client 50100-14-2004417 | |
| GETS Reference No. — N° de Référence de SEAG | |
| Solicitation Closes — L'invitation prend fin at / à : 14 :00 CST on / le : February 20, 2014 | |
| F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre: | |
| Address Enquiries to — Soumettre toutes questions à: Regional Contracting Specialist | |
| Telephone No. – N° de téléphone: 306-975-8921 | Fax No. – N° de télécopieur: 306-975-6238 |
| Destination of Goods, Services and Construction: Destination des biens, services et construction: Federal Correctional Institutions within the Prairie Region. | |
| Instructions: See Herein Instructions : Voir aux présentes | |
| Delivery Required — Livraison exigée : See herein | Delivery Offered – Livraison proposée : Voir aux présentes |
| Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur | |
| Name / Nom | Title / Titre |
| _____ | |
| Signature | Date |
| _____ | |
| (Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition) | |



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Correctional Service
Canada

Service correctionnel
Canada

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PART 1 - GENERAL INFORMATION

1. Security Requirement

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

2. Statement of Work

The Work to be performed is detailed under Article 2 of Part 6 - Resulting Contract Clauses

3. Revision of Departmental Name

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

4. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, certifications, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 **2013-06-01** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of '01 Code of Conduct and Certifications – Bid', form part of and apply to the bid solicitation.

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province the work will be completed in.

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid: **three (3) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

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

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

2. Section I: Technical Bid

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

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



3. Section II: Financial Bid

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

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

3.1 Exchange Rate Fluctuation

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

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

4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.2 Financial Evaluation

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

2. Basis of Selection

SACC Manual Clause A0031T (2010-08-16) Basis of Selection – Mandatory Technical Criteria
A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. Security Requirement

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

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

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

3.3 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.



PART 5 - CERTIFICATIONS

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

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

1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

1.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](http://www.hrsdc.gc.ca) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

1.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service.



The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

Is the 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 or Harmonized Sales Tax.

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

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

1.3 Education and Experience

SACC Manual clause A3010T 2010-08-16, Education and Experience



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Certification:

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



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

2. Statement of Work

The contractor must perform the Work in accordance with the Statement of Work at Annex A

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual issued by Public Works and Government Services Canada.

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

3.1 General Conditions

2010C 2013-06-27, General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

Subsection 27.4 of 2010C, General Conditions – Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010C 27 Code of Conduct and Certifications – Contract’, will form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from **2014-04-01 to 2017-03-31** inclusive



5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Title: Regional Contracting Specialist
Correctional Service Canada
Branch/Directorate: Contracting and Material Services
Telephone: 306-975-8921
Facsimile: 306-975-6238
E-mail address: 501Contracts@csc-scc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Title: Regional Food Services Manager
Correctional Service Canada
Branch/Directorate: Technical Services, Regional Headquarters, Prairies
Telephone: 306-975-4890
Facsimile: 306-975-6934
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail address: _____



6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$_____. Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Price

SACC Manual clause C6000C 2011-05-16, Limitation of Price

6.3 SACC Manual Clauses

SACC Manual clause A9117C 2007-11-30, T1204 - Direct Request by Customer Department

SACC Manual clause C0710C 2007-11-30, Time and Contract Price Verification

SACC Manual clause C0705C 2010-01-11, Discretionary Audit

6.4 Single Payment

SACC Manual clause H1000C 2008-05-12, Single Payment

6.5 Travel and Living Expenses

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

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
0. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address on page 1 of the Contract for certification and payment.

8. Certifications

8.1 Certification of Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province the work will be completed in.

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor



The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement;
- (b) The General Conditions 2010C (2013-06-27), Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Evaluation Criteria
- (g) Annex E, Schedule I – Site Information
- (h) Annex F, Schedule II – Definitions
- (i) Annex G, Schedule III – Summary and Report
- (j) The Contractor's bid dated _____ (to be inserted at contract award)

11. Insurance

SACC Manual clause G1005C, 2008-05-12, Insurance

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

12. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

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



13. Closure of Government Facilities

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

14. Tuberculosis Testing

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

15. Compliance with CSC Policies

- 15.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 15.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 15.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

16. Health and Labour Conditions

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



17. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.c.ca.

18. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by *the contractor* respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.c.ca.

19. Privacy

19.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

19.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

ANNEX A – Statement of Work

The Correctional Service Canada has a requirement to provide Health Inspection services for Food Services in Federal Correctional facilities located in the Prairie Region. The work will involve the following:

1.1 Background

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

The Mission of the Correctional Service of Canada is as follows: “The Correctional Service of Canada (CSC), as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting inmates to become law-abiding citizens, while exercising reasonable, safe, secure and humane control”.

In accordance with the Corrections and Conditional Release Act and Commissioner’s Directive, the Correctional Service of Canada requires each Institution to ensure that the health needs of inmates are identified and that services/programs are developed and maintained to meet those needs. Food Premises Sanitation Inspection services are necessary to ensure the health and well being of the inmates.

The Prairie Region includes the following work locations: Bowden Institution; Drumheller Institution; Edmonton Institution; Edmonton Institution for Women; Grande Cache Institution; Grierson Centre and Stan Daniels; Okimaw Ohci Healing Lodge; PêSâkâstêw Centre; Regional Psychiatric Centre; Riverbend Institution; Rockwood Institution; Saskatchewan Penitentiary; Stony Mountain Institution; and Willow Cree Healing Lodge. Locations of sites are indicated in Schedule I. Inspections will be required at each location a minimum of once per year. Travel will be required.

It should be noted that CSC is introducing Cook/Chill technology as part of a Food Services Modernization initiative. A construction project for a Food Production Kitchen is anticipated for Bowden Institution with tentative completion date of December 2014. Inspection prices quoted for 2013/2014 should only reflect inspection of the cafeteria kitchen and SGMP. For remaining contract years, prices should reflect inclusion of the Production Kitchen Inspection. Please note, the Food Premises Sanitation Inspection Report indicated in Schedule III may change to reflect the specific requirements of a Production Kitchen

1.2 Objectives:

The purpose of this document is to request a proposal to provide Health Inspection services for Food Services in Federal Correctional facilities located within the Prairie Region. This service will primarily involve Food Safety and Sanitation: Inspecting the receiving and storage areas, food handling, preparation, and service, dining areas, dishwashing, waste disposal and Food Services staff washrooms and changing rooms

1.3 Tasks:

The contractor shall provide Inspection services on an as requested basis, utilizing the Correctional Service Canada policies and guidelines with respect to food services: Standard Operating Practices (SOP) [880-1 Food Services - Central Feeding \(2000-02-21\)](#) ; SOP [880-2 Food Services - Small Group Meal Preparation \(SGMP\)](#). (<http://www.csc-scc.gc.ca/text/plcy/tocsop-eng.shtml>).

This will include the following responsibilities:

- A. Conduct Food Premises Sanitation Inspection services for Food Services Facilities (receiving and storage areas, food handling, preparation and service, dining areas, dishwashing, waste disposal and kitchen staff washrooms and changing rooms) at a frequency of no less than once per fiscal year, using the CSC Food Premises

Sanitation Inspection Report and Inspection Summary provided at Schedule III.
More than one inspection per year will be at the request of the Institution, or the Regional Project Authority.

Please note the Food Premise Sanitation Inspection Report indicated in Schedule III may change to reflect the specific requirements of a Production Kitchen. Revised copies will be provided.

- B. Work with AWMS at each site to establish a mutual agreement regarding the annual kitchen inspection schedule. The annual schedule is to be coordinated in clustered groups of sites that are in close proximity to allow cost savings in regards to travel time and expenses. Full address of each site is located in Schedule I of this document. The following is an example of what an annual kitchen inspection schedule may look like:

