



**Royal Canadian Mounted Police
Gendarmerie royale du Canada**

**RETOURNER LES SOUMISSIONS A:
RETURN BIDS TO:**

**Bid Receiving/Réception des
sousmissions**
Royal Canadian Mounted Police
(RCMP)
Front Desk
14200 Green Timbers Way
Surrey, B.C. V3T 6P3

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

Comments – Commentaries
Comments: - Commentaries :

THIS DOCUMENT CONTAINS A
SECURITY REQUIREMENT

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

Issuing Office - Bureau de distribution
Royal Canadian Mounted Police
Contracting & Procurement Unit
Mailstop #909
14200 Green Timbers Way
Surrey, B.C. V3T 6P3

Solicitation No. - No. de l'invitation M2989-4-0090/001 Psychological Services		Date: September 24, 2014
Buy & Sell Reference No. - No. De Référence du Client		
Solicitation Closes: - L'invitation prend fin On: October 15, 2014 Time: 2:00 p:m (PDT)		
F.O.B. - F.A.B. Destination		
Address Enquiries to: - Adresser toutes questions à: Tian Lam, A/Senior Regional Procurement Officer tian.lam@rcmp-grc.gc.ca		
Telephone No. - No de telephone: 778-290-2776	Fax No. - N° de FAX: 778-290-6110	
Destination of Goods, Services: Destinations des biens, services : Royal Canadian Mounted Police 14200 Green Timbers Way Surrey, B.C. V3T 6P3		
Delivery Required - Livraison exigée: See Herein	Delivery Offered - Livraison proposée	
Name and title of person authorized to sign on behalf of Vendor/Firm - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur		
_____		_____
Signature		Date



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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 Insurance 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.

2. Requirement

The Royal Canadian Mounted Police (RCMP), Pacific Region Occupational Health Services Section (PROHSS), located at 14200 Green Timbers Way, Surrey, B.C., requires the services of one (1) full time or two (2) part time psychologists to coordinate psychological services for RCMP and civilian members in British Columbia (B.C) and the Yukon Territory (Y.T), in accordance with the statement of work attached at Annex "A".



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The majority of the Work will be accomplished via telephone and email contact. There will also be an occasional requirement for in person consultation and advice to RCMP management, RCMP members and civilian members, regarding mental health crises and the delivery of psychological services.

The Work will be on an "as and when requested" basis, up to forty (40) hours per week, excluding weekends and statutory holidays.

3. Debriefings

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

4. Procurement Ombudsman

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

PART 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses And Conditions

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 (2014-03-01) Standard Instructions - Goods or Services—Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.



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

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission Of Bids

Submit Bids Via Mail/Courier, or Hand Deliver To:

Royal Canadian Mounted Police (RCMP)
Front Desk
14200 Green Timbers Way
Surrey, B.C. V3T 6P3

Bids are to be directed only to the RCMP Front Desk by the date, time and place indicated on page 1 of the bid solicitation. The RCMP will NOT assume responsibility for bids directed to any other location.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than **seven (7)** calendar days before the bid closing date. Enquires received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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.



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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 (4 hard copies)
Section II: Financial Bid (1 hard copies)
Section III: Certifications (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) (<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.



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Interpretation of Personnel Requirement by the Evaluation Team

The statements and requirements in this article apply to both Mandatory and Point-Rated Contractor information.

The Bidder is to demonstrate the experience of personnel (i.e. resources), the Bidder must provide complete project details as to **where, when (month and year)** and **how** (through which activities/responsibilities) the **stated qualifications/experience were obtained**.

The Bidder is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.

The Bidder is advised that the experience description must contain both the month the experience started, and the year, as well as the month and year the experience ended.

The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team.

If phrases such as "within the past eight (8) years" are used mean "within the eight (8) years preceding the closing date of the RFP. In the event that the RFP closing date changed after the initial publication of the RFP., the Bidder may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.

