

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

Bid Receiving/Réception des sousmissions  
Procurement & Contracting Services  
Bid Receiving Unit  
5th Floor, 10065 Jasper Avenue NW  
Edmonton, AB T5J 3B1

**INVITATION TO  
TENDER**

**APPEL D'OFFRES**

Tender to: Royal Canadian Mounted Police

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A  
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE  
UNE EXIGENCE EN MATIÈRE DE

<b>Title – Sujet: Psychologist Services for the RCMP 'D' Division in Winnipeg, MB</b>		<b>Date</b> October 29, 2014
<b>Solicitation No. – N° de l'invitation</b> M5000-5-2532		
<b>Client Reference No. - No. De Référence du Client</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	14 :00 hrs	MST
<b>On / le :</b>	November 25, 2014	
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> Royal Canadian Mounted Police 'D' Division Employee & Management Relations 1091 Portage Avenue Box 5650 Winnipeg, MB R3C 3K2		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to –</b> Sylvia Hicks, A/Senior Contracting Officer Sylvia.hicks@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 780-670-8634		<b>Facsimile No. – No. de télécopieur</b>
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes		<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – 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>



## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Improvement of Requirement during Solicitation Period

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

1. Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award and Certifications Required with the Bid

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

1. Security Requirement
2. Insurance Requirements

### **PART 7 - RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Procurement Ombudsman
13. Insurance Requirements



**List of Annexes:**

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Technical Evaluation Criteria
- Annex D Federal Contractors Program for Employment Equity - Certification
- Annex E Non-disclosure Agreement
- Annex F Security Requirements Check List (SRCL)



## 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 Insurance Requirements,

*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.*

### 2. Summary

The Royal Canadian Mounted Police, 'D' Division, Winnipeg, MB, has a requirement for the services on one (1) qualified PhD Psychologist registered to practice in the province of Manitoba, or registered to practice in another province or territory (provided the resource is eligible for licensing in the Province of Manitoba). The contract issued as a result of this Invitation to Tender will be for a two (2) year period with two (3) additional one year option 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 Web site."*

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.

This requirement is exempt under the following Trade Agreements:

World Trade Organization Agreement on Government Procurement (WTO-AGP), Annex 4, Notes to Annex 4, 4.6;  
North America Free Trade Agreement (NAFTA), Annex 1001.16-2, Section B Excluded Coverage, Section G;  
Agreement on Internal Trade (AIT), Annex 502.1B, Para 1(f).



### 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.

### 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](mailto: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](http://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 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 (2013-06-01) 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.

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 RCMP 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 or email to RCMP will not be accepted.

## **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

## **4. Applicable Laws**

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

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.

## **5. 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 favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **6. Non-disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex F, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.



## **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 (three (3) hard copies)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (three (3) hard copies)
- Section IV: Additional Information (three (3) hard copies)

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 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, if applicable.

- 1.2 **Exchange Rate Fluctuation**  
C3011T (2010-01-11), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



## **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 'C'.

#### **1.2 Financial Evaluation**

**1.2.1 Mandatory Financial Criteria** are included in Annex 'B'.

*SACC Manual* Clause A0220T (2013-04-25), Evaluation of Price

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

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 33 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 55 points.
2. Bids not meeting "(a) or (b) or (c)" will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
8. In the event 2 bidders receive identical scores as a result of the evaluation, the contract will be awarded to the bidder with the highest technical score.





The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available point's equal 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

	Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
<b>Pricing Score</b>	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd

**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" 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 D – 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 Former Public Servant Certification

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.



## 2.2 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.

## 2.3 Education and Experience

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

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract:

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 Web site.
5. **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

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.

Revision to Departmental Name: As this contract 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 contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### 2.1 General Conditions

2035 (2013-06-27), 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

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

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

- (a) the Contractor must hold an RCMP "**Top Secret**" clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Contractor's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Contractor must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. Fingerprinting may be required. This information must be provided within three business days of request.



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

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

The period of the Contract is from date of contract award for a 24 month period.

##### **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 three (3) additional one (1) 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 thirty (30) 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:

Name: Sylvia Hicks  
Title: Senior Contracting Officer  
Organization: Royal Canadian Mounted Police  
Address: 11140 – 109 Street  
Edmonton, AB T5G 2T4  
Telephone: 780-670-8634  
E-mail address: sylvia.hicks@rcmp-grc.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 Technical Authority**

Will be provided at contract award.

