

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Public Works Government Services Canada- Bid  
Receiving / Réception des soumissions**  
**189 Prince William Street**  
**Room 405**  
**Saint John**  
**New Brunswick**  
**E2L 2B9**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Dorchester Penitentiary - Physician		
<b>Solicitation No. - N° de l'invitation</b> 21220-140027/A	<b>Date</b> 2014-07-30	
<b>Client Reference No. - N° de référence du client</b> 21220-140027		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWB-007-3455		
<b>File No. - N° de dossier</b> PWB-3-36148 (007)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-08-21</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ellis-Herring , Alison PWB		<b>Buyer Id - Id de l'acheteur</b> pwb007
<b>Telephone No. - N° de téléphone</b> (506) 636-3908 ( )	<b>FAX No. - N° de FAX</b> (506) 636-4376	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Dorchester Penitentiary Dorchester DORCHESTER New Brunswick Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works Government Services Canada- Bid Receiving  
/ Réception des soumissions  
189 Prince William Street  
Room 405  
Saint John  
New Bruns  
E2L 2B9

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**List of Annexes:**

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Security Requirements Check List
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Annex "E"	Insurance Requirements
Annex "F"	Technical Evaluation Criteria
Annex "G"	Physician Declaration

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Technical Evaluation Criteria, the Past Performance and the Physician Declaration.

### 2. Summary

Correctional Service Canada Health Services requires the establishment of a Service Contract for the services of a physician - general practitioner, for Dorchester Penitentiary, Westmorland Institution and the Regional Medical Hospital in the Atlantic Region. The Service Contract is for the period of October 1, 2014 to September 30, 2015 with options to extend the contract for two additional one year periods.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. 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>) document on the Departmental Standard Procurement Documents website."

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

The requirement is limited to Canadian goods and/or services.

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There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.

### **3. Debriefings**

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.

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## 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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred eighty (180) days

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit 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 to PWGSC will not be accepted.

### 3. Former Public Servant

#### Former Public Servant - Competitive Requirements

Contracts awarded to 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

- a. an individual;

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

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

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

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.

#### 4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar 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.

#### 5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **New Brunswick**.

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.

#### 6. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid ( 3 hard copies)  
Section II: Financial Bid (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) 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>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) 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.

#### **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 and describe their approach 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.

#### **Section II: Financial Bid**

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

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## **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 Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex F.

#### **1.2 Financial Evaluation**

The evaluated cost/total bid price will be based on the aggregate of all the extended prices for all of the line items for the initial contract period and the two optional renewal periods detailed at Annex B - Basis of Payment.

### **2. Basis of Selection**

#### **2.1 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.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### 1. Certifications Required Precedent to Contract Award

#### 1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### 1.2 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](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 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](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.

### 2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to

meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## 2.1 Canadian Content Certification

**2.1.1** SACC Manual clause A3050T (2010/01/11) Canadian Content Definition.

**2.1.2** Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Derived from - Provenant de: A3055T,2010/01/11 )

## 2.2 Status and Availability of Resources

**SACC Reference**  
A3005T

**Section**  
Status and Availability of Resources

**Date**  
2010/08/16

## 2.4 Education and Experience

**2.4.1** SACC Manual clause A3010T (2010-08-16) Education and Experience

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

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 7-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 7- 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.
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. 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>) document on the Departmental Standard Procurement Documents website.

### **2. Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex E.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Statement of Work

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

### 2. 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 Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 2.1 General Conditions

2035 (2014-06-26) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 3. 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 PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. 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).

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#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The Work is to be performed during the period of October 1, 2014 to September 30, 2015.

##### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least seven (7) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Alison Ellis-Herring  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting  
189 Prince William, Room 421  
Saint John, N.B.  
E2L 2B9

Telephone: (506) 636-3908  
Facsimile: (506) 636-4376  
E-mail address: alison.ellis-herring@pwgsc.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:

**Details will be provided in any resulting contract**

Name: \_\_\_\_\_



Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 5.3 Contractor's Representative *Bidders to provide the following information:*

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants

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 Contractor 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.

## 7. Payment

### 7.1 Basis of Payment

#### Basis of Payment - Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$770,000.00. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before

obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
  - d. whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.1.1 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National joint council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$20,000.00 per period.

