

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> VAC Occupational Therapists	
<b>Solicitation No. - N° de l'invitation</b> 51019-145040/B	<b>Date</b> 2015-06-03
<b>Client Reference No. - N° de référence du client</b> 51019-145040	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWB-020-3636	
<b>File No. - N° de dossier</b> PWB-4-37104 (020)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-25</b>	<b>Time Zone Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Donovan, Janine PWB	<b>Buyer Id - Id de l'acheteur</b> pwb020
<b>Telephone No. - N° de téléphone</b> (506) 636-5347 ( )	<b>FAX No. - N° de FAX</b> (506) 636-4376
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF VETERANS AFFAIRS National Medical / 8031 2nd FL, IB 028, DJ MacDonald Bldg. CHARLOTTETOWN Prince Edward Island C1A8M9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

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

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**Occupational Therapists –Veterans Affairs Canada (VAC) Offices in Montreal and Winnipeg & Regina**

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## PART 1 - GENERAL INFORMATION

### 1.1 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 and Insurance Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Technical Evaluation Criteria, Insurance Requirements, Federal Contractors Program for Employment Equity – Certification and Security Requirements Checklist

### 1.2 Summary

- (i) The Contractor must provide Occupation Therapist Consultations Services on behalf of Veterans Affairs Canada (VAC) at various locations across Canada. Bidders are not required to submit a bid for each location. **Each location will be evaluation separately and separate contracts will be awarded for each location. Note the Montreal is considered one location and Regina & Winnipeg combined are considered another location.**
- (ii) The period of the contract from date of award, to March 31, 2016, with four (4) options periods of one (1) year each.
- (iii) "There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".
- (iv) as per the Integrity Provisions under section 01 of Standard Instructions 2003 and 2004, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.

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- (v) "For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."
  - (vi) The requirement is not subject to any trade agreements.
  - (vii) The requirement is limited to Canadian goods and/or services.
  - (viii) The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled *Federal Contractors Program for Employment Equity - Certification*."

### **1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 120 days

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

### **2.3 Former Public Servant – A3025T (2014-06-26)**

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 FPSs, 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;

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- 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 FPSs 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;



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- 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.

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force where the work will be performed.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

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

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**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

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

#### **1.2 Financial Evaluation**

See Basis of Selection Below

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

#### **Basis of Selection - Combined Rating**

The Basis of Selection will be done as follows:

##### **Step 1 - Verification of compliance to mandatory criteria**

To be declared responsive, a bid must first:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all the Mandatory Requirements on Annex "C", Evaluation Criteria.

Bids not meeting (a) or (b) will be declared non responsive.

##### **Step 2 – Evaluation of point rated requirements**

All the responsive bids will be evaluated in accordance with Point Rated Requirements on Annex "C", Evaluation Criteria and assigned a technical score. If a Bidder is bidding on a location(s) where there is a requirement to provide multiple primary resources, then the score obtained by each proposed primary resource will be added together and averaged to arrive at the technical score to be used herein.

##### **Step 3 – The following analysis of the bid evaluation prices shall be performed**

- (a) Firstly, the Firm Hourly Rates submitted by all responsive bidders for the period of the contract including the optional years will be added together and averaged to arrive at the bid evaluation price.
- (b) In order to be considered further, a rate ceiling set at 20% above the averaged bid evaluation price will be calculated. An example of this calculation is detailed herein. Any bid that exceeds the averaged bid price by more than 20% will be rejected and no further consideration will be given.

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- (c) All remaining bids will be considered further based on BEST VALUE taking into account the technical merit (60%) and price (40%). Amongst the remaining compliant bids, proposals will receive a prorated percentage relative to the total number of points. The lowest total priced bid will receive a full 40% for this part of the evaluation. All higher priced bids will receive a prorated percentage relative to the lowest price. The compliant bid with the highest total combined score will be considered BEST VALUE to the Crown.

*Note: In the event that only two (2) responsive bids are received Step 3 (b) will not apply.*

Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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### Example of Best Value Calculation

A two – step best value calculation shall be utilized. The following examples assume that five valid bids are received and that each meets all of the mandatory technical criteria.

#### Step 1: Financial Compliance – Average Plus 20% Calculation

All price proposal which are greater than twenty percent (20%) of the average of all price proposals that satisfy all mandatory requirements will be deemed non-compliant and receive no further consideration.