The Technical Authority named above 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 Technical Authority, however 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**

Name:  
Title:  
Address:  
Telephone:  
Email:



**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**

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are excluded and Applicable Taxes are extra.

Item	Description	Firm Hourly Rate
1	Initial Contract Period Date of Contract Award to December 31, 2016	
2	Option Period #1 January 1, 2017 – December 31, 2017	
3	Option Period # 2 January 1, 2018 – December 31, 2018	
4	Option Period # 3 January 1, 2019 – December 31, 2019	

**Travel and Living Expenses**

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 National Joint Council, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.



## 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. 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,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.

## 7.3 SACC Manual clause H1008C (2008-05-12) Monthly Payment

### 7.4 **SACC Manual Clauses**

A9117C T1204-Direct Request by Customer Department (2007-11-30)

### 7.5 **Time Verification**

C0711C Time Verification (2008-05-12)

## 8. **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, vouchers for all direct expenses, and 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.
    - 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.

#### Proactive Disclosure of Contracts with Former Public Servants A3025 (2013-03-21)

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.

A3015C (2008-12-12) Certifications  
A7017C (2008-05-12) Replacement of Specific Individuals  
A9068C (2010-01-11) Government Site Regulations  
A9117C (2007-11-30) t1204 – Direct Request by Customer Department

### 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

#### A 3025T (2014-06-26) Former Public Servant – Competitive Bid

## 10. Applicable Laws

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



## 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 supplemental general conditions 4008 (2008-12-12) Personal Information;
- c) the general conditions 2035 (2014-03-01) General Conditions – Higher Complexity - Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex D, Federal Contractors Program for Employment Equity - Certification;
- g) Annex E, Insurance Requirements;
- h) Annex F, Non-disclosure Agreement
- i) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_" or ",as amended on \_\_\_\_\_".

## 12. Procurement Ombudsman

### 12.1 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](mailto:boa.opo@boa.opo.gc.ca).

### 12.2 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](mailto:boa.opo@boa.opo.gc.ca).



### 13. Insurance Requirements

The Contractor must obtain Professional 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 \$2,000,000.00 per accident or occurrence and in the annual aggregate. 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.

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 insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection.

Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.



## ANNEX A STATEMENT OF WORK

### Requirement

The RCMP, D Division, Winnipeg, MB, requires the services of one (1) qualified PhD Psychologist to provide Psychological Fitness Assessments, Consultation and related Clinical Psychology Support Services in the context of policing operations.

### Background Information

The Royal Canadian Mounted Police (RCMP), D Division Health Services, uses the services of a Psychologist to provide specialized clinical psychological assessments to address fitness for duty, disability management and performance related issues for regular and civilian members; conduct psychological debriefings within specialized sections/deployments; conduct psychological screening assessments for applicants to the RCMP; coordinate the Critical Incident Stress Management program and provide/oversee crisis intervention for members and their families; coordinate and deliver preventative health programs in collaboration with D Division Health Services team and the Peer to Peer Program.

### Objectives

The RCMP is seeking the services of one PhD Psychologist who possesses a degree with specialization in clinical/counselling psychology from a recognized university; is licensed as a psychologist in the Province of Manitoba or registered within another province or territory with eligibility for license in the province of Manitoba; is in good standing with the Provincial College/ Association of Psychologists; is an experienced practitioner with more than five years (5) of experience; and qualifies for an RCMP Top Secret security clearance.

### Scope of Work

The Contractor must:

#### General

- Provide psychological services to the Occupational Health office in Winnipeg, between twenty (20) and thirty (30) hours per week, during the hours of 8:00 am to 18:00 pm at "D" Division Headquarters, Winnipeg, Manitoba.
- Occasionally travel within the province of Manitoba to provide crisis intervention through the Critical Incident Stress Management Program (CISM). Where travel is required outside the Winnipeg area, travel rates will be paid upon receipt of original itemized receipts in accordance with the National Joint Council Travel Directive, Appendix B and C.
- Provide professional consultation and advice to RCMP Management, Divisional Health Service Office (HSO), members, Peer to Peer Program, and the organization about mental health crises and the delivery of psychological services within the Division.
- Provide ongoing consultation on psychological matters to the organization.
- Provide expert testimony at discipline or Federal Court matters, as well as consultation with the Appropriate Officer and Commanding Officer, as requested.
- Complete all tasks and reports in accordance with the established RCMP occupational health policies, guidelines and procedures.

