



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

Bid Receiving/Réception des soumissions
Procurement & Contracting Services Branch
VISITOR'S CENTRE
Royal Canadian Mounted Police
73 Leikin Drive
Ottawa, Ontario K1A 0R2
Attn: Megan McCoy
Telephone: (613) 843-3798

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal 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 :

Title – Sujet Health Services –Montréal and Québec City		Date December 22, 2014
Solicitation No. – N° de l'invitation 201405513		
Client Reference No. - No. De Référence du Client N1705		
Solicitation Closes – L'invitation prend fin		
At /à :	2 :00 PM	EDT(Eastern Standard Time)
On / le :	January 30th, 2015	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Diane Perkins		
Telephone No. – No. de téléphone (613) 843-5904	Facsimile No. – No. de télécopieur (613) 825-0082	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
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)	
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 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, and any other Annexes.

2. Summary

The Royal Canadian Mounted Police is inviting Bidders, by issuance of this RFP, to establish a Contract for the provision of Medical Services for police personnel on deployments. This includes a pre-, in-, and post- deployment physical and psychological assessments. A detailed description is in the Statement of Work - Annex "A" attached herein, on an "as and when requested" basis.

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. 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 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.

Exceptions to Standard Instructions 2003 (2013-06-01):

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 twenty (120) 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 via facsimile or via electronic mail to RCMP will not be accepted.

3. Enquiries - Bid Solicitation

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

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



4. Applicable Laws

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

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 five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6. Volumetric Data

The case volume data at Appendix A, Statement of Work, 2.3 Information for the Contractor, 2.3.1 Case Volumes has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes. Canada accepts no liability for any discrepancies or variation between the estimates provided and the actual resource requirements, decisions and/or claims to be processed under the contract.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

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.

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.

NOTE: ALL INFORMATION RELATED IN ANY WAY TO PRICE IS TO APPEAR ONLY IN THE FINANCIAL PROPOSAL.

1.2 Exchange Rate Fluctuation

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

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 Mandatory and Point Rated Technical Evaluation Criteria

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

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

- a) RCMP will conduct the Financial Evaluation independent of the Technical Evaluation.
- b) The Financial Evaluation will be conducted by calculating the Total Bid Price for Evaluation for each Bidder using the amount provided by each Bidder as detailed below.

1.3 Calculation of Total Bid Price for Evaluation

NOTE: Only Table 1. Administration and Table 2. Medical and Psychological Assessments for the Montréal location will be evaluated.

The Total Bid Price for Evaluation will be established as follows:

- a) The Bidder’s proposed Firm All-inclusive rates derived from their Financial Proposal, Annex “B” will be used in the tables below:

TABLE 1 - ADMINISTRATION

Item No.	Description	Estimated Level of Effort (in hours per Contract Period) (A)	Contract Period Firm All-Inclusive Hourly Rate			Sub-Total per Item No. (E) = [(A) x (B) + (A) x (C) + (A) x (D)]
			Initial Period (B)	Option Year 1 (C)	Option Year 2 (D)	
1	Nurse Co-ordinator	180*	\$	\$	\$	(E1)
2	Administrative Support	210*	\$	\$	\$	(E2)
Total – Administration (F) = [(E1) + (E2)]						(F)

*: These numbers are estimates only, based on current ministerial authorities for deployments, and are subject to change.



TABLE 2 - MEDICAL AND PSYCHOLOGICAL ASSESSMENTS

Item No.	Description	Contract Period Firm All-Inclusive Rate (per assessment)			Sub-Total per Item No. (J) = [(G) + (H) + (I)]
		Initial Period (G)	Option Year 1 (H)	Option Year 2 (I)	
1	Pre-Deployment Medical Assessment with Physician	\$	\$	\$	(J1)
2	Post-Deployment Medical Assessment with Physician	\$	\$	\$	(J2)
3	Pre-deployment Psychological Assessment (including psychometric test administration, scoring, interpretation, interviews with police personnel (and spouses, if applicable) and psychological reports)	\$	\$	\$	(J3)
4	Post-Deployment Psychological Assessment (including interview with the police officer (and spouse/partner, if applicable))	\$	\$	\$	(J4)
Total – Medical and Psychological Assessments (K) = [(J1) + (J2) + (J3) + (J4)]					(K)

Total - Administration (F)	\$
Total – Medical and Psychological Assessments (K)	\$
TOTAL BID PRICE FOR EVALUATION [(F) + (K)]	\$

b) The calculation for total bid price for evaluation will be as follows:

- i) For Item No. 1 under Administration, the Bidder's proposed Firm All-Inclusive Hourly Rate for each Contract Period (Initial Period, Option Year 1, and Option Year 2) will each be multiplied by the "Estimated Level of Effort (in hours per Contract Period)" provided in the table, (A) x (B), (A) x (C), (A) x (D), then all three added to yield the sub-total for Item No.1 (E1);
- ii) For Item No. 2 under Administration, the Bidder's proposed Firm All-Inclusive Hourly Rate for each respective Contract Period (Initial Period, Option Year 1, and Option Year 2) will be multiplied by its "Estimated Level of Effort (in hours per Contract Period)" provided in the table (A) x (B), (A) x (C), (A) x (D), then all three added individually to yield the sub-total for Item No. 2 (E2);



- iii) The two (2) values obtained in steps i) and ii) above are added to provide the total for Administration (F) which is equal to (E1) + (E2);
- iv) For Item No. 1 under Medical and Psychological Assessments, the Bidder's Firm All-Inclusive Rate in each Contract Period (Initial Period + Option Year 1 + Option Year 2) will be added altogether to yield the sub-total for Item No.1, (G) + (H) + (I);
- v) For each of the remaining items (Item Nos. 2 to 4) under Medical and Psychological Assessments, the Bidder's firm all-inclusive rate for each respective Contract Period (Initial Period + Option Year 1 + Option Year 2) will be added individually (per Item No.) to yield the sub-total cost for the respective item no. 2 to 4;
- vi) The four (4) values obtained in steps iv) and v) are added to provide a total for Medical and Psychological Assessments (K) which is equal to (J1) + (J2) + (J3) + (J4)
- vii) The grand total for all services (Administration (F) and Medical and Psychological Assessments (K)) are then summed to provide the "Total Bid Price for Evaluation". It is recognized that this amount might exceed the "Limitation of Expenditure" and in Part 7 – Resulting Contract Clauses, but will nonetheless be used for the purposes of the evaluation.

The summation of the Total – Administration and Total – Medical and Psychological Assessments will then be used as the Total Bid Price for Evaluation.

2. Basis of Selection

Selection Method – Highest Combined Rating of Technical Merit (70%) and Price (30%)

Formula: $\frac{\text{Lowest Total Bid Price for Evaluation} \times \text{Ratio}}{\text{Bidder's Price}} + \frac{\text{Technical Score} \times \text{Ratio}}{\text{Max Points}} = \text{Combined Score}$

The winning bid will be the bid scoring the highest total points established by adding the technical score and the rated price proposal score.