	Bid #1	Bid #2	Bid #3	Bid #4	Bid #5
Technical Score	1 point	50 points	70 points	80 points	90 points
Bid Evaluation Price	\$50.00/hr	\$60.00/hr	\$80.00/hour	\$90.00/hr	\$160.00/hr

Sum of All bid prices = \$440.00/hr

Average of All Bid Prices = \$88.00/hr

20% Above the Average of All Bid Prices is \$105.60 (\$88.00/hr + (\$88.00 x 0.20) = \$105.60)

	Bid #1	Bid #2	Bid #3	Bid #4	Bid #5
Financial Compliance	Yes	Yes	Yes	Yes	No

Bid #5 is non-compliant and will not be further evaluated

#### Step 2: Technical/Financial Best Value Calculation

All remaining proposals will be evaluated in order to determine best value in accordance with the following ratio: Technical – 60% Price 40%. A sample appears below:

Calculation	Technical Points	Price Points	Total Points
Bid #1	$(1/100^*) \times 60 = 0.60$ points	$50^{**}/50 \times 40 = 40$ points	40.60 points
Bid #2	$(50/100) \times 60 = 30$ points	$50/60 \times 40 = 33.33$ points	63.33 points
Bid #3	$(70/100) \times 60 = 42$ points	$50/80 \times 40 = 25$ points	67.00 points
Bid # 4	$(80/100) \times 60 = 48$ points	$50/90 \times 40 = 22.22$ points	70.22 points

\*The total available points in this example is 100 points

\*\*Lowest Price Proposal

Based on the highest score consideration technical merit and price – Winner is Bid 4

**THIS IS AN EXAMPLE ONLY**

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 5.1 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

#### 5.1.1 Integrity Provisions - Associated Information

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

#### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

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

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

#### 5.1.3 Additional Certifications Precedent to Contract Award

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#### **5.1.3.1 Canadian Content Certification – A3055T (2010-01-11)**

This procurement is limited to Canadian services.

The Bidder certifies that:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.1.3.1.1** SACC Manual clause A3050T (2014-11-27) Canadian Content Definition.

#### **5.1.3.2 Education and Experience – A3010T (2010-08-16)**

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **5.1.3.3 Status and Availability of Resources – A3005T (2010-08-16)**

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.



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\_\_\_\_\_  
Signature

\_\_\_\_\_  
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#### **5.1.3.4 Personnel**

A statement must be signed by the individual(s) proposed in the bid stating that they are aware his/her name(s) is being submitted by the bidder, to provide the stated services.

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

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Insurance Requirements – G1007T (2011-05-16)**

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 D.

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.

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 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.

#### 7.2.1 General Conditions

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 7.2.2 Supplemental General Conditions

4008 (2008-12-12) Personal Information, apply to and form part of the Contract.

### 7.3 Security Requirements

**7.3.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex F;

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(b) Industrial Security Manual (Latest Edition).

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of award to March 31, 2016.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Janine Donovan  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 189 Prince William Street, Room 405  
Saint John, New Brunswick  
E2L 2B9

Telephone: 506-636-5347  
Facsimile: 506-636-4376  
E-mail address: janine.donovan@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **7.5.2 Project Authority**

The Project Authority for the Contract is:

**This information will be made available upon contract award.**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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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.

### 7.5.3 Contractor's Representative (Bidders please complete)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7.7 Payment

### 7.7.1 Basis of Payment

Basis of payment is in accordance with Annex "B".

### 7.7.2 Limitation of Expenditure

#### 7.7.2.1 Basis of Payment - Limitation of Expenditure – C0206C (2013-04-25)

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

#### 7.7.2.2 Limitation of Expenditure – C6001C (2014-04-25)

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

#### **7.7.2.3 Minimum Work Guarantee**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 20% of the Maximum Contract Value.

2. The Contractor must perform the Work described in the Contract as and when requested by Canada during the period of the Contract. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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### 7.7.3 Time Verification - C0711C (2008-05-12)

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.

### 7.7.4. SACC MANUAL CLAUSES

SACC Reference	Title	Date
H1008C	Monthly Payment	(2008-05-12)
A9117C	T1204 – Direct Request by Customer Department	(2007-11-30)

### 7.8 Invoicing Instructions – H5001C (2008-12-12)

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.
2. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed. VAC will provide time sheets to the Contractor(s). These time sheets must be used.;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

3. The original invoice must be forwarded to the following e-mail address only:  
Health.Professionals@vac-acc.gc.ca

### 7.9 Certifications

#### 7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification

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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.

### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-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 ESDC will constitute the Contractor in default as per the terms of the Contract.

