

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

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

Title - Sujet OCCUPATIONAL HEALTH MONITORING SVCS	
Solicitation No. - N° de l'invitation 5P015-140714/A	Date 2015-08-14
Client Reference No. - N° de référence du client 5P015-140714	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-121-29411	
File No. - N° de dossier 121zh.5P015-140714	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-09-24	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Steele, Brian	Buyer Id - Id de l'acheteur 121zh
Telephone No. - N° de téléphone (819) 956-8135 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PARKS CANADA 4TH FL, STN 187 (PC-04-K) 30 VICTORIA ST GATINEAU Quebec J8X0B3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Training and Specialized Services Division/Division de la
formation et des services spécialisés
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

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

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TITLE

Bid solicitation # **5P015-140714/A** for the provision of the following professional services:

Occupational Health Monitoring Services

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 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 Attachments include the Pricing Schedule, Technical Criteria, Certifications Precedent to Contract Award, and Certifications Required with the Bid.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Task Authorization Form, Sample MS Office Excel Spreadsheet for Period Usage Reports – Contracts with TAs and the Non-Disclosure Agreement.

1.2 Summary

- 1.2.1 To provide Occupational Health Monitoring Services to all Parks Canada employees across Canada in both of Canada's official languages. A health evaluation is conducted at the request of Parks Canada as it is required to meet the Canada Labor Code, Part II and Parks Canada's Occupational Health Monitoring Standards, and/or in cases in which workplace hazards and risks are identified by Parks Canada.
- 1.2.2 The period of any resulting contract will be from date of contract for a period of one year. Any resulting contract will include an irrevocable option to extend the resulting contract term by up to three (3) additional (1) year periods under the same conditions.

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- 1.2.3 As the exact service delivery location will only be known at the "Task Authorization" stage, any of the following Comprehensive Land Claims Agreements may apply to this procurement:

Labrador Inuit Land Claim Agreement (Newfoundland and Labrador), Inuvialuit Final Agreement (Northwest Territories), Nunavut Land Claim Agreement (Nunavut), Ta'an Kwach'an Council Final Agreement, Kwanlin First Nations Final Agreement, Trondek Hwech'in Final Agreement (Yukon), Ta'an Kwach'an Council Final Agreement, and Champagne and Aishihik First Nations Final Agreement

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) (<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 (2014-09-05), 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 calendar days.

2.1.1 SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

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. Bids transmitted to PWGSC by electronic mail will not be accepted.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

- (a) name of former public servant; and
- (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;

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- 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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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 Inquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 in Ontario, Canada.

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.

2.6 Basis for Canada's Ownership of Intellectual Property

Parks Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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 and 1 soft copy on USB ;
Section II: Financial Bid 1 hard copy and 1 soft copy on USB;
Section III: Certifications 1 hard copy and 1 soft copy on USB; and
Section IV: Additional Information 1 hard copy and 1 soft copy on USB

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Section I: Technical Bid

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

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Section II: Financial Bid

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B.** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

D. SACC Manual Clauses

C3011T (2013-11-06), Exchange Rate Fluctuation

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ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive fixed hourly rate (in Can \$) for the Medical Director and a firm all-inclusive mark-up percentage for the Health Evaluations' Direct Expenses.

The volumetric data (table 1 and table 2) and financial data (table 2 only) included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

See the Attached Excel Spreadsheet (Attachment 1 to Part 3)

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or

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- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection

4.2.1. Lowest Evaluated Price

4.2.1.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive; and

4.2.1.2 The responsive bid with the lowest evaluated price will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<u>No.</u>	<u>Mandatory Technical Criteria</u>
<u>MT1</u>	<p>The Bidder must have been in business for a minimum of 5 years as of the bid solicitation closing date, providing medical services as defined in the Statement of Work.</p> <p>In case of a joint venture, at least one (1) member of the joint venture must meet the minimum 5 year requirement.</p> <p>The Bidder must provide one of the following supporting documents:</p> <ul style="list-style-type: none"> • A copy of the business name Registration Certificate confirming the number of years the Bidder has been in business; or • A copy of the Provincial or Territorial Business Corporation Registration Certificate confirming the number of years the bidder has been in business; or • A copy of the Federal Business Incorporation Registration Certificate confirming the number of years the Bidder has been in business
<u>MT2</u>	<p>The Bidder must propose a Medical Director who is a licensed Physician with a minimum of 2 years of experience within the past 5 years providing Medical Director services*:</p> <p>*Medical Direct services include, but are not limited to, the following tasks:</p> <ul style="list-style-type: none"> • Reviewing medical files and reports; • Identifying issues and providing clarifications; • Recommending corrective actions to ensure all Health Assessment Services meet medical best practices and client requirements; and • Primary contact for expertise as required for consultation and clarification purposes in accordance with the applicable Occupational Health Services Request or any emergency situation <p>The Bidder must provide a Curriculum Vitae (CV) of the proposed Medical Director. As a minimum, the CV must clearly identify the following:</p> <ul style="list-style-type: none"> • Proof of Physician License (copy of certification) • Employer Name and contact information (telephone and email) • Dates of employment (month/day/year – month/day/year) • Description of services performed

MT3	<p>The Bidder must have provided a minimum of 60 Health Evaluations (pre-placement and/or periodic) across Canada after June 2010 with the following constraints:</p> <ul style="list-style-type: none">• A minimum of 15 Health Evaluations (pre-placement and/or periodic) must have been delivered in a minimum of 4 different regions for a total of 60 evaluations. The applicable regions are:<ul style="list-style-type: none">○ Atlantic: Newfoundland and Labrador, Nova Scotia, Prince Edward Island and New Brunswick○ Quebec○ Ontario○ Prairies: Alberta, Saskatchewan and Manitoba○ Pacific: British Columbia○ Territories: Yukon, Northwest Territories and Nunavut <p>In order to demonstrate the experience, the Bidder must provide a list of Health Evaluations (Fitness to Work/Advice and Consultation Services) with at least the following information:</p> <ul style="list-style-type: none">• Type of evaluation; and• Location where the health evaluation was delivered; and• Date of the health evaluation; and• Client name and contact information (telephone and email)
MT4	<p>The Bidder must have provided a minimum of 20 Health evaluations (Fitness to Work/Advice and Consultation Services) across Canada after June 2010 with the following constraints:</p> <ul style="list-style-type: none">• A minimum of 5 health evaluations (Fitness to Work/Advice and Consultation Services) must have been delivered in a minimum of 4 different regions for a total of 20 evaluations:<ul style="list-style-type: none">○ Atlantic: Newfoundland and Labrador, Nova Scotia, Prince Edward Island and New Brunswick,○ Quebec○ Ontario○ Prairies: Alberta, Saskatchewan and Manitoba○ Pacific: British Columbia○ Territories: Yukon, Northwest Territories and Nunavut <p>In order to demonstrate the experience, the Bidder must provide a list of Health Evaluations (Fitness to Work/Advice and Consultation Services) with at least the following information:</p> <ul style="list-style-type: none">• Type of evaluation; and• Location where the health evaluation was delivered; and• Date of the health evaluation; and• Client name and contact information (telephone and email address)

MT5	<p>The Bidder must have provided a minimum of 20 Health Evaluations (Ergonomic Assessments) across Canada after June 2010 with the following constraints:</p> <ul style="list-style-type: none">• A minimum of 5 Health Evaluations (Ergonomic Assessments) must have been delivered in a minimum of 4 different regions for a total of 20 evaluations. The applicable regions are:<ul style="list-style-type: none">○ Atlantic: Newfoundland and Labrador, Nova Scotia, Prince Edward Island and New Brunswick○ Quebec○ Ontario○ Prairies: Alberta, Saskatchewan and Manitoba○ Pacific: British Columbia○ Territories: Yukon, Northwest Territories and Nunavut <p>In order to demonstrate the experience, the Bidder must provide a list of Health Evaluations (Ergonomic Assessments) with at least the following information:</p> <ul style="list-style-type: none">• Type of evaluation; and• Location where the health evaluation was delivered; and• Date of the health evaluation; and• Client name and contact information (telephone and email)
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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

Refer to Attachment 2 to Part 5, Additional Certifications Required with the Bid.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

5.2.3 Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award

Refer to Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award .

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ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1. Status and Availability of Resources

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

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

2. Education and Experience

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

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ATTACHMENT 2 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED WITH THE BID

1. Canadian Content

1.1 Canadian Content Definition.

SACC Manual clause A3050T (2014-11-27), Canadian Content Definition

1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6 (9), Example 2, of the Supply Manual.

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirement

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

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d. the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7- Resulting Contract Clauses; and
- e. the Bidder must provide the address of each proposed site or premise of work performance and document safeguarding as follows:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

If the information is not provided in or with 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.

- 6.1.2 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.
- 6.1.3 For additional information on security requirements, bidders should refer to [the Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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 in Annex A.

As the exact service delivery location will only be known at the “Task Authorization” stage, any of the following Comprehensive Land Claims Agreements may apply:

Labrador Inuit Land Claim Agreement (Newfoundland and Labrador), Inuvialuit Final Agreement (Northwest Territories), Nunavut Land Claim Agreement (Nunavut), Ta’an Kwach’an Council Final Agreement, Kwanlin First Nations Final Agreement, Trondek Hwech’in Final Agreement (Yukon), Ta’an Kwach’an Council Final Agreement, and Champagne and Aishihik First Nations Final Agreement

7.1.1 Task Authorization

- A.** Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.
- B.** With respect to the Work mentioned under paragraph A of this clause,
1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
 2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
 3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor’s own risk and expense;
 4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
 5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

C. TA Authority and Limit

The Technical Authority may authorize individual TAs inclusive of any revisions up to a limit of **\$100,000.00**, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

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- D. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs, being exceeded).

E. TA Process

For each task or revision of a previously authorized task, the Technical Authority will provide the Contractor with a request to perform a task prepared using Annex D, Task Authorization Form, containing as a minimum:

- the task or revised task description of the Work required, including:
 - the details of the activities or revised activities to be performed;
 - a description of the deliverables or revised deliverables to be submitted; and
 - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract security requirements applicable to the task or revised task;
- the Contract basis of payment applicable to the task or revised task; and
- the Contract method of payment applicable to the task or revised task

- F. Within three (3) calendar days of its receipt of the request, the Contractor must provide the Technical Authority with a signed and dated response prepared and submitted using the TA form received from the Technical Authority, containing as a minimum:

1. A minimum of 2 and a maximum of 3 quotes from separate local clinics. Once quote will only be accepted if there is only one local clinic within a 200km radius of the PC location identified in the TA;
2. the total estimated cost proposed for performing the task in accordance with each quote or, as applicable, revised task; and
3. a breakdown of that cost in accordance with Annex B

G. TA Authorization

1. The TA Authority will authorize the TA based on:
 - the request submitted to the Contractor pursuant to paragraph E of this clause;
 - the Contractor's response received, submitted pursuant to paragraph F of this clause; and
 - the agreed total estimated cost for performing the task or, as applicable, revised task
2. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

H. Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs); and "Minimum Contract Value" means a fixed amount of **\$10,000.00**
2. 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 H.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the

Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada 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 in authorized TAs, performed by the Contractor and accepted by Canada.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

I. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Technical Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs I.3 and I.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31

A sample MSOffice spreadsheet containing the data elements contained in paragraphs I.3 and I.4 of this clause is provided in Annex D

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
 - the TA number appearing on the TA form;
 - the date the task was authorized appearing on the TA form;
 - the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
 - the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - the TA revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra);
 - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
 - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;

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- the total amount of Applicable Taxes invoiced;
 - the total amount paid, Applicable Taxes included;
 - the start and completion date of the task (as last revised, as applicable); and
 - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:
- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs;
 - the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
 - the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

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) (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 (2015-07-03), 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

7.2.3 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2.4 Specific Person

The Contractor must provide the services of the following person to perform the Work as stated in the Contract: (Will be inserted at the time of Contract Award)

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7.2.5 Non-Disclosure Agreement

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

7.3 Security Requirement

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

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
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 the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

7.3.2 Contractor's Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date the information related to the Contractor's site or premises where safeguard measures are required in the performance of the Work, for the following addresses:

Address:
Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract for a period of one (1) year.