Phrases such as "experience working as an Interpreter" (or other resource category title) mean that the experience must match, to the satisfaction of the evaluation team, the requirements for such a resource category as stated in the Statement of Work provided with the RFP.

Phrases such as "experience dealing with matters related to the Statement of Work" mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.

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, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures



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- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

Stage 1: Confirmation of compliance with the Mandatory Requirements.
If met, proceed to Stage 2

Stage 2: Technical Evaluation Criteria assessed against the Rated Requirements. If passing mark achieved, proceed to stage 3

Stage 3: Evaluation of the Financial Bids

The Bidder with the lowest cost per point bid proceeds to Stage 4

Stage 4: Contractor Selection

- b) An evaluation team composed of representatives of Canada will evaluate the bids.
- c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

2. Technical Evaluation Criteria

Mandatory and point rated technical evaluation criteria

Mandatory Evaluation Criteria

At bid closing, the Bidder must comply with the following mandatory requirements and provide the necessary documentation to support compliance.

Any proposal which fails to meet the following mandatory requirements will be deemed non-responsive and will not be given further consideration. Each requirement should be addressed separately.

MANDATORY REQUIREMENTS TECHNICAL PROPOSAL		Meets	Does Not Meet
M01	The Bidder must have graduated from a recognized university with a Ph.D. in Psychology. (provide copy of degree(s)) The RCMP reserves the right to contact the university for the purpose of verifying that the Psychologist is able to practice without any restrictions.		



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<p>M02 The Bidder must be currently registered with the College of Psychologists in their respective Province or Territory. (provide copy of registration certificate).</p> <p>If the Bidder is not currently registered to practice in the province of British Columbia and/or is working in another province prior to contract award, the Bidder will need to get a recommendation for registration with the college in the province of British Columbia. This can be obtained by the Bidder submitting their education certificate and experience criteria for review by the College.</p> <p>The RCMP reserves the right to contact the College of Psychologists for the purpose of verifying that the Psychologist is able to practice without any restrictions.</p>		
<p>M03 Bidders must include within their Proposal a detailed resume for the proposed Psychologist (s) named in their Proposal. The information provided within the resume must be sufficient enough to clearly demonstrate that the proposed individual(s) is/are qualified and capable of fulfilling the requirements of the Statement of Work. (provide resume(s))</p> <p>M04 Proposed resource, as a licensed psychologist, must have at least two (2) years within the last five (5) years of applied experience practicing clinical psychology in a clinical and/or organizational setting for adult populations. Specifically, as demonstrated by curriculum vitae, consistent with RCMP's requirements as described in the Statement of Work.</p>		
<p>M05 The Bidder must provide two (2) employment or client organization references who have first-hand experience of the Bidder's work. At a minimum, the Bidder must include each reference's:</p> <ul style="list-style-type: none"> - Name; - Professional title; - Current contact information; and (telephone number and/or email); - Description of tasks/duties/responsibilities performed by the Bidder, which the reference witnessed. (include length of time for which the medical services were provided). <p>The RCMP reserves the right to contact the named employment/client references for the purpose of verifying the accuracy of the information</p>		



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<p>provided in the Bidder's Proposal.</p> <p>Should the RCMP choose to contact the employment/client references and should one (1) or more named employment/client references provide a negative reference regarding the accuracy of the Bidder's proposal, the Proposal will be deemed non-compliant and given no further consideration.</p>		
<p>M06 In advance of an oral presentation, the Bidder is to prepare a written submission addressed to Senior Management, regarding the development, implementation and promotion of a mental health strategy. The submission should include background/rationale, description of the strategy, implementation plan, promotion plan, anticipated challenges, monitoring and a summary. (The Bidder will be asked to present on this submission) (see point rated criteria R7)</p>		

Point Rated Evaluation Criteria

1. Each Technical Proposal that meets all Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated and experience evaluation criteria. Bidders must achieve a pass mark for each of the point rated questions R1 through R7. If the Bidder fails to receive a passing mark on any of the questions R1 through R7, no further evaluation will take place and the bid will be considered non-responsive. . Bidders must also achieve an overall passing mark of sixty (60) percent on the required point rated criteria.
2. In addressing the point rated evaluation criteria, the Bidder must supplement the information supplied in the response to the mandatory requirements with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource. All claims with regard to the resources experience qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the point rated and asset evaluation.