### **7.9.3 SACC Manual Clauses**

#### **SACC MANUAL CLAUSES**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
A3060C	Canadian Content Certification	(2008-05-12)

### **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province where the work is to be performed.

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4008 Personal Information (2008-12-12);
- (c) the general conditions 2035 (2014-09-25);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex F Security Requirements Check List;
- (g) Annex E, Federal Contractors Program for Employment Equity - Certification ;
- (h) Annex D, Insurance Requirements ;
- (i) the Contractor's bid dated \_\_\_\_\_, as amended on \_\_\_\_\_ "

### **7.12 Insurance Requirements**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage



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must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.13 SACC MANUAL CLAUSES

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
A9068C	Government Site Regulations	2011-01-11

### 7.14 Specific Persons

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Contract Field Occupational Therapy Services Officer**

##### **1.0 Background**

Veterans Affairs Canada (VAC) administers a number of health and social benefits and programs for clients. VAC's clients are: Members of the Canadian Forces and Merchant Navy Veterans who served in the First World War, the Second World War or the Korean War, certain civilians who are entitled to benefits because of their wartime service, former members of the Canadian Forces (including those who served in Special Duty Areas) and the Royal Canadian Mounted Police, survivors and dependants of military and civilian personnel.

##### **2.0 Objective**

The Contractor must provide occupational therapy (OT) consultation services on behalf of VAC for the Field Offices listed in Appendix A, in accordance with the terms and conditions set out in this document.

##### **3.0 Language Requirements**

The language requirements under the contracts vary by location. The Contractor's specified resources must have the ability to read, speak and write in the language which are identified by the location(s) specified in Appendix A.

##### **3.1 Period of Contract**

One year with the option to renew the term of the contract by four (4) additional twelve (12) month periods.

##### **4.0 Contractor's Tasks**

- 4.1** Provide professional OT consultation services and advice to the staff of the respective Field Offices(s) for which a bid(s) is being submitted; and, to other offices if required, on a wide variety of issues related to the treatment of adult and older adult clients. This includes, but is not limited to, the provision of professional advice and recommendations on client cases presented at Interdisciplinary Team (IDT) meetings and case conferences.
- 4.2** Use a VAC computer and software for client documentation in a Windows environment, including word processing, electronic mail and Internet.

- 4.3** Use the Departmental system, Benefits and Health Services On Line (BHSOL) to request OT assessments and reports from external OT service providers; to review and finalize these reports and to follow-up with the respective VAC members of the IDT, or others, on services for the client; and, to monitor, report on, and follow-up on the Due Dates of forms assigned to external providers.

The Contractor will be required to request, review and précis OT and related health professional reports from other community agencies and services.

Direct follow-up with the service providers regarding quality and status of work will be required.

- 4.4** At the request of the National Nursing Officer (NNO), provide training in the use of the BHSOL and the Client Service Delivery Network (CSDN) system to new OTs in the same or other Field Offices; and, to provide training in the use of BHSOL to external OT providers completing assessments and reports on behalf of VAC.
- 4.5** Participate in IDT meetings and case conferences on client or health-related issues. Make any follow-up calls and inquiries from an OT perspective related to clients discussed at Interdisciplinary Team meetings or during case conferences/consultations with staff.
- 4.6** Liaise with health care professionals and agencies in the community and in long-term care facilities in relation to specific client cases.
- 4.7** Make recommendations and give professional approval or decline of various benefits or services for Veterans, in accordance with VAC policy, including determining the assessment instruments to be used, the related amount of time required, and advising the external providers via BHSOL; and, via use of CSDN Work Items, the Treatment Authorization Centre (TAC) and other staff who initiate expenditures, of the professional recommendations and/or approval.
- 4.8** Develop and deliver information sessions to VAC staff, clients and others on health related topics.
- 4.9** Complete Departmental OT assessments, visits and reports on VAC clients in their homes or the facilities in which the clients reside.

Prepare reports on the health and functional status and related needs of the clients, using BHSOL.

Elements to be assessed include, but are not limited to:

- OT Assessment
- Mini-Mental Status
- Depression
- Pain
- Psychological agitation or distress (Kessler)
- Power Mobility Assessment Tool
- Braden Scale
- Montreal Cognitive Assessment (MOCA)

- 4.10** Apply competency in interpersonal skills, judgement, dependability, and oral and written communications.

The work priorities will be determined according to the Area Office IDT requirements. As required, direction may be provided by the NNO.

## **5.0 Volume of Work**

### **5.1 Scheduled Relief Services:**

Contractor will receive an estimated schedule of work, The scheduled time cannot be exceeded without approval by Project Authority. For scheduling purposes, the work is to be performed during the normal business hours of the office where the work is to be performed. The number of hours of service per day is limited to 7.5 hours. Services are to be provided Monday to Friday inclusive, exclusive of statutory holidays.

The estimated number of hours/days of scheduled service for the respective Field Office(s) for which a bid(s) is being submitted, is identified in Appendix A. The Project Authority reserves the option to amend the schedule.