Best Value Determination – Sample Table (Figures are for sample purposes only)

Highest Combined Rating Technical Merit (70%) and Price (30%)			
Calculation	Technical Points	Price Points	Total Points
Bidder 1 - Tech = 88/100 - Price = \$60,000	$\frac{88 \times 70}{100} = 61.6$	$\frac{50,000 \times 30}{60,000} = 25$	86.6
Bidder 2 - Tech = 82/100 - Price = \$55,000	$\frac{82 \times 70}{100} = 57.4$	$\frac{50,000 \times 30}{55,000} = 27.27$	84.67



Bidder 3 - Tech = 76/100 - Price = \$50,000	$\frac{76 \times 70}{100} = 53.2$	$\frac{50,000 \times 30}{50,000} = 30$	83.2
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- * Maximum Technical Points
- ** Bidder's Price Proposal
- ***Lowest Priced Proposal

In this example Bidder 1 would be recommended for Contract award.

In the event that there are two (2) or more responsive Proposals with an equal Combined Rating of Technical Merit and Price result at the end of the evaluation, the Proposal with the higher point-rated technical merit will be recommended for Contract award.

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](#) 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 E – 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 E - 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

Text:

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



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.

PART 6 - INSURANCE REQUIREMENTS

1. 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 C.

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

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.

For the purposes of the General Conditions:



2.1.1 Delete “Public Works and Government Services” or “PWGSC” and substitute with the following :
“Royal Canadian Mounted Police” or “RCMP”, respectively.

3. Term of Contract

3.1 Period of the Contract

The period of the contract shall be twelve (12) months from the date of Contract award.

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (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. Option periods may be less than 12 months.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Diane Perkins
Title: Procurement Officer
Royal Canadian Mounted Police
Procurement and Contracting Branch

Address: 73 Leikin Drive, Bldg M1, 4th Floor, Ottawa, Ontario, K1A 0R2, Mailstop #15

Telephone: 613-843-5904
Facsimile: 613-825-0082
E-mail : diane.perkins@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.

4.2 Project Authority

The Project Authority for the Contract is:

(To be provided at contract award)

Name: _____



Title: _____
Organization: _____
Address: _____

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

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

4.3 Contractor's Representative

(To be provided at contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

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

5. 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.

6. Payment

6.1 Basis of Payment

The Contractor will be paid its Firm All-Inclusive Rates reasonably and properly incurred in the performance of the Work, determined in accordance with the Basis of Payment. Customs duty is extra and, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. The actual number of hours worked will be on an “as and when” requested basis.

NOTE: Basis of Payment Table will be based on Annex “B” Basis of Payment and will be provided at contract award.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ tbd .
Customs duties are included 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.

6.3 Method of Payment – Monthly

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 if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada

6.4 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.

7. Invoicing Instructions

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

The monthly invoices shall accurately and separately identify the costs of:

- Services provided to individual police personnel (by name and deployment location) reflecting all the appropriate individual items in the Basis of Payment price grid;
- The unit prices for the member's medical and psychological assessments and immunizations.
- The Administration Services utilized (Nurse Co-Ordinator, Administrative Support) and their firm all-inclusive hourly rates.



Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed; and
- (b) a copy of the release document and any other documents as specified in the Contract

2. Invoices must be distributed as follows:

- (a) the original and one (1) copy must be forwarded to the Project Authority listed at 5.2 above for certification and payment.

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 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 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. Applicable Laws

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

10. Priority of Documents

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

- a) the Articles of Agreement;
- b) the General Conditions 2035 (2013-06-27), - Higher Complexity - Services
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Insurance
- f) Annex D, Non-Disclosure Agreement
- g) the Contractor's bid dated tbd ,

11. Procurement Ombudsman

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. Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements

or

12. Foreign Nationals (Foreign Contractor)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

13. Insurance

The Contractor must comply with the insurance requirements specified in Annex "C" – Insurance Requirements. The Contractor must maintain the required insurance coverage for the duration of the



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

The Contractor is responsible to decide 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 will be 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 including details of the insurance coverage, exclusions, deductibles and conditions and confirming that the insurance policy complying with the requirements is in force. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

14. Confidentiality

The Contractor will exercise such measures as are necessary to keep all information gathered or acquired in the performance of their Services, including member information, in strict confidence unless:

- a) the information is in the public domain or is required by some other person authorized in writing by the RCMP in order to perform the Services;
- b) the RCMP has previously authorized disclosure in writing; or,
- c) disclosure is required and compelled by law, and the Contractor notifies the RCMP of such requirement.

15. Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, 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.



ANNEX A STATEMENT OF WORK HEALTH SERVICES

1.0 PURPOSE

The International Policing Development (IPD) of the Royal Canadian Mounted Police (RCMP) is seeking the services of a health services provider to provide Occupational Health assessment services in accordance with generally accepted professional standards for assessing fitness for duty and immunization services to Canadian police personnel being deployed to, and returning from, high-risk international locations / missions. The Contractor must demonstrate expertise in Travel / tropical and infectious disease Medicine and Occupational Health.

The Contractor must provide these physical and psychological health services, as well as their overall co-ordination in two centralized locations (Montréal and Québec City) in the province of Québec.

2.0 BACKGROUND

2.1 INFORMATION ON INTERNATIONAL POLICING DEVELOPMENT

The goal of IPD is to support the Government of Canada's commitment to build a more secure world through Canada's participation in international police Peace Operations. Such operations are critical to longer term security system reform and conflict prevention efforts.

IPD receives requests for Canadian police expertise to provide support in frail and/or fragile areas and, with ministerial authority, IPD manages the deployment of police personnel to these areas. The maximum number of police deployed to any one area is determined by the Department of Foreign Affairs, Trade and Development (DFATD) and the minister of Public Safety, and can include both RCMP regular members (RM's) and Civilian Members (CM's) as well as police personnel from various provincial and municipal police partner agencies.

IPD, located centrally in Ottawa, consists of a diversified team of professionals, consisting of both police and civilian personnel. IPD's main responsibility is to select, prepare, support and reintegrate Canadian police personnel deployed internationally of various durations and complexities. IPD also provides a variety of services such as medical, logistical and administrative support to those police personnel deployed internationally and to their families.

The IPD mandate covers:

- Selection of police personnel (including a pre-deployment Medical and Psychological Assessment);
- Pre-deployment preparedness;
- Medical, psychological and logistical support to deployed police personnel in-theatre;
- Support to the families of police personnel throughout the deployment cycle; and
- Post-deployment re-integration, including post-deployment Medical and Psychological Assessment.



•
The participation of RCMP members and over 25 Canadian Police Partner organizations has enhanced Canada's ability to provide leadership within these challenging international environments.

Police personnel are deployed on a rotational basis. Each rotation is for 12 months (mission). The rotations are staggered in order to provide continuity. Also, the RCMP deploys both police personnel and civilian members for international assignments of various durations and complexities.

2.2 INFORMATION ON THE IPD HEALTH SERVICES UNIT

The health and safety of police personnel serving internationally is of paramount importance to the RCMP. The IPD Health Services Unit (hereafter referred to as IPD Health Services), centrally located in Ottawa, is responsible for ensuring that police personnel are physically and psychologically healthy during all stages of the deployment cycle, consisting of:

- Pre-deployment;
- In-theatre; and
- Post-deployment.

IPD Health Services co-ordinates the pre- and post-deployment medical and psychological assessment of Canadian police personnel through a distributed network, across Canada, of private sector health-care clinics and health-care professionals.