April 14 – 8:00 AM – Regional Psychiatric Centre
April 14 – 2:00 PM – Willow Cree Healing Lodge
April 15 – 8:00 AM – Saskatchewan Penitentiary
April 15 – 11:00 AM – Riverbend Institution
May 5 – 8:00 AM – Grande Cache Institution
May 6 – 8:00 AM – Edmonton Institution
May 6 – 11:00 AM – Edmonton Institution for Women
May 6 – 3:00 PM – Grierson Institution (Stan Daniels Kitchen)
May 7 – 10:00 AM – Pê Sâkâstêw Centre
May 7 – 2:00 PM – Boweden Institution
May 8 – 10:00 AM – Drumheller Institution
May 9 – 11:00 AM – Okimaw Ohci Healing Lodge
June 20 – 9:00 AM – Stony Mountain Institution
June 20 – 12:00 PM – Rockwood Institution

Schedule to be developed within 30 days of contract award and within 30 days of each anniversary date and shared with the Regional Project Officer. Following the provision of the set schedule, initial inspections are to be completed within 150 days. Subsequent annual inspections are to be completed on or around anniversary dates, unless otherwise requested by the Regional Project Authority.

- C. Identify public health hazards, and report deficiencies that are not compliant with Correctional Service Canada policies and guidelines with respect to food services
- D. Inspect Food Services facilities as defined in Schedule II: Central Kitchen, Common Kitchen (Small Group Meal Preparation), and Receipt and Sale areas.
- E. Conduct inspection debriefing with person in charge immediately after the inspection.
- F. Presentation of the completed Food Premises Sanitation Inspection Report outlining the results of the inspection and the recommended required corrective action to be delivered within ten (10) working days after completion of inspection to the following:
- AWMS (Assistant Warden Management Services) at the institution,
 - Project Authority - Regional Food Services Manager.
- G. Providing Consultation and advice regarding food safety on an as-needed basis or as requested, up to 10 hours per year.

Work will be performed during regular working hours (Monday to Friday, between 8h00 and 16h00).

1.4 Deliverables:

Presentation of the completed Food Premises Sanitation Inspection Report outlining the results of the inspection and the recommended required corrective action to be delivered within ten (10) working days after completion of inspection to the following:

- AWMS (Assistant Warden Management Services) at the institution,
- Project Authority - Regional Food Services Manager

1.5 Location of work:

- a. The Contractor must perform the work at institutions in the Prairie Region. Full address of each site is located in Schedule I of this document.
- b. Travel
 - i. No additional travel is anticipated for performance of the work under this contract.

1.6 Language of Work:

The contractor must perform all work in English.

ANNEX B – Proposed Basis of Payment

1.0 Contract Period

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

For the provision of services as described in Annex A - Statement of Work, the Contractor shall be paid the all inclusive firm rates below in the performance of this Contract, HST or GST extra.

An all-inclusive rate for the contract year and the option year for the services herein described.

| | Column A | Column B | Column C | Column D | Column E | Column F |
|--|---|---|--|---|---|---|
| Facility/ Operation | All inclusive Annual Site Inspection Cost Award Date to Mar 31, 2015 | All Inclusive Additional Site Inspection Cost. Award Date to Mar. 31, 2015 | All inclusive Annual Site Inspection Cost Apr. 1, 2015 to Mar. 31 2016 | All Inclusive Additional Site Inspection Cost Apr. 1, 2015 to Mar. 31, 2016 | All inclusive Annual Site Inspection Cost Apr. 1, 2016 to Mar. 31, 2017 | All Inclusive Additional Site Inspection Cost Apr. 1, 2016 to Mar. 31, 2017 |
| Alberta | | | | | | |
| Bowden Institution | | | | | | |
| Drumheller Institution | | | | | | |
| Edmonton Institution | | | | | | |
| Edmonton Institution For Women (EIFW) | | | | | | |
| Grierson Institution / Stan Daniels' | | | | | | |
| Pê Sâkâstêw Centre | | | | | | |
| Grand Cache Institution | | | | | | |
| TOTAL ---- | | | | | | |
| | | | | | | |
| Saskatchewan | | | | | | |
| Riverbend Institution | | | | | | |
| Saskatchewan Penitentiary | | | | | | |
| Willow Cree Healing Lodge | | | | | | |
| Regional Psychiatric Centre | | | | | | |
| Okimaw Ohci Healing Lodge | | | | | | |

| | | | | | | |
|-----------------------------------|--|--|--|--|--|--|
| TOTAL ---- | | | | | | |
| | | | | | | |
| Manitoba | | | | | | |
| Rockwood Institution | | | | | | |
| Stony Mountain Institution | | | | | | |
| TOTAL ---- | | | | | | |
| | | | | | | |
| | | | | | | |
| GRAND TOTAL | | | | | | |