As a minimum the bidder must provide the following information:

- Name of organization
- Name, telephone number and title of client
- Type of work performed
- Duration of work and "From-To" dates by month and year



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<i>Item No.</i>	<i>Point Rated Criteria</i>	<i>Point Rated Criteria for Months of Experience & Work Experience</i>	<i>Pts Min</i>	<i>Pts Max</i>	<i>Reference to Proposal Page #</i>
R1 Pass Mark = (5 pts) Total Max Points Available = 10	R.1.1 Demonstrated experience within the last 60 months in conducting psychological fitness assessments for adults in high risk occupations. (e.g., such as military, emergency first responders, or policing organizations.) R.1.2 Describe your experience and provide details with specific reference to Work Experience:	<u>Months</u> <u>Points</u> <u>Experience</u>	5	10	
		60 mos + 6 48 mos 5 36 mos 4 24 mos 3 1 to 12 mos 1 Total Points Available = 6			
Total Score = ____/10		<u>Work</u> <u>Points</u> <u>Experience</u>			
		1) jobs 1 2) duration 1 and frequency of activities 3) cross reference 1 to resume 4) how the 1 experience meets the criteria (Points 1 to 4 must be addressed for each experience in order to obtain the maximum points) Total Points Available = 4			



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<i>Item No.</i>	<i>Point Rated Criteria</i>	<i>Point Rated Criteria for Months of Experience & Work Experience</i>	<i>Pts Min</i>	<i>Pts Max</i>	<i>Reference to Proposal Page #</i>																												
R3 Pass Mark = (5 Points) Total Max Points Available = 10	R.3.1 Demonstrated experience within the last 60 months in providing direct psychological and crisis interventions for adults working in a high risk occupation (e.g. such as military, emergency first responders, policing organizations.) R.3.2 Describe your experience and provide details with specific reference to Work Experience:	<table border="0"> <tr> <td><u>Months Experience</u></td> <td><u>Points</u></td> </tr> <tr> <td>60 mos +</td> <td>6</td> </tr> <tr> <td>48 mos</td> <td>5</td> </tr> <tr> <td>36 mos</td> <td>4</td> </tr> <tr> <td>24 mos</td> <td>3</td> </tr> <tr> <td>1 to 12 mos</td> <td>1</td> </tr> <tr> <td colspan="2">Total Points Available = 6</td> </tr> </table> <table border="0"> <tr> <td><u>Work Experience</u></td> <td><u>Points</u></td> </tr> <tr> <td>1) jobs</td> <td>1</td> </tr> <tr> <td>2) duration and frequency of activities</td> <td>1</td> </tr> <tr> <td>3) cross reference to resume</td> <td>1</td> </tr> <tr> <td>4) how the experience meets the criteria</td> <td>1</td> </tr> <tr> <td colspan="2">(Points 1 to 4 must be addressed for each experience in order to obtain the maximum points)</td> </tr> <tr> <td colspan="2">Total Points Available = 4</td> </tr> </table>	<u>Months Experience</u>	<u>Points</u>	60 mos +	6	48 mos	5	36 mos	4	24 mos	3	1 to 12 mos	1	Total Points Available = 6		<u>Work Experience</u>	<u>Points</u>	1) jobs	1	2) duration and frequency of activities	1	3) cross reference to resume	1	4) how the experience meets the criteria	1	(Points 1 to 4 must be addressed for each experience in order to obtain the maximum points)		Total Points Available = 4		5	10	
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Item No.	Point Rated Criteria	Point Rated Criteria for Months of Experience & Work Experience	Pts Min	Pts Max	Reference to Proposal Page #
R4 Pass Mark = (5 Points) Total Max Points Available = 10	R.4.1 Demonstrated experience within the last 60 months in providing consultation to other psychologists/health care professionals regarding assessment or treatment of adults in high risk occupations or working in high risk occupations (e.g. such as military, emergency first responders, policing organizations).	Months of Experience Points 60 mos + 6 48 mos 5 36 mos 4 24 mos 3 1 to 12 mos 1 Ttl. Pts. Available = 6 Work Experience Points	5	10	
	R.4.2 Describe your experience and provide details with specific reference to Work Experience:	1) jobs 1 2) duration and frequency of activities 1 3) cross reference to resume 1 4) how the experience meets the criteria 1 (Points 1 to 4 must be addressed for each experience in order to obtain the maximum points) Total Points Available = 4			
Total Score = ____/10					