### 7.2 Limitation of Price

SACC Manual clause C6000C (2011/05/16) Limitation of Price

### 7.3 Monthly Payment

SACC Manual clause H1008C(2008/05/12) Monthly Payment

### 7.4 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Director Request by Customer Department	2007/11/30

### 7.5 Time Verification

SACC Reference	Section	Date
C0710C	Time and Contract Price Verification	2007/11/30

## 8. Invoicing Instructions

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

Each invoice must be supported by:

- a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents as specified in the Contract;
- a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- a copy of the monthly progress report.

- Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

### 9.2 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.

### 9.3 SACC Manual Clauses

SACC Reference	Section	Date
A3060C	Canadian Content Certification	2008/05/12

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **New Brunswick**.

## 11. 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 2035 (2014/06/26), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;

- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Federal Contractors Program for Employment Equity - Certification;
- (g) Annex E, Insurance Requirements;
- (h) the Contractor's bid dated \_\_\_\_\_

## **12. Site Regulations**

SACC Manual clause A9068C (2010/01/11) Government Site Regulations

## **13. Insurance - Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex E . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Solicitation No. - N° de l'invitation

21220-140027/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb007

Client Ref. No. - N° de réf. du client

21220-140027

File No. - N° du dossier

PWB-3-36148

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX "A"**

### **STATEMENT OF WORK**

## **Annex “A” - Statement of Work**

### **1. Introduction:**

- 1.1 The Correctional Service of Canada (CSC) Health Services require the services of a physician - general practitioner for Dorchester Penitentiary, Westmorland Institution and the Regional Medical Hospital in the Atlantic Region. The Contractor (General Practitioner) will provide general practitioner services to inmates and collaborate with the institution's multi-disciplinary health services team that includes, but is not limited to, nurses, Nurse Practitioners, dietitians, radiology services, dental, psychiatry, psychology and other allied healthcare professionals.

### **2. Background:**

- 2.1 CSC has a legal obligation, under the Corrections and Conditional Release Act (CCRA), to “provide every inmate with essential health care and reasonable access to non essential mental health care”.
- 2.2 The Commissioner’s Directives 800 series are the key references on essential health services covering Clinical services, mental health and public health services.
- 2.3 The mission of Health Services is to provide offenders with efficient and effective health services that ***encourages individual responsibility, promotes healthy reintegration and contributes to safe communities.***
- 2.4 Consistent with its transformation agenda, CSC recognizes that health outcomes are a shared responsibility between service providers and inmates. Inmates must be involved in taking responsibility and proactive measures to safeguard their health, which includes dental health.
- 2.5 Health Services are provided in ambulatory Health Service Centres in institutions, regional hospitals and regional treatment / psychiatric centres. Inmates may have to go to the community for emergency services, specialized health care services and for hospitalization that cannot be accommodated in CSC’s regional hospitals. In CSC, health care is provided by a wide range of regulated and non-regulated health professionals.
- 2.6 In broad terms health care means medical, dental, mental health care and public health services. During the period of incarceration, inmates are provided with a range of coordinated health services that are accessible, affordable, and appropriate to the correctional environment.

### **3. Objective:**

- 3.1 Provide and coordinate essential health services to inmates at Dorchester Penitentiary, Westmorland Institution and the Regional Medical Hospital in the Atlantic region as a general practitioner.

### **4. Performance standards:**

## **Annex “A” - Statement of Work**

4.1 The Contractor must also take into account gender, cultural, religious and linguistic differences and be responsive to the special needs of women and Aboriginal People.

4.2 Medical care:

The Contractor must provide all services in compliance with federal and provincial legislation and standards, provincial and national guidelines (such as the Canadian Immunization Guide), practice standards and CSC Policy/Guidelines and including the CSC Mental Health Policy and guidelines.

4.3 Compliance with provincial/national guidelines

The Contractor is expected to consult with the Chief Health Services to ensure that all medical practices are consistent with the relevant and most current legislation, practice standards and policies.

4.4 The following is a list of key relevant legislation and CSC Policy/Guidelines but should not be considered an exhaustive list. CSC's policies and guidelines can be found on the CSC internet website at [www.CSC-SCC.GC.ca](http://www.CSC-SCC.GC.ca) or available in hard copy.