### **5.2 Un-scheduled Services**

The Project Authority, or designate, may pre-authorize additional days per contract year to meet changing demands in workload. Services may have to be provided within 24 hours notice.

## **6.0 Travel**

There may be a requirement for occasional travel within the Field Area(s). Travel must be pre-authorized by the Project Authority. Travel related costs to and from the Field Office are the Contractor's responsibilities.

### **6.1 Location of Work**

The occupational therapy services are to be carried out at the location(s) identified in Appendix A. All contractor work is to be completed on-site.

OT assessment work, when required, must be carried out in the homes or facilities in which VAC clients reside.

### **6.2 Access to Government Facilities and Equipment**

Access to any government Facilities, and equipment and materials (workstation, phone, and computer) necessary to the performance of the work will be provided through arrangements made with the Project Authority.

### **6.3 Training**

Orientation and training on the required VAC OT services and VAC computer systems (such as BHSOL, CSDN, etc) will be provided to the Contractor upon contract award.

Orientation and training will be provided over a two week period. The estimated number of days of training is 7 days. All of the orientation and training must be completed within this two week period.

The Contractor will only be compensated for orientation and training time once during the duration of the contract period.

## **7.0 Personnel**

A statement must be signed by the individual(s) proposed in the bid stating that they are aware his/her name(s) is being submitted by the bidder, to provide the stated service.

### **7.1 Back Up/Replacement resource for specific person(s)**

At all times, the contractor is required to have at least one additional qualified security cleared individual available, to act as a Back Up/Replacement to cover unexpected or short-term, long term and permanent absences of the Primary contract OT(s). This replacement individual must be available to start work within one week of the absence of the Primary contract OT. This individual must meet all the mandatory requirements outlined in the original Request for Proposal.

No work may be performed under the contract by the Back Up/Replacement resource without prior Project Authority approval.

Replacement personnel must attend the orientation and training at the time of the orientation of the primary contract OT. The contractor will only be compensated one time for orientation and training of replacement personnel.

## **8.0 Information Management**

For the purpose of this contract, personal health information will be referred to as personal information as defined in Section 3(b) of the Privacy Act.

### **Accuracy of Information**

The Contractor shall make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Project Authority in a decision-making process that will directly affect the individual to whom the information relates.

### **Requests for Information**

Should the Contractor receive a request for information from a third party the Contractor will advise the Project Authority. Following consultation with the VAC Access to Information and Privacy Coordinator, the Project Authority will provide the Contractor with guidance and direction on handling the request.

### **Collection of Personal Information**

Personal information collected about clients by the Contractor for the provision of services covered by the contract shall be collected in accordance with the following requirements.

1. Authorized in legislation and confirmed that it has been so authorized by the Project Authority.

2. The Contractor(s) shall notify individuals from whom it collects personal information.

(a) of the purpose for collecting it

(b) of any statutory authority for the collection

(c) whether the response is voluntary or required by law;

(d) of any possible consequences of refusing to respond;

(e) of the individuals right of access to and correction of the information; and

(f) of the number of personal information banks in which the personal information will be retained.

3. Limited to that which is required for the administration of services and benefits necessary for the contractor(s) to comply with the contract (there shall be a demonstrable need for each piece of personal information collected:

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4. Unless otherwise directed in writing, information is to be collected directly from the individual to whom the information relates; and
5. If information is collected from a third party, it is to be collected with the clients consent or with an appropriate legislative authority authorizing collection.

The Contractor(s) shall agree to work with the Project Authority to determine the personal information elements that will be collected to fulfill the requirements of the contract, and to develop the notification statement that will be used when collecting personal information from clients.

Note: The Project Authority will review and approve all forms that the Contractor(s) proposes to use in support of the collection of information. After initial approval, if changes or amendments are made by the contractor, during the life of the contract, the forms shall be re-approved by the Project Authority. The Contractors employees shall effectively identify themselves to the individuals from whom they are collecting personal information and provide individuals with a means to verify that they are actually working on behalf of the Project Authority and authorized to collect the information.

### **Use of Personal Information**

Unless otherwise directed in writing, the Contractor shall use all personal information solely for the purpose(s) for which it was provided, as determined by the Department to which the information belongs and in accordance with the requirements of the Contract. Any secondary use of such information, including research, shall be approved by each of the Departments.

### **Disclosure of Personal Information**

Information in the custody of the Contractor shall not be disclosed or transferred to a third party, except in accordance with specifics of the Contract, without the written permission of the Department to which the information belongs.