7.4.2 Option to Extend the Contract

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The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 15 calendar days under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension 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: Brian Steele
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate (PSPD)
Address: 11 Laurier
Gatineau, QC K1A 0S5
Telephone: 819-956-8135
Facsimile: 819-956-1432
E-mail address: brian.steele@tpsgc-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 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____

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Facsimile: ___ - ___ - ___
E-mail address: _____

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

7.5.3 Contractor's Representative

Will be provided at Contract issuance.

7.6.0 Payment

7.6.1 Basis of Payment

7.6.1.1 Authorized TA

TA subject to a Limitation of Expenditure

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.6.2 Canada's Total Liability

Cumulative Total of all authorized TAs

- A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties included and the Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
1. when it is 75 percent committed, or
 2. four (4) months before the Contract expiry date, or
 3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure [contract clause 7.6.1.1, TA subject to a Limitation of Expenditure],
- whichever comes first.
- D. 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.

7.6.3 Method of Payment

The following methods of payment will form part of the authorized TA

For the Work specified in an authorized TA subject to a limitation of expenditures:

Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

AND/OR

Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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5P015-140714

Amd. No. - N° de la modif.
File No. - N° du dossier
121zh.5P015-140714

Buyer ID - Id de l'acheteur
121zh
CCC No./N° CCC - FMS No./N° VME

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

7.6.4 Discretionary Audit

C0705C (2010-01-11) Discretionary Audit

7.6.5 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed (Medical Director per diem rate only);
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses; and
- c. a copy of the monthly progress report.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.
(Will be inserted at the time of contract award)
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract via email.

7.7 Certifications

7.7.1 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 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.

7.7.2 Canadian Content Certification

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

7.8 Applicable Laws

Solicitation No. - N° de l'invitation
5P015-140714/A
Client Ref. No. - N° de réf. du client
5P015-140714

Amd. No. - N° de la modif.
File No. - N° du dossier
121zh.5P015-140714

Buyer ID - Id de l'acheteur
121zh
CCC No./N° CCC - FMS No./N° VME

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

7.9 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4008 (2008-12-12), Personal Information;
- (c) the general conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (h) the signed Task Authorizations (including all of its annexes, if any); and
- (i) the Contractor's bid dated _____

7.10 Foreign Nationals

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

7.11 SACC Manual clause

G1005C (2008-05-12), Insurance

7.12 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.

ANNEX A, STATEMENT OF WORK

1.0 Title

Occupational Health Monitoring Services for Parks Canada (PC).

2.0 Background and Objective

2.1 Background

PC is a unique federal institution with approximately 22 million visitors annually at our National Parks, National Historic Sites and National Marine Conservation Areas located across Canada, distributed as follows:

- 44 National Parks;
- 168 National Historic Sites administered by PC; and
- 4 National Marine Conservation Areas.

The majority of PC's offices are in rural and remote areas. It is organized into 42 field units, which include 35 operational field units and seven national office Directorates that provide functional direction to the field units.

PC employs approximately 5,725 (as at August 1, 2014) employees during peak season. On behalf of Canada, PC protects and presents nationally significant examples of Canada's natural and cultural heritage as well as fosters public understanding, appreciation and enjoyment in ways that ensure their ecological and commemorative integrity for present and future generations.

PC employs team member in various fields of work such as ecosystem specialists, archaeologists, lock operators, interpreters, asset managers, community managers, wardens, planners, heritage conservation specialists, conservation architects, historians, maintenance workers, etc. PC's geographically dispersed work locations (including remote and rural locations), as well as its substantial seasonal employee base, creates a unique human resources environment for the organization.

2.2 Objective

To provide Occupational Health Monitoring Services to all PC employees across Canada in both of Canada's official languages. Protecting the health of its employees in the workplace is of prime importance to PC and the Occupational Health Monitoring Services help achieve this goal.

A health evaluation is conducted at the request of PC as it is required to meet the *Canada Labor Code*, Part II and PC Occupational Health Monitoring Standards, and/or in cases in which workplace hazards and risks are identified by PC.

3.0 Applicable Documents and PC Forms

3.1 Applicable Documents:

The following documents will form part of the Statement of Work (SOW) to the extent specified herein, and are supportive of the SOW:

- Access to Information Act (<http://laws.justice.gc.ca/en/showtdm/cs/A-1>)
- Canada Labour Code, Part II (<http://laws.justice.gc.ca/eng/L-2/index.html>)

- Canadian Medical Association (CMA) (<http://www.cma.ca/>)
- Financial Administration Act (<http://laws.justice.gc.ca/en/F-11/index.html>)
- Office of the Privacy Commissioner of Canada, A Guide for Businesses-Your Privacy Responsibilities (http://www.priv.gc.ca/information/guide_e.pdf)
- Official Languages Act (<http://laws.justice.gc.ca/en/O-3.01/index.html>)
- PC Security Policy (it is the responsibility of the Contractor to request a copy of this applicable document from the Manager, National Occupational Health and Safety and Disability Management Program)
- Personal Information Protection and Electronic Documents Act (<http://laws.justice.gc.ca/en/showdoc/cs/P-8.6>)
- Privacy Act (<http://laws.justice.gc.ca/en/P-21/>)
- PWGSC-Industrial Security Services (ISS) Industrial Security Manual (<http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/msi-ism-eng.html>)
- Royal Canada Mounted Police (RCMP) Transport and Transmittal of Protected and Classified Information (http://www.rcmp-grc.gc.ca/ts-st/res-lim/pubs/g1-009_e.pdf)
- Treasury Board Directive on Privacy Impact Assessment (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18308§ion>)
- Treasury Board Occupational Health Evaluation Standard (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12561>)
- Treasury Board Occupational Safety and Health (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12560>)
- Treasury Board Operational Security Standard on Physical Security (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12329§ion>)
- Treasury Board Policy on Government Security (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>)
- Treasury Board Policy on Information Management (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12742>)
- Treasury Board Policy on Privacy Protection (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12510>)

Additional applicable documents may be included with each individual tasks request

3.2 PC Forms

The list of Forms and reference documents relevant to this SOW are available to the Contractor and are:

- Health Evaluation Protocol (Appendix 1)
- Service Standards (Appendix 2)
- PC Field Unit Locations (Appendix 3)
- Procedures for Health Evaluation Requests (Appendix 4)
- Procedures for Fitness to Work Evaluations (Appendix 5)
- Procedures for requesting an Ergonomic Evaluation (Appendix 6)
- Monthly and Annual Report Template (Appendix 7)

The list of forms identified is not exhaustive; it is intended to ensure the understanding of critical terms used within this SOW. Additional forms will be provided to the Contractor if and when they become available.

4.0 Requirements

4.1 The Contractor must provide Occupational Health Services for PC employees in each field location across Canada on an "as and when requested" basis.

Occupational Health Services include the following and are further defined in Article 5.0 – Scope of Work:

- a) Health evaluations (Pre-placement, Periodic Health Evaluation);
- b) Advice and consultation services;
- c) Fitness to work evaluations (FTWE); and
- d) Ergonomic assessments (office ergonomic and follow-up assessments).

4.2 The Contractor must provide a Licensed Physician (referred to herein as Medical Director). The Medical Director is the primary contact for expertise as required for consultation and clarification purposes in accordance with the applicable Occupational Health Service Request or any emergency situation. The Medical Director is responsible for providing medical quality assurance for the health services provided, which includes, but is not limited to; reviewing medical files and reports, identifying issues and providing clarification when required, and recommending corrective actions to ensure that all health services meet medical best practices and the PC requirements.

4.4 The Contractor must have access to a sufficient number of qualified health practitioners to provide the above listed occupational health services to PC employees in each of the field units location listed in Appendix 3 – PC Field Unit Locations. The qualifications are further define in Article 8.0 – Resources and Resources Qualifications.

4.5 The estimated volume is the same for each period of the contract. The Contractor understands and agrees that the annual estimated volume for each service listed does not constitute a commitment of the estimated volume of service.

Service Type	Unit of Measure	Estimated Volume (per year)
Pre-Placement Health Evaluations	Each	88
Periodic Health Evaluations	Each	498
Fitness to Work Evaluations	Each	15
Ergonomic Assessments	Each	50
Advice and Consultation Services	Hours	120

The majority of the taskings for pre-placement and periodic evaluations will be done between April and October due to the employees being seasonal.

5.0 Scope of Work

Health evaluations are any specific assessment, examination, screening, test or immunization of an employee, which is carried out by a health practitioner to determine or monitor the employee's occupational health status. Health evaluations are recommended for employees engaged in the occupations or activities listed in Appendix 1 – Health Evaluation Protocol.

Health evaluations must be in accordance with Appendix 1 – Health Evaluation Protocol; however, in individual cases, the frequency may vary. Special evaluations, follow-up medical evaluations and additional medical evaluations may also be recommended but must be approved via an approved Task Authorization amendment and are not specified in Appendix 1 – Health Evaluation Protocol.

5.1 Health Evaluations

The Contractor must provide health evaluations to PC's employees to determine and monitor occupational health statuses in accordance with the PC Occupational Health Monitoring Standard, the Treasury Board Occupational Health Evaluation Standard (OEHS) and PC's Health Evaluation Protocols (see Appendix 1).

Health Evaluations are carried out for employees in occupations which have an inherent element of risk to the health or safety of an employee, where an employee's actions could result in a threat to that individual's health and safety or that of another individual and where PC Agency policy or directive provides that such evaluations may be requested. These evaluations are focused on the job and hazards, and are carried out by a Health Practitioner. The evaluations are not the same as, and are not intended to replace, a general physical examination provided by the employee's physician. Various laboratory and functional tests may also be ordered to confirm a clinical impression or to screen for possible underlying medical conditions that may have an effect on the employee's ability to perform a specific job.

The purpose of the health evaluations are:

- a) to ensure that employees are able to do their work without incurring illness, injury or disability (to themselves or to others) arising out of, or aggravated by conditions of work;
- b) to determine if employees meet the health requirements of the position;
- c) to establish that employees are able to continue working without causing harm to their health or safety or that of others; and,
- d) to establish the conditions under which certain employees with illnesses, injuries, or disabilities are able to continue working.

There are three types of protocols that require a confidential personal health declaration questionnaire completed by the employee and reviewed by an Occupational Health Registered Nurse or Physician by telephone or in person with the employee. They include the following types of health evaluation:

- a) isolated posts (including their dependent),
- b) environmental harsh conditions and
- c) employees who wear other types of respirators.

Clinical histories of concerns identified must be brought to the attention of the Medical Director, whom must determine whether follow-up actions are necessary, including a health evaluation by a physician. The final report such as whether the employee meets medical requirement or not is made by the Medical Director.