#### Critical Incident Management

- Provide consultation within the CISM program services including individual and group debriefings when required.
- Attend sites when requested in order to conduct immediate fitness for duty assessments.
- Participate in the delivery of psychological services with Health Services, Peer to Peer Program, Employee and Management Relations Officer (EMRO), Human Resources and Senior Management.
- Ensure quality assurance of services offered including long term follow-up with members.
- Make referrals to various health care professionals where required.



### **Cadet Screening**

- If deemed necessary, schedule and complete a follow-up interview with applicants in order to arrive at a definitive recommendation.
- Complete and provide the HSO with a definitive written recommendation of physiological suitability for all cadet applicants, who have completed the required RCMP nationally approved physiological screening tests.
- Respond to applicant, Access to Information Program (ATIP), and Human Rights Commission requests for information about deferral/rejection decisions.
- Consult with Divisional HSO and Recruiting Units, as required, in order to resolve specific cases or to address required changes to the cadet screening process.

### **Specialized Psychological Assessments**

- Conduct mandatory psychological assessments and debriefings with members being posted to specialized units (e.g. Communication Services (CS), Emergency Response Team (ERT), I.C.E., Collision Analysts, Underwater Recovery Team (URT), Forensic Science and Identification Services (FS & IS), Isolated Posts). These assessments are for the purpose of screening in/out of section and monitoring the mental health and fitness for specialized duty of members.
- Conduct mandatory psychological debriefings for traumatic incidents as outlined in Admin Manual Appendix II-19-5.
- Conduct Member involved firearm shooting interviews for fitness for duty assessment/recommendations.
- Conduct/coordinate group debriefings as needed and requested (e.g. Major Crimes Unit (MCU), Special "I", etc.)
- Provide the HSO with a written recommendation of the physiological suitability of each applicant employee.

### **Occupational Health**

- Provide specialized clinical psychological assessments and diagnostic consultations for Members and Civilian Members upon referral.
- Respond to requests for services and screen referrals to determine need for assessment and/or intervention, consider referral to and liaison with other physicians/psychologists where appropriate.
- 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.
- Participate in multi-disciplinary team consultations with the Divisional HSO, Nurse Manager, Disability Case Management Nurse, 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.
- Conduct fitness for duty assessments at the request of the Divisional HSO.
- Conduct assessments and consultation for performance enhancement situations.
- Review and comment on analysis and decisions made by other health professionals (e.g. Neuropsychologist).



## Deliverables

- **General**  
Provide periodic presentations at meetings and/or training of the organization, conduct telephone consultations, when requested.
- **Critical Incident Management**  
Perform telephone consultations; attend meetings, complete individual clinical interviews, group intervention, and related documentation through clinical progress notes. Complete on-going phone consultation and accompanying documentation required by health care providers and peer counselors.
- **Cadet Screening**  
Provide written psychological reports in an RCMP prescribed format that integrate test interpretation, clinical interview and collateral information; offer a recommendation for *acceptance* or *deferral* that is defensible based upon the data. As appropriate, provide a verbal/written response regarding decisions to the HSO and Recruiting Unit through meetings, teleconferences, and/ or phone consultation.
- **Specialized Psychological Assessments**  
Provide written psychological reports in an RCMP prescribed format that integrate psychological test data, file reviews, clinical interview and provide an opinion regarding Fitness for Duty (general and specialized).
- **Occupational Health**  
Produce psychological reports which include diagnosis and Fitness for Duty assessment in a format prescribed by the RCMP. Through documentation, meetings and verbal contact, assist in developing a Return to Work strategy that integrates the well-being of the member, the policies and operational needs of the organization and risk management.  
Participate in the return to work process by assessing the health care providers recommendations, assisting in the identification of restrictions and limitations based on fitness for duty assessments, and collaborating with the Return to Work Coordinator to identify meaningful duties for members in the GRW process.
- **Consultation**  
Provide consultation to HSO, RCMP Administration/ Management, as requested and required. This may include testimony at Federal Judicial hearings and the Canadian Human Rights Commission.

## Departmental (RCMP) Support

The Department will provide the following to the Psychologist:

1. Shared work space within Occupational Health Services Unit, "D" Division, Edmonton, AB
2. RCMP personnel's medical files
3. RCMP Health Directives
4. Various RCMP data bases



**ANNEX B**

**BASIS OF PAYMENT**

Name of Contractor or Firm: \_\_\_\_\_

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

Business # or SIN #: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number \_\_\_\_\_

Email: \_\_\_\_\_

Former Public Servant: YES  NO

**Financial Bid:**

The financial bid shall be a firm all-inclusive price, GST/HST extra, if applicable.