- Corrections and Conditional Release Act - Section 85 Health Care
- Commissioner's Directive 800, Health Services
- Guidelines 800-1 Hunger Strike: Managing an Inmate's Health
- Commissioner's Directive 803, Consent to Health Service Assessment, Treatment and Release of Information
- Commissioner's Directive 805, Management of Medication
- Commissioner's Directive 821, Management of Infectious Diseases
- Protocol 821-1, Post Exposure Protocol (PEP) and Managing Significant Exposure to Blood and/or Body Fluids
- Commissioner's Directive 835, Health Care Records
- Commissioner's Directive 840, Psychological Services
- Commissioner's Directive 843, Management of Inmate Self-Injurious and Suicidal Behavior
- Commissioner's Directive 850, Mental Health Services
- National Essential Health Services Framework
- Emergency Medical Directives
- CSC Sterilization Quality Assurance Program
- Specific Guidelines for the Treatment of Opiate Dependence (Methadone/Suboxone®)
- Hospice Palliative Care Guidelines for Correctional Service Canada
- National Formulary
- Clozapine Protocol
- Medication Reconciliation Guidelines
- Neurontin (Gabapentin) Protocol
- Procedures to Obtain Nutritional Supplements
- Managing Medication Events Guidelines
- Documentation for Health Services Professionals
- Abbreviations for Health Services
- Guidelines for Sharing Personal Health Information



## **Annex “A” - Statement of Work**

- Tuberculosis Prevention and Control Guidelines for Federal Correctional Institutions
- Canadian Tuberculosis Standards (6th Edition)
- Management of Viral Hepatitis Guidelines
- CSC Sexually Transmitted Infections Clinical Practice Guidelines
- Health Canada – Canadian Guidelines on Sexually Transmitted Infections
- Discharge Planning Guidelines: A Client Centered Approach
- Clinical Discharge Planning and Community Integration Service Guidelines
- Institutional Mental Health Services (Primary Care) Guidelines
- Accreditation Standards and Required Organization Practices
- Med admin guidelines

### **4.5 Documentation on CSC health care records:**

- a) In addition to the above noted policies, guidelines and standards, the Contractor must document all assessment, treatment and consultations in the Inmates HealthCare Records in compliance with relevant legislation, professional standards of practice and CSC's Documentation for Health Services Professionals guidelines.
- b) As an accountability and quality assurance measure, the Contract Authority will periodically review the Contractor's documentation for quality, consistency and completeness.
- c) All of the inmates' health care records must remain at the institution.

## **5. Tasks:**

### **5.1 Inmate care:**

- a) The Contractor must provide essential general practitioner health services to inmates, as requested by the Chief Health Services, in accordance with the National Essential Health Services Framework, including any amendment to this Framework issued by CSC during the contract period and any optional period if and when exercised by CSC.

- b) These services include, but are not limited to the following:

- i. Essential physical health assessment;
- ii. Consultation;
- iii. Treatment;

## **Annex “A” - Statement of Work**

- iv. Primary mental health care;
- v. Appropriate referrals;
- vi. Urgent health services (any condition that is likely to deteriorate to an emergency or affect the inmate's ability to carry out their activities of daily living is considered to the "urgent") including referral to the appropriate community hospital for emergency medical services when required;
- vii. Admit inmates to The Moncton Hospital under the authority of and respecting the conditions of his/her arrangement with the hospital and/or health care authority and provide relevant information to the treating physician(s).
- viii. Provide follow-up visits to Inmates hospitalized at the Moncton Hospital for the purpose of continuity of care under the authority of and respecting the conditions of his/her arrangement with the hospital and/or health care authority

5.2 a) The Contractor, in his/her role as the primary care physician must manage all aspects of healthcare services for those inmates under his/her direct care, including coordination of care provided to inmates by other practitioners and specialists to ensure continuity and integration of care. This includes, but is not limited to, approval of all recommendations made by healthcare providers outside of CSC.

b) The Contractor must serve as the collaborating or consulting physician for Nurse Practitioners working with CSC.

5.3 The Contractor must visit inmates in segregation areas upon request of the Chief Health Services.

5.4 The Contractor must document health assessment, treatment, and consultations in the inmate's health care record.

5.5 The Contractor must consult with the Chief Health Services regarding requirements for medical supplies and equipment. Any requests for equipment and supplies must be submitted to, and approved by, the Chief Health Services.

5.6 Recommendations for non-formulary medication and Special Authorization items:

a) The Contractor must ensure that:

- i. Medications are provided according to the National Formulary;
- ii. Requests for non-formulary medications are made in accordance with CSC's National Formulary; and
- iii. Requests for Special Authorization items that are being recommended by the Contractor are made in accordance with CSC's Essential Health Services Framework.

5.7 Regional On-Call and Emergency Services:

At the request of the Chief Health Services, the Contractor must provide on-call and emergency services as follows:

Regional on-call service: for all the institutions

## **Annex “A” - Statement of Work**

Call back and emergency services: for Dorchester Penitentiary, Westmorland Institution and the Regional Hospital.