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<i>Item No.</i>	<i>Point Rated Criteria</i>	<i>Point Rated Criteria for Months of Experience & Work Experience</i>	<i>Pts Min</i>	<i>Pts Max</i>	<i>Reference to Proposal Page #</i>												
R5	R5.1 Demonstrated experience within the last 60 months in collaborating with third party providers and/or other occupational health services for the assessment or treatment of adults.	<table border="0"> <tr> <td><u>Months Experience</u></td> <td><u>Points</u></td> </tr> <tr> <td>60 mos +</td> <td>6</td> </tr> <tr> <td>48 mos</td> <td>5</td> </tr> <tr> <td>36 mos</td> <td>4</td> </tr> <tr> <td>24 mos</td> <td>3</td> </tr> <tr> <td>1 to 12 mos</td> <td>1</td> </tr> </table>	<u>Months Experience</u>	<u>Points</u>	60 mos +	6	48 mos	5	36 mos	4	24 mos	3	1 to 12 mos	1	5	10	
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Item No.	Point Rated Criteria Written and Verbal/Oral Presentation	Pts Min	Pts Max	Reference to Proposal Page #
<p>R7</p> <p>Pass Mark = (60 points)</p> <p>Total Max Points Available = 100</p> <p>Total Score _____/100</p>	<p align="center">Communication and Knowledge Skills</p> <p>The topic is: <u>“The development, implementation and promotion of a mental health strategy”</u></p> <p>The Bidder must provide the following at bid closing:</p> <p>(R7.1) Package containing all written documentation. (only manual copies will be accepted. Electronic formats are will not be acceptable). (see M06) In advance of an oral presentation, the Bidder is to prepare a written submission addressed to Senior Management, regarding the development, implementation and promotion of a mental health strategy. The submission should include background/rationale, description of the strategy, implementation plan, promotion plan, anticipated challenges, monitoring and a summary.</p> <p><u>Note to Bidder:</u> The Evaluation Board will rate the following based on the above submitted package prior to the Verbal Presentation (R7.4) It is the Bidder's responsibility to include all content to demonstrate knowledge. (R7.2 and R7.3)</p> <p>(R7.2) <u>Content of the submitted package = max of (40) total points available</u></p> <p>(R7.3) <u>Organization of the submitted package = max of (20) points available</u></p> <p>(R7.4) <u>Verbal/Oral Presentation Skills = max of (40) points available</u> – The Bidder will be asked to present on their submitted written package. The Bidder must be available to provide a <u>15 to 20 minute verbal/oral presentation</u> on their submitted package within three (3) weeks from the bid closing date, at the “Location of Work”.</p>	60	100	



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Total (R1-R7) =		<u> </u> /170		
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Note: The minimum required pass mark is 102 out of 170 (60%)

3. Financial Evaluation (FINANCIAL BID)

Name of Person or Firm: _____ Address: _____ Phone Number: _____ Email Address: _____ GST# or SIN#: _____ Former Public Servant: Yes _____ No _____ Estimated number of hours available to provide service per week: _____

All price in Canadian dollars, exclusive of Goods and Services Tax (GST). If the GST is applicable, it is extra to the price and must be shown as a separate line item. Customs Duties and freight and travel are included. PST exempt under exemption #1000-5001.