**Pricing is required for the initial contract period and ALL option periods. Failure to provide pricing for all periods will render the bid non-responsive and it will not be evaluated.**

The Firm Hourly Rate entered below for the Initial Period, Option Period 1, 2 and Option Period 3 will be added together and the total will be divided by 5 to obtain an average rate. The average rate will be used in the financial evaluation.

Item	Description	Firm Hourly Rate
1	Initial Contract Period Date of Contract Award to December 31, 2016	
2	Option Period #1 January 1, 2017 – December 31, 2017	
3	Option Period # 2 January 1, 2018 – December 31, 2018	
4	Option Period # 3 January 1, 2019 – December 31, 2019	

Estimated number of hours available to provide service per week: \_\_\_\_\_

**Definition of a Day:**

A work day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for hours actually worked, with no provision for overtime, annual leave, statutory holidays and sick leave.



**GST/HST**

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), unless otherwise indicated. If the GST is applicable, it is extra to the price and must be shown as a separate line item herein and will be paid by Canada.

**ANNEX C**

**TECHNICAL EVALUATION CRITERIA**

**MANDATORY EVALUATION CRITERIA**

At bid closing time, 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
<p><b>M1 Identification of Resource:</b> Bidders <b>MUST</b> include within their Proposal a detailed curriculum vitae (CV) for the proposed Registered Psychologist named in their Proposal. The information provided within the CV <b>MUST</b> be sufficient to clearly demonstrate the proposed individual is fully qualified and capable of fulfilling the requirements of the Statement of Work.</p>		
<p><b>M2</b> Registration number with the College of Psychologists of Manitoba or registration number from another province or territory (provided the resource is eligible for licensing in the Province of Manitoba) <b>MUST</b> be provided within the Bidder's Proposal. <b>The RCMP reserves the right to contact the College of Psychologists for the purpose of verifying the Psychologist is able to practice without any restrictions in the area of Clinical Psychology with adults.</b></p>		
<p><b>M3</b> Proposed resource, as a registered PhD psychologist, <b>MUST</b> have at least 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. This shall include at least five (5) years' experience in psychological assessments for adults, including administration and interpretation of objective personality tests such as MMPI, PAI, etc.) interviewing and provision of interpretive reports.</p>		
<p><b>M4</b> Proposed resource, as a Registered PhD Psychologist, must have at least 5 (five) years in an occupational health setting as a member of a multidisciplinary team, specifically, as demonstrated by curriculum vitae, consistent with RCMP's requirements as described in the Statement of Work.</p>		





<p><b>M5</b> Proposed resource, as a Registered PhD Psychologist must have at least three (3) of the last five (5) years' experience practicing in an occupational health setting as a member of a multidisciplinary team, specifically, as demonstrated by curriculum vitae, consistent with RCMP's requirements as described in the Statement of Work.</p>		
<p><b>M6 References:</b>          For the named Registered Psychologist the Bidder <b>MUST</b> provide <b>three (3)</b> employment or client organization references with firsthand experience of the individual's work. At a minimum, the Bidder <b>MUST</b> include each reference's:</p> <ul style="list-style-type: none"> <li>- name;</li> <li>- professional title;</li> <li>- current contact information; and (phone number and/or email)</li> <li>- description of tasks/duties/responsibilities.              (including length of time for which the psychological services were provided.)</li> </ul> <p><b>The RCMP reserves the right to contact the named employment / client references for the purpose of verifying the accuracy of the information provided in the Bidder's Proposal. 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.</b></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 an overall passing mark of sixty (60) percent (33 out of 55) 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
3. The Bidder must indicate the location in the proposed resource's resume of supporting information to substantiate relevant experience for each point rated and asset evaluation criteria.