If the Contractor receives any request for disclosure of personal information for a purpose not authorized under the contract, or if it becomes aware that disclosure may be required by law, the Contractor shall immediately notify the Project Authority about the request or demand for disclosure and shall not disclose the information without the written permission of the Department to which the information belongs.

Information from any one (1) specific Department shall not be shared with any of the other Departments unless authorized by the specific Department to which the information belongs.

### **Handling of Personal information**

The Contractor acknowledges that Veterans Affairs Canada is bound by the *Privacy Act* with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the contract, and must not collect, use, copy, disclose, dispose of or destroy such personal information except in accordance with the *Privacy Act* and the delivery provisions of the contract.

All personal information is under the control of Veterans Affairs Canada, and the Contractor has no right in or to that information. The Contractor must deliver to the project authority all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the contract, within 30 days of the completion or termination of the contract, or at such earlier time as the project authority may request. Upon delivery of the personal information to the project authority, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

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### **Notification of Non-Compliance or Breach of Privacy and Security**

The Contractor shall notify, in writing, the Project Authority, Veterans Affairs Canada and the Contracting Authority immediately of any reason it does not comply with the Privacy and Security provisions of the Contract in any respect. The Contractor shall promptly notify the Project Authority of the particulars of the non-compliance and what steps it proposes to take to address, or prevent recurrence of the non-compliance.

The Contractor shall notify the Project Authority immediately when it becomes aware of an occurrence of breach of privacy or of the security requirements of the Contract. This includes but is not limited to:

- a) unauthorized access to or modification of the personal information in its custody
- b) unauthorized use of the personal information in its custody
- c) unauthorized disclosure of the personal information in its custody
- d) A breach of privacy or security with respect to personal information in its custody or with respect to any computer system in its custody and that may be used to access personal information.

The Contractor shall work with the Department to achieve resolution and compliance with Government of Canada privacy and security requirements. Standard Operating Procedures shall be developed during the contract implementation phase.

### **Ownership and Control**

All information (personal or otherwise) which is used, processed, handled, stored, and recorded by the Contractor for the purposes of fulfilling the requirements of the Contract, regardless of the format, medium, and physical characteristics, remains under the ownership and control of VAC. All applicable Federal legislations apply under all circumstances, even when such information is in the sole custody of the Contractor.

In accepting this contract, the Contractor acknowledges that VAC maintains ownership and control over all personal information and any other information that is collected, created, captured, received, used, processed, handled, stored, and recorded by the Contractor when fulfilling the requirements outlined in the Contract.

Upon delivery of the final requirements of the contract, the Contractor will ensure that all information referenced above is returned to the Project Authority.

### **Non-Disclosure of Confidential Information**

All information, whether technical, financial or otherwise, including without limitation all secret or confidential information belonging to Veterans Affairs Canada, in whatever form, which are derived from discussions and examples during this training session, shall be referred to in this Statement as "Confidential Information". Confidential Information is a valuable, special and unique asset belonging to Veterans Affairs Canada. The contractor agrees that it will not disclose Confidential Information belonging to VAC to any person, firm, corporation, association or any other entity for any reason or purpose whatsoever.

Appendix A to Annex A - Statement of Work

Location	Language	Days per Week	Required Number of Days Per Year	Number of Primary Resources
St. Jean	Bilingual	3	165	1.0
Winnipeg and Regina	English	2	110	1.0

The figures provided in the "Days per week" column are approximations only and the figures provided in the "Required Number of Days Per Year" are estimates only.



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**Annex "B"**  
**BASIS OF PAYMENT**  
**Contract Field Occupational Therapy Services Officer**  
**Montreal, Quebec**

In consideration of the work satisfactorily completed under this Contract, including time spent while in orientation or training or both on the required OT services and VAC computer systems, the Contractor will be paid in accordance with the firm hourly rates outlined below.

Prices must be submitted for the contract year and each option year. Pricing includes all salary and benefits, travel costs not otherwise provided by VAC, replacement costs and other expenses due to the fulfilment of the Contract. They are firm for the duration of the Contract and any option periods.

Period	Firm All Inclusive Hourly Rate (Applicable Taxes Extra)
Contract Year 1	
Option Year 1	
Option Year 2	
Option Year 3	
Option Year 4	

**Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C, and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

Travel from home to and from the Field Office is not an authorized travel expense.

All payments are subject to government audit.

Estimated Cost: **\$500.00** per contract year for 5 years

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## **Contract Field Occupational Therapy Services Officer**

### **Winnipeg, Manitoba & Regina, Saskatchewan**

In consideration of the work satisfactorily completed under this Contract, including time spent while in orientation or training or both on the required OT services and VAC computer systems, the Contractor will be paid in accordance with the firm hourly rates outlined below.

