

Q&A – RFP – DND 14/0040005 – Two (2) Physicians (Medical Standards Analysts)

Number	Questions/Answers/Amendments
Question 5:	<p>In Annex “A” Statement of Work, section 1.1 reads “The objective of the SOW is to describe the tasks and deliverables required by Physicians (Medical Standards Analysts), four (4) days a week, to review Canadian Armed Forces (CAF) medical records in order to assign permanent changes of medical employment limitations for CAF members.”</p> <p>On page 25 of the RFP, under Section 6: Constraints, the RFP reads “DND personnel are normally available from 0900 to 1530 Monday to Friday exclusive of statutory holidays. Every effort will be made to ensure the availability of Departmental personnel; however, urgent tasks and other activities may have an impact on scheduling. The resources are expected to plan their workload accordingly.”</p> <p>Can DND clarify the level of scheduling flexibility for this contract? For example,</p> <ol style="list-style-type: none">1. Will the physicians follow a set schedule of predetermined days of the week? E.g. Mondays, Tuesdays, Wednesdays, and Fridays?2. Are Saturdays and Sundays acceptable days for work under this contract?3. Will the physician be expected to work 7.5 hours per day or will they have the flexibility to allocate their time (30 hours/week) based on volume of work and to benefit those departmental personnel who may be in a different time zone?
Answer 5:	<ol style="list-style-type: none">1. Yes, the Physicians (Medical Standards Analysts) will be required to work a predetermined schedule of four (4) days a week. After contract award, the schedule (i.e. which weekdays) will be determined on a monthly basis due to the sharing of workstations with DND employees.2. Services will only be performed between Monday and Friday.3. The Physicians (Medical Standards Analysts) will be expected to work 7.5 hours per day, 4 days a week. Work volume is always high, independent of the time of the year.