IPD Health Services maintains final authority for the determination of police personnel's medical and psychological fitness to serve internationally for high-risk deployments. Medical assessment consists of conducting a set of diagnostic tests, medical examinations, electrocardiograms, chest X-rays, blood tests, etc. The psychological assessment is used to identify clinical conditions and/or psychological vulnerabilities that could put the police officer's health at risk if exposed in High-risk Locations. IPD Health Services liaises with RCMP Divisional Occupational Health Services and external health services contractors in order to keep them informed of all pre- and post- deployment requirements, and to collaborate on complex cases. It is comprised of a multi-disciplinary team consisting of a clinical manager, psychologists, doctor, nurses, and related support personnel. IPD Health Services is responsible for the development of policies and procedures for pre- and post-deployment Health Assessments for all police personnel (RCMP and municipal and provincial Police Partner organizations).

IPD Health Services co-ordinates the following services:

- Pre-deployment:
 - Undertaking of complete medical assessments including a specified set of laboratory and specialized tests and consulting with specialists, as needed;
 - Administration of deployment-specific immunizations;
 - Determination of medical clearance to take the Physical Ability Requirement Evaluation (PARE) test;
 - Undertaking of full psychological assessments consisting of:
 - Psychological testing;
 - Clinical interviews; and



- Spouse or partner interviews to discuss family situations; and
- Liaising with Police Partner organizations and RCMP Divisional Occupational Health Services, on medical history, when necessary;
- In-theatre:
 - Provision of resources to offer support to families of police personnel during international deployment / mission;
 - During deployment, having direct responsibility for the health and well-being of police personnel, ensuring that the health care provided is as close to North American standards as possible;
 - If required, involvement in the repatriation back to Canada of police personnel as a result of health issues;
 - Liaising with Police Partner organizations on health matters, when necessary; and
 - Conducting regular health services visits to the various international locations;
- Post-deployment:
 - Undertaking of complete medical assessments including a specified set of laboratory and specialized tests prior to returning to work in Canada;
 - Undertaking of full psychological assessments prior to returning to work in Canada:
 - Offers to meet the police officer and his/her spouse to provide guidance on re-integration issues related to the police officer and his/her family; and
 - Liaising with partner organizations, including Police Partner occupational health services and RCMP Divisional Occupational Health Services on post-deployment / mission health matters, when necessary.

2.3 INFORMATION FOR THE CONTRACTOR

2.3.1 CASE VOLUMES

The following is a summary of the volumes of cases at the existing service provider:

Year	Montréal Clinic	Québec City Clinic
2011	800	212
2012	568	154
2013	487	125



The purpose of this table is to provide historical information to help determine resourcing and pricing strategies and does not constitute a guarantee of volumes, or a commitment on the part of Canada.

Please note that Government of Canada priorities with respect to how many police personnel are deployed internationally are subject to change.

3.0 OVERALL REQUIREMENT

IPD Health Services is seeking a service provider that shall:

1. Supply occupational health assessment services and travel / tropical and infectious disease medicine, in at least two key locations in the province of Québec (Montréal and Québec city), to police personnel, residing in the province of Québec, being deployed internationally;
2. Establish and maintain an Administrative Support Infrastructure including a contact for all matters pertaining to the technical and financial terms of the resulting contract; and
3. Provide qualified health professionals, who have experience in Travel / tropical and infectious disease medicine and Occupational Health, to deliver these services.

The service provider must work in close collaboration with **IPD Health Services, the organization that is the ultimate authority in the determination of police personnel's overall medical and psychological fitness to serve internationally and to resume policing duties back in Canada.**

The candidates for these deployments are required to complete a full medical examination and psychological evaluation before and after a deployment **according to RCMP standards**. The candidates are required to pass laboratory tests, electrocardiograms, x-rays, and require deployment-specific immunizations according to RCMP and IPD protocols.

The service provider must be able to provide the required health assessment services to police personnel during a set time period. While many deployments are planned in advance, the Government of Canada is often required to respond very quickly to international crises. For this reason, there will be occasions when the service provider shall have to provide health services in a compressed period of time.

3.1 HIGH LEVEL DESCRIPTION OF CONTRACTOR RESPONSIBILITIES

1. Health Services

The service provider shall provide the following health services:

- Medical assessments according to IPD Health Services guidelines, policies and procedures (provided at contract award) and reporting the results using standard report formats to IPD Health Services;
- Psychological assessments, consisting of:



Psychological testing, interviews with the candidates according to IPD Health Services guidelines, policies and procedures (IPD Health Services “*Interview Guide*”) (provided at contract award); and

Interviews with the candidate’s spouse or partner according to IPD Health Services guidelines, policies and procedures (IPD Health Services “*Interview Guide*”) and reporting the results to IPD;

- Deployment-related immunizations administered regionally, if required*; and
- Related health services as specified by IPD Health Services.

* *Note:* As candidates may require additional immunizations subsequent to their visit to the service provider’s clinic, the service provider shall arrange for these immunizations to be administered by third party providers close to the candidates’ residences as required.

The service provider shall be responsible for the quality of clinical assessments conducted by the service provider and for the identification of all health-related problems by following RCMP policies, guidelines and procedures (to be provided at contract award).

2. *Administrative Support Infrastructure*

The service provider shall put into place an Administrative Support Infrastructure that provides for the on-going management of the pre- and post-deployment medical and psychological assessments and in-theatre emergency health support requested by IPD Health Services.

Through the Administrative Support Infrastructure, the service provider shall ensure that health service delivery is effective and efficient through:

- Having a Single Point of Contact for health services (i.e. nurse co-ordinator). This resource may also be the point of contact for all matters pertaining to the technical and financial terms of the resulting contract;
- Ensuring that health services are provided according to specified service levels (detailed in Section 10.0 - Service Level Requirements);
- Ensuring that IPD Health Services is informed in a timely manner of any issues that affect health services delivery - issues include the following:
 - The lack of service provider staff or resources resulting in delays in the delivery of services; and
 - Medical/psychological issues that arise from the health assessments;
 - Ensuring that administrative services are performed - these services include:
 - Obtaining required consent forms from the police personnel that are used to authorize treating health providers and Police Partner organizations to send to the RCMP/designated clinic copies of medical antecedent reports;



- Performing Quality Assurance on all assessments and reports, particularly as these reports are used to make important decisions regarding fitness for duty and compensation for work-related injuries; and
- Assessing, on an on-going basis, health service processes with the purpose of improving the processes.

3. Personnel

The service provider shall provide the following personnel to conduct the required services:

- Nurse Co-ordinator in Montréal;
- One physician in Montréal and one physician in Québec City;
- One psychologist in Montréal and one psychologist in Québec City; and
- Support personnel (including additional nurses, technicians and administrative personnel as required at both Montréal and Québec City clinics).

4.0 ENVIRONMENTAL CHARACTERISTICS

The service provider shall provide the required services in an environment that has the following characteristics:

- Police personnel can live in any region of Québec:
 - Their visits to clinics must be co-ordinated to minimize their time away from home / work;
 - If necessary, immunizations must be arranged for on a regional basis to minimize travel time; (*note*: many live close to Montréal and Québec City, but in the cases when they don't, the service provider shall arrange for clinics closer to their residences to provide immunizations that require more than one administration);
- Generally, Health Assessments shall be conducted during a 4 to 6 week period, however there will be times when, as a result of global circumstances, the assessments will need to be done faster - therefore, the service provider must have the capacity to expedite assessments (e.g. over approximately a 3 to 4 week period).