Dorchester Penitentiary/Regional Hospital 24 hours	Westmorland Institution 06:30-18:30	Springhill Institution 06:30-18:30	Atlantic Institution 06:30-18:30	Nova Institution 06:30-18:30
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a) Provide regional on-call services at 24 hours per day for the Regional Hospital. On call hours for all other sites apply for time when the contract Physicians are absent from the institution during the hours of health services operation.

b) Provide call-back services for emergency services when required.

### **6. Grievance and Investigation Processes:**

6.1 Within CSC, when an offender is dissatisfied with an action or a decision by a staff member, he/she may submit a written complaint or grievance.

6.2 The Contractor must participate in various CSC internal inmate grievance/investigation processes which may include a review of the Contractor's documentation on the Health Care Records. Upon request from the Chief Health Services, the Contractor may have to undergo interviews as a result of an inmate grievance/investigation process.

### **7. Services related to the provision of Health Services in CSC:**

7.1 At the request of the Chief Health Services, the Contractor must provide the following services:

- a) Participate in the review of policies and guidelines related to the provision of Health Services in CSC; and
- b) Assume a leadership role as part of a Professional Advisory Committee, participate in credentialing, and review professional practice issues.

7.2 The Contractor must have knowledge of, and provide input into, CSC's Accreditation Standards, Required Organizational Practices and other CSC quality improvement/assurance initiatives.

7.3 The Contractor must review and sign CSC's Emergency and Non-Emergency Medical Directives annually and whenever these directives are changed as a result of a national review.

## **Annex “A” - Statement of Work**

### **8. Notification Requirements:**

- 8.1 The Contractor must notify the Chief Health Services of any issues that may call into question the Contractor's competency and any restrictions imposed by the licensing body affecting the Contractor's ability to provide medical services to inmates.
- 8.2 The Contractor must notify the Chief Health Services immediately of any significant complaints lodged against the Contractor.

### **9. Security:**

- 9.1 All equipment including communication devices the Contractor wishes to bring into the Institution must be approved by the Chief Health Services and CSC Security in advance.
- 9.2 As a visitor to a CSC correctional institution, the Contractor will be subject to local security requirements that can vary from moment to moment depending on inmate activities. The Contractor may be faced with delay or refusal of entry to certain areas at certain times although prior arrangements for access may have been made.

### **10. Language of work:**

- 10.1 Services must be provided in both official languages by the contractor.

### **11. Hours of work:**

- 11.1 The Contractor must provide inmate care during clinics held at Dorchester Penitentiary and Westmorland Institution in the Atlantic region, up to a maximum of 25 hours per week.
- 11.2 The Chief Health Services will establish the clinic hours.
- 11.3 In the event of an unexpected delay or cancellation of the clinic the Contractor will be paid a one hour charge calculated from the time the clinic was scheduled to begin.
- 11.4 In case of delays, the Chief Health Services reserves the right to cancel the remainder of the clinic at no additional cost to CSC.
- 11.5 The Chief Health Services may, at his/her discretion, change the clinic schedule and number of hours per week during the course of the contract, this adjustment could be based on changes in the Inmate population, financial considerations or other factors and this would include any options if and when exercised by CSC.
- 11.6 The Chief Health Services will notify the Contractor of any changes to clinic schedules a minimum of 48 hours prior to implementation of the change.

## **Annex “A” - Statement of Work**

### **12. Meetings:**

- 12.1 At the discretion of the Chief Health Services, there will be an initial meeting at the beginning of the contract to discuss the specifics of the implementation of the new contract and transition to the new contractor if required.
- 12.2 At the request of the Chief Health Services, the Contractor must attend meetings at Atlantic Regional Headquarters.
- 12.3 The Contractor must attend Institutional Health Services team meetings when requested by the Chief Health Services. The Contractor may be requested to attend meetings once per quarter.

### **13. Reporting Requirements:**

- 13.1 As part of an effective ongoing oversight mechanism to ensure accountability, consistency, cost effectiveness and best practices specific to the needs of CSC's population, the Contractor must provide procedure information to the Chief Health Services once a month; this shall be in the form of a monthly report submitted with the invoice indicating all services provided for that month.
- 13.2 At the request of the Chief Health Services, the Contractor must produce or contribute to regional reporting when and if required, this may be in the form of a written log or tracking sheet for example on call services and or call backs or other information required.
- 13.3 As part of CSC's accountability with respect to the delivery of health services, the Chief Health Services may request that the Contractor provide input into reports on health care delivery e.g. infectious diseases surveillance, opiate substitution therapy, chronic disease prevalence.