NOTE: Food Production Kitchen is anticipated for Bowden Institution. Column C-F prices should reflect inclusion of the Production Kitchen Inspection

The contract will be awarded to the bidder with the lowest rated price for the annual inspection:

For evaluation purposes, the fees for the optional inspection will not be considered.

Add the grand totals of column A, C and E of the above table.

Divide by 14 (number of annual inspections)

Divide by 3 (number of years)

This will be the rated price

A fee will be charged as per site inspection visit as outlined in **Schedule III**, the term “Annual” will refer to a site specific Food Services facility inspection that will be done April 1, to March 31, as per an agreed upon coordinated schedule to reduce cost.

The term “additional” will refer to a site specific Food Services inspection that is in excess of once a year, and will be upon request of the site or Project Officer.

The term “all inclusive” will refer to any and all costs involved in executing the contract, including (but not limited to) living allowances, all travel, meals, incidentals, and other expenses.

3.0 HST or GST

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

Annex C – Security Requirement Check List

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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: 50100-14-2004417
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Correctional Service of Canada

2. Branch or Directorate / Direction générale ou Direction: Prairie Region Headquarters, Technical Services

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Contractor to provide Health Inspection services for Food Services in Federal Correctional facilities located within the Prairie Region. This service will primarily involve Food Safety and Sanitation: Inspecting the receiving and storage areas, food handling, preparation, and service, dining areas, dishwashing, waste disposal, and Food Services staff washrooms and changing rooms.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada N/A NATO / OTAN Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion All NATO countries / Tous les pays de l'OTAN No release restrictions / Aucune restriction relative à la diffusion

Not releasable / À ne pas diffuser N/A Restricted to: / Limité à: Restricted to: / Limité à: Restricted to: / Limité à:

Specify country(ies) / Préciser le(s) pays: Specify country(ies) / Préciser le(s) pays: Specify country(ies) / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

| | | | | | |
|--|--------------------------|---|--------------------------|--|--------------------------|
| PROTECTED A / PROTÉGÉ A | <input type="checkbox"/> | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ | <input type="checkbox"/> | PROTECTED A / PROTÉGÉ A | <input type="checkbox"/> |
| PROTECTED B / PROTÉGÉ B | <input type="checkbox"/> | NATO RESTRICTED / NATO DIFFUSION RESTREINTE | <input type="checkbox"/> | PROTECTED B / PROTÉGÉ B | <input type="checkbox"/> |
| PROTECTED C / PROTÉGÉ C | <input type="checkbox"/> | NATO CONFIDENTIAL / NATO CONFIDENTIEL | <input type="checkbox"/> | PROTECTED C / PROTÉGÉ C | <input type="checkbox"/> |
| CONFIDENTIAL / CONFIDENTIEL | <input type="checkbox"/> | NATO SECRET / NATO SECRET | <input type="checkbox"/> | CONFIDENTIAL / CONFIDENTIEL | <input type="checkbox"/> |
| SECRET | <input type="checkbox"/> | COSMIC TOP SECRET / COSMIC TRÈS SECRET | <input type="checkbox"/> | SECRET | <input type="checkbox"/> |
| TOP SECRET / TRÈS SECRET | <input type="checkbox"/> | | | TOP SECRET / TRÈS SECRET | <input type="checkbox"/> |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) | <input type="checkbox"/> | | | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) | <input type="checkbox"/> |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: No Yes
 Non Oui

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

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

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

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

| | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input type="checkbox"/> SECRET SECRET | <input type="checkbox"/> TOP SECRET TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES | | | |

Special comments:
Commentaires spéciaux: _____

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category / Catégorie | PROTECTED / PROTÉGÉ | | | CLASSIFIED / CLASSIFIÉ | | | NATO | | | | COMSEC | | | | | |
|--|---------------------|---|---|------------------------|--------|------------|---------------------------|-------------------|-------------|-------------------|---------------------|---|--------------|--------------|--------|------------|
| | A | B | C | CONFIDENTIAL | SECRET | TOP SECRET | NATO RESTRICTED | NATO CONFIDENTIAL | NATO SECRET | COSMIC TOP SECRET | PROTECTED / PROTÉGÉ | | | CONFIDENTIAL | SECRET | TOP SECRET |
| | | | | | | | NATO DIFFUSION RESTRICTED | NATO CONFIDENTIAL | A | | B | C | CONFIDENTIAL | | | |
| Information / Assets Renseignements / Biens | | | | | | | | | | | | | | | | |
| Production | | | | | | | | | | | | | | | | |
| IT Media / Support TI | | | | | | | | | | | | | | | | |
| IT Link / Lien Électronique | | | | | | | | | | | | | | | | |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Annex D “Evaluation Criteria”

1.0 Technical Evaluation:

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

Mandatory Technical Criteria

2.0 Evaluation Criteria:

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



MANDATORY TECHNICAL CRITERIA – _____

| # | Mandatory Technical Criteria | Bidder Response Description (include location in bid) | Met/Not Met |
|----|--|---|-------------|
| M1 | Certification by the Canadian Institute of Public Health Inspectors (CIPHI) or graduation from a recognized institution in the following fields of study: <ul style="list-style-type: none">• Occupational and Public Health• Health Sciences• Environmental Health | | |
| M2 | Minimum 3 years experience as a health inspector in a food processing plant or institutional / commercial Food Services facility. | | |



Annex E Schedule I – Site Information

| Site Address | Security Level | Institution Bed Capacity (Subject to Change) | Feeding Style | Phone Number | Contact Name / Position Title AWMS CFS |
|--|---------------------|---|---|--------------|---|
| Project Authority Correctional Service of Canada – Regional Headquarters – Prairies P.O. Box 9223 Saskatoon, SK S7K 3X5 | | | | 306-975-4850 | Regional Food Services Manager |
| Bowden Institution P.O. Box 6000 Innisfail, Alberta T4G 1V1 | Minimum / Medium | 130 / 540 | SGMP (Annex) and Cafeteria and Food Production Kitchen (currently under construction - to be included in Year 2 & 3) | 403-227-7346 | Rita Wehrle AWMS Gallagher Keough(A) CFS |
| Drumheller Institution P.O. Box 3000 Drumheller, Alberta T0J 0Y0 | Minimum / Medium | 68 / 525 | SGMP (Annex) and Cafeteria | 403-820-5101 | Sharon Schaffer AWMS Scott Patterson (A) CFS |
| Edmonton Institution 21611 Meridian Street P.O. Box2290 Edmonton, Alberta T5J 3H7 | Maximum Security | 306 | Satellite Feeding | 780-472-6052 | Lorraine Guay AWMS Ron Kaban CFS |
| Edmonton Institution. For Women 11151 178 th Street Edmonton, Alberta T5S 2H9 | Multi Level | 96/31 | SGMP and Satellite Feeding | 780-495-3377 | Theresa Coley AWMS Kerry Journault CFS |
| Grande Cache Institution Bag 4000 Grande Cache, AlbertaT0E 0Y0 | Medium | 368 | Cafeteria | 780-827-4200 | Bill McCormick AWMS Dan Ball (A) CFS |
| Grierson Institution 9530-101 Avenue Basement Edmonton, AB T5H 0B3 <i>Note – Kitchen/Cafeteria is in Stan Daniels Building located on the same property</i> | Minimum | 29 | Cafeteria | 780-495-4803 | Mark Otto (A) Executive Director |
| Okimaw Ohci Healing Lodge Box 1929 Maple Creek, SK S0N 1N0 | Minimum / Medium | 33 | SGMP | 306-662-4746 | Leea Goebel (A) AWMS Jean Jerome CFS |