There will be no provision for overtime, annual leave, statutory holidays and sick leave.

The total cost for the initial contract period (initial period) and all the option periods (option #1 to option #3) will be added together for a "Total Bid Price".

a) - Initial Period – From date of Contract award to three (3) months from Contract award date

<u>Psychologist</u>	<u>Firm Hourly Rate</u>
<u>Name:</u> _____	\$ _____

b) Option Period #1 – Nine (9) months option period

<u>Psychologist</u>	<u>Firm Hourly Rate</u>
<u>Name:</u> _____	\$ _____



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c)- Option Period #2 – One (1) year option period

<u>Psychologist</u>	<u>Firm Hourly Rate</u>
Name: _____	\$ _____

d)- Option Period #3 – One (1) year option period

<u>Psychologist</u>	<u>Firm Hourly Rate</u>
Name: _____	\$ _____

TOTAL BID PRICE: \$ _____
(a + b + c + d)

A Financial Bid must be submitted for each proposed Psychologist.

Please provide your quotation for the Work detailed in the Statement of Work, attached at Annex "A" for each person or firm.

There will be no provision for overtime, annual leave, statutory holidays and sick leave.

4. Basis of Selection - Lowest Price Per Point

The total bid price will be divided by the corresponding total points achieved by the bidder for its technical bid, which determines each bidder's cost per point.

1. To be declared responsive, a bid must:
 - a. Comply with all the requirements of the bid solicitation
 - b. Meet all mandatory technical evaluation criteria; and



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- c. Obtain the required minimum points for the technical evaluation criteria which are subject to point rating
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point 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. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1 By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required 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) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](http://www.hrsdc.gc.ca) website

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

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.



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2.1 Former Public Servant Certification

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 ()**



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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 receive.

2.2 Canadian Content Certification A3055T 2010-01-11

- 1. This procurement is limited to Canadian services.
- 2. The Bidder certifies that:

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



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Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

2.2.1 *SACC Manual clause A3050T (2010-01-11) Canadian Content Definition*

2.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

3. Additional Certifications Required with the Bid

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

- a) The Bidder must have graduated from a recognized university with a Ph.D. in Psychology. **(provide copy of degree(s))**
- b) The Bidder must be currently registered with the College of Psychologists in their respective Province or Territory. **(provide copy of registration certificate)**

PART 6 – SECURITY AND INSURANCE

1. Security Requirements



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The Contractor and must be capable of obtaining an RCMP security clearance to the level of Reliability Status, prior to the commencement of the Work.

2. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". 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.

Part 7 - RESULTING CONTRACT CLAUSES

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

1. Requirement

The Royal Canadian Mounted Police (RCMP), Pacific Region Occupational Health Services Section (PROHSS), located at 14200 Green Timbers Way, Surrey, B.C., requires the services of one (1) full time or two (2) part time psychologists to coordinate psychological services for RCMP and civilian members in British Columbia (B.C) and the Yukon Territory (Y.T), in accordance with the Statement of Work attached at Annex "A".

The majority of the Work will be accomplished via telephone and email contact. There will also be an occasional requirement for in person consultation and advice to RCMP management, RCMP members and civilian members, regarding mental health crises and the delivery of psychological services.

The Work will be on an "as and when requested" basis, up to thirty seven and a half (37.5) hours per week, excluding weekends and statutory holidays.

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 (SAAC) Manual <https://buyandsell.gc.ca/policy-and-conditions>



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[guidelines/standard-acquisition-clauses-and-conditions-manual](#) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

2.1 General Conditions

The 2035 (2014-03-01), General Conditions – Higher Complexity – Services, apply to and form part of the Contract.