All other health protocols require a confidential health questionnaire completed by the employee which is reviewed and assessed by an Occupational Health Physician. This is followed by a full clinical history and physical examination. The types of health evaluations are listed in Appendix 1 – Health Evaluation Protocol and are specified for each occupation or activity.

Additional assessments may be requested at the discretion of the Occupational Health Physician or the Medical Director but must be approved via an approved Task Authorization amendment.

5.2 Pre-Placement Health Evaluations

The Pre-Placement Health Evaluations are carried out when a candidate is to be hired for a specific job with certain health requirements or an inherent element of risk to health and safety. The candidate is offered the position once he or she has met the occupational requirements of the position.

The purpose of the evaluation is:

- a) to ensure (as far as practicable) that an individual's health status at the time of the examination does not place that worker at increased risk in a particular environmental setting nor place co-workers or the public at increased risk; and
- b) to establish a baseline against which subsequent changes in health status can be evaluated.

5.3 Periodic Health Evaluations

Periodic Health Evaluations are carried out on a periodic schedule from annually to every five years to determine if an employee continues to meet the health requirements for their position, if employees are negatively affected by their work or working conditions, or if they can continue working without causing harm to themselves or others.

The purpose of the Periodic Health Evaluations is to:

- a) provide the continuity necessary to be able to detect, as early as possible, when employees are negatively affected by their work or their working conditions;
- b) provide the data necessary to determine the effectiveness of work environment control programs;
- c) provide an ongoing data base for epidemiologic research;
- d) provide an opportunity for health counselling; and,
- e) provide employees working with certain pathological agents, the required protection to guard against possible infections (i.e., immunizations).

Special evaluations may be requested at the discretion of the Occupational Health Physician or the Medical Director but must be approved via an approved Task Authorization amendment.

5.2 Advice and consultation services

These advice and consultation services are conducted by the Medical Director and may be sought when clarification is required upon presentation of ambiguous medical information. Advice and consultation services can be sought for clarification on how to proceed in a file; after a medical evaluation; or, as required.

These services may involve, but not limited to, one or more of the following:

- a) file review and analysis by the Medical Director of medical historical information and may require medical tests and special exams;
- b) consultation with the employee's treating physician or specialist;
- c) consultation with Disability Management (DM) Advisors; and/or
- d) documentation, interpretation and recommendation services, including a final report by the Medical Director to PC detailing specific restrictions and limitations.

PC may from time to time require advice and clarification from the Medical Director on their reports, etc. In these instances, medical information must not be shared.

5.3 Fitness to Work Evaluations (FTWE)

A FTWE is done for a variety of situations, including:

- a) an employee has been exposed to an unexpected occupational health hazard such as a chemical spill or an environmental survey reveals that the employee has been exposed to a previously unknown hazard;
- b) the employee has been on medical leave for some time, and a return to work date has not been established;
- c) the employee is returning to work after a period of medical leave and there is a concern regarding fitness for duty;
- d) an employee's work performance has deteriorated and there may be a need to confirm the individual's medical capability to continue to carry out the duties of the position and what limitations should be considered; and
- e) where an employee has requested a change in duties or an exemption from a work requirement (e.g. shift work, wearing of protective equipment, lifting, etc.)

FTWE are non-scheduled (i.e., non-routine) medical assessments of an employee with respect to a specific job under specific working conditions. It is designed to determine if an employee is medically fit to safely and efficiently perform the tasks of a specific job.

These medical assessments are carried out using a variety of tools, including:

- a) clinical occupational history and health assessments;
- b) reports from health care providers;
- c) discussions with health care providers; and
- d) clinical investigations and referrals for additional assessment.

Medical assessments may require, but not limited to, the involvement of:

- a) qualified occupational health physicians;
- b) psychiatrists or other appropriate specialists;
- c) specialists or health practitioners who performs functional capacity assessment; and
- d) medical expertise done by a specialist to complete a file review or evaluation and may testify (expert witness) at a provincial tribunal.

When requested, the Contractor must provide a specialist for medical expertise and an expert witness to complete a file review or evaluation and testify at a provincial tribunal to represent PC. The expert must have experience preparing medical expertise reports with the main objective of judging the existence or non-existence of a relationship between the employee's work and the work related injury or illness. The Contractor must provide an expert witness to testify for medical expertise in front of a tribunal related to Workers Compensation Board claims.

5.4 Ergonomics Assessments and follow-up assessments

5.4.1 Office Ergonomic Assessments

Office Ergonomic assessments are an evaluation of an employee's workstation or office that is performed by a health practitioner to improve comfort and safety. The ergonomic assessment must address the employee's ergonomic needs which may include functional abilities and

limitations, symptoms, personal characteristics, identifying and assessing ergonomic hazards, tasks or risk factors that may impact the employee's workstation ergonomics.

5.4.2 Follow-Up Ergonomic Assessments (Workstation/Office)

The Contractor must provide follow-up ergonomic assessments for the same workstation or office that includes recommendations as the initial office ergonomic assessment and performed within 12 months of the initial ergonomic assessment.

6.0 Tasks

The Contractor must perform the following tasks, but not limited to:

- 6.1** Manage and deliver Health Evaluations request(s) as per the Health Evaluation Procedure (Appendix 4).
- 6.2** Manage and deliver Advice and Consultation request(s) as per Procedure.
- 6.3** Manage and deliver Fitness to Work request(s) as per Procedure (Appendix 5).
- 6.4** Manage and deliver Ergonomic assessment(s) and follow-up assessment(s) as per Procedure (Appendix 6).
- 6.5** Provide support and services on the interpretation of health evaluation protocol updates or new protocols based on risk assessment required under the Occupational Health Monitoring Standard by the Medical Director to PC.
- 6.6** Have a centralized intake point in the form of an email by secure web mail for the purposes of accepting all PC Tasks Requests and Authorization. All reports and correspondence must be done via PC mailbox.
- 6.7** Respond to questions and requests for clarification from the Technical Authority about health evaluations and all services in both official languages by phone and e-mail within 48 hours. The response must be in the same language of the question or request (English or French).
- 6.8** Inform PC of any issues as they arise, within 48 hours. The Contractor must inform the Technical Authority directly for each no-show, late cancellation, complaints or issues.
- 6.9** Provide all required forms and documents for health evaluations to be duly completed by the employee as per health evaluation requirement, including notice of scheduled appointment, consent to release medical information, health questionnaire, explanation of protocols and tests requested in the language of the choice of the employee.
- 6.10** The Contractor must ensure that all necessary information and forms are transmitted to the family physician to ensure a consistent evaluation is performed. As with all other health evaluations, the Medical Director must be responsible for the review of the medical results, the preparation and the sending of the Final Report along with maintaining the employee's medical file.
- 6.11** Provide physical and/or electronic storage for all records according to information security requirements for protected information (refer to section 9.0 – Constraints).

- 6.12** The Medical Director must confidentially advise each employee of the results of their medical evaluation. In the event of a health problem being discovered, the Medical Director must refer the employee to his/her own physician for further follow-up in writing.
- 6.13** Provide services in accordance with Appendix 2 – Service Standards. For urgent tasks requests, the service standards in Appendix 2 may be expedited and agreed upon between the Contractor and PC as identified in the tasks request.
- 6.14** If the Contractor needs a previous medical record and has not received an employee's medical record from a previous health service provider, the service standards in Appendix 2 must be extended on a case-by-case basis and agreed upon between the Contractor and PC as identified in the task authorization. Timeline extensions must be approved in writing by Technical Authority through an amendment to the tasks authorization.
- 6.15** Immediately and directly inform Technical Authority for each outstanding assessment in writing and ensure follow-up in order to resolve them as soon as possible.

7.0 Deliverables:

The Contractor must provide the Technical Authority a work plan in accordance to the approved task authorization.

Unless otherwise agreed upon by PC and the Contractor in the task authorization, the following service standards must apply to any service provided under the Contract.

All completed deliverables (i.e. letters and reports) must be in an electronic format and sent to the PC mailbox in a method that complies with the appropriate legislation in order to maintain medical confidentiality.

When requested, the Contractor must transfer an employee's medical records with direction from the Technical Authority contract and must be in line with management of information, privacy and security requirements.

7.1 Reports

- 7.1.1** Following any health evaluation, the Medical Director must forward PC, as identified in the task authorization, a written report indicating the employee's capability to perform the required work. This report must not contain any medical diagnosis, confidential information nor provide any reasons for the conclusions drawn in the report. When work limitations are identified, the report must incorporate advice concerning restrictions and the types of work the employee is fit to perform as well as the estimated duration of the noted limitations.
- 7.1.2** In the event of a health issue being identified during the medical evaluation, the Medical Director must confidentially advise the employee in writing and must refer the employee to his/her own physician for further follow-up.
- 7.1.3** Interim Health Evaluation Reports must be provided if an evaluation is not complete and tests, immunizations, etc. are pending. These reports must be sent to PC and they must indicate if the employee is cleared to continue working while waiting for the pending health evaluation results and note if the employee has any restrictions/ limitations.
- 7.1.4** A written report per employee, written in the official language identified in the task authorization, regarding the results of the FTWE and/or Advice and Consultation, without

disclosure of confidential medical information, must be submitted to PC identified in the task authorization.

- 7.1.5 A written report per employee, written in the official language identified in the task authorization, on immunization schedule completions, immunization confirmations, and/or immunization refusals, must be submitted to PC as identified in the tasks request.
- 7.1.6 A written report per employee, written in the official language identified in the tasks request, regarding the results of pre-placement/periodic health evaluations without disclosure of confidential medical information, must be submitted to PC as identified in the tasks request.
- 7.1.7 As a part of a local Hearing Conservation Program, in order to monitor the effectiveness of the program, a summary report indicating hearing loss trends without specific hearing loss data (maintaining confidentiality) must be provided to PC.
- 7.1.8 The contractor must respond, address and follow up in writing within three businessdays on listed issues found in the PC Non-Conformance Reports. They must identify any gaps in services and the appropriate action plan. The Non-Conformance Reports are issued when the agreed level of services are not met. This may occur as a result of a lack of product quality, lack of communication, questionable service provided by the health practitioner, or any services identified in this Statement of Work etc.

7.2 Statistical Reporting Requirements

- 7.2.1 The Contractor must provide monthly reports by field unit of all completed and outstanding requests for health services provided in the previous month to PC. The Statistical Report must be submitted within seven working days after the end of the previous month by e-mail and in accordance with Appendix 7.
- 7.2.2 Every two months, the Contractor must provide the Technical Authority with a list of the employee's upcoming health evaluations (recalls).
- 7.2.3 The Contractor must provide an annual report, according to each field unit, of all provided services in the past 12 months in accordance with Appendix 7. This report is a compilation of all monthly reports from each field unit into one Annual Report.

8.0 Resources and Resource Qualifications

8.1 Resources

Health Evaluations may require the use of a multidisciplinary approach involving qualified occupational health nurses and physicians, with the involvement of additional specialists, as deemed appropriate by the dedicated physician.