5.0 DESCRIPTION OF THE HIGH-LEVEL HEALTH SERVICES PROCESS TO BE PERFORMED BY THE CONTRACTOR

The service provider shall adhere to the following high-level health services process during the deployment cycle:

- Pre-deployment:
 - Receiving from IPD Health Services a list containing about 4 to 40 names of candidates with a date by which the health services evaluations must be completed;
 - Contacting the candidates in order to book appointments;
 - Obtaining past health reports as required;
 - Conducting the medical assessments;



- Conducting the psychological assessments;
- Administering immunizations (regionally, if required);
- Liaising with IPD Health Services by:
 - Providing Health Assessment Reports; and
 - Discussing complex cases that require additional Health Assessments or suitability follow-up;
- When necessary, providing additional health services, as specified by IPD Health Services;
- In-theatre:
 - When requested by IPD Health Services, providing specified health services with a short notification time and providing reports to IPD within 24 hours;
- Post-deployment:
 - Receiving from IPD Health Services a list containing about 4 to 40 names of police personnel completing their deployments with a date by which health services must be completed (usually within 2 weeks after the police personnel return from deployment);
 - Contacting the candidates in order to book appointments;
 - Conducting the medical assessments;
 - Conducting the psychological assessments with the police personnel / discussing reintegration with spouse and police personnel;
 - Liaising with IPD Health Services by:
 - Providing Health Assessment Reports; and
 - Discussing cases that require additional health services; and
 - When necessary, providing agreed-upon specialized health services.

6.0 IPD HEALTH SERVICES RESPONSIBILITIES TO SUPPORT THE CONTRACTOR

IPD Health Services will perform the following activities in order to support the service provider:

- Providing a list of names and expected time-lines for the completion of the Health Assessments;
- Clarifying assessment procedures;
- Consulting on matters where a medical or psychological issue with the police personnel has been identified;
- Providing on-going feedback on the quality of the clinical work;
- Providing updates on deployment-related assessment reports (changes in the living or working conditions in the deployment areas, or changes in policies and processes) ;
- Participating in teleconferences as required to discuss clinical and administrative matters that emerge;
- Conducting annual visits to clinics to meet staff and provide feedback; and
- Facilitating the exchange of medical and psychological assessment information with Police Partner organizations as a result of post-deployment assessment.



7.0 DETAILED HEALTH SERVICES REQUIREMENTS TO BE PERFORMED BY THE CONTRACTOR

The service provider shall meet the following health services requirements:

- Providing the services in at least two clinics centrally located in the province of Québec: one of these clinics must be in the Montréal region and the other one must be in the Québec City region - it is expected that approximately 85% of the visits will be to the Montréal region clinic;
- Operating clinics a minimum of 5 days/week (excepting statutory holidays);
- Providing health services year-round;
- Providing replacement personnel, as required (subject to Technical Authority approval);
- Providing services in both of Canada's official languages; and
- Providing examination reports that have sufficient detail for IPD Health Services to establish occupational profiles demonstrating the police personnel's fitness to serve in a deployment and to resume duties back in Canada (the report structure to be provided at contract award).

The service provider shall provide the following specific services:

1. Medical and Psychological Assessments

The service provider shall provide the following Medical and Psychological Assessments:

- Pre-Deployment Medical Assessment;
- Post-Deployment Medical Assessment;
- Physician: follow-up consultations with police personnel [as needed];
- Pre-deployment Psychological Assessment including psychometric testing using the MMPI-2) with police personnel (and spouses, if applicable) and psychological reports);
- Post-Deployment Psychological Assessment (including interview with the police personnel (and spouse/partner, if applicable));
- Psychologist: follow-up consultations with police personnel [as needed]; and
- Psychologist and physician: consultations with IPD Health professionals concerning complex cases [as needed].

2. Medical Tests

The service provider shall provide the following medical examinations, as per IPD "Health Services Officer (HSO) Guidelines", as required:

- Audiogram;



- Electrocardiograms (ECG) at rest;
- ECG with effort;
- TMT with results interpreted by a cardiologists;
- Chest X-ray;
- Basic and additional vision tests and supplementary forms for visual prescription gas masks by optometrist using RCMP protocol (forms to be provided and contract award);
- FSC and SMAC tests;
- Human immunodeficiency virus (HIV) test (optional: with police personnel's consent);
- Venereal Disease Research Laboratory (VDRL) test;
- Hepatitis C test (optional: with police officer's consent);
- Electrolyte blood tests;
- Quantiferon;
- Liver function tests (ALT, AST and GGT);
- Antibody testing for Hepatitis B;
- Antibody testing for Rabies (only if received vaccine in the past);
- MMR: measles, mumps and rubella antibodies for people born after 1970;
- Glucose-6-phosphate dehydrogenase (G6PD) tests;
- Ultra sounds: abdominal, other ultra sound testing as needed;
- MIBI stress tests;
- Spirometry tests;
- Lung function testing;
- Stool cultures
- Stool tests for ova and parasites;
- Urine cultures;
- Urinalysis;
- Halter Monitor (heart testing);
- Tuberculin skin testing; 2 step if as needed;
- Other testing as deemed necessary and approved by IPD Health Services (e.g. CT scan, MRI, etc.); and
- Additional blood tests as deemed necessary (e.g. sedimentation rate, high sensitivity CRP, blood group).

All testing and exams that are not in the "*HSO Guidelines*" must be pre-approved by the Technical Authority.



3. Immunizations

The service provider shall provide the following immunizations: as per IPD immunization sheets (to be provided at contract award).

- Hepatitis A;
- Hepatitis B;
- Hepatitis A and B (e.g. Twinrix);
- Polio;
- Tetanus, diphtheria and pertussis (dTap) (e.g. Adacel);
- Measles, mumps and rubella (MMR);
- Meningitis (e.g. Menactra);
- Rabies (intra-muscular or sub-cutaneous);
- Pneumococcal;
- Typhoid;
- Vivaxim;
- Hepatitis A and B and Typhoid (e.g. Avaxim);
- Cholera (e.g. Dukoral);
- Seasonal Flu Shot;
- Yellow Fever;
- Japanese Encephalitis; and
- Tick-Borne Encephalitis (FSME).

All immunizations that are not in the list above must be pre-approved by the Technical Authority.

4. Prescriptions:

IPD Health Services has designed a specific prescription form (provided at contract award). The service provider's physician in Montréal and physician in Québec city shall use this form when prescribing medication. Appropriate documentation to justify items not appearing on the prescription form shall be completed by the service provider and forwarded to the IPD Health Services for approval.

8.0 DETAILED ADMINISTRATIVE SUPPORT INFRASTRUCTURE REQUIREMENTS TO BE MANAGED BY THE CONTRACTOR

The service provider shall meet the following Administrative Support Infrastructure requirements:

- Administrative Support:
 - Contacting candidates to book appointments;



- Obtaining proper consent from police personnel via standard consent forms (provided at contract award);
- Obtaining antecedent medical and psychological reports from Police Partner organizations regarding their work restrictions/previous sick leave;
- Arranging for regional immunization (if required);
- Providing for hard-copy file transfer between clinics (the service provider shall have responsibility to pay the courier costs);
- Providing for hard-copy file transfer between provider's clinic and the police force Occupational Health services once consent is obtained from the candidate (the service provider shall have responsibility to pay the courier costs);
- Assembling all medical and psychological assessment and immunization information and sending it to IPD Health Services (the service provider shall have responsibility to pay the courier costs);
- Participating in conference calls with IPD Health Services to discuss emerging issues and related items;
- Booking appointments for police personnel who are home on leave and who require assessments, as determined by IPD Health Services, before returning to deployment;
- Acting as a point of contact for all questions / issues relating to the technical and financial terms and conditions of the resulting contract;
- Performing other related administrative duties;
- Invoicing and Status Reporting:
- On a monthly basis, creating invoices and summary reports containing information on the number and types of health services provided and whether these services were provided according to agreed upon service levels and send them to IPD Health Services; and
- Quality Assurance:
- Adhering to IPD Health Services guidelines, policies, and procedures (provided at contract award).