### **14. Constraints:**

#### **14.1 Working within a correctional institutional environment:**

- a) In a Correctional Environment there is the possibility of diversion of high abuse potential medications and for security reasons there are restrictions with respect to prescribing that may not exist in the community. Issues surrounding potential diversion, high abuse potential of narcotics and other security issues may occur in CSC Institutions.
- b) While the expectation is that medical practices in CSC institutions are generally consistent with community practice, because the care provided as part of this contract is within a prison setting, there are some limitations with respect to practice. CSC policy and guidelines are developed in order to provide direction to health care professions regarding these limitations.

## **Annex “A” - Statement of Work**

### **15. Support to the Contractor:**

15.1 CSC will provide the supplies and equipment required for health services to inmates.

### **Replacement**

The contractor shall designate a replacement at his/her own cost, to ensure the continuity of services during his/her absence. Institutional authorities shall be notified of the replacement's name well in advance. The replacement must meet the same mandatory requirements as the contractor

### **Mandatory Requirements**

The bidder must:

1. Provide proof that he/she is licensed as a Physician in good standing with his/her respective College of Physicians and Surgeons in the province of New Brunswick. A copy of the license must be included in the proposal. This document must be provided each year before the option period is exercised.
2. Provide a signed declaration that he/she is a member in good standing with his/her respective provincial College of Physician and Surgeons, that there are no investigations or judgements against the proposed physicians in any area of professional conduct, and that his/her license to practice medicine has no restrictions. If there are current investigations, judgements or restrictions against the proposed physician, details of them must be provided as indicated in the form. Further details will be obtained from the Register of the College of Physicians and Surgeons of New Brunswick, as required, by the Project Authority. This document must be provided each year before the option period is exercised.
3. Provide proof that he/she is currently authorized by Health Canada to prescribe methadone. This document must be provided each year before the option period is exercised.
4. Provide a copy of a valid license for prescribing treatment for opiate dependence and other addictions. The physician will be responsible for maintaining such training/licensure in order to provide approved treatments

## **Annex “A” - Statement of Work**

and to acquire licensure/training if needed to provide treatments newly approved.

5. Provide proof of medical professional insurance. This document must be provided each year before the option period is exercised.
6. Must be able to obtain credentialing/privileges with The Moncton hospital, (Horizon Health Network), New Brunswick.
7. Provide a copy of his/her curriculum vitae (CV) that demonstrates his/her experience as a physician.
8. Be able to communicate with the offenders in the language of their choice (French or English).

## ANNEX B

### BASIS OF PAYMENT

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

**Bidders must provide an all-inclusive fixed hourly rate or fixed visit rate for the contract year and the two option years for the services herein described, using the following format:**

**For the period from October 1<sup>st</sup> 2014 to September 30, 2015:**

	Class of Service	Unit of Measure	Estimated Quantity (A)	Price per Unit (B)	Extended Price (A x B)
1)	<b>Clinics:</b> One general medical clinic at Westmorland Institution and two general medical clinics at Dorchester Penitentiary per week up to a maximum of 1300 hours per contract year. Based on an average of 25 hours per week. Methadone Intervention Team meeting and Infectious Disease Management are included in this clinical time. The Chief Health Services will establish the clinic hours. <b>Annual Total Fee not to exceed \$422,500.00</b>	Hour	1300	\$ _____	\$ _____
2)	<b>Regional On-call service:</b> Telephone consultations outside of scheduled clinics for 24 hours per day at an all-inclusive hourly fee. <b>(An estimated price per unit of \$19.00)</b>	Hour	8000	\$ _____	\$ _____
3)	<b>Call back and Emergency Services:</b> Return to institution outside of scheduled clinics. <b>Medical services during a crisis:</b> Remain in the institution or report to the institution during crisis situations at the request of the Chief Health Services in order to provide emergency treatment to inmates and/or staff. <b>(An estimated price per unit of \$325.00)</b>	Hour	150	\$ _____	\$ _____
4)	<b>Visits to inmates hospitalized at The Moncton Hospital</b>				
	a) Visit 1 <sup>st</sup> hospitalized inmate, up to 400 visits. <b>(An estimated price per unit of \$200.00)</b>	Visit	400	\$ _____	\$ _____
	b) Each additional visit to other hospitalized inmate(s) during same visit, up to 200 visits. <b>(An estimated price per unit of \$38.00)</b>	Visit	200	\$ _____	\$ _____