Section 41 Code of Conduct and Certifications – Contract of 2035 referenced above is amended as follows:

Delete subsection 41.4 in its entirety.

3. Security Requirement

The Contractor must be in the possession of an RCMP Reliability Status (RRS) security clearance prior to the commencement of the work.

4. Term of Contract:

4.1 Period of the Contract

From the date of contract award to three (3) months from date of contract award.

Option To Extend the Contract

1. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) nine (9) month period, and an additional two (2) consecutive one (1) year option 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.
2. Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) 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



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The Contracting Authority for the Contract is:

Tian Lam/Hedy Sawatzky
Reg Sr Procurement Officers
Royal Canadian Mounted Police
Contracting & Procurement Unit
Mailstop #909
14200 Green Timbers Way
Surrey, B.C. V3T 6P3
tian.lam@rcmp-grc.gc.ca
hedy.sawatzky@rcmp-grc.gc.ca
P) 778-290-2776/778-290-2779
F) 778-290-6110

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 Technical Authority

The Technical Authority for the Contract is:

TBA

The Technical 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. The Technical 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

TBA

6. Proactive Disclosure of contract 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 – Firm Hourly Rates



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The Contractor will be paid firm hourly rates as per Annex B – Basis of Payment for work performed in accordance with the Contract.

7.2 Method of Payment – Monthly Payments

Canada will pay the contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract.6

7.3 Invoicing Instructions

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

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
 - b) a copy of the invoices, receipts, for all travel and living expenses;
2. 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

7.4 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and GST is extra. PST exemption #1000-5001.
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,whichever comes first.



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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.

7.5 Limitation of Price

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

7.6 Discretionary Audit

1. The following are subject to government audit before or after payment is made:
- a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b. The accuracy of the Contractor's time recording system.
 - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
 - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.7 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

8. Certifications

8.1 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



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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.

8.2 Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

9. Applicable Laws

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

10. Priority Of Documents

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

- (a) the Articles of Agreement;
- (b) the 2003 (2014-03-01) Standard Instructions - Goods or Services – Competitive Requirements, are incorporated by reference into and form part of this Contract;
- (c) the general conditions 2035 (2014-03-1) Higher Complexity –Services are incorporated by reference into and form part of this Contract
- (c) Annex "A" Statement of Work;
- (d) Annex "B" Basis of Payment;
- (e) Annex "C" Insurance Requirements;
- (f) Annex "D" Non-Disclosure Agreement;
- (g) Annex "E" Security Requirements Checklist (SRCL);
- (h) the Contractor's proposal dated (TBA).



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11. Procurement Ombudsman

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

11.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

11.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

12. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.



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ANNEX "A"

STATEMENT OF WORK

1. Security

The Psychologist must be in the possession of an RCMP Reliability Status (RRS) security clearance prior to the commencement of the Work.

2. Title

Psychologist

3. Background

The RCMP Occupational Health and Safety Services (OHSS), mission and vision is to ensure its members are "Healthy, Safe, Fit for Duty and for Life" in order to carry out the RCMP's mission and vision.

The RCMP is looking for dynamic psychologists who are able to: write effectively, answer difficult questions, perform under stress, and handle confrontation.

4. Objective

To coordinate a comprehensive occupational health psychology program for RCMP members, applicants, and Civilian members in B.C. and the YT.

5. Requirement

The majority of the Work will be accomplished via telephone and email contact. There will also be an occasional requirement for in person consultation and advice to RCMP management, RCMP members and civilian members, regarding mental health crises and the delivery of psychological services.