9.0 DETAILED RESPONSIBILITIES OF THE RESOURCES PROVIDED BY THE CONTRACTOR

9.1 NURSE CO-ORDINATOR

The service provider shall provide the services of a Registered Nurse with Travel /tropical and infectious disease Medicine and Occupational Health expertise to perform the tasks required as the Nurse Co-ordinator.

The Nurse Co-ordinator shall be the single point of contact between the service provider and IPD Health Services on health-related services and perform all necessary Quality Assurance tasks.



The Nurse Co-ordinator shall provide regional co-ordination of pre-deployment and post-deployment Health Assessments.

The Nurse Co-ordinator shall perform services in a manner that is consistent with the Canadian Nurses Association Code of Ethics for Registered Nurses (www.cna-nurses.ca).

The Nurse Co-ordinator must hold a valid certificate of registration with the Ordre des Infirmières et Infirmiers du Québec.

The Nurse Co-ordinator must have a minimum of 5 years experience in the provision of Health Services.

The Nurse Co-ordinator shall have experience in Travel / tropical and infectious disease Medicine and Occupational Health nursing for High-risk Occupations.

The Nurse Co-ordinator shall be located at the Montréal region clinic, as this clinic will have the majority of the Health Assessment visits (approximately 85%).

The Nurse Co-ordinator shall be responsible for the following specific tasks:

Performing health services administrative tasks consisting of:

- Providing regional co-ordination of Health Assessments for police personnel applying for or returning from international deployments;
 - Co-ordinating the Health Assessments of police personnel assigned by the IPD Health Services for international deployment both pre- and post-deployment;
 - Contacting police personnel designated on lists; ensuring that they are informed regarding procedures for pre- and post-deployment medical and psychological assessments;
 - Advising police personnel of required health-related actions required to successfully complete assessments;
 - Obtaining required consent forms from police personnel;
 - Initiating the local Health Assessment process;
 - Scheduling police personnel for required appointments;
 - Reviewing pre-existing medical and psychological information and following up on medical issues identified during review of medical information;
 - Reviewing the test results as they become available in order to determine whether more detailed examinations are required;
 - Co-ordinating the administration of appropriate immunizations;
 - Preparing clinical notes for police personnel medical files; and
 - Initiating the local Health Assessment process for police personnel returning from international deployments;
- Conducting liaison through the following tasks:



- As required, liaising with the occupational health services units of Police Partner organizations;
- Working effectively in an inter-disciplinary team in order to manage clinical cases;
- Liaising with IPD Health Services for support and guidance regarding police personnel medical and psychological issues and/or complex cases;
- Responding to requests from IPD Health Services related to medical issues;
- Ensuring the administration of appropriate immunizations in the context of Travel / tropical and infectious disease Medicine as per IPD Health Services guidelines;
- Obtaining all applicable police personnel antecedent medical reports from local health service providers / family physician;
- Forwarding deployment duty files and related medical reports to IPD Health Services; and
- Co-ordinating the Health Assessment process, including physical and psychological health, of police personnel returning from deployments according to IPD guidelines and liaising as needed with IPD Health Services;
- Performing Quality Assurance tasks consisting of:
- Adhering to the guidelines, policies, and procedures outlined by IPD Health Services for medical requirements for Peace Operations duties; and
- Performing other related administrative, medical, and educational duties as required.

9.2 PHYSICIANS

The service provider shall provide a qualified Physician in Montréal and a qualified physician in Québec City to conduct medical assessments.

Physicians must each be licensed in and able to practice without any restrictions (i.e. be in good standing) with the Collège des médecins du Québec.

Physicians must each have at least 5 years of occupational health experience.

Physicians shall each have experience in areas related to Travel Medicine, Tropical and Infectious Diseases, and Occupational Health issues for High-risk Occupations / High-risk locations.

These qualified Physicians shall each perform the following specific tasks:

- Keeping up-to-date with the health and risks policies related to international deployments (provided at contract award);
- Reviewing the candidate's history, and, in particular, his/her previous medical file if the police officer has previously served internationally;



- Reviewing all significant sick leave or work restrictions that have occurred in the last 3 years, and, if required, consult other physicians, psychologists, or other health professionals;
- Reviewing the test results, (i.e. laboratory, x-rays and electrocardiograms, etc.) as they become available, to determine whether more detailed examinations are required;
- Performing complete medical examinations on the candidates (as per IPD Health Services protocol (provided at contract award));
- When necessary, requesting one or more consultations with specialists to obtain clarification or to assess a diagnostic test, subject to medical and financial approval by IPD Health Services;
- Participating in team meetings and/or discussions when requested;
- Consulting with IPD physicians or other Peace Operations health professionals when health issues arise in order to ensure adherence to IPD Health Services policies, guidelines and procedures;
- Conducting post-deployment assessments to ensure that the police personnel have not suffered health consequences from their service and ensuring that they are referred for appropriate follow-up;
- Writing Medical Assessment Reports according to IPD guidelines (provided at contract award);
- Prescribing deployment-specific medications according to IPD guidelines documented in “*HSO Guidelines*” and using the IPD prescription form (provided at contract award); and
- Conducting medical assessment for police personnel who are home on leave and need to be assessed for fitness or treated before they are able to return to the deployment.



9.3 PSYCHOLOGISTS

The service provider shall provide a qualified Psychologist in Montréal and a qualified psychologist in Québec City to conduct psychological assessments.

Psychologists must be licensed in and able to practice without any restrictions (i.e. be in good standing) with the l'Ordre du psychologues du Québec.

Psychologists must have a minimum of 3 years experience as a licensed psychologist providing psychological services to police officers or other employees in high-risk occupations.

Psychologists shall have experience in areas related to Occupational Health, Psychological Assessment and the use of Psychometric Tests, including the MMPI, with police personnel in high-risk duties. These qualified psychologists shall perform the following tasks:

- Being aware of psychological health issues international deployments;
- Reviewing the clinical history of candidates in order to identify any past psychological problems that could increase any potential health risk in an international deployment;
- Administering psychological tests requested by the IPD Health Services - the standard test is the Minnesota Multiphasic Personality Inventory (MMPI) -II, however, other tests may be required;
- Conducting interviews with the candidate and the candidate's spouse or partner as per the IPD Health Services guidelines (provided at contract award);
- Interpreting the psychological data;
- Working in collaboration with the IPD Health Services psychologists;
- Consulting past-treating psychologists, when appropriate;
- If the candidate has served in a previous international deployment, consulting the previous medical files available from IPD Health Services;
- Writing Psychological Assessment Reports based on the data gathered - the report shall include a psychological recommendation regarding fitness to deploy;
- Meeting with the police personnel upon their return from the deployment in order to evaluate his/her psychological health and to identify as soon as possible any signs of trauma, stress or other psychological problems;
- Meeting with the police personnel and their spouse post-deployment/mission to educate them regarding reintegration; and

Liaising with the IPD Health Services psychologist to discuss follow-up needs.