**POINT RATED REQUIREMENTS TECHNICAL PROPOSAL**

Item No.	Point Rated Criteria - R Experience Criteria - A	Scoring Guidelines	Bidder's Score	Reference to Proposal Page #																		
R1	<p>Demonstrated experience within the last 60 months in <b>conducting psychological fitness assessments</b> for adults in high risk occupations. (e.g., such as military, emergency first responders, or policing organizations.) A written summary must be provided which details the experience with specific reference to: 1) jobs, 2) duration and frequency of activities, 3) cross reference to resume and 4) how the experience meets the criteria.</p>	<table border="0"> <tr> <td>Months</td> <td>Points</td> </tr> <tr> <td>Experience</td> <td></td> </tr> <tr> <td>60 mos +</td> <td>10</td> </tr> <tr> <td>48 – 59 mos</td> <td>8</td> </tr> <tr> <td>36 – 47 mos</td> <td>6</td> </tr> <tr> <td>24 – 35 mos</td> <td>4</td> </tr> <tr> <td>1 - 23 mos</td> <td>2</td> </tr> <tr> <td>0 mos</td> <td>0</td> </tr> <tr> <td colspan="2">Total Points Available: 10</td> </tr> </table>	Months	Points	Experience		60 mos +	10	48 – 59 mos	8	36 – 47 mos	6	24 – 35 mos	4	1 - 23 mos	2	0 mos	0	Total Points Available: 10			
Months	Points																					
Experience																						
60 mos +	10																					
48 – 59 mos	8																					
36 – 47 mos	6																					
24 – 35 mos	4																					
1 - 23 mos	2																					
0 mos	0																					
Total Points Available: 10																						
R2	<p>Demonstrated experience within the last 60 months in <b>working within multi-disciplinary teams of different health care professionals</b> (i.e. physician, nurse, social work, psychologist). A written summary must be provided which details the experience with specific reference to: 1) jobs, 2) duration and frequency of activities, 3) cross reference to resume and 4) how the experience meets the criteria.</p>	<table border="0"> <tr> <td>Months</td> <td>Points</td> </tr> <tr> <td>Experience</td> <td></td> </tr> <tr> <td>60 mos +</td> <td>10</td> </tr> <tr> <td>48 – 59 mos</td> <td>8</td> </tr> <tr> <td>36 – 47 mos</td> <td>6</td> </tr> <tr> <td>24 – 35 mos</td> <td>4</td> </tr> <tr> <td>1 - 23 mos</td> <td>2</td> </tr> <tr> <td>0 mos</td> <td>0</td> </tr> <tr> <td colspan="2">Total Points Available: 10</td> </tr> </table>	Months	Points	Experience		60 mos +	10	48 – 59 mos	8	36 – 47 mos	6	24 – 35 mos	4	1 - 23 mos	2	0 mos	0	Total Points Available: 10			
Months	Points																					
Experience																						
60 mos +	10																					
48 – 59 mos	8																					
36 – 47 mos	6																					
24 – 35 mos	4																					
1 - 23 mos	2																					
0 mos	0																					
Total Points Available: 10																						



