

**ANNEX A
STATEMENT OF WORK**

Contracted Health Services Officer (HSO) – M9424-4-3388

Objective

The Royal Canadian Mounted Police require the services of a medical contracted HSO to provide expert medical consultations/opinions and recommendations in relation to RCMP members' fitness for duty and RCMP's benefits and services. The services of two physicians, for 7 hours per week, as and when required. The hours are estimates only.

More than one Standing Offer may be awarded as result of this Request for Standing Offer

Background Information

The RCMP Occupational Health Services Mission/Vision is based on the occupational health and safety model which promotes members health, safety and fitness for duty. The Mission is to supports the RCMP and its most important asset, the membership, by providing a comprehensive health and safety program. As a professional team, the RCMP is committed to:

- . Promotion of health, safety and fitness
- . Protection from occupational hazards
- . Prevention of illness and injury
- . Assessments of fitness for duty; and
- . Provision of benefit coverage for insured treatment

The RCMP Occupational Health Services Vision is to strive to be the Occupational Health Services model in law enforcement, pursuing excellence in occupational health and safety, fitness and lifestyle, in a positive, progressive, innovative and efficient manner in consultation with their membership.

Our actions will constantly be guided by five governing principles

Guiding Principles:

The Commissioner's themes of "alignment, cultural change and communications" provide the framework from which the guiding principles are derived.

The RCMP's obligation as an organization is to the Canadian communities it serves. The RCMP delivers/meets this obligation via its members. The RCMP's "core" members are the front line officers (ie; those who are in direct contact with the public).

Health Services exists to support the RCMP's mandate/obligation. Therefore, Health Services focus, is on the "core" members (the front line officers).

Health Services provides its support to the RCMP's mandate via the management and provision of health services with a focus on the "core" members (front line officers).

Health Services "core" products and services to deliver its mandate are Occupational Health and
Management of Members' Health Benefits.

Health Services manages and provides its "core" products and services through a decentralized (regionalized) model of service delivery.

Scope

This section provides an overview of the tasks the contracted HSO could be asked to perform. Specific tasks will depend on individual cases, the primary tasks include:

- recommendation to the RCMP Occupational Health and Safety program of suitability for specific RCMP positions, including isolated postings and foreign duties, by reviewing medical evaluations, reports, and third party assessments.
- disability case management, assessing and reviewing work-related injury and any impact, limitations/restrictions on work capacity.
- make recommendations to the RCMP Occupational Health and Safety program pertaining to the medical profile of applicants, members and public servants, when applicable.

Tasks/Technical Specifications

The contracted HSO main duties, among others include:

1) assigning the medical profile once all of the components of the health assessments are completed: medical examination, blood work, etc. This is done for new recruits to the RCMP, as well as to active members requiring their periodic examination, which can vary from every year to every 3 years, depending on the member's duties;

The medical profile system describes the member's occupational fitness or limitations in relation to his/her ability to perform the tasks that define his/her duties, in a manner that does not compromise the safety of coworkers, the public or the member.

2) disability case management.

Early intervention by the HSO requires constant research into the best treatment plans for illnesses and injuries.

Assigning the medical profile / Disability case management

The HSO will be required to analyse information on members' health status, on RCMP policy, guidelines, business processes and approval criteria, to arrive at an informed recommendation/opinion concerning the member's fitness for duty and/or disability case management.

The HSO will be required to prepare, pursuant to the above-noted activities, and in keeping with current RCMP legislation, policy and guidelines, a medical recommendation and supporting rationale for the recommendation.

The Contracted HSO will be required to provide his/her medical recommendations/opinion on forms provided to him/her by the RCMP. Handwritten opinions must be legible. Input to RCMP systems of record may also be required.

3) Expert Advice

As operational requirements dictate, the Contracted HSO may also be requested to provide the RCMP with opinions, both oral and written, on the efficacy, cost effectiveness and place in therapy, of various services and benefits.

In addition, the Contracted HSO may also be asked, as required, to provide opinions and recommendations, both oral and written, regarding RCMP policies, procedures and business processes.