10.0 SERVICE LEVEL REQUIREMENTS

The service provider shall adhere to the service level requirements described herein. For any service levels that are not met, the service provider shall document the circumstances and report these as part of the monthly status report.



1. Health Assessment Time-line: Health Assessments to be conducted 4 - 6 weeks from the receipt of the list of candidates from IPD Health Services.
Note: In exceptional circumstances, IPD Health Services may request that the Health Assessment be completed faster.
2. Health Assessment Documents: IPD Health Services to receive all Medical and Psychological Assessment Reports within 2 business days of the completion of the Health Assessments and /or 10 days prior to the training date whichever comes first.
3. Identified Health Issues: IPD Health Services to be notified within 2 business days regarding cases where a health issue has been identified.
4. In-theatre Health Assessment Reports: When requested to perform an in-theatre Health Assessment, IPD Health Services to receive related reports within 1 business day.
5. Monthly Status Report: IPD Health Services to receive the Monthly Status Report within 5 business days after the end of the month.

11.0 LANGUAGE OF WORK

The service provider shall provide services in **both** of Canada's official languages.

12.0 LANGUAGE OF DELIVERABLES

The service provider shall prepare deliverables (e.g. reports) to IPD Health Services in either of Canada's official languages. Psychological reports must be in the language of the police personnel.

13.0 REPORTING

The service provider shall provide Status Reports as described herein.

14.0 MEETINGS

The service provider shall participate in teleconferences as described herein.



ANNEX "B"
Basis of Payment

Name of Firm: _____

Address: _____

Contact Person: _____

Phone number: (____) ____ - _____ Fax number: (____) ____ - _____

Email: _____ @ _____

This Financial Proposal will be used to develop the Calculation of Total Bid Price for Evaluation and Basis of Payment for the successful Bidder.

The Bidder is to provide unit prices or hourly rates (as applicable) for the items listed in the tables below.

The following conditions will apply to the Bidder's Financial Proposal:

1. All prices in the financial proposal will be firm all-inclusive rates, in Canadian dollars.
2. All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
3. All costs associated with meeting the requirements detailed in this RFP, including local travel, and travel and living expenses incurred because of any relocation required to satisfy the terms of the Contract, are the responsibility of the Bidder.
4. All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.



Key considerations:

1. Overhead costs such as courier services and dictation are to be reflected in the unit price costs for the various items.
2. A single cost per item is to be provided that will be applicable at all the Bidder's service delivery facility or clinics.

Note: The figures in the estimated level of effort are strictly for evaluation purposes only.

DEFINITIONS

High-risk Locations: High-risk Locations include emergency disaster locations, third world locations, failed and fragile locations and other similar environments.

High-risk Occupations: High-risk Occupations include military, emergency first responders, policing and similar occupations that have an inherent risk to personal health and safety.

Occupational Health: Occupational Health is a cross-disciplinary area concerned with protecting the physical and psychological health and welfare of people engaged in work or employment. The goal of all occupational health and safety programs is to foster a safe work environment.

Travel Medicine: Travel medicine is the branch of medicine that deals with the prevention and management of health problems of international travellers including tropical and infectious disease medicine.

"Mini medical" – means a short medical visit with physician to verify any health changes since last medical assessment conducted 6 to 10 months previously. Any medical testing is at the physician's discretion.

"Complex cases" – refers to cases that require additional testing beyond the standard interviews and tests that are part of the protocol.

TABLE 1 - ADMINISTRATION – MONTRÉAL PRICES ONLY

Item No.	Description	Estimated Level of Effort (hours per year)	Contract Period		
			Firm All-Inclusive Hourly Rate		
			Initial Period	Option Year 1	Option Year 2
1	Nurse Co-ordinator	180*	\$	\$	\$



Item No.	Description	Estimated Level of Effort (hours per year)	Contract Period		
			Firm All-Inclusive Hourly Rate		
			Initial Period	Option Year 1	Option Year 2
2	Administrative Support	210*	\$	\$	\$

TABLE 2 - MEDICAL AND PSYCHOLOGICAL ASSESSMENTS – MONTRÉAL PRICES ONLY

Item No.	Description	Contract Period		
		Firm All-Inclusive Rate per assessment		
		Initial Period	Option Year 1	Option Year 2
1	Pre-Deployment Medical Assessment with Physician	\$	\$	\$
2	Post-Deployment Medical Assessment	\$	\$	\$
3	Pre-deployment Psychological Assessment (including psychometric test administration, scoring, interpretation, interviews with police personnel (and spouses, if applicable) and psychological reports)	\$	\$	\$
4	Post-Deployment Psychological Assessment (including interview with the police officer (and spouse/partner, if applicable))	\$	\$	\$

*: These numbers are estimates only, based on current ministerial authorities for deployment, and are subject to change.

NOTE: If rates for the medical tests and vaccines vary between Montréal and Québec City, the Bidder must submit two (2) price proposals – one for each location. REMINDER THAT ONLY THE MONTRÉAL RATES FOR TABLE 1 – ADMINISTRATION AND TABLE 2- MEDICAL AND PSYCHOLOGICAL ASSESSMENTS WILL BE USED TO CALCULATE THE FINANCIAL BID (not the rates for the medical tests and vaccines).



TABLE 3 - MEDICAL TESTS – Montréal and/or Québec City

Item No.	Description	Contract Period		
		Firm All-Inclusive Rate per test		
		Initial Period	Option Year 1	Option Year 2
1	Audiogram	\$	\$	\$
2	Electrocardiograms (ECG) at rest	\$	\$	\$
3	ECG with effort	\$	\$	\$
4	TMT with results interpreted by a cardiologist	\$	\$	\$
5	Chest X-ray	\$	\$	\$
6	Basic and additional vision tests and supplementary forms for visual prescription gas masks by optometrist using RCMP protocol (forms to be provided and contract award)	\$	\$	\$
7	FSC and SMAC tests	\$	\$	\$
8	Human immunodeficiency virus (HIV) test (optional: with police personnel's consent)	\$	\$	\$
9	Venereal Disease Research Laboratory (VDRL) test	\$	\$	\$
10	Hepatitis C test (optional: with police officer's consent)	\$	\$	\$
11	Electrolyte blood tests	\$	\$	\$
12	Quantiferon	\$	\$	\$
13	Liver function tests (ALT, AST and GGT)	\$	\$	\$
14	Antibody testing for Hepatitis B	\$	\$	\$
15	Antibody testing for Rabies	\$	\$	\$



Item No.	Description	Contract Period		
		Firm All-Inclusive Rate per test		
		Initial Period	Option Year 1	Option Year 2
16	MMR: measles, mumps and rubella antibodies for people born after 1970	\$	\$	\$
17	Glucose-6-phosphate dehydrogenase (G6PD) tests	\$	\$	\$
18	Ultra sounds: abdominal, other ultra sound testing as needed	\$	\$	\$
19	MIBI stress tests if required	\$	\$	\$
20	Spirometry tests	\$	\$	\$
21	Lung function testing	\$	\$	\$
22	Stool culture	\$	\$	\$
23	Stool tests for ova and parasites	\$	\$	\$
24	Urine cultures if required	\$	\$	\$
25	Urinalysis	\$	\$	\$
26	Halter Monitor (heart testing) if required	\$	\$	\$
27	Tuberculin skin testing; 2 step if required	\$	\$	\$