In delivering the services defined in the SOW, the Contractor may be required to provide the services of the following health practitioners and specialists including, but not limited to:

- a) Physicians & Health Practitioners (this list is not all inclusive);
- b) Licensed physicians;
- c) Occupational Health Doctors;
- d) Occupational Health Registered Nurses and Nurse Practitioners;
- e) Psychiatrists;
- f) Psychologists;

- g) Specialists, and any other health professional as required to support the provision of accommodation; this could include:
- i. a Registered Rehabilitation Professional (RRP);
 - ii. a Registered Vocational Professional (RVP);
 - iii. a "Thérapeute en réadaptation" (in Québec);
 - iv. an Occupational Therapist;
 - v. Physiotherapists;
 - vi. Ergonomists; and,
 - vii. Certified Kinesiologists
 - viii. Substance Abuse / Addiction Specialists

8.2 Resource Qualifications

All health practitioners or specialists supplied under this Contract who provide services to PC must:

- a) hold a current and valid license to practice in the requested area of expertise;
- b) demonstrate and maintain clinical competence in their area of practice;
- c) be qualified in accordance with the province in which he or she is engaged; and
- d) hold malpractice/liability insurance commensurate with practice norms.

The Contractor must ensure that all health practitioners are in good standing with the applicable provincial and federal associations or licensing bodies. The Contractor must also ensure that all health practitioners utilized by the Contractor are not under investigation and do not have a criminal record. The Contractor is responsible for conducting credential verifications on all health practitioners.

The Contractor must be responsible for all costs resulting from a situation where a health practitioner must be replaced because that person no longer meets the minimum qualifications, or has a required license revoked for any reason whatsoever.

PC must not be responsible for any costs associated with licensing, insurance, continuing professional education and credentialing. The Contractor is responsible for ensuring that health practitioners obtain the necessary immunizations and public health examinations, as applicable, in accordance with provincial guidelines, and as required by PC.

The Contractor must ensure that the location where services are delivered to PC employees reflects the accepted professional standards in relation to their regulated health care profession's standards and guidelines (e.g., College of Physicians & Surgeons, College of Nurses, etc.)

9.0 Constraints

9.1 Information Management:

9.1.1 Managing PC Information and Records

The Contractor is required to maintain an employee health record (file) containing both hard and/or soft copy data of all documents relative to all instances for each employee who has used occupational health services. These records are the property of PC and the Contractor must be able to receive existing health records, add to them and send them to National Archives as required. Until the health records are archived, the Contractor must store them in a secure

environment, in accordance with PC's privacy and security requirements. The Contractor must also be responsible for responding to privacy requests and access to information requests.

The records identified in the SOW include but are not limited to: all personal health declarations, all medical evaluations and assessments, results of screenings and tests, medical evaluation schedules, results of medical evaluations per employee, employee immunization schedules, immunization completions, immunization refusals, employee appointment schedules, employee files and written consent from employees to transfer their files as well as written consent to transfer employee files from one service provider to another.

The information must include reports and invoices. The management records must include: inventories of PC records, information held by the Contractor, completed evaluation requests, forms, as well as approval for record removal, transfer and destruction. The forms, records, data and information collected under this RFP must belong to PC.

9.2 Transfer of PC Employee Medical Records

9.2.1 The Contractor must obtain a task authorization to obtain a file and written consent from the PC employee in question before requesting the transfer of the employee's medical record or medical information.

9.3 Management, Retention, Transfer and Disposal of Records and Information

As soon as personal information is no longer required by the Contractor to perform its obligations under this SOW:

- a) it must be transferred to PC's new supplier; or
- b) must be destroyed in accordance with relevant legislation and/or the Contractor's retention policy and must be agreed to by PC, including the original and all copies of the records in the Contractor's possession or control.

10.0 PC Responsibilities and Support

- a) Creation of custom forms and documents for PC and Contractor use;
- b) Facilitate access to buildings, business units, sites if the Contractor is requested to provide services on-site at business unit locations or remote locations within Canada; and
- c) For services to be provided on-site (e.g., remote location), provide the Contractor with a list of facilities available for the Contractor to conduct medical evaluations, as required.

11.0 Business Environment

PC's business hours are between 8:00 and 16:30, Monday to Friday except statutory holidays and depending on where the employee works, provincial or civic holidays. Appointments must be scheduled within business hours in a manner to optimize the use of the Contractor's resources and to minimize the time PC employees are away from the workplace. Health evaluations must be carried out during PC's business hours.

12.0 Location of work

12.1 The Contractor must provide health evaluations and Health Practitioners across PC field unit location, for additional information see Appendix 3 - PC locations. It is recommended that the Contractor uses local clinics within the specified radius for the PC location as identified in the tasks request. If there are more than one local clinic within the specified radius for the PC location identified in the task, the Contractor is expected to use the local

clinic that is in the closest proximity to the PC location or as requested by the Technical Authority on the Task.

12.2 Evaluation(s) must be conducted within the specified radius of the PC location identified in the tasks request. The Contractor must notify the Technical Authority immediately if the evaluation cannot be conducted within the specified radius to be granted approval for an alternate location for the evaluation.

12.3 Ergonomic assessments are conducted by an ergonomic specialist at the PC location identified in the tasks request.

13.0 Language Requirements

13.1 The Medical Director must be able to read, write and communicate orally in both French and English.

13.2 All levels of services/correspondences must be in the language (English or French) of the requester. Services must not be different based on the language (e.g., Francophones must have access to all services/specialists in French – no spokesperson for all services).

14.0 Meetings

The Contractor will not be reimbursed for any costs incurred by the Contractor for these meetings.

14.1 Kick-off Meeting

A kick-off meeting must be held within 15 calendar days from the contract award date. The kick-off meeting must be held within the National Capital Region or via conference call. The exact time and location of the kick-off meeting will be mutually agreed upon between the Contractor, Technical Authority and Contracting Authority.

The purpose of the kick-off meeting is to:

- a) review the contractual requirements; and
- b) review and clarify, if required, the respective roles and responsibilities of the Contracting Authority (CA), the Technical Authority (TA) and the Contractor to ensure common understanding.

14.2 Monthly Meetings

Meet on a monthly basis to discuss issues, processes and outstanding requests for health services with PC. It will also allow the Contractor to provide updates on the status of evaluations and file closure dates (where applicable).

The exact date and time of the monthly meetings will be mutually agreed upon between the Contractor and Technical Authority.

14.3 Progress Review Meeting

A progress review meeting (PRM) must be held at least once per year. The Technical Authority's Office must be considered as the prime location for PRMs; however, meetings may be held at other locations as mutually agreed upon. The purpose of the meetings must be to:

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- a) review present and future requirements; and
- b) discuss, as applicable, problem areas and issues and how to resolve and or address any such problems/issues

The Technical Authority is responsible for the coordination of the PRM with the Contractor.

14.4 Additional Progress Review Meetings (PRM)

The Technical Authority may request additional PRMs at any time or the Contractor can do so as and when required to discuss operational, administrative or contractual problems.

The Technical Authority's Office must be considered as the prime location for PRMs; however, meetings may be held at other locations as mutually agreed upon.

14.4 Urgent Meetings

The Technical Authority and/or Contracting Authority may request a meeting at any time to resolve urgent matters, issues or concerns. These meetings must be held within the National Capital Area.

APPENDIX 1

HEALTH EVALUATION PROTOCOL

Group by Occupation or Activity	Examination	Pre-Placement	Periodic
Seagoing Occupations	Medical Examination	Medical Examination	Medical Examination every 2 years thereafter
	Mental Health Assessment*	Yes	Yes
	Visual Acuity	Yes, Class 0	Yes, Class 0
	Color Vision **	Yes, Class 2	Class 2
	Hearing***	HINT/SAINT	HINT/SAINT
	Urine test****	Yes, dipstick	Yes dipstick
IMMUNIZATION RECOMMENDED	Update basic immunization if needed Hepatitis B		

*To be carried out by examiner who should refer to a psychiatrist as required.
 **Logistics/Supply Officers and Crew are not required to meet a color vision standard.
 ***Although the Audiogram must continue to be done and results recorded the Hearing Noise Test (HINT) and the Source Azimuth Identification in Noise Test (SAINT) as specifically validated for their work, must be used to confirm the ability to recognize speech in noise specific job tasks.
 ****Urine dipstick is done for regulatory purposes and is not an occupational health requirement for medical assessment. The individual must be advised that they will not meet Transport Canada's requirements for certification without a urine test.

Group by Occupation or Activity	Examination	Pre-Placement	Periodic
Maritime Search and Rescue Coordinators	Medical Examination	Medical Examination	Medical Examination 3 years; after age 40 every 2 years
	Mental Health Assessment*	Yes	Yes
	Visual Acuity***	Class Required to maintain Transport Canada's Sea Going continuous Proficiency Certification	Minimum Class 1***
	Color Vision***	Class 2	Class 2***
	Hearing	Class 1	Class 1
IMMUNIZATION RECOMMENDED	Update basic immunization if needed Hepatitis B		

* To be carried out by an examiner who should refer the employee to a psychiatrist as required.
 **Color Vision, Class 2 non-transportation industry standard, Farnsworth D-15.

Group by Occupation or Activity	Examination	Pre-Placement OHAG CAT III	Periodic OHAG CAT III
Heavy Equipment and Emergency Vehicle Operators	Medical Examination *(see note)	Medical Examination	Medical examination, at age 45; every 5 years from ages 45 to 69; Every 2 years from ages 70 to 80, and annually thereafter.
	Visual Acuity and field	See CMA guide	See CMA guide
	Color Vision	See CMA guide	See CMA guide
	Hearing	See CMA guide	See CMA guide
IMMUNIZATION RECOMMENDED	Update basic immunization if needed		

***Note:** Where the provincial license does not require a medical assessment with a similar periodicity (i.e., every five years or less), it recommends to have a periodic medical assessment every five years for the operators of these vehicles.
 Where the province requires a medical assessment and the person holds a valid provincial license, an assessment by PC Health Service Provider is not necessary.

Group by Occupation or Activity	Examination	Pre-Placement OHAG CAT III	Periodic OHAG CAT III
Fire Fighters	Medical Examination	Medical examination	Medical examination, every 3 years to age 29; every 2 years to age 40, annually thereafter
	Mental Health Assessment*	Yes	Yes
	Visual Acuity and Fields	Class 1- Visual fields 120° each eye	Class 1- Visual fields 120° each eye
	Color Vision	Class 2	Every 6 years after age 40
	Hearing	Class 2	Class2
	Pulmonary Function Test-Spirometrie	Yes	As clinically indicated
	Cardiac Stress Testing	As indicated by risk factors	As indicated by risk factors
	EKG	As clinically indicated	As clinically indicated
IMMUNIZATION RECOMMENDED	Update basic immunization if needed Hepatitis B		

*To be carried out by an examiner who should refer the employee to a psychiatrist as required

Group by Occupation or Activity	Examination	Pre-Placement OHAG CAT III	Periodic
Employees exposed to animals and animal tissue	Medical Examination	Medical Examination	Medical examination, every 5 years up to the age of 39; every 3 years from age 40 to 46 years; every 2 years thereafter
	Antibody titres	Based on risk to potential exposure	Based on potential exposure
	Tuberculin test	Based on potential exposure	Based on potential exposure
IMMUNIZATION RECOMMENDED	Update basic immunization if needed Rabies if required based on potential risk of exposure.		