Pricing includes all salary and benefits, travel costs not otherwise provided by VAC, replacement costs and other expenses due to the fulfilment of the Contract. They are firm for the duration of the Contract and any option periods.

Period	Firm All Inclusive Hourly Rate (Applicable Taxes Extra)
Contract Year 1	
Option Year 1	
Option Year 2	
Option Year 3	
Option Year 4	

### **Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C, and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

Travel from home to and from the Field Office is not an authorized travel expense.

All payments are subject to government audit.

Estimated Cost: **\$500.00** per contract year for 5 years.

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## Annex "C"

### EVALUATION CRITERIA

#### Contract Field Occupational Therapy Services Officer

#### **MANDATORY REQUIREMENTS**

##### **ATTENTION BIDDERS:**

It is understood by the parties submitting offers that to be considered valid, an offer **MUST** meet all the following mandatory requirements. Proposals which fail to meet the mandatory requirements will be declared non-responsive. Proposals should be concise and address the points that are subject to the mandatory evaluation criteria against which the proposal will be evaluated. Each mandatory requirement should be addressed separately. Bidders must address these criteria in sufficient depth in their bid.

**Simply repeating the statement contained in the solicitation document is not sufficient.** Bidders must explain and demonstrate how they meet the requirements. **The degree of experience, in terms of time, must be clearly and concisely presented: part-time and casual work must be broken out into hours, days or weeks to permit an exact calculation of the amount of experience.** Proposals not meeting all of these mandatory requirements will be given no further consideration.

Phrases such as "within the past seven years" are used to mean "within the seven years preceding the closing date of the RFP". In the event 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.

For the purpose of personnel qualifications, experience gained during formal education shall not be considered work experience.

BIDDERS ARE REQUESTED TO INDICATE THEIR COMPLIANCE WITH THE CRITERIA LISTED BELOW. BIDDERS ARE REQUESTED TO WRITE THE PAGE NUMBER FROM THEIR PROPOSAL THAT CORRESPONDS WITH EACH CRITERION.

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<b>Each proposed person (including the back-up/replacement resource for specific person(s) as outlined in section 7.1 of Annex A Statement of Work) to provide contract field occupational therapy services shall meet the following qualifications:</b>		Page # in Proposal	(For Office use only)
1.	<p>Graduation with a degree from a recognized university with an acceptable specialization in occupational therapy</p> <p>Bidders with a degree from outside of Canada are required to provide an equivalency rating from an accredited rating company. The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website at the following internet link: <a href="http://www.cicic.ca">http://www.cicic.ca</a></p> <p>Proof of education must be submitted; a photocopy of the document is acceptable.</p> <p>Bidders should submit supporting documentation with their bid. If the documentation is not submitted with the bid, the Contracting Authority will request the information from the Bidder and provide the Bidder with a time frame within which to submit the documentation. Failure to comply with the request of the Contracting Authority within the time frame and submit the information will render the bid non-responsive.</p>		

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<b>Each proposed person (including the back-up/replacement resource for specific person(s) as outlined in section 7.1 of Annex A Statement of Work) to provide contract field occupational therapy services shall meet the following qualifications:</b>		Page # in Proposal	(For Office use only)
2.	<p>A certificate of current registration as a Registered OT in the province where the work is to be performed.</p> <p>(A photocopy of the document is acceptable).</p> <p>Bidders should submit supporting documentation with their bid. If the documentation is not submitted with the bid, the Contracting Authority will request the information from the Bidder and provide the Bidder with a time frame within which to submit the documentation. Failure to comply with the request of the Contracting Authority within the time frame and submit the information will render the bid non-responsive.</p>		
3.	<p>24 months equivalent full time experience as a Registered OT within the last seven (7) years providing OT treatment or services to adults; or, supervising or teaching the practice of occupational therapy treatment of adults.</p> <p>Experience related to providing OT treatment to adults; or, supervising teaching the practice of occupational therapy treatment of adults in an obstetrical or maternal-child care setting is not applicable experience.</p> <p><b>Supporting documentation describing the <u>exact amount</u>* and nature of the experience must be provided at time of bid closing.</b></p> <p><b>*Part-time must be quantified in full days, weeks or hours.</b></p>		

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<b>Each proposed person (including the back-up/replacement resource for specific person(s) as outlined in section 7.1 of Annex A Statement of Work) to provide contract field occupational therapy services shall meet the following qualifications:</b>		Page # in Proposal	(For Office use only)	
4.	Must hold a valid driver's license in the province where the work is to be performed. A photocopy of the document is acceptable. Bidders should submit supporting documentation with their bid. If the documentation is not submitted with the bid, the Contracting Authority will request the information from the Bidder and provide the Bidder with a time frame within which to submit the documentation. Failure to comply with the request of the Contracting Authority within the time frame and submit the information will render the bid non-responsive.			