If such a request is made, the Contracted HSO will be required to research, participate in meetings or workshops and/or prepare reports/recommendations for the RCMP's review and use with respect to the provision of "expert advice" (in contrast to consults provided on client file reviews). The consultant may be required to initiate and follow up with RCMP and Community-based medical professionals regarding client cases. The Technical Authority will provide the Contracted HSO with advance notice appropriate to the place, time and scope of work involved.

Conflict of Interest

Any physician performing HSO duties while on contract or employed by the RCMP will not sign a medical profile on a member for whom he/she is the member's treating physician.

Travel

The contracted HSO will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the work as per the following directives:

The authority to enter into a contract with persons outside the Public Service is contained in the *Contracting Policy*. The rates and allowances to be reimbursed for government business travel are stipulated in Appendices B, C and D of the *Travel Directive*. Travel expenses must be treated as an amount payable under the contract for services rendered. All travel expenses payable should be specified and the costs should be included as part of the overall cost of the contract. Only original receipts will be accepted from contractors; photocopies of hotel bills, air tickets, etc. are not claimable.

Where a contract specifies that "travel is in accordance with the *Travel Directive*", it refers strictly to the negotiated meal, private vehicle and incidental allowances specified in Appendices B, C and D, and to those policy provisions referring to "travellers" rather than those referring to "employees". It is a department's responsibility to inform contractors (and those bidding on contracts) of the current government rates and allowances.

Constraints

Contracted HSO must be security cleared by RCMP before award of a Standing Offer.

RCMP Security Clearance will be performed by:
RCMP Departmental Security Section,
Atlantic Regional Office

Location of the work

Due to the level of security required, the contracted HSO shall provide the services stated in the Scope at the RCMP Occupational Health Clinic in St John's, 100 White Hills Road, Newfoundland. Work being performed during travel to be performed at designated site.

Government Furnished Information, Equipment and Facilities

Notwithstanding any other provision of the Contract, the Government Furnished Information (GFI) to be supplied by or on behalf of Canada is restricted to the GFI specifically identified below. Further, the Government Furnished Equipment (GFE) which includes any applicable facilities and/or services to be supplied is restricted to the GFE specifically identified below. The Contracted HSO shall not use any of RCMP's facilities or services to which the Contracted HSO may have access for purposes other than Crown business.

The Contracted HSO agrees to comply with all rules, directives, policies, guidelines, regulations and the like, governing the use and application of Crown facilities and equipment.

The Contracted HSO shall take reasonable and proper care of all GFI and GFE vested in Her Majesty while such property is in the possession of the Contracted HSO or subject to its control and the Contracted HSO shall be responsible for any loss or damage, ordinary wear and tear excepted, resulting from its failure to do so.

All GFI and GFE shall, unless otherwise specifically provided in the contract, be returned to Canada on demand unless the Contracted HSO requires it to perform its work.

Government Furnished Equipment:

- Access to premises, including meeting rooms and federal government standard workstations.
- Access to photocopier, printer and fax machines.
- Access to RCMP server and all applicable corporate RCMP software. Certain Client data may, at the discretion of the Technical Authority, be restricted from the Contracted HSO.

Government Supplied Materiel (GSM):

- Access to forms applicable to the deliverables.

**ANNEX B
EVALUATION**

Firm all inclusive rates, including overhead, profit and all related costs for the services as described in the Statement of Work - Annex A.

PRICING TABLE

Health Services	Unit Price (a)	Unit of Issue	Estimated Quantity (b)	Extended Price (A) x (b)
<i>YEAR ONE</i>				
<i>Health Services</i>	\$	Hour	728	\$
<i>OPTION YEAR ONE</i>				
<i>Health Services</i>	\$	Hour	728	\$
<i>OPTION YEAR TWO</i>				
<i>Health Services</i>	\$	Hour	728	\$
<i>OPTION YEAR THREE</i>				
<i>Health Services</i>	\$	Hour	728	\$
TOTAL				\$

A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive (please see mandatory certifications - Part 5). All responsive suppliers will be assessed by interview process to ensure that they meet the requirements of the Contract. The responsive tender with the lowest price and second low bidder will be recommended for award of the Standing Offer Agreement. More than one standing offer may be awarded.