**ANNEX B**  
**BASIS OF PAYMENT**

5)	Participation in meetings, consultation, preparation and review of cases as requested by Chief Health Services. <b>(An estimated price per unit of \$240.00)</b>	Hour	100	\$ _____	\$ _____
6)	TOTAL ESTIMATED TRAVEL COSTS*		\$20,000.00		\$ 20,000.00
	<b>TOTAL ESTIMATED COST 2014-2015</b> (Sum of Extended Prices 1 – 6)				\$ _____

## ANNEX B

### BASIS OF PAYMENT

For the first option period from October 1<sup>st</sup> 2015 to September 30, 2016:

	Class of Service	Unit of Measure	Estimated Quantity (A)	Price per Unit (B)	Extended Price (A x B)
1)	<b>Clinics:</b> One general medical clinic at Westmorland Institution and two general medical clinics at Dorchester Penitentiary per week up to a maximum of 1300 hours per contract year. Based on an average of 25 hours per week. Methadone Intervention Team meeting and Infectious Disease Management are included in this clinical time. The Chief Health Services will establish the clinic hours. <b>Annual Total Fee not to exceed \$422,500.00</b>	Hour	1300	\$ _____	\$ _____
2)	<b>Regional On-call service:</b> Telephone consultations outside of scheduled clinics for 24 hours per day at an all-inclusive hourly fee. <b>(An estimated price per unit of \$19.00)</b>	Hour	8000	\$ _____	\$ _____
3)	<b>Call back and Emergency Services:</b> Return to institution outside of scheduled clinics. <b>Medical services during a crisis:</b> Remain in the institution or report to the institution during crisis situations at the request of the Chief Health Services in order to provide emergency treatment to inmates and/or staff. <b>(An estimated price per unit of \$325.00)</b>	Hour	150	\$ _____	\$ _____
4)	<b>Visits to inmates hospitalized at The Moncton Hospital</b>				
	a) Visit 1 <sup>st</sup> hospitalized inmate, up to 400 visits. <b>(An estimated price per unit of \$200.00)</b>	Visit	400	\$ _____	\$ _____
	b) Each additional visit to other hospitalized inmate(s) during same visit, up to 200 visits. <b>(An estimated price per unit of \$38.00)</b>	Visit	200	\$ _____	\$ _____
5)	Participation in meetings, consultation, preparation and review of cases as requested by Chief Health Services. <b>(An estimated price per unit of \$240.00)</b>	Hour	100	\$ _____	\$ _____
6)	TOTAL ESTIMATED TRAVEL COSTS*		\$20,000.00		\$ 20,000.00

**ANNEX B**  
**BASIS OF PAYMENT**

	<b>TOTAL ESTIMATED COST 2015-2016</b> (Sum of Extended Prices 1 – 6)	\$ _____
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**ANNEX B**  
**BASIS OF PAYMENT**

For the second option period from October 1<sup>st</sup> 2016 to September 30, 2017:

	<b>Class of Service</b>	<b>Unit of Measure</b>	<b>Estimated Quantity (A)</b>	<b>Price per Unit (B)</b>	<b>Extended Price (A x B)</b>
1)	<b>Clinics:</b> One general medical clinic at Westmorland Institution and two general medical clinics at Dorchester Penitentiary per week up to a maximum of 1300 hours per contract year. Based on an average of 25 hours per week. Methadone Intervention Team meeting and Infectious Disease Management are included in this clinical time. The Chief Health Services will establish the clinic hours. <b>Annual Total Fee not to exceed \$422,500.00</b>	Hour	1300	\$ _____	\$ _____
2)	<b>Regional On-call service:</b> Telephone consultations outside of scheduled clinics for 24 hours per day at an all-inclusive hourly fee. <b>(An estimated price per unit of \$19.00)</b>	Hour	8000	\$ _____	\$ _____
3)	<b>Call back and Emergency Services:</b> Return to institution outside of scheduled clinics. <b>Medical services during a crisis:</b> Remain in the institution or report to the institution during crisis situations at the request of the Chief Health Services in order to provide emergency treatment to inmates and/or staff. <b>(An estimated price per unit of \$325.00)</b>	Hour	150	\$ _____	\$ _____
4)	<b>Visits to inmates hospitalized at The Moncton Hospital</b>				
	a) Visit 1 <sup>st</sup> hospitalized inmate, up to 400 visits. <b>(An estimated price per unit of \$200.00)</b>	Visit	400	\$ _____	\$ _____
	b) Each additional visit to other hospitalized inmate(s) during same visit, up to 200 visits. <b>(An estimated price per unit of \$38.00)</b>	Visit	200	\$ _____	\$ _____
5)	Participation in meetings, consultation, preparation and review of cases as requested by Chief Health Services. <b>(An estimated price per unit of \$240.00)</b>	Hour	100	\$ _____	\$ _____
6)	TOTAL ESTIMATED TRAVEL COSTS*		\$20,000.00		\$ 20,000.00