Group by Occupation or Activity	Examination	Pre-Placement OHAG CAT III	Periodic OHAG CAT III
Shallow water divers	Medical Examination	Medical examination	Medical examination, every 2 years to age 40; after age 40, every 2 years with a confidential medical questionnaire*** on alternate years
	Mental Health Assessment*	Yes	Yes
	Visual Acuity**	Class 2	Class 2
	Hearing	Class 3	Class 3
	Dental Examination	Yes, with referral to dental practitioner if required	Yes
	Chest X-Ray	Yes, Postero-anterior and lateral; expiration and inspiration for "blebs"	If clinically indicated
	Electrocardiogram	If clinically indicated	If clinically indicated
	Pulmonary Function Test	Basic spirometry. Full pulmonary Function Test if clinically indicated	If clinically indicated
	Diving Questionnaire***	Yes	Yes; yearly after age 40
IMMUNIZATION RECOMMENDED	Update basic immunization if needed		

*To be carried out by an examining physician who should refer the employee to a psychiatrist as required.

** Divers who use contact lenses to meet the Class 2 Standard need to have a backup plan when diving. The vision standard may be passed with contacts or glasses.

*** Diving questionnaire, attached at the end of this section.

Group by Occupation or Activity	Examination	Pre-Placement	Periodic
Deep sea divers	Medical Examination	Medical examination	Medical examination, every 2 years to age 40; after age 40, every 2 years with a confidential medical questionnaire*** on alternate years
	Mental Health Assessment*	Yes	Yes
	Visual Acuity**	Class 2	Class 2
	Hearing	Class 3	Class 3
	Dental Examination	Yes, with referral to dental practitioner if required	Yes
	Chest X-Ray	Yes, Postero-anterior and lateral; expiration and inspiration for "blebs"	If clinically indicated
	Electrocardiogram	If clinically indicated	If clinically indicated
	Pulmonary Function Test	Yes, Basic spirometry. Full pulmonary Function Test if clinically indicated	If clinically indicated
	Diving Questionnaire***	Yes	Yes; yearly after age 40
	Long bone x-rays****	Long bone survey (proximal femurs and humerus) prior to beginning a diving career	intervals of 5 years.
IMMUNIZATION RECOMMENDED	Update basic immunization if needed		

*To be carried out by an examining physician who should refer the employee to a psychiatrist as required.

** Divers who use contact lenses to meet the Class 2 Standard need to have a backup plan when diving. The vision standard may be passed with contacts or glasses.

*** Diving questionnaire, attached at the end of this section.

**** Long bone x-rays, where indicated, are done every 5 years. If problems are identified, long bone x-rays are done at that time and again 3 years later. If the problem is resolved, revert back to performing these at 5 year intervals.

Group by Occupation or Activity	Examination	Pre-Placement	Periodic OHAG Personal Health Declaration
Snorkelers	Medical Examination and health questionnaire	Medical examination	Health Questionnaire Personal Health Declaration Questionnaire Form completed and reviewed by an Occupational Health Nurse*; every 5 years to age 39; every 3 years to age 46; every 2 years thereafter
	Mental Health Assessment**	Yes	
	Visual Acuity***	Class 2	
IMMUNIZATION RECOMMENDED	Updated basic immunization if needed		

*A completed Personal Health Declaration Form (indicating continued good health) will be accepted. An Occupational Health Nurse must review the questionnaire with the employee over the phone. If health problems are identified on the declaration, the Occupational Health Physician must assess and decide if referral for medical assessment is necessary.

** To be carried out by an examiner who should refer the employee to a psychiatrist as required.

*** As replicate observers are used and their counts are compared, monocular vision is acceptable.

Group by Occupation or Activity	Examination	Pre-Placement OHAG CAT III	Periodic OHAG CAT III
Park Warden	Medical Examination*	Medical examination	Medical examination, every 5 years to age 39; every 3 years age 40-46; every 2 years after age 46
	Mental Health Assessment**	Yes	Yes
	Visual Acuity***	Class 0	Class 0
	Color Vision	Class 2	Class 2
	Hearing	Class 1	Class 1
	TST Recommended	Yes	NO
	Assessment of Exposed Skin for UV related changes	Yes	Yes
IMMUNIZATION RECOMMENDED	Update basic immunization if needed Hepatitis B Rabies if required based on potential risk of exposure		

* Assessment to include a questionnaire related to risks of cardiovascular disease.

** To be carried out by an examiner who should refer the employee to a psychiatrist as required. Parks Canada separately contracts psychological assessments for suitability for the job independently of this occupational health medical assessment.

***Glasses and hard or soft contact lenses are acceptable provided the person meets the uncorrected standard.

Group by Occupation or Activity	Examination	Pre-Placement	Periodic
Employees other than Park Wardens who use, handle, store, control, clean or maintain firearms	Medical Examination	Medical examination	Medical examination; every 3 years
	Mental Health Assessment*	Yes	Yes
	Visual Acuity**	Class 2	Class 2
	Color Vision***	Class 2	Class 2, every 6 years after age 40
	Hearing****	Class 3	Class 3

*To be carried out by an examiner who should refer the employee to a psychiatrist as required.

**Not required for those who only store, control, clean, or maintain firearms. Glasses and hard or soft contact lenses are acceptable provided the person meets the uncorrected standard.

*** Not required for those who only store, control, clean, or maintain firearms.

**** Not required for those who only store, control, clean, or maintain firearms. The above hearing standards apply, with or without hearing aids.

Group by Occupation or Activity	Examination	Pre-Placement	Periodic
Accident Investigation and rescue Occupations	Medical Examination	Medical examination	Medical examination every 3 years; after age 40, every 2 years
	Mental Health Assessment*	Yes	Yes
	Visual Acuity**	Class 1	Class 1
	Color Vision	Class 2	Class 2
	Hearing	Class 2	Class 2
IMMUNIZATION RECOMMENDED	Update basic immunization if needed Hepatitis B		

*To be carried out by an examiner who should refer the employee to a psychiatrist as required.

** Glasses and hard or soft contact lenses are acceptable provided the person meets the uncorrected standard.

Group by Occupation or Activity	Examination	Pre-Placement OHAG CAT	Periodic
Electrofishers	Medical Examination	Medical Examination	Medical examination; every 5 years to age 39; every 3 years to age 46; every 2 years thereafter
	Mental Health Assessment*	Yes	Yes
	Visual Acuity	Class 2	Class 2
	Color Vision	Class 2	Class 2
	Hearing	Class 2	Class 2

	EKG	Yes	If clinically indicated
IMMUNIZATION RECOMMENDED	Update basic immunization if needed Hepatitis B		

*To be carried out by an examiner who should refer the employee to a psychiatrist as required.

Group by Occupation or Activity	Examination	Pre-Placement OHAG CAT III	Periodic OHAG CAT III
Scientific Personnel - Field	Medical Examination	Medical examination	Medical examination, every 5 years to age 39; every 3 years to age 46; every 2 years thereafter
	Mental Health Assessment*	Yes	Yes
	Visual Acuity	Class 2	Class 2
	Color Vision	Class 2	**
	Hearing	Class 3	Class 3
IMMUNIZATION RECOMMENDED	Update basic immunization if needed Rabies, depending on work environment Hepatitis B TST, screening depending on work environment		

*To be carried out by an examiner who should refer the employee to a psychiatrist as required.

** Color vision periodic testing (for navigational purposes) only if there is a significant change in visual acuity.

Group by Occupation or Activity	Examination	Pre-Placement	Periodic
Isolated and Remote (includes dependents)	Health Questionnaire	Health Questionnaire: Personal Health Declaration Form completed and reviewed by Occupational Health Nurse * indicating good health will be accepted as meeting the requirements.	Health Questionnaire: Personal Health Declaration Form completed and reviewed by Occupational Health Nurse * Every 5 years to age 39; every 3 years to age 40 to 46; every 2 years thereafter.
IMMUNIZATION RECOMMENDED	Update basic immunization if needed Hepatitis B TST, according to the geographic location Other immunizations as indicated by local health conditions		

*A completed Personal Health Declaration Form (indicating continued good health) will be accepted.

An Occupational Health Nurse must review the health questionnaire with the employee either over the phone or in person. If health problems are identified on the personal health declaration, the Occupational Health Physician must assess and decide if referral for medical assessment is necessary.

Group by Occupation or Activity	Examination	Pre-Placement	Periodic
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Noise hazard exposed employees	Hearing Questionnaire and Hearing	Yes	Yes;
	Hearing (Audiogram)	Yes	After 6 months; then annually
Group by Occupation or Activity	Examination	Pre-Placement	Periodic
Harsh Environmental Conditions	Health Questionnaire	Health Questionnaire: Personal Health Declaration Form Completed and reviewed by an Occupational Health Nurse *indicating good health will be accepted as meeting the requirements.*	Health Questionnaire: Personal Health Declaration Form completed and reviewed by an Occupational Health Nurse *Every 5 years to age 39; every 3 years to age 40 to 46; every 2 years thereafter.
IMMUNIZATION RECOMMENDED	Update basic immunization if needed TST, screening depending on work environment		

*A completed Personal Health Declaration Form (indicating continued good health) will be accepted.

An Occupational Health Nurse must review the health questionnaire with the employee either over the phone or in person. If health problems are identified on the personal health declaration, the Occupational Health Physician must assess and decide if referral for medical assessment is necessary.

Group by Occupation or Activity	Examination	Pre-Placement	Periodic
Employees who must wear self-contained breathing apparatus (SCBA) and supplied air respirators	Medical Examination	Medical examination	Medical examination, every 3 years to age 39; every 2 years thereafter ** Self Declaration Questionnaire should be completed by users of all types of respirators prior to their annual Fit-Testing
	Assessment of facial deformities and facial hair	Yes	Yes
	Mental Health Assessment*	Yes	Yes
	Color Vision	Yes Class 2, if using an air supply respirator with an end of service light indicator (ESLI)	Yes if using an air supply respirator with an end of service light indicator (ESLI)
	Spirometry	If clinically indicated	If clinically indicated

	Cardiac and/or pulmonary exercise testing	If clinically indicated	If clinically indicated
	Hearing; conversation	Class 3	Class 3

* To be carried out by an examining physician who should refer the employee to a psychiatrist as required.

****Self Declaration Questionnaire** should be completed by users of all types of respirators prior to their **annual Fit-Testing**. The Occupational Health Nurse must review the Self Declaration Questionnaire and any necessary subsequent protocols. If health problems are identified on the declaration, the Occupational Health Physician must assess and decide if referral for medical assessment is necessary.

Group by Occupation or Activity	Examination	Pre-placement	Periodic
Employees who wear other types of respirators	* Health Questionnaire	Health Questionnaire: Self-Declaration Questionnaire - Respiratory Users indicating good health will be accepted as meeting the requirements.	Health Questionnaire: Annually - Self-Declaration Questionnaire - Respiratory Users indicating good health will be accepted as meeting the requirements.

*Employees who wear other types of respirators do not normally require a medical assessment for medical fitness to use a respirator but should have their situation reviewed as part of a medical review program. This is done in conjunction with the annual fit testing as outlined in the local Respiratory Protection Program.

** The **Self Declaration Questionnaire** should be completed annually. Occupational Health Nurse must review the Self Declaration Questionnaire and any necessary subsequent protocols. If health problems are identified on the declaration, the Occupational Health Physician must assess and decide if referral for medical assessment is necessary.