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## **POINT RATED REQUIREMENTS**

In addition to meeting all of the mandatory requirements, the technical proposal will be evaluated on the following basis. There is no minimum point value required, however, the score from the rated requirements will be considered in awarding the contract. **Only the information provided with the bid, before the bid closing date and time, will be used to point rate the proposal.**

### **Interpretation of point rated evaluation criteria by the Evaluation Team**

To demonstrate experience (i.e. work experience), the Bidder must provide complete detailed information regarding the experience of the proposed individuals, including where, when (day, month and year) and, briefly, but clearly, how (through which activities/responsibilities) the stated experience was obtained. The Bidder is advised that only listing positions or assignment titles without providing supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation and will receive a score of zero.

For evaluation purposes,

- "where" means the name of the employer as well as the position/title held by the individual;
- "when" means the specific start date and end date (in terms of days, or weeks (in the case of partial months) and years e.g. from January 5, 2000 to March 5, 2002) of the period during which the individual acquired the experience; and
- "how" means a clear description of the activities performed and the responsibilities assigned to the individual under this position and during this period.

The Bidder is advised that if the experience description only contains years, or months, and does not specify the exact number of months (or weeks for partial months) within that year, then no points will be awarded for that period.

In addition to demonstrating the period of a work experience, for the purpose of this solicitation only, the bidder is advised that their proposal must quantify precisely each work experience within a time period. The bidder must demonstrate this by indicating either full time or part time work. For evaluation purposes:

"full-time work" is defined as working 5 full days (37.5 hours) or more per week (this will be scored as 100% of full time);

"part time work" is defined as working less than 5 full days per week, this will be scored in accordance with the number of full days worked (example: 1 full day per week = 20% of full time, 2 full days per week = 40% of full time, 3 full days per week = 60% of full time, and 4 full days per week = 80% of full time). Therefore it is essential to specify exact time worked, especially when work periods or positions overlap (as in the case of concurrent part-time positions).

Phrases such as "within the past seven years" are used to mean "within the seven years preceding the closing date of the RFP", extending back to the exact date 7 years prior to the date of bid closing (e.g. if bid closes Jan 5, 2015, experience can be counted from Jan 5, 2008). In the event 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.

### **Definitions:**

*Community Setting* – treatment/care delivery provided to clients who reside in their principal residence or with a family member, etc. in the community; this treatment/care is provided in the home environment in the community; this setting does not apply to clients who reside in a nursing home, chronic care facility, or who are hospitalized.

*Physical rehabilitation program* – a program specifically dedicated to the provision of physical rehabilitation focused care to clients. The program may be delivered on an out-patient basis to clients at home or within a facility as a specialized program for which the client is registered or enlisted.

*Mental health/psychiatric program* – a formal program specifically dedicated to the provision of care for clients with mental health problems. The program may be delivered on an out-patient basis to clients at home or within a facility as a specialized program for which the client is registered or enlisted.

**ATTENTION BIDDERS:** WRITE BESIDE THE CRITERION BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE AND CLEARLY DEMONSTRATE HOW THE PROPOSED PRIMARY RESOURCE(S) MEET THE POINT RATED EXPERIENCE REQUIREMENTS.

		Page # in Proposal	(For Office use only)
1.	<p>Number of months of full time equivalent experience as a Registered OT within the last seven (7) years in providing OT treatment or services to adults residing in a community setting; or supervising or teaching the practice of occupational therapy treatment of adults residing in a community setting.</p> <p>Experience related to providing OT treatment to adults; or, supervising or teaching the practice of occupational therapy treatment of adults in an obstetrical or maternal-child care setting is not applicable experience.</p> <p>(Maximum 20 points)</p>		
2.	<p>Number of months of full time equivalent experience as a Registered OT within the last seven (7) years in providing OT treatment or services to adults enrolled in a formal rehabilitation program; or, supervising or teaching the practice of occupational therapy treatment of adults enrolled in a formal rehabilitation program</p> <p>(Maximum 30 points)</p>		



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		Page # in Proposal	(For Office use only)
3.	Number of months of full time equivalent experience as a Registered OT within the last seven (7) years in providing OT treatment or services to adults enrolled in a formal mental health/psychiatric program; or, supervising or teaching the practice of occupational therapy treatment of adults enrolled in a formal mental health/psychiatric program  (Maximum 50 points)		