The Work will be on an "as and when requested" basis, up to thirty seven and one half (37.5) hours per week, excluding weekends and statutory holidays

The psychologist must provide the following:

General

- a) psychological assessments for selection of applicants
- b) psychological assessment, crisis intervention, for members seeking assistance and address fitness for duty and performance-related issues



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- c) select and monitor a network of external providers of mental health services
- d) assessment services for selection for high risk and specialized police duties
- e) in person consultations and advice to RCMP management, Divisional Health Services Officers (HSOs), members and the organization about mental health crises and the delivery of psychological services within the Division
- f) referrals services for specialized assessments and mandated assessments
- g) collaborate and participate in disability case management and return to work programs
- h) collaborate and design divisional policy in regard to psychological services
- i) coordinate the Critical Incident Stress Management Program (CISM)
- j) conduct psychological debriefings following deployments
- k) assist in the development and implementation and promotion of the divisional mental health program

Critical Incident Stress Management (CISM)

- a) consultation within the CISM program services including individual and group debriefings when required
- b) conduct immediate fitness for duty assessments
- c) participate in the delivery of psychological services in conjunction with RCMP Health Services, Staffing and Management
- d) ensure quality assurances of services offered including long term follow-up with members
- e) referrals to various health care professionals where required

Clinical Psychological Services

- a) psychological evaluation, crisis intervention for members seeking assistance for themselves or third party referrals

Specialized Psychological Assessments



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- a) conduct mandatory psychological assessments and debriefings with members being posted to isolated posts, deployments, etc.
- b) conduct/coordinate group debriefings as needed and requested
- c) provide the Health Services Officer (HSO) with a written recommendation of the psychological suitability of each member

Occupational Health

- a) specialized clinical psychological assessments and diagnostic consultations for members/civilian members upon referral
- b) respond to requests for services and screen referrals to determine the need for assessment and/or intervention, considering referral to and liaison with other physicians/psychologists where appropriate
- c) assess and determine steps to be taken when a member is a danger to him/herself or others, coordinating with Divisional HSO and other professionals on such matters in order to develop a clinical psychological treatment plan
- d) participate in multi-disciplinary team consultations with the Divisional HSO, Occupational Health Nurse (OHN), Divisional Integrated Services Committee, and external specialists to determine fitness for duty, return to work, and long term disability planning for members with psychological conditions
- e) conduct fitness for duty assessments at the request of the Divisional HSO
- f) conduct assessments and consultations for performance enhancement situations
- g) review and comment on analysis and decisions made by other health professionals (e.g. Neuropsychologist)

6. Travel/Meetings

There may be a requirement to travel for crisis services, training, developmental purposes or to attend meetings in the performance of the Work. The travel frequency may be none or as many as five (5) times per year. The travel will be throughout B.C. and the Y.T. on an as and when requested basis with at least 48 hours notice.

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

7. Constraints - Language Requirements



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The Psychologist must be capable of performing the Work in fluent English, both written and oral.

8. Security

The Psychologist must be in the possession of an RCMP Reliability Status (RRS) security clearance prior to the commencement of the Work.

9. Confidentiality

The Psychologist must sign a Non-Disclosure Form

10. Outputs and Deliverables

The Psychologist must provide the following:

- a) monitor the provision of psychological services to members through assessments; review of reports and periodical assessments; meetings with treating practitioners/case discussions;
- b) make recommendations on fitness for duty of members, provide occupational health services to members in crisis situations including Critical Incident Stress (CIS) management services according to RCMP Health Services policy requirements;
- c) review psychological assessment process and results in order to make health and fitness for duty recommendations in UN (United Nations) over sea mission assignments;
- d) monitor psychological assessments for applicants to the RCMP (including telecom operators, regular members, etc.), to be included as part of the pre-employment medical clearance;
- e) as part of a multi-disciplinary team, monitor prolonged sick leave cases to facilitate a return to work. This may involve case discussions with outside practitioners, re-assessment of members, and making referrals for psychiatric or psychological third party assessments
- f) conduct mandatory psychological assessments and debriefings with members being posted to isolated posts, deployments, etc.
- g) conduct/coordinate group debriefings as needed and requested
- h) provide the (HSO) with a written recommendation of the psychological suitability of each member

11. Departmental Support

The RCMP Technical Authority shall provide the Psychologist access to the following:

- a) Shared work space within (PROHSS), located at 14200 Green Timbers Way, Surrey, B.C.
- b) RCMP Detachments in B.C. and the Y.T., as and when required



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- c) RCMP Detachments in B.C. and the Y.T., as and when required
- d) The RCMP Technical Authority
- e) Members personnel medical files
- f) RCMP Health Directives
- g) Various RCMP data bases

12. Language of Work

The Psychologist will be required to perform the Work in fluent English, both written and oral.