TABLE 4 - VACCINATIONS – Montréal and/or Québec City

Item No.	Description	Contract Period		
		Firm All-Inclusive Rate per vaccine		
		Initial Period	Option Year 1	Option Year 2
1	Hepatitis A	\$	\$	\$
2	Hepatitis B	\$	\$	\$
3	Hepatitis A and B (e.g. Twinrix)	\$	\$	\$
4	Polio	\$	\$	\$
5	Tetanus, diphtheria and pertussis (dTap) (e.g. Adacel)	\$	\$	\$
6	Measles, mumps , rubella (MMR)	\$	\$	\$
7	Meningitis (e.g. Menactra)	\$	\$	\$
8	Rabies (intra-muscular or sub-cutaneous)	\$	\$	\$
9	Pneumococcal	\$	\$	\$
10	Typhoid	\$	\$	\$
11	Hepatitis A oral or parenteral and Typhoid (e.g. Vivaxim)	\$	\$	\$
12	Cholera (e.g. Dukoral)	\$	\$	\$
13	Seasonal Flu shot	\$	\$	\$
14	Yellow Fever	\$	\$	\$
16	Japanese Encephalitis	\$	\$	\$
17	Tick-Borne Encephalitis (FSME)	\$	\$	\$



ANNEX C INSURANCE

Medical Malpractice Liability Insurance

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

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a.. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.



- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



**Annex D
NON-DISCLSOURE CERTIFICATION**

Contractor must complete and provide this Annex “D”.

I hereby agree and understand that I shall keep confidential any information regarding this Solicitation (201405513 for the International Policing Development) or any resulting contract agreement including any internal information pertinent to the RCMP Health Services. Further, I understand any disclosure could compromise the security measures put into place for the Royal Canadian Mounted Police. This agreement remains in form indefinitely.

I acknowledge that to breach this non-disclosure agreement, without the written consent of the RCMP may result in immediate termination of any contractual agreement.

Signed this _____ day of _____, 2014, by

_____ of _____
(print name) (complete company mailing address)

(Signature of Owner and/or Legally Authorized Representative)



ANNEX E
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 F EVALUATION CRITERIA

Interpretation of Personnel Requirement by the Evaluation Team

1. The statements and requirements in this article apply to the Mandatory personnel information.
2. 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.
3. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months/ years are stated to indicate when the work experience was obtained, then the experience will not be considered.
4. The Bidder is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
5. 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 the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
 - (a). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
 - (b). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
 - (c). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
6. Phrases such as "within the past sixty (60) months" are used mean "within the sixty (60) preceding the closing date of the RFP". In the event that the RFP closing date is 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.
7. Phrases such as "experience working as a Manager" (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 this RFP.
8. 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.

Mandatory Criteria



Instructions to bidders for responding to mandatory criteria:

1. Bidders are to propose ONLY one (1) resource for each of the five (5) health professional categories (1: Nurse Co-ordinator – Montréal; 2: Physician – Montréal; 3: Psychologist – Montréal; 4: Physician – Québec city; and 5: Psychologist – Québec city).
Note: The proposed resources for each category must meet both the mandatory and minimum point-rated criteria for their respective category (i.e. the resource proposed for the Nurse Co-ordinator must meet all of the mandatory and minimum point-rated criteria for the Nurse Co-ordinator category, the Physician – Montréal proposed resource must meet all of the mandatory and minimum point-rated criteria for the Physician – Montréal category, etc.).
2. From the dates in month/year; bidders are encouraged to calculate the number of months and insert the total number of months in brackets; example: January 2006 to March 2006 (3 months).
3. To demonstrate Resource experience, the Proposed Resource(s) must provide a resume. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed work 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 technical evaluation.

Item	Mandatory Requirement	Met/Not Met	Substantiation
M1	<p>Service Provider</p> <p>The service provider must have operated site clinics providing Occupational Health services in the field of travel medicine or tropical and infectious disease medicine for a period of at least 5 years.</p> <p>Must provide a history of the clinics including how long the clinics have been operated.</p>		
M2	<p>Service Provider</p> <p>The service provider must provide a Curriculum Vitae for all the key resources - a total of 5. (Note that bidders may only propose ONE (1) resource and their CV per category.</p> <p>A CV to be provided for:</p> <ol style="list-style-type: none"> 1. Nurse Co-ordinator - Montréal 2. Montréal Clinic Physician 3. Montréal Clinic Psychologist 4. Québec City Clinic Physician 5. Québec City Clinic Psychologist 		



Item	Mandatory Requirement	Met/Not Met	Substantiation
M3	<p>Service Provider</p> <p>The service provider must provide a clinic in Montréal and a clinic in Québec City.</p> <p>Must provide name and address of both clinics.</p>		
M4	<p>Nurse Co-ordinator (one submission only)</p> <p>The Nurse Co-ordinator must hold a valid certificate of registration with the Ordre des Infirmières et Infirmiers du Québec.</p> <p>Must provide Registration Number</p>		
M5	<p>Nurse Co-ordinator (ONE submission only).</p> <p>The Nurse Co-ordinator must have a minimum of 5 years demonstrated experience in the provision of Health Services.</p> <p>Must cross-reference to CV</p>		
M6	<p>Physicians (ONE submission for Montréal clinic and ONE submission for Québec city clinic only).</p> <p>Physician – Montréal and Physician – Québec City must each be licensed in and able to practice without any restrictions (i.e. be in good standing) with the Collège des médecins du Québec.</p> <p>Must provide Registration Numbers</p>		
M7	<p>Physicians (ONE submission for Montréal clinic and ONE submission for Québec city clinic only).</p> <p>Physician – Montréal and Physician – Québec City must each have a minimum of 5 years demonstrated experience in the practice of occupational health medicine.</p> <p>Must cross-reference to CV</p>		



Item	Mandatory Requirement	Met/Not Met	Substantiation
M8	<p>Psychologists (ONE submission for Montréal clinic and ONE submission for Québec city clinic only).</p> <p>Psychologist – Montréal and Psychologist – Québec City must each be licensed in and able to practice without any restrictions (i.e. be in good standing) with the l'Ordre des psychologues du Québec.</p> <p>Must provide Registration Number</p>		
M9	<p>Psychologists (ONE submission for Montréal clinic and ONE submission for Québec city clinic only).</p> <p>Psychologist – Montréal and Psychologist – Québec City must each have a minimum of 3 years demonstrated experience as a licensed psychologist, conducting psychological assessments of police officers or other employees in high-risk occupations.</p> <p>Must cross-reference to CV</p>		
M10	<p>Psychologists (ONE submission for Montréal clinic and ONE submission for Québec city clinic only).</p> <p>Psychologist – Montréal and Psychologist – Québec City must each have a minimum of 3 years demonstrated experience administering and interpreting the Minnesota Multiphasic Personality Inventory (MMPI-2) as part of a comprehensive psychological assessment.</p> <p>Must cross-reference to CV</p>		

Point-Rated Criteria

Each Technical Proposal that meets all Mandatory Requirement specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria. The proposed resources for the point-rated criteria MUST be the same as for the mandatory criteria. Additional resources will NOT be considered. Resources who do NOT pass the mandatory criteria will result in the rejection of the entire bid and no further consideration will be given.