APPENDIX 2

SERVICE STANDARDS

Medical Evaluation Type	Acknowledge Receipt	Schedule Appointment	Complete Medical Assessment	Submit Written Report to the Human Resources Manager
Pre-placement or Periodic Health Questionnaire - Personal Health Declaration Assessment	Within 2 business days from receipt of approved tasks request.	Within 3 business days from receipt of approved tasks request.	Within 5 days from acknowledge receipt.	Within 5 business days from the date the medical evaluation was completed.
Pre-placement and periodic assessment Medical assessment	Within 2 business days from receipt of approved tasks request.	Within 3 business days from receipt of approved tasks request.	Within 10 days from acknowledge receipt.	Within 5 business days from the date the medical evaluation was completed
Advice and Consultations	Within 2 business days from receipt of approved tasks request.	Within 3 business days from receipt of approved tasks request.	Within 10 days from acknowledge receipt.	Within 5 business days from the date the medical evaluation was completed
Fitness to Work Assessment	Within 2 business days from receipt of approved tasks request.	Within 5 business days from receipt of approved tasks request.	Within 2 weeks from acknowledge receipt.	Within 5 business days from the date the medical evaluation was completed.
Ergonomic Assessment and Follow-up	Within 2 business days from receipt of approved tasks request.	Within 3 business days from receipt of approved tasks request.	Within 5 business days from acknowledge receipt.	Within 10 business days from the date the medical evaluation was completed.
Immunization	Within 2 business days from receipt of approved tasks request.	Within 3 business days from receipt of approved tasks request.	Within 5 business days from acknowledge receipt.	Within 5 business days from the date the medical evaluation was completed.

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APPENDIX 3

PC FIELD UNIT LOCATIONS

Province or Territory	Business Unit and Location	Park Name and Location
Newfoundland and Labrador (NL)	AAA01 Nfld West & Labrador Field Unit	
	Rocky Harbour	Gros Morne National Park Port au Choix National Historic Site of Canada L'Anse aux Meadows National Historic Site Red Bay National Historic Site of Canada
	Nain	Torngat Mountains National Park
	AAA02 Nfld East Field Unit	
	St. John's	Signal Hill National Historic Site, Cape Spear Lighthouse National Historic Site, Historic Sites Association of Newfoundland and Labrador, Castle Hill National Historic Site of Canada, Placentia
	Glovertown	Ryan Premises National Historic Site Terra Nova National Park of Canada
Nova Scotia (NS)	AAA National Office Halifax	Halifax
	AAA03 Cape Breton Island Field Unit	
	Louisbourg	Fortress of Louisbourg National Historic Site of Canada Alexander Graham Bell National Historic Site Marconi National Historic Site Canso Islands National Historic Site, (Grassy Island National Historic Site), St. Peters Canal National Historic Site, St. Peters
	Ingonish Beach	Cape Breton Highlands National Park, Ingonish Beach
	AAA04 Mainland Nova Scotia Field Unit	
	Halifax	Halifax Citadel National Historic Site, Fort McNab National Historic Site Halifax Bloody Creek National Historic Site York Redoubt National Historic Site, Ferguson's Cove Sable Island National Park Sable Island National Park
Maitland Bridge	Kejimikujik National Park and National Historic Site, Maitland Bridge Fort Anne National Historic Site Fort Edward National Historic Site Port-Royal National Historic Site Melanson Settlement National Historic Site Georges Island National Historic Site Grand Pré National Historic Site Charles Fort National Historic Site	

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Province or Territory	Business Unit and Location	Park Name and Location
Prince Edward Island (PEI)	AAA05 PEI Field Unit	
	Charlottetown	Ardgowan National Historic Site Prince Edward Island National Park Port-la-Joye-Fort Amherst National Historic Site Province House National Historic Site Dalvay-by-the-Sea National Historic Site L.M. Montgomery's Cavendish National Historic Site
New Brunswick (NB)	AAA06 Southern NB Field Unit	
	Saint John	Carleton Martello Tower St. Andrews Blockhouse National Historic Site
	Alma	Fundy National Park of Canada, Alma
	AAA07 Northern NB Field Unit	
	Kouchibouguac	Kouchibouguac National Park, Kouchibouguac Beaubears Island Shipbuilding National Historic Site of Canada, Beaubears Island Boishébert National Historic Site, Beaubears Island
	Aulac, Memramcook, Port Elgin	Fort Beauséjour - Fort Cumberland National Historic Site of Canada, Aulac Monument Lefebvre National Historic Site of Canada, Memramcook Fort Gaspereaux National Historic Site of Canada, Port Elgin
Quebec (QC)	AAA National Office Gatineau	Gatineau
	AAA National Office Québec City	Québec
	AAA18 Saguenay/St. Lawrence Field Unit	
	Tadoussac	Saguenay-St. Lawrence Marine Park
	AAA12 Mingan Field Unit	
	Havre Saint-Pierre	Mingan Archipelago National Park Reserve
	AAA13 Gaspésie Field Unit	
	Gaspé	Forillon National Park, Gaspé Pointe-au-Père Lighthouse National Historic Site, Pointe-au-Père Battle of the Restigouche National Historic Site of Canada, Pointe-à-la-Croix
	AAA14 Quebec Field Unit	
	Québec City	Lieu historique du Parc-Montmorency, Québec Fortifications of Quebec National Historic Site of Canada, Quebec Cartier-Brébeuf National Historic Site of Canada, Quebec

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Province or Territory	Business Unit and Location	Park Name and Location
	Grosse-Ile	Lévis Forts National Historic Site of Canada, Lévis Lieu historique des forts-et-Châteaux-Saint-Louis Grosse Île and the Irish Memorial National Historic Site of Canada, Quebec
	AAA69 Quebec Waterways	
	Montréal	Lachine Canal National Historic Site, Montreal Chambly Canal National Historic Site, Chambly Saint-Ours Canal National Historic Site, Saint-Ours Sainte-Anne-de-Bellevue Canal National Historic Site, Sainte-Anne
	AAA15 La Mauricie and Western Quebec Field Unit	
	Shawinigan	La Mauricie National Park Forges du Saint-Maurice National Historic Site, Trois-Rivières
	Montréal	Sir George-Étienne Cartier National Historic Site of Canada, Montreal Sir Wilfrid Laurier National Historic Site of Canada, Saint-Lin-Laurentides Louis-Joseph Papineau National Historic Site Fort Lennox National Historic Site, Saint-Paul-de-l'Île-aux-Noix Battle of the Châteauguay National Historic Site, Howick Coteau-du-Lac National Historic Site, Coteau-du-Lac The Fur Trade at Lachine National Historic Site, Montreal Fort Chambly National Historic Site, Chambly Carillon Barracks and canal National Historic Site, Carillon
	Ville-Marie	Fort Témiscamingue National Historic Site, Ville-Marie
	Compton	Louis S. St. Laurent National Historic Site of Canada, Compton
	Montebello	Manoir-Papineau National Historic Site, Montebello
	Ontario (ON)	National Office Cornwall
	AAA69 Ontario Waterways	
	Ottawa and Smith Falls	Rideau Canal National Historic Site, Smith Falls and Ottawa
	Peterborough	Trent-Severn Waterway National Historic Site, Peterborough
	AAA22 Ontario North Field Unit	
	Heron Bay	Pukaskwa National Park, Heron Bay

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Province or Territory	Business Unit and Location	Park Name and Location	
	Sault Ste. Marie	Sault Ste. Marie Canal National Historic Site of Canada Fort St. Joseph National Historic Site of Canada, Richard's Landing	
	Nipigon	Lake Superior National Marine Conservation Area of Canada, Nipigon	
	AAA65 Georgian Bay and East Ontario		
	Midland	Georgian Bay Islands National Park of Canada, Midland Bethune Memorial House National Historic Site, Gravenhurst	
	Tobermory	Bruce Peninsula National Park, Tobermory Fathom Five National Marine Park	
	Prescott	Fort Wellington National Historic Site of Canada Battle of the Windmill National Historic Site Laurier House National Historic Site, Ottawa Inverarden House National Historic Site	
	Mallorytown	Bellevue House National Historic Site, Kingston Thousand Islands National Park, Mallorytown	
	AAA21 South West Ontario Field Unit		
	Leamington	Point Pelee National Park of Canada, Leamington Bois Blanc Island Lighthouse National Historic Site, Amherstburg Fort Malden National Historic Site, Amherstburg	
	Hamilton	HMCS Haida National Historic Site of Canada Fort George National Historic Site of Canada, Niagara- on-the-Lake Queenston Heights National Historic Site, Niagara-on- the-Lake	
	Kitchener	Woodside National Historic Site, Kitchener Point Clark Lighthouse National Historic Site c/o Woodside National Historic Site of Canada, Kitchener	
	Manitoba (MB)	AAA National Office Winnipeg	Winnipeg
		AAA25 Riding Mountain Field Unit	
		Wasagaming	Riding Mountain National Park, Wasagaming
	AAA24 Manitoba Field Unit		
	St. Andrews	St. Andrew's Rectory National Historic Site of Canada, St. Andrews Riel House National Historic Site, Winnipeg The Forks National Historic Site, Winnipeg Lower Fort Garry National Historic Site of Canada, St. Andrews	
	Churchill	York Factory National Historic Site, Churchill Prince of Wales Fort NHS of Canada, Churchill Wapusk National Park of Canada, Churchill	

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Province or Territory	Business Unit and Location	Park Name and Location
Saskatchewan (SK)	AAA26 Northern Prairies Field Unit	
	Waskesiu Lake	Prince Albert National Park, Waskesiu Lake
	Fort Saskatchewan	Elk Island National Park, Fort Saskatchewan
	AAA27 Southern Saskatchewan Field Unit	
	Val Marie	Grasslands National Park of Canada, Val Marie
	Wakaw, Battleford	Batoche National Historic Site of Canada, Wakaw Fort Battleford National Historic Site, Battleford
	Maple Creek, Abernethy	Fort Walsh National Historic Site, Maple Creek Motherwell Homestead National Historic Site, Abernethy
Alberta (AB)	AAA Satellite office Calgary	Calgary
	AAA32 Banff Field Unit	
	Banff	Banff National Park Banff Park Museum National Historic Site of Canada Cave and Basin National Historic Site Sulphur Mountain Cosmic Ray Station National Historic Site Rocky Mountain House National Historic Site Abbot Pass Refuge Cabin National Historic Site Howse Pass National Historic Site Skoki Ski Lodge National Historic Site
	AAA34 Kootenay/Yoho/Lake Louise Field Unit, Lake Louise	
	Lake Louise	Yoho National Park, Lake Louise Twin Falls Tea House, Lake Louise Kicking Horse Pass, Lake Louise Abbot Pass National Historic Site, Lake Louise
	Radium Hot Springs	Kootenay National Park, Radium Hot Springs
	AAA33 Jasper Field Unit	
	Jasper	Jasper National Park, Jasper Athabasca Pass National Historic Site Yellowhead Pass National Historic Site
AAA11 Waterton Lakes Field Unit		
Waterton Park	Waterton Lakes National Park of Canada, Waterton Park First Oil Well in Western Canada National Historic Site, Waterton Park Bar U Ranch National Historic Site of Canada, Longview	
British Columbia (BC)	AAA National Office Vancouver	Vancouver