13. Location of Work

The location of the Work will be at 14200 Green Timbers Way, Surrey, B.C.



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Annex "B"

BASIS OF PAYMENT

The contractor shall be paid on the basis of a **firm hourly rate**. All prices to be in Canadian dollars, exclusive of Goods and Services Tax (GST). If the GST is applicable, it is extra to the price and must be shown as a separate line item. Customs Duties and freight and travel are included. PST exempt under exemption #1000-5001.

There will be no provision for overtime, annual leave, statutory holidays and sick leave.

Initial Period – From date of Contract award to three (3) months from Contract award date

<u>Psychologist</u>	<u>Firm Hourly Rate</u>
Name: _____	\$ _____

Option Period #1 – Nine (9) months option period

<u>Psychologist</u>	<u>Firm Hourly Rate</u>
Name: _____	\$ _____

Option Period #2 – One (1) year option period

<u>Psychologist</u>	<u>Firm Hourly Rate</u>
Name: _____	\$ _____



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Option Period #3 – One (1) year option period

<u>Psychologist</u>	<u>Firm Hourly Rate</u>
Name: _____	\$ _____

Travel and Living Expenses

There may be a requirement to travel for crisis services, training, developmental purposes or to attend meetings in the performance of the Work. The travel frequency may be none or as many as five (5) times per year. The travel will be throughout B.C. and the Y.T. on an as and when requested basis with at least 48 hours' notice.

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board 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 Technical Authority. All payments are subject to government audit.



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ANNEX "C"

INSURANCE REQUIREMENTS

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 the Royal Canadian Mounted Police.
 - 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.



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- 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- m. 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 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.

2. 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,



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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.



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**ANNEX "D"
NON-DISCLOSURE AGREEMENT**

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No _____ between Her Majesty the Queen in right of Canada, represented by the Royal Canadian Mounted Police and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No:

Signature

Date



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**ANNEX "E"
SECURITY REQUIREMENTS CHECK LIST**

	Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat
DSS ID #697	N 2014111 8081	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	RCMP	2 Branch or Directorate / Direction générale ou Direction HRB-EMRS-OHS
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 Registered Psychologist that is in charge of the administration of a comprehensive occupational health psychology program for RCMP Members (members) and applicants of "E" and "M" Divisions		
5 a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		
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?		
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)		
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		
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?		
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 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"/>	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 type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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PART A (continued) / PARTIE A (suite)

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

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 / Non Yes / Oui

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX 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 / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

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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 CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COM-TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
										A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	
Information Assets / Renseignements / Biens / Production		✓														
IT Media / Support IT / Liens électroniques		✓														

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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13 Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) K J Furgason	Title - Titre NCO i/c IRMP	Signature	
Telephone No - N° de téléphone 778-290-3412	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel kathy.furgason@rcmp-grc.gc.ca	Date 2014-04-14
14 Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Inspector Linda L Blake OIC Departmental Security Section	Title - Titre	Signature 	
Telephone No - N° de téléphone	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel	Date APR 17 2014
15 Are there additional instructions (e.g Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p ex Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Oui
16 Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No - N° de téléphone	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel	Date
17 Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Inspector Linda L Blake OIC Departmental Security Section	Title - Titre	Signature 	
Telephone No - N° de téléphone	Facsimile No - N° de télécopieur	E-mail address - Adresse courriel	Date APR 17 2014