1. In addressing the point rated evaluation criteria, the candidate should supplement the information supplied in 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 resource 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 evaluation.

2. The Bidder's Score will be based on the Evaluation Scale provided below unless stated otherwise.
3. The Bidder should indicate the location in the proposed resources' resumes of supporting information to substantiate relevant experience for each point rated evaluation criteria.
4. A pass mark (minimum required score) of 65% applies to the sum of the scores for the Contract Team and all proposed members of the "As and when requested" resources. Proposals for which evaluated scores fail to achieve this pass mark, as a minimum, will be deemed non-responsive.
5. The Tables below describe Rated Resource requirements, and columns (4) and (5) must be completed by the Bidder in these tables, or equivalent reproductions.

The Point-Rated Requirements are used to evaluate each of the 5 key health professionals being proposed by the Bidder.

These health professionals are:

1. Nurse Co-ordinator (Montréal Clinic);
2. Physician (Montréal Clinic);
3. Psychologist (Montréal Clinic);
4. Physician (Québec City Clinic); and
5. Psychologist (Québec City Clinic).



There are a higher number of points allocated for the Montréal clinic physician and psychologist as most of the visits (85%) are expected at the Montréal clinic.

Item (1)	Requirement (2)	Points Breakdown (3)	Bidder's Score (4)	Substantiation (5)
R1	<p>Nurse Co-ordinator Demonstrated experience (within the last 10 years) providing Occupational Health related to the co-ordination of <i>occupational health assessments</i>.</p> <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (Span over time) 3. # of days/week spent coordinating occupational health assessments (converted to full-time equivalent (i.e. 20 days/month). 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>60 months = 30 pts >23-60 months = 20 pts >5-23 months = 10 pts 0-5 months = 0 pts</p>		
R2	<p>Nurse Co-ordinator Demonstrated nursing experience (within the last 10 years) providing Occupational Health services in the field of travel medicine or tropical and infectious disease medicine.</p> <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (span over time) 3. # of days/week spent practicing nursing in the areas of travel medicine or tropical diseases medicine (converted to full-time equivalent (i.e. 20 days/month). 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>60 months = 30 pts >23-60 months = 20 pts >5-23 months = 10 pts 0-5 months = 0 pts</p>		



Item (1)	Requirement (2)	Points Breakdown (3)	Bidder's Score (4)	Substantiation (5)
R3	<p>Nurse Co-ordinator Demonstrated experience (within the last 10 years) of <i>organizational and administrative skills</i> in a health services environment.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> - managing medical files; - ensuring that information is complete and accurate, arranged in an orderly manner and readily accessible; and - ensuring that reports are completed and sent to the appropriate destination in a timely manner. <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (span over time) 3. # of days/week spent performing organizational / administrative duties in a health services environment (converted to full-time equivalent (i.e. 20 days/month). 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>60 months = 30 pts >23-60 months = 20 pts >5-23 months = 10 pts 0-5 months = 0 pts</p>		



Item (1)	Requirement (2)	Points Breakdown (3)	Bidder's Score (4)	Substantiation (5)
R4	<p>Physician (Montréal Clinic) Demonstrated experience (within the last 10 years) as a physician related to the conducting of <i>health assessments</i> of clients to determine fitness for work in high risk occupations and/or in high risk environments.</p> <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (span over time) 3. # of days/week spent conducting occupational health assessments (converted to full-time equivalent (i.e. 20 days/month). 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>25 months = 30 pts >12-25 months = 20 pts >5-12 months = 10 pts 0-5 months = 0 pts</p>		
R5	<p>Physician (Montréal Clinic) Demonstrated physician experience (within the last 10 years) providing Occupational Health services in the field of travel medicine or tropical and infectious disease medicine.</p> <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (span over time) 3. # of days/week spent practicing in the areas of Travel Medicine or Tropical / Infectious Diseases (i.e. 20 days/month). 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>24 months = 30 pts >12-24 months = 20 pts >5-12 months = 10 pts 0-5 months = 0 pts</p>		



Item (1)	Requirement (2)	Points Breakdown (3)	Bidder's Score (4)	Substantiation (5)
R6	<p>Psychologist (Montréal clinic) Demonstrated experience (within the last 10 years) conducting psychological assessments to determine fitness for work or return to work.</p> <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (span over time) 3. # of days/week spent conducting psychological assessments to determine fitness for work or return to work (i.e. 20 days/month). 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>24 months = 30 pts >12-24 months = 20 pts >5-12 months = 10 pts 0-5 months = 0 pts</p>		
R7	<p>Psychologist (Montréal Clinic) Demonstrated experience (within the last 10 years) in working within <i>multi-disciplinary teams</i> of health care professionals (e.g. physicians, nurses, social workers, psychologists, physiotherapists, occupational therapist).</p> <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (span over time) 3. # of days/week spent working within multi-disciplinary teams of health care professionals (converted to full-time equivalent (i.e. 20 days / month)) 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>48 months = 30 pts >23-48 months = 20 pts >5-23 months = 10 pts 0-5 months = 0 pts</p>		



Item (1)	Requirement (2)	Points Breakdown (3)	Bidder's Score (4)	Substantiation (5)
R8	<p>Physician (Québec City Clinic) Demonstrated experience (within the last 10 years) as a physician related to the conducting of <i>health assessments</i> of clients to determine fitness for work in high-risk occupations and/or in high-risk environments.</p> <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (span over time) 3. # of days/week spent conducting occupational health assessments (converted to full-time equivalent (i.e. 20 days/month). 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>25 months = 30 pts >12-25 months = 20 pts >5-12 months = 10 pts 0-5 months = 0 pts</p>		
R9	<p>Physician (Québec City Clinic) Demonstrated physician experience (within the last 10 years) providing Occupational Health services in the field of travel medicine or tropical and infectious disease medicine.</p> <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (span over time) 3. # of days/week spent practicing in the areas of Travel Medicine or Tropical / Infectious Diseases (i.e. 20 days/month). 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>25 months = 30 pts >12-25 months = 20 pts >5-12 months = 10 pts 0-5 months = 0 pts</p>		



Item (1)	Requirement (2)	Points Breakdown (3)	Bidder's Score (4)	Substantiation (5)
R10	<p>Psychologist (Québec city clinic) Demonstrated experience (within the last 10 years) conducting psychological assessments to determine fitness for work or return to work.</p> <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (span over time) 3. # of days/week spent conducting psychological assessments to determine fitness for work or return to work (i.e. 20 days/month). 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>24 months = 30 pts >12-24 months = 20pts >5-12 months = 10 pts 0-5 months = 0 points</p>		
R11	<p>Psychologist (Québec City Clinic) Demonstrated experience (within the last 10 years) in working within <i>multi-disciplinary teams</i> of health care professionals (e.g. physicians, nurses, social workers, psychologists, physiotherapists, occupational therapists).</p> <p>A summary must be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Jobs 2. Duration (span over time) and frequency of activities (converted to full-time equivalency (i.e. 20 days / month)) 3. # of days/week spent working within multi-disciplinary teams of health care professionals 4. Cross-reference to CV 5. How the experience meets the criterion 	<p>>48 months = 30 pts >23-48 months = 20 pts >5-23 months = 10 pts 0-5 months = 0 pts</p>		
Total Points Available		330		
Total Points Required 65%		214.5		