**ANNEX B**  
**BASIS OF PAYMENT**

	<b>TOTAL ESTIMATED COST 2016-2017</b> (Sum of Extended Prices 1 – 6)	\$ _____
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**No other fees will be accepted.**

**\*Travel:**

1. Corrections Service Canada will not accept any travel expenses incurred by any contractor personnel in order to travel to or from the home or offices of the contractor personnel and that of Dorchester Penitentiary or Westmorland Institution.
2. For attendance to regional and national meetings, the Contractor will be paid for authorized reasonable and proper travel and living expenses incurred in the performance of the work, without any allowance therein for overhead or profit, in accordance with the Treasury Board directives in effect at time of travel. Any and all travel must pre-authorized by the Project Authority.

## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

21220-14-0027

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		2. Branch or Directorate / Direction générale ou Direction Dorchester Penitentiary and Westmorland Institution
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 Physician		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
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 checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

21220-14-0027

Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

**PRODUCTION**

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

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

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

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

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Security Classification / Classification de sécurité

Canada





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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ				NATO				COMSEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET		PROTECTED / PROTÉGÉ			TOP SECRET / TRÈS SECRET
												A	B	C	
Information / As Data / Renseignements / Biais / Production															
IT Media / Support TI															
IT User / Utilisateur 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**  
**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's website](#).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ( ) A1. The Bidder certifies having no work force in Canada.
- ( ) A2. The Bidder certifies being a public sector employer.
- ( ) A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ( ) A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ( ) A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

**OR**

- ( ) A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- ( ) B1. The Bidder is not a Joint Venture.

**OR**

- ( ) B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## **ANNEX "E"**

### **INSURANCE REQUIREMENT**

## **Annex "E"**

### **Insurance Requirement**

#### **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on

## **Annex "E"**

### **Insurance Requirement**

the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

### **Medical Malpractice Liability Insurance**

1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
4. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## **ANNEX «F»**

### **TECHNICAL EVALUATION CRITERIA**

**MANDATORY REQUIREMENTS**

It is understood by the parties submitting offers that to be considered valid, an offer MUST meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

LISTING EXPERIENCE WITHOUT PROVIDING ANY SUPPORTING DATA TO DESCRIBE WHERE AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE EXPERIENCE NOT BEING INCLUDED FOR EVALUATION PURPOSES.

**ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.**

<b><u>The contractor shall:</u></b>		<b>PAGE #</b>	<b>FOR EVALUATION PURPOSES</b>		
			<b>MET</b>	<b>NOT MET</b>	<b>COMMENTS</b>
1	Provide proof that he/she is licensed as a Physician in good standing with his/her respective provincial College of Physicians and Surgeons in the Province of New Brunswick. This document must be provided each year before the option year is exercised.				
2	Provide a signed declaration that he/she is a member in good standing with his/her respective provincial College of Physician and Surgeons, that there are no investigations or judgments against the proposed physicians in any area of professional conduct, and that his/her license to practice medicine has no restrictions. If there are current investigations, judgments or restrictions against the proposed				

Annex F – Technical Evaluation Criteria

	physician, details of them must be provided and indicated in the form.* Further details will be obtained from the Registrar of the College of Physicians and Surgeons of New Brunswick, as required, by the Project Authority. This document must be provided each year before the option period is exercised.				
3	Provide proof that he/she is currently authorized by Health Canada to prescribe methadone. This document must be provided each year before the option period is exercised.				
4	Provide a copy of a valid license for prescribing treatment for opiate dependence and other additions. The physician will be responsible for maintaining such training/licensure in order to provide approved treatments and to acquire licensure/training if needed to provide treatments newly approved.				
5	Provide proof of Medical Malpractice Liability Insurance. This document must be provided each year before the option period is exercised.				
6	Must be able to obtain credentialing/privileges with the Moncton Hospital (Horizon Health Network), New Brunswick.				
7	Provide a copy of his/her curriculum vitae (CV) that demonstrates his/her experience as a physician.				
8	Must satisfy the language requirement outlined in the Statement of Work. (SOW) The Bidder will be deemed to have satisfied the language requirement by indicating their compliance to the requirement outlined in the SOW by checking YES. _____				