| | | | | | |
|--|-----------------------|---|--------------------------------|---------------------------|--|
| Pe Sakastew Centre P. O. Box 1500, Hobbema, AB T0C 1N0 | Minimum | 59 | SGMP | 780-585-5002 | Tamara Livingstone AWMS Brian Hill (A) CFS |
| Site Address | Security Level | Institution Bed Capacity (Subject to Change) | Feeding Style | Phone Number | Contact Name / Position Title AWMS CFS |
| Regional Psychiatric Centre 2520 Central Ave, Saskatoon, SK S7K 3X5 | Multi Level | 184 | Satellite Feeding | 306-975-5400 | Tim Krause AWMS Karl Bayer Chief of Facilities and Material Mgmt |
| Riverbend Institution 15 th Street West, P.O. Box 850 Prince Albert, Saskatchewan S6V 5S4 | Minimum | 153 | SGMP | 306-765-8230 | Tyler Helm AWMS Joey Duong CFS |
| Rockwood Institution P.O. Box 72 Stony Mountain, Manitoba R0C 3A0 (note- site location – Stony Mountain) | Minimum | 165 | SGMP | 204-344-5777 | Kim Sawatzky (A) AWMS Jack Anderson CFS |
| Saskatchewan Penitentiary 15 th Street West P.O. Box 160 Prince Albert, Saskatchewan S6V 5R6 | Multi Level | 708 | Cafeteria Satellite Feeding | 306-765-8110 | Tyler Helm AWMS Joey Duong CFS |
| Stony Mountain Institution P.O. Box 4500 Winnipeg, Manitoba R3C 3W8 | Medium | 591 | Satellite Feeding | 204-344-5111 ext. 5221 | Guy Langlois AWMS John Potorieko CFS |
| Willow Cree Healing Lodge Box 520 Duck Lake, SK S0K 1J0 | Minimum | 38 | SGMP | 306- 467-1203 | Ben Ballentyne (A) AWMS Beverly June McGiveny (A) CFS |

- **AWMS** - Assistant Warden Management Service
- **CFS** – Chief of Food Service
- **Cafeteria** – Inmate Dining Halls
- **Satellite Feeding** - Meal carts and delivered trays to living units
- **SGMP** - Small Group Meal Preparation
- **Bed Capacity** - Population subject to change
- **Multi Level** - refers to Minimum, Medium, and Maximum security levels in the same facility



Correctional Service Canada Prairies Region





Annex F Schedule II – Definitions

Central Kitchen

Central Kitchen is the main institutional kitchen. This is where the meals are prepared for the entire facility.

Central Feeding

Meals are prepared in a central kitchen and delivered in one or more of the following ways:

- **Cafeteria Style** -The two types of cafeteria service are open line and closed line. In open line service, inmates are allowed to see what the server is placing on their trays. In close line service, inmates are not able to see the servers and the tray is provided through a hole in the wall at the end of the serving line.
- **Satellite Meal Delivery**
The following types of satellite meal delivery are currently being used within CSC correctional facilities:
 - Hot and cold bulk food carts: food is sent in bulk from the kitchen to range serveries where meals are assembled and distributed to the inmates.
 - Tray service carts: food is portioned onto individual trays, placed in carts with active (heater/refrigeration units) or passive (insulation) temperature control mechanisms to retain the appropriate serving temperatures.

Production Kitchen

Kettle cooked menu items are prepared through cook/chill technology and delivered weekly to 3 institutions for approximately 1400 inmates.

SGMP (Small Group Meal Preparation)

This type of food preparation is usually located at sites with a capacity of 150 or less. These sites are commonly known as Minimum Security Institutions, Annexes, and Healing Lodges. They consist of housing units that are 4-10 beds. Each house has a kitchen and goods are sold to the houses from a receipt and sale goods area. These sites have a common kitchen that is used for large meal preparation for special events and may be used for training purposes. The following areas would be inspected on an annual basis:

Receipt and sale of goods area
Common Kitchen



Annex G Schedule III – Summary and Report

INSPECTION SUMMARY

| |
|------------------|
| FACILITY: |
| INSPECTION DATE: |
| CONTACT: |

Compliant

Non-Compliant

Re-inspection Recommended

| ITEM # | CRITICAL DEFICIENCY |
|--------|---------------------|
| | |

| ITEM # | GENERAL DEFICIENCY |
|--------|--------------------|
| | |

| ITEM # | COMMENTS |
|--------|----------|
| | |



**CORRECTIONAL SERVICES CANADA
SERVICE CORRECTIONNEL CANADA**

FOOD PREMISES SANITATION INSPECTION REPORT

| | | |
|--|-------------|------------------------------------|
| Name of Establishment | | Food Service Manager's Name |
| Address | | |
| Areas Inspected <input type="checkbox"/> Main Kitchen <input type="checkbox"/> Satellite Kitchens/Services <input type="checkbox"/> Cafeteria <input type="checkbox"/> SGMP <input type="checkbox"/> Other | | |
| Date of Inspection | Time | Performed By |

| | |
|---|--|
| <input type="checkbox"/> Compliant | <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Critical requirements requiring action: <input type="checkbox"/> Other requirements requiring action: |
|---|--|

FRFSC= Food Retail and Food Services Code

C= Compliant

NC= Non-Compliant

*** = Critical requirements**

NOTE: All critical requirements (*) must be satisfied for the Food establishment to be deemed Compliant

| REQUIREMENTS | C | NC |
|--------------|---|----|
| | | |



| REQUIREMENTS | | C | NC |
|-------------------------------|--|---|----|
| A. CONSTRUCTION/DESIGN | | | |
| 1 | Floors, walls and ceiling are well constructed, non-absorbent, easily cleanable, in good repair and no signs of wear and tear. (Ref: Section 2.3 and 2.4 FRFSC) | | |
| 2 | Floor drains are well maintained, meets plumbing codes, equipped with backflow preventers, no cross-connections, cleaned on a regular basis. (Ref: Section 2.4.2 (a) sub section (v) ; Section 2.5 FRFSC) | | |
| 3 | Premises have sufficient lighting, equipped with light covers, easily cleanable and in good repair. (Ref: Section 2.7 FRFSC) | | |
| 4 | There is adequate ventilation to keep rooms free of excessive heat, steam, condensation, vapours, odours, smoke and fumes. (Ref: Section 2.8 FRFSC) | | |
| 5 | Mechanical ventilation is of sufficient capacity to prevent grease or condensation from collecting on walls and ceiling, filters can be removed and are easily cleanable and so constructed to prevent grease from dripping onto food, food contact equipment or surfaces, utensils and linens. (Ref: Section 2.8 FRFSC) | | |
| 6 | Mechanical ventilation installed in accordance with National Building Code. (Ref: Section 2.8 FRFSC) | | |
| 7 | Water from an approved source that meets GCDWQ and/or Prov/Terr. (Ref: Section 2.10 FRFSC) * | | |
| 8 | Sufficient hot and cold running water with adequate pressure to meet peak demands. (Ref: Section 2.10 FRFSC) * | | |
| 9 | Premises provided with an approved sewage disposal. (Ref: Section 2.11 FRFSC) | | |
| 10 | Washrooms (Ref: Section 2.15 FRFSC) | | |