R3	<p>Demonstrated experience within the last 60 months in <b>providing direct psychological and crisis interventions for adults</b> working in a high risk occupation (e.g. such as military, emergency first responders, policing organizations.)</p> <p>A written summary must be provided which details the experience with specific reference to: 1) jobs, 2) duration and frequency of activities, 3) cross reference to resume and 4) how the experience meets the criteria.</p>	<table border="0"> <thead> <tr> <th>Months Experience</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>60 mos +</td> <td>10</td> </tr> <tr> <td>48 – 59 mos</td> <td>8</td> </tr> <tr> <td>36 – 47 mos</td> <td>6</td> </tr> <tr> <td>24 – 35 mos</td> <td>4</td> </tr> <tr> <td>1 - 23 mos</td> <td>2</td> </tr> <tr> <td>0 mos</td> <td>0</td> </tr> <tr> <td colspan="2">Total Points Available: 10</td> </tr> </tbody> </table>	Months Experience	Points	60 mos +	10	48 – 59 mos	8	36 – 47 mos	6	24 – 35 mos	4	1 - 23 mos	2	0 mos	0	Total Points Available: 10			
Months Experience	Points																			
60 mos +	10																			
48 – 59 mos	8																			
36 – 47 mos	6																			
24 – 35 mos	4																			
1 - 23 mos	2																			
0 mos	0																			
Total Points Available: 10																				
R4	<p>Demonstrated experience within the last 60 months in providing <b>consultation to other psychologists/health care professionals regarding assessment or treatment of adults in high risk occupations</b> or working in high risk occupations (e.g. such as military, emergency first responders, policing organizations).</p> <p>A written summary must be provided which details the experience with specific reference to: 1) jobs, 2) duration and frequency of activities, 3) cross reference to resume and 4) how the experience meets the criteria.</p>	<table border="0"> <thead> <tr> <th>Months Experience</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>60 mos +</td> <td>10</td> </tr> <tr> <td>48 – 59 mos</td> <td>8</td> </tr> <tr> <td>36 – 47 mos</td> <td>6</td> </tr> <tr> <td>24 – 35 mos</td> <td>4</td> </tr> <tr> <td>1 - 23 mos</td> <td>2</td> </tr> <tr> <td>0 mos</td> <td>0</td> </tr> <tr> <td colspan="2">Total Points Available: 10</td> </tr> </tbody> </table>	Months Experience	Points	60 mos +	10	48 – 59 mos	8	36 – 47 mos	6	24 – 35 mos	4	1 - 23 mos	2	0 mos	0	Total Points Available: 10			
Months Experience	Points																			
60 mos +	10																			
48 – 59 mos	8																			
36 – 47 mos	6																			
24 – 35 mos	4																			
1 - 23 mos	2																			
0 mos	0																			
Total Points Available: 10																				
R5	<p>Demonstrated experience within the last 60 months in <b>collaborating with third party providers and/or other occupational health services</b> for the assessment or treatment of adults.</p> <p>A written summary must be provided which details the experience with specific reference to: 1) jobs, 2) duration and frequency of activities, 3) cross reference to resume and 4) how the experience meets the criteria.</p>	<table border="0"> <thead> <tr> <th>Months Experience</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>60 mos +</td> <td>10</td> </tr> <tr> <td>48 – 59 mos</td> <td>8</td> </tr> <tr> <td>36 – 47 mos</td> <td>6</td> </tr> <tr> <td>24 – 35 mos</td> <td>4</td> </tr> <tr> <td>1 - 23 mos</td> <td>2</td> </tr> <tr> <td>0 mos</td> <td>0</td> </tr> <tr> <td colspan="2">Total Points Available: 10</td> </tr> </tbody> </table>	Months Experience	Points	60 mos +	10	48 – 59 mos	8	36 – 47 mos	6	24 – 35 mos	4	1 - 23 mos	2	0 mos	0	Total Points Available: 10			
Months Experience	Points																			
60 mos +	10																			
48 – 59 mos	8																			
36 – 47 mos	6																			
24 – 35 mos	4																			
1 - 23 mos	2																			
0 mos	0																			
Total Points Available: 10																				



R6	<p>The bidder must describe <b>completed certificates, courses, workshops and/or professional conferences in Subject Matter Areas</b> similar and relevant to the RCMP's requirements. Subject Matter Areas include:</p> <ul style="list-style-type: none"> <li>a) psychological fitness assessment for adults in high risk occupations such as military, paramilitary, policing</li> <li>b) police psychology</li> <li>c) occupational health</li> <li>d) stress inoculation and resiliency</li> <li>e) crisis intervention</li> </ul>	<p>Demonstrated within the last 60 months:</p> <p>Evidence of completed certificate/courses/seminars in: Subject Matter Areas = 5 points</p> <p>Evidence of workshops or professional conferences in Subject Matter Areas = 2.5 points</p> <p>No evidence provided = 0 points</p>		
Total		<b>/55</b>		

**Total Score** \_\_\_\_\_/55

**Note: The minimum required pass mark is 33 out of 55 (60%)**



## 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**

**Non-disclosure Agreement**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or Contractor 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



Government of Canada / Gouvernement du Canada

SRCL# 2014-1118404

Contract Number / Numéro du contrat
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 Employee Management Relations- OHSS D Div
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 Contracted services for psychological consultation and support to D Division policing operations. Work to be completed on-site at D Division Health Services Office, as and when required, up to thirty (30) hours per week.		
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 / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <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"/>	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 / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input checked="" 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"/>

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 / Non  Yes / 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 / 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 type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ   | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input checked="" 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 / 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





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRES SECRET
Information / Assets / Renseignements / Biens / Production						✓										
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Insp. Bonnie Ferguson		EMRO - D Division	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
204-984-0058	204-984-5892	bonnie.ferguson@rcmp-grc.gc.ca	2014-09-
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Deanna RUBINCH Team Leader Personnel Security NWR Departmental Security			
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
306-780-3157	306-780-6335		2014-09-18
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 / Non <input type="checkbox"/> Yes / Oui
<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
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
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
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

Reviewed by Chad Salisbury on 2014 09 18