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Province or Territory	Business Unit and Location	Park Name and Location
	AAA35 Mount Revelstoke/Glacier Field Unit	
	Revelstoke	Fort St.James National Historic Site, Rogers Pass National Historic Site of Canada, Revelstoke Mount Revelstoke National Park of Canada, Revelstoke Glacier National Park, West Glacier
	AAA37 Coastal BC Field Unit	
	Uclulet	Pacific Rim National Park Reserve, Ucluelet
	Fort Langley	Fort Langley National Historic Site of Canada, Fort Langley
	Victoria	Fort Rodd Hill & Fisgard Lighthouse National Historic Sites of Canada, Victoria Gulf of Georgia Cannery National Historic Site of Canada, Victoria Fisgard Lighthouse National Historic Site, Colwood
	Sidney	Gulf Islands National Park Reserve of Canada, Sidney
	AAA38 Gwaii Haanas Field Unit	
	Queen Charlotte	Gwaii Haanas National Park, Reserve and Haida Heritage Site, Queen Charlotte Gitwangak Battle Hill National Historic Site
Northwest Territories (NT)	AAA28 NWT South West Field Unit	
	Fort Smith	Wood Buffalo National Park, Fort Smith
	Fort Simpson	Nahanni National Park Reserve of Canada, Fort Simpson
	AAA30 Western Arctic Field Unit	
	Inuvik	Tuktut Nogait National Park of Canada, Paulatuk
		Aulavik National Park of Canada, Sachs Harbour
		Ivvavik National Park, Inuvik
Nunavut (NU)	AAA29 Nunavut Field Unit	
	Iqaluit	Auyuittuq National Park of Canada, Pangnirtung
		Quttinirpaaq National Park of Canada, Iqaluit

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Province or Territory	Business Unit and Location	Park Name and Location
	Keewatin	Sirmilik National Park of Canada, Pond Inlet
		Ukkusiksalik National Park
Yukon (YT)	AAA39 Yukon Field Unit	
	Haines Junction	Kluane National Park and Reserve, Haines Junction
	Whitehorse	S.S. Klondike National Historic Site, Whitehorse Vuntut National Park of Canada
	Dawson City	S.S. Keno National Historic Site, Dawson City Dredge #4 National Historic Site, Dawson City Dawson Historical Complex National Historic Site, Dawson

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APPENDIX 4

Procedures for Health Evaluations Request

- 1) The manager or supervisor is responsible for identifying which employees require an occupational health evaluation, as per the Health Evaluation Protocols outlined in the Table of the [PCA Occupational Health Monitoring Program](#). For guidance in determining which protocol is required, please contact Sylvie Lalonde at pss.hmp@pc.gc.ca.
- 2) Once the requirement has been established, the manager will submit a request to the Human Resources Manager (HRM) or their delegated representative.
- 3) The HRM or their delegated representative must complete the [checklist](#) form for each request and forward it BY EMAIL.
- 4) It is essential that the HRM or their delegated representative signs the check list form. For a request of the same nature that pertains to many employees, a single check list can be completed by attaching the list of employees' names, dates of birth, and the name of the manager or supervisor responsible for the group.
- 5) The Health service provider will send a notice of receipt by email to the HRM or their delegated representative within 2 days.
- 6) The Health service provider will then contact the manager or the supervisor and the HRM within 3 days to provide information related to the date, time and place of the scheduled appointment.
- 7) The manager or the supervisor is responsible for forwarding the scheduled appointment to the employee. MOST IMPORTANTLY, appointments should be scheduled as per operational requirements to ensure employee attendance.
- 8) The manager or supervisor should remind the employee to attend their scheduled appointment.
- 9) The Health service provider will confirm the appointment by email with the HRM or their delegated representative.
- 10) The Health service provider is responsible for providing all required forms and documents for health evaluations and ensuring completion by the employee. This includes:
 - Notice of scheduled appointment;
 - Consent to release medical information;
 - Health questionnaire(s);
 - Explanation of protocols.
- 11) The Health service provider will inform the HRM or their delegated representative of every no show and late cancelation.

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Once the evaluation is completed:

If the final results indicate that the employee **meets** the work requirements:

- 1) The Health service provider will send a report to the HRM or their delegated representative.
- 2) The HRM will forward the health evaluation report to the employee and his/her manager or supervisor.

While waiting for **pending health evaluation** results:

- 1) Interim Health Assessment Reports are required if an evaluation is not complete and or tests, immunizations, etc. are pending. These reports must be sent to PC and they must indicate if the employee is cleared to continue working while waiting for the pending pre-placement/periodic results or if there are some restrictions.

If the final results indicate that the employee **does not meet** the work requirements:

- 1) The Health service provider will inform Parks Canada via email (using pss.hmp@pc.gc.ca) and will also inform the HRM or their delegated representative and Disabilities Manager (DM) Advisor.
- 2) The HRM will forward the report to the employee and his/her manager or supervisor.
- 3) The Health service provider will inform the employee in writing of their recommendation and further action to be taken such as follow up with their own physician.

If an accommodation is needed, the DM Advisor will be in contact with the manager or supervisor and employee.

The HRM is responsible to keep a copy of the report in the employee's file. All medical information forms and records transmitted or used in connection with health evaluations will be kept confidential and retained by the health service provider.

Should you require additional information or assistance, please contact your [DM Advisor](#).

APPENDIX 5

Procedure for Fitness to Work Evaluations

- 1) At the beginning of the process, it is important for the manager to fully inform employees about the request for evaluation, the reasons for the request and the potential consequences of the evaluation.
- 2) The manager must give employees a copy of the letter in which an FTWE is requested. If communications are open, it is highly likely that employees will cooperate and that results will be satisfactory to all parties. Employees have access to their own records under the *Privacy Act*, but from a labour relations standpoint, this is not the preferred approach to obtaining information.
- 3) The employee's manager and Human Resources Manager (HRM), in consultation with the Disabilities Management (DM) Advisor, should prepare all the required documents to allow the Health Service Provider to transmit information on the employee's abilities, functional limitations and restrictions related to the work tasks and to agree on relevant FTWE.
- 4) The HRM prepare the FTWE request which includes the following:
 - a completed [checklist](#);
 - a copy of the signed "consent to undergo a FTWE";
 - a letter of referral written by the Manager/HRM explaining the need for evaluation, relevant facts and questions to be addressed by the request.
- 5) The completed package must be sent BY EMAIL to pss.hmp@pc.gc.ca with a carbon copy (i.e., cc) sent to the DM Advisor.
- 6) The Health Service Provider will send a notice of receipt by email at which point any specific FTWE needs will be discussed between the Health Service Provider and the DM advisor if required.
- 7) The Health Service Provider will then provide the HRM with the scheduled appointment date, time and location. The HRM is responsible to communicate this information directly to the employee and his/her supervisor/manager.
- 8) The Health Service Provider will send the FTWE report to the DM Advisor who will forward it to the HRM.
- 9) The HRM will provide a copy of the report to the supervisor/manager and the employee.
- 10) All medical information forms and records transmitted or used in connection with the health evaluations will be kept confidential and retained by the Health Service Provider.
- 11) The HRM is responsible to keep a copy of the assessment results in the employee's file.

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12) The Health Service Provider will forward the invoice directly to the Manager as well as the National Occupational Health and Safety and Disability Management Programs.

The DM ensures the ongoing communication between the HRM and the Health Service Provider.

If you have any questions regarding the procedure or the contents of the report and its recommendations, please contact your [Disability Management Advisor](#).

Results/Reports

The Health Service Provider (i.e., Medical Director) evaluates the employee's fitness to work and provides the results to Parks Canada. This evaluation is usually based on basic information: medical history, medical tests and a physical examination. These are performed by the Health Service Provider staff alone or where needed in collaboration with other health professionals and/or specialists.

The results of the evaluation are generally the following:

THE EMPLOYEE IS FIT TO DO HIS/HER JOB WITHOUT FUNCTIONAL LIMITATIONS/RESTRICTIONS

This means that the employee meets the job requirements in the specific working conditions and is able to meet the physical and mental requirements without any functional limitations.

THE EMPLOYEE IS FIT TO DO HIS/HER JOB WITH FUNCTIONAL LIMITATIONS/RESTRICTIONS

This means that the employee meets, with limitations, the requirements of his/her position in the specific working conditions and is able to meet the physical and mental requirements. The employee's physician must specify functional limitations and indicate whether they are permanent or temporary, and if temporary, how long they will last.

THE EMPLOYEE IS NOT FIT TO DO HIS/HER JOB

This means that the employee is not able to meet the requirements of his/her position nor can he/she meet the physical and/or mental requirements. It may well be that the employee's medical condition reduces his/her abilities to such an extent that the employee can no longer perform, without risk, certain duties of his/her normal job. Therefore, it is necessary to consider accommodations for the employee to return or remain at work.

APPENDIX 6

Procedure for requesting an office ergonomic evaluation

- 1) The employee's manager or supervisor is responsible for requesting an office ergonomic assessment by submitting a request to their Human Resources Manager (HRM).
- 2) The HRM or their delegated representative are to complete and send the checklist **BY EMAIL** to pss.hmp@pc.gc.ca.
- 3) The Health service provider will send a notice of receipt by email to the HRM or their delegated representative within 2 days.
- 4) The Health Service Provider will contact the employee and their manager or supervisor within 3 days to provide information related to the date, time and place of the scheduled appointment. The Health Service Provider will confirm the appointment by forwarding the details by email to the employee managers or supervisor and with a carbon copy (i.e., cc) sent to the HRM.
- 5) The manager or the supervisor should remind the employee to attend their scheduled appointment to ensure attendance.
- 6) The Health Service Provider is responsible for providing all required forms and documents for the ergonomic assessment.
- 7) The Health Service Provider must inform **BY EMAIL** to pss.hmp@pc.gc.ca as well as the HRM or their delegated representative of every no show and late cancelation.
- 8) Once the ergonomic assessment has been completed, the Health Service Provider will send the report to:
 - National Office by email at the following address: pss.hmp@pc.gc.ca.
 - National Office will forward a copy to the manager/supervisor and HRM who made the request.
 - The managers/supervisors are responsible to provide a copy of the report to the employee.
 - The HRM is responsible for keeping a copy of the report on the employee's file.
 - For assistance in accommodations, the managers/supervisors should contact their [Disability Management Advisor](#).

Important Note: All information of a medical nature, forms and files sent or used in the process of these assessments are kept confidentially by the Health Service Provider.

ANNEX B, BASIS OF PAYMENT

A- Contract Period (From date of contract for a period of 1 year)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Category	Name	Firm All Inclusive Hourly Rate
Medical Director	_____	\$ _____

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

a. Canada will not accept any travel and living expenses for:

- i. Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Web site: <http://laws.justice.gc.ca/en/N-4/> ; and
- ii. Any travel between the Contractor's place of business or the proposed resource work location and the NCR

required to satisfy the terms of the Contract. These expenses are included in the rate in section 1 above.

b. For Work to be performed outside the NCR:

- i. The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work at a location outside the NCR, as identified in Appendix 3 to Annex A, 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/hr-rh/gtla-vgcl/index_e.asp, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- ii. The Contractor is not entitled to claim travel and living expenses if the Contractor's place of business or the proposed resource work location is within 200 km of the location identified in the approved Task Authorization; and
- iii. For Work to be performed outside the 200 km radius: The Contractor will be paid its authorized travel time, reasonably and properly incurred in the performance of the Work, at a rate of 50% of the all inclusive per diem rate for Medical Director, for travel occurring within a twenty-four hour period, without any allowance for overhead or profit, up to a maximum of 10 hours per required travel. Actual time for travel will be paid in accordance with the following formula:

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travel time hours x firm all inclusive hourly rate x 0.50

- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- d. All travel including travel time must have the prior authorization of the Technical Authority.
- e. Services to be provided on-site at any of the locations identified in Appendix 3 to Annex A must have the prior authorization of the Technical Authority.
- f. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

2.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at a mark up of _____%, for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

2.2.1 Cancellations and Absences

Canada is only subject to the applicable cancellation and absence charges if the Contractor is not notified at least 48 hours (2 business days) prior to the scheduled medical appointment.