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\*Declaration of Professional Status:

1. Canada will evaluate the completed declaration forms (Annex G) provided with the bid.
2. Canada reserves the right to reject any of the proposed physicians based on the nature of any loss, surrender, suspension or restriction of medical license, or judgment or investigation outlined in the declaration.
3. Any proposed physician who is rejected as a result of the evaluation of the declaration of professional status will not be evaluated further. For bids of more than one proposed physician: where one or more of the proposed physician(s) is rejected as a result of the evaluation of the declaration of professional status, the further evaluation of the bid will exclude the rejected physician(s).

**POINT RATED REQUIREMENTS**

In the event that bidders provide the same amount for a bid, bidders will then be evaluated using the rated criteria below.

Note: If bidders provide a bid for a group of physicians (meaning more than one physician), each physician will be evaluated individually using the rated criteria. After the evaluation is completed, an average score per proposal will be calculated by adding each physician's score and dividing the total obtained by the number of physicians proposed.

**ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.**

	PAGE #	FOR EVALUATION PURPOSES	
		SCORE	COMMENTS
1	In addition to the degree in medicine (MD) from a recognized university, specialization / certificate / courses completed in an area related to: Addiction 2.5 points Internal Medicine 2.5 points Infectious Diseases 2.5 points Public Health 2.5 points (2.5 points for each completed area to a maximum of 10 points)		
2	Additional courses related to issues relevant to correctional health that were completed in the last 4 years. (2.5 point for each to a maximum of 10 points)		
3	Years of general practitioner experience in a clinical setting (such as Emergency, a Community Clinic or a Rural Hospital). (2 points per year for a maximum of		

Annex F – Technical Evaluation Criteria

	10 points)				
4	Years of experience in the provision of physician services to marginalized populations. (1 point per year to a maximum of 5 points.)				
5	Experience providing health care to individuals with addictions. (1 point per year to a maximum of 5 points)				

ANNEX "G" – PHYSICIAN'S DECLARATION

**DECLARATION OF ANY LOSS, SURRENDER, OR RESTRICTION  
OF MEDICAL LICENSE TO PRACTICE, CURRENT  
INVESTIGATIONS, OR OF HOSPITAL SUSPENSIONS.**

*If misleading or incorrect information is given on this declaration and you are contracted to work with CSC, the contract may be terminated for default.*

**All proposed physicians must complete all sections.**

**SECTION A**

**EITHER**

I, (full name) \_\_\_\_\_  
declare that I have never lost or surrendered my License to Practice Medicine and have not been  
suspended from any hospital during my career.

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

**OR**

I, (full name) \_\_\_\_\_  
declare that I have lost or surrendered my License to Practice Medicine on the following  
occasions and for the following reasons and/or have been suspended from the following  
hospital(s) during my career for the reasons listed. *(If the proposed physician lost or surrendered  
his/her License to Practice or has been suspended from any hospital, details must be provided.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

If needed, additional information may be attached to this *Declaration* and submitted with the  
application.

**SECTION B**

**EITHER**

I, (full name) \_\_\_\_\_  
declare that I am not currently under any restriction to practice medicine.

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

**OR**

## ANNEX “G” – PHYSICIAN’S DECLARATION

I, (full name) \_\_\_\_\_  
declare that I am currently under any restriction to practice medicine and following is a statement explaining the restriction. *(If the proposed physician is under a restriction to practice, details regarding the nature of the restriction and what led to its imposition must be provided.)*

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\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

If needed, additional information may be attached to this *Declaration* and submitted with the application.

<b>SECTION C</b>
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**EITHER**

I, (full name) \_\_\_\_\_  
declare that I am not currently the subject of an investigation / inquiry by the Provincial College of Physicians.

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

**OR**

I, (full name) \_\_\_\_\_  
declare that I am currently the subject of an investigation / inquiry by the Provincial College of Physicians. *(If the proposed physician is the subject of an inquiry / investigation, details regarding the nature of the inquiry / investigation must be provided.)*

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\_\_\_\_\_ (signature) \_\_\_\_\_ (date)