| | REQUIREMENTS | C | NC |
|-----------------------------|---|---|----|
| B. PERSONNEL HYGIENE | | | |
| 11 | Uniforms/outer garments clean. (Ref: Section 5.2 FRFSC) | | |
| 12 | Adequate hand washing facilities provided. (Ref: Section 2.14 FRFSC) | | |
| 13 | Hand washing signs conspicuously posted. (Ref: Section 2.14 FRFSC) | | |
| 14 | Proper hand washing procedures followed by all food handlers (Ref: Section 5.6 FRFSC) * | | |
| 15 | No smoking in food preparation area or while serving the food. (Ref: Section 5.5 FRFSC) | | |
| 16 | Proper wound and infection control. (Ref: Section 5.8 and 5.9 FRFSC).* | | |
| C. FOOD STORAGE | | | |
| 17 | Surfaces clean, tidy and well maintained.. | | |
| 18 | Raw, cooked or ready to eat foods are stored separately. (Ref: Section 3.5.1 FRFSC) * | | |
| 19 | Food items protected against contamination. (Ref. section 3.5.1 & 3.5.2 FRFSC) | | |
| 20 | Food stored at least 15 cm (6 in.) off the floor on racks, shelves or pallets and durable, easily cleaned and are kept in good repair and so located to facilitate easy cleaning under and behind. (Ref. section 2.9 FRFSC) | | |
| 21 | Where required food items date-marked (FIFO). (Ref: Section 3.7.4 FRFSC) | | |
| 22 | Adequate mechanical refrigeration provided for storage of Potentially Hazardous Foods. (Ref: Section 3.3.3 FRFSC) * | | |
| 23 | Time/temperature of raw animal foods controlled. (Ref: Appendix B, FRFSC) * | | |
| 24 | Adequate temperature control for hot and cold foods. (Ref: Section 3.3- 3.3.12 FRFSC)* | | |
| 25 | Thawing carried out in an approved manner.(Ref: Section 3.3.2 FRFSC)* | | |



| | REQUIREMENTS | C | NC |
|--|---|----------|-----------|
| D. PREPARATION/HANDLING OF FOOD | | | |
| 26 | Food and food ingredients are from an approved source .(Ref: Section 3.2.1.1 FRFSC)* | | |
| 27 | Food handler training provided and employees are aware of good hygiene practices. (Ref: Section 6.3.2 FRFSC)* | | |
| 28 | Food flow is in one direction from receiving to storage to preparation to packaging/serving (Ref: Section 2.2.1FRFSC) | | |
| 29 | Food contact surfaces well constructed, well maintained, washable and easy to clean. (Ref: Section 4.1.4 FRFSC) | | |
| 30 | Raw fruits and vegetables thoroughly washed in potable water to remove soil and contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption in ready-to-eat form. (Ref: Section 3.5.1 FRFSC) | | |
| 31 | Outer packaging material minimized in the production area. | | |
| E. CLEANING AND SANITATION | | | |
| 32 | All cleaning/sanitizing chemical agents stored separately and correctly labelled. (Ref: Section 4.4 FRFSC) | | |
| 33 | Written cleaning and sanitation program in place which includes food contact and non-food contact surfaces. (Ref: Sections 4.2.1- 4.2.4 FRFSC) | | |
| 34 | Adequate dishwashing method used. (Ref: Sections 4.2.6 to 4.2.8 FRFSC) * | | |
| 35 | Food Contact surfaces sanitized after cleaning (Ref:Section 4.2.5 FRFSC) * | | |
| F. GENERAL HOUSEKEEPING | | | |
| 36 | Covered garbage receptacles of sufficient size provided (Ref: Section 2.11 FRFSC) | | |
| 37 | Garbage removed with sufficient frequency (Ref: Section 4.5.1 FRFSC) | | |
| 38 | Waste bins are well maintained and cleaned regularly to minimize odours and other conditions that attract or harbour insects and rodents (Ref: Section 4.1.13 FRFSC) | | |



| REQUIREMENTS | | C | NC |
|---------------------------|---|----------|-----------|
| G. PEST MANAGEMENT | | | |
| 39 | No signs of insects, rodents, birds or other pests and a pest management program in place. (Ref: Sections 4.3.1 & 4.3.2 FRFSC) * | | |
| 40 | Windows are screened, doors kept closed. (Ref: Section 2.20 FRFSC) | | |

| REQUIREMENTS | | C | NC |
|---------------------------------|--|----------|-----------|
| I. POTABLE WATER SYSTEMS | | | |
| 41 | Ice storage cabinets clean and sanitary. | | |
| 42 | Water to make ice or other cold liquids for consumption is from an approved source and meets GCDWQ and/or Prov/Terr. (Ref: Sections 2.10 and 3.43 FRFSC) * | | |

| C O M M E N T S | |
|------------------------|--|
| I T E M # | |
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Signature of Inspector: _____

Signature of Food Services Manager: _____