Allowable Categories

Health Evaluations
Cancellations

B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B-1 Extended Contract Period (Option Period 1)

During the period of the Contract Option Period 1, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Category	Name	Firm All Inclusive Hourly Rate
Medical Director	_____	\$ _____

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

a. Canada will not accept any travel and living expenses for:

- i. Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Web site: <http://laws.justice.gc.ca/en/N-4/> ; and
- ii. Any travel between the Contractor's place of business or the proposed resource work location and the NCR

required to satisfy the terms of the Contract. These expenses are included in the rate in section 1 above.

b. For Work to be performed outside the NCR:

- i. The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work at a location outside the NCR, as identified in Appendix 3 to Annex A, 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/hr-rh/gtla-vgcl/index_e.asp, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- ii. The Contractor is not entitled to claim travel and living expenses if the Contractor's place of business or the proposed resource work location is within 200 km of the location identified in the approved Task Authorization; and
- iii. For Work to be performed outside the 200 km radius: The Contractor will be paid its authorized travel time, reasonably and properly incurred in the performance of the Work, at a rate of 50% of the all inclusive per diem rate for Medical Director, for travel occurring within a twenty-four hour period, without any allowance for overhead or profit, up to a maximum of 10 hours per required travel. Actual time for travel will be paid in accordance with the following formula:

$$\text{travel time hours} \times \text{firm all inclusive hourly rate} \times 0.50$$

- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- d. All travel including travel time must have the prior authorization of the Technical Authority.
- e. Services to be provided on-site at any of the locations identified in Appendix 3 to Annex A must have the prior authorization of the Technical Authority.
- f. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

2.2 Other Direct Expenses

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The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at a mark up of _____%, for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

2.2.1 Cancellations and Absences

Canada is only subject to the applicable cancellation and absence charges if the Contractor is not notified at least 48 hours (2 business days) prior to the scheduled medical appointment.

Allowable Categories

Health Evaluations
Cancellations

B-2 Extended Contract Period (Option Period 2)

During the period of the Contract Option Period 2, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Category	Name	Firm All Inclusive Hourly Rate
Medical Director	_____	\$ _____

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

- a. Canada will not accept any travel and living expenses for:
- Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Web site: <http://laws.justice.gc.ca/en/N-4/> ; and
 - Any travel between the Contractor's place of business or the proposed resource work location and the NCR
- required to satisfy the terms of the Contract. These expenses are included in the rate in section 1 above.
- b. For Work to be performed outside the NCR:
- The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work at a location outside the NCR, as identified in Appendix 3 to Annex A, 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/hr-rh/gtla-vgcl/index_e.asp, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

-
- ii. The Contractor is not entitled to claim travel and living expenses if the Contractor's place of business or the proposed resource work location is within 200 km of the location identified in the approved Task Authorization; and
 - iii. For Work to be performed outside the 200 km radius: The Contractor will be paid its authorized travel time, reasonably and properly incurred in the performance of the Work, at a rate of 50% of the all inclusive per diem rate for Medical Director, for travel occurring within a twenty-four hour period, without any allowance for overhead or profit, up to a maximum of 10 hours per required travel. Actual time for travel will be paid in accordance with the following formula:

travel time hours x firm all inclusive hourly rate x 0.50

- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- d. All travel including travel time must have the prior authorization of the Technical Authority.
- e. Services to be provided on-site at any of the locations identified in Appendix 3 to Annex A must have the prior authorization of the Technical Authority.
- f. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

2.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at a mark up of _____%, for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

2.2.1 Cancellations and Absences

Canada is only subject to the applicable cancellation and absence charges if the Contractor is not notified at least 48 hours (2 business days) prior to the scheduled medical appointment.

Allowable Categories

Health Evaluations
Cancellations

B-3 Extended Contract Period (Option Period 3)

During the period of the Contract Option Period 3, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Category	Name	Firm All Inclusive Hourly Rate
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Medical Director _____ \$ _____

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

a. Canada will not accept any travel and living expenses for:

- i. Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Web site: <http://laws.justice.gc.ca/en/N-4/> ; and
- ii. Any travel between the Contractor's place of business or the proposed resource work location and the NCR

required to satisfy the terms of the Contract. These expenses are included in the rate in section 1 above.

b. For Work to be performed outside the NCR:

- i. The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work at a location outside the NCR, as identified in Appendix 3 to Annex A, 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/hr-rh/gtla-vgcl/index_e.asp, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- ii. The Contractor is not entitled to claim travel and living expenses if the Contractor's place of business or the proposed resource work location is within 200 km of the location identified in the approved Task Authorization; and
- iii. For Work to be performed outside the 200 km radius: The Contractor will be paid its authorized travel time, reasonably and properly incurred in the performance of the Work, at a rate of 50% of the all inclusive per diem rate for Medical Director, for travel occurring within a twenty-four hour period, without any allowance for overhead or profit, up to a maximum of 10 hours per required travel. Actual time for travel will be paid in accordance with the following formula:

travel time hours x firm all inclusive hourly rate x 0.50

- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- d. All travel including travel time must have the prior authorization of the Technical Authority.
- e. Services to be provided on-site at any of the locations identified in Appendix 3 to Annex A must have the prior authorization of the Technical Authority.
- f. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

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2.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at a mark up of _____%, for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

2.2.1 Cancellations and Absences

Canada is only subject to the applicable cancellation and absence charges if the Contractor is not notified at least 48 hours (2 business days) prior to the scheduled medical appointment.

Allowable Categories

Health Evaluations
Cancellations

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ANNEX C, SECURITY REQUIREMENTS CHECK LIST

SEE ATTACHED

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ANNEX D, TASK AUTHORIZATION FORM

Contract Number	
Task Authorization (TA) Number	
Contractor's Name and Address	
Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:	\$ _____
TA Revisions Previously Authorized	
TA Revision Number: _____	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____
TA Revision Number: _____	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____
TA Revision Number: _____	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____
New TA Revision	
TA Revision Number: _____	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____
Total Estimated Cost of Task (Applicable Taxes extra) after this revision:	\$ _____
Contract Security Requirements (as applicable)	
This task includes security requirements.	
<input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.	
Remarks:	
Required Work	
SECTION A – Task Description of the Work Required	

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SECTION B – Applicable Basis of Payment
SECTION C - Cost Breakdown of Task
SECTION D- Applicable Method of Payment
Authorization - Authorization
<p>By signing this TA, the Technical Authority or the PWGSC Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.</p> <p>Name of Technical Authority - _____</p> <p>Signature _____ Date _____</p> <p>Name of PWGSC Contracting Authority - _____</p> <p>Signature _____ Date _____</p>
Contractor's Signature - Signature de l'entrepreneur
<p>Name and title of individual authorized to sign for the Contractor</p> <p>_____</p> <p>Signature _____ Date _____</p>

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ANNEX E, NON-DISCLOSURE AGREEMENT

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

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

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

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

Signature

Date

PRICING SCHEDULE
5P015-140714/A

ATTACHMENT 1 TO PART 3

Bidders must quote a Firm All-Inclusive Hourly Rate for each of the red cells below.

Table 1 - PROFESSIONAL SERVICES													
A	B	C	D	E	F	H	I	J	K	L	M	N	O
Category	Firm All-inclusive Hourly rate Initial Contract Period	Firm All-inclusive Hourly Rate (Option Period 1)	Firm All-inclusive Hourly Rate (Option Period 2)	Firm All-inclusive Hourly Rate (Option Period 3)	Estimated Level of Effort (Hours)	Cost Roll-Up Initial Contract Period	Estimated Level of Effort (Hours)	Cost Roll-Up (Option Period 1)	Estimated Level of Effort (Hours)	Cost Roll-Up (Option Period 2)	Estimated Level of Effort (Hours)	Cost Roll-Up (Option Period 3)	
1	Medical Director				160	\$0.00	160	\$0.00	160	\$0.00	160	\$0.00	

Bidders must quote a Firm All-Inclusive mark-up percentage for the Health Evaluations' Direct Expenses in the red cells below

Table 2 - HEALTH EVALUATION - DIRECT EXPENSE MARK UP													
A	B	C	D	E	F	H	I	J	K	L	M	N	O
Expense	Firm All-inclusive mark-up percentage (Initial Contract Period)	Firm All-inclusive mark-up percentage (Option Period 1)	Firm All-inclusive mark-up percentage (Option Period 2)	Firm All-inclusive mark-up percentage (Option Period 3)	Direct Expense cost (for evaluation purposes only)	Cost Roll-Up Initial Contract Period	Direct Expense cost (for evaluation purposes only)	Cost Roll-Up (Option Period 1)	Direct Expense cost (for evaluation purposes only)	Cost Roll-Up (Option Period 2)	Direct Expense cost (for evaluation purposes only)	Cost Roll-Up (Option Period 3)	
1	Direct Expense Mark up				\$400,000	\$0.00	\$400,000	\$0.00	\$400,000	\$0.00	\$400,000	\$0.00	

Period	Evaluated Price
Initial Contract Period	(Table 1 (I) + Table 2 (I1))
Option Period 1	\$0.00
Option Period 2	(Table 1 (K1) + Table 2 (K1))
Option Period 3	(Table 1 (M1) + Table 2 (M1))
Total Evaluated Price	\$0.00

A REQUEST FOR A FILLABLE EXCEL PRICING SCHEDULE CAN BE SENT TO:
brian.steele@ipsop-pwpsc.gc.ca

Revised June 26/08 *dy*
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Contract Number / Numéro du contrat <i>Solicitation # 20140714</i>
Security Classification / Classification de sécurité

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

PART I - CONTRACT INFORMATION / PARTIE I - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <i>Packs Canada</i>	2. Branch or Directorate / Direction générale ou Direction <i>Human Resources Directorate</i>	
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 <i>Provide Occupational Health services (health evaluations, advice, fitness to work assessment + ergonomic assessment) to PE Employees across Canada</i>		
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	All NATO countries / Tous les pays de l'OTAN	No release restrictions / Aucune restriction relative à la diffusion
No release restrictions / Aucune restriction relative à la diffusion: <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Not releasable / À ne pas diffuser	Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	PROTECTED A / PROTÉGÉ A
PROTECTED A / PROTÉGÉ A: <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	PROTECTED B / PROTÉGÉ B
PROTECTED B / PROTÉGÉ B: <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL	PROTECTED C / PROTÉGÉ C
PROTECTED C / PROTÉGÉ C: <input type="checkbox"/>	NATO SECRET / NATO SECRET	CONFIDENTIAL / CONFIDENTIEL
CONFIDENTIAL / CONFIDENTIEL: <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET	SECRET
SECRET / SECRET: <input type="checkbox"/>		TOP SECRET / TRÈS SECRET
TOP SECRET / TRÈS SECRET: <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT): <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT): <input type="checkbox"/>

TBS/SCT-350-103(2004/12)

Security Classification / Classification de sécurité

Canada

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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité:

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

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

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

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

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

Special comments:
 Commentaires spéciaux: Contractor - medical Director & Administrative.

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 de sécurité peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTIONNÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET			
											A	B	C				
Information / Assets / Informations / Actifs Information / Assets / Informations / Actifs Production		✓															
IT Access / Support IT / Accès IT / Support IT																	
IT Link / IT Attachments / Lien / Attachments																	

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).