#### RATING GRID

1.	Failure to provide supporting data to describe responsibilities, duties, and relevance to the requirement will receive a score of 0 Points 0 - <7 months = 0 Points 7 - <25 months = 10 Points 25 - <60 months = 15 Points 60 + months = 20 Points
2	Failure to provide supporting data to describe responsibilities, duties, and relevance to the requirement will receive a score of 0 Points 0 - <12 months = 0 Points 12 - <25 months = 10 Points 25 - <60 months = 20 Points 60+ months = 30
3.	Failure to provide supporting data to describe responsibilities, duties, and relevance to the requirement will receive a score of 0 Points 0 - <7 months = 0 Points 7 - <13 months = 10 Points 13 - <25 months = 20 Points 25 - < 37 months = 30 Points 37 - <60 months = 40 Points 60 + months = 50 Points

**Total**

**100 Points**

## **ANNEX "D"**

### **INSURANCE REQUIREMENTS**

#### **1. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

- 
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**2. Medical Malpractice Liability Insurance – G2004C (2008-05-12)**

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.

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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.

### **3. Automobile Liability Insurance – G2020C (2014-03-01)**

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

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## ANNEX "E" to PART 5 - BID SOLICITATION

### 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 any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – 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 ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-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 ESDC-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)

Solicitation No. - N° de l'invitation  
51019-145040/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwb020

Client Ref. No. - N° de réf. du client  
51019-145040

File No. - N° du dossier  
PWB-4-37104

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "F"**

### **SECURITY REQUIREMENTS CHECK LIST**





Government  
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du Canada

RECEIVED

JAN 13 2015

Contract Number/Numéro du contrat

51019-14-5040

Security Classification/Classification de sécurité

UNCLASSIFIED

SECURITY REQUIREMENTS CHECK-LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION/PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization/ Ministère ou organisme gouvernemental d'origine		Veterans Affairs Canada		2. Branch or Directorate/Direction générale ou Direction		Service Delivery/Health Professionals	
3. a) Subcontract Number/Numéro du contrat de sous-traitance				3. b) Name and Address of Subcontractor/Nom et adresse du sous-traitant			
4. Brief description of work/Brève description du travail To provide occupational therapy services to various VAC offices							
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?						<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military Technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?						<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required/Indiquer le type d'accès requis.							
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c))						<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.						<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?						<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access/Indiquer le type d'information auquel le fournisseur devra avoir accès.							
Canada <input checked="" type="checkbox"/>		NATO/OTAN <input type="checkbox"/>		Foreign/Étranger <input type="checkbox"/>			
7. b) Release restrictions/Restrictions relatives à la diffusion							
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>			
Not releasable À ne pas diffuser <input type="checkbox"/>							
Restricted to:/Limité à : <input type="checkbox"/>		Restricted to:/Limité à : <input type="checkbox"/>		Restricted to:/Limité à : <input type="checkbox"/>			
Specify country(ies):/Préciser le(s) pays :		Specify country(ies):/Préciser le(s) pays :		Specify country(ies):/Préciser le(s) pays :			
7. c) Level of information/Niveau d'information							
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>			
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>			
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>			
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>			
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>			
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			

TBS/SCT 350-103 (2004/12)

Security Classification/Classification de sécurité

UNCLASSIFIED

Canada





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes  
Non Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui
- Short Titles(s) of material/Titre(s) abrégé(s) du matériel:  
Document Number/Numéro du document:

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

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

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

Special comments:  
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui
- If yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

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

**INFORMATION/ASSETS - RENSEIGNEMENTS/BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui





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

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

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

SUMMARY CHART/TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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





Government of Canada  
Gouvernement du Canada

Contract Number/Numéro du contrat

51019-14-5040

Security Classification/Classification de sécurité

UNCLASSIFIED

PART D - AUTHORIZATION/PARTIE D - AUTORISATION

13. Organization Project Authority/Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Madeleine LeGros	Project Manager	<i>M. LeGros</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
902-626-4996	902-566-6866	Madeleine.LeGros@vac-acc.gc.ca	January 12, 2015

14. Organization Security Authority/Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Heather MacInnis	Pers Secur O / Agent secur pers VAC / ACC	<i>Heather MacInnis</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
902-566-7167	902-368-0517	heather.macinnis@vac-acc.gc.ca	JAN 12 2015

15. Are there additional instruction (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
Non

☐ Yes  
Oui

16. Procurement Officer/Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority/Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Anna Kujawa Contract Security Officer, Contract Security Division anna.kujawa@pqsc.gc.ca		<i>Anna Kujawa</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
Tel/Tel - 613-951-1258 / Fax/Teled - 613-954-4171			Jan 14, 2015

Security Classification/Classification de sécurité

UNCLASSIFIED

Canada