

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

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Title - Sujet OCCUPATIONAL HEALTH MONITORING SVCS	
Solicitation No. - N° de l'invitation 5P015-140714/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 5P015-140714	Date 2015-09-08
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:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

Solicitation No. - N° de l'invitation

5P015-140714/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

121zh

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

5P015-140714

File No. - N° du dossier

121zh5P015-140714

CCC No./N° CCC - FMS No/ N° VME

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

Amd. No. - N° de la modif.
001
File No. - N° du dossier
121zh.5P015-140714

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

Reason for Amendment

- 1. Amend the 2003, Standard Instructions**
 - 2. Amend the Mandatory Technical Criteria**
 - 3. Respond to Questions**
-

1. Amend the 2003, Standard Instructions

DELETE Part 2 Bidder Instructions, clause 2.1, Standard Instructions, Clauses and Conditions in its ENTIRETY and REPLACE with the following:

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-conditionsmanual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditionsmanual>) 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 (2015-07-03), 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. Amend the Mandatory Technical Criteria

DELETE the Mandatory Technical Criteria table in its ENTIRETY and REPLACE with the following:

No.	Mandatory Technical Criteria
<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
<u>MT3</u>	<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 (pre-placement and/or periodic) 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)
<u>MT4</u>	<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)

3. Respond to Questions

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

Amd. No. - N° de la modif.
001
File No. - N° du dossier
121zh.5P015-140714

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

Question # 1

Can Parks Canada be used as a client example in the Mandatory Technical Criteria (ex. MT3, MT4, and MT5)?

Answer # 1

Yes, Parks Canada can be used as a client example in the Mandatory Technical Criteria substantiation.

Question # 2

Regarding MT2 criteria and 13.0 Language Requirements:

In 13.1 "The Medical Director must be able to read, write and communicate orally in both French and English". MT2 does not state that it is a Mandatory Requirement that the Medical Director be bilingual. Can you please confirm whether Parks Canada would accept two (2) Medical Directors – one French and one English?

Answer # 2

As per 13.1, the Medical Director is required to be bilingual. This requirement is not a part of MT2 as Parks Canada is unable to assess the proposed Medical Director's bilingual ability at bid evaluation.

Question # 3

In MT3 and MT4, please confirm which MT sections relate to each Health Evaluations (Fitness to Work/Advice and Consultation Services) and Health Evaluations (pre-placement and/or periodic) service.

Answer # 3

See amended Mandatory Technical Evaluation Criteria above

Question # 4

Referencing Part 7 – Section 7.1.1 F, can Parks Canada please confirm if a 200 km radius is defined as one way or two way totaling 200 km?

Answer # 4

The 200 km radius is the distance one way.

Question # 5

Referencing Annex A, Statement of Work Section 5.1 Health Evaluations:
Will all participants in the three identified protocols require contact by the Occupational Health Registered Nurse or Physician, or only those in which it is clinically indicated based on unfavorable responses?

Answer # 5

Yes, all three identified protocols require contact by the Occupational Health Registered Nurse or Physician and reviewed in person or by telephone.

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

Amd. No. - N° de la modif.
001
File No. - N° du dossier
121zh.5P015-140714

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

Question # 6

Referencing Annex A, Statement of Work, Section 6.12, can the employee be provided their confidential results of medical evaluation via a secure web based portal?

Answer # 6

No, the confidential results may not be provided to the employee via secure web based portal.

Question # 7

Referencing Annex A, Statement of Work Section 8.1, is a Physician Assistant deemed to be an appropriate resource?

Answer # 7

No, a physician assistant is not deemed to be an appropriate resource.

Question # 8

Referencing Annex A, Statement of Work, Section 11.0 Business Environment, can Parks Canada confirm what time zone is referred to in this section?

Answer # 8

The time zone vary and refers to the time zone of the employee's for whom the health evaluation is being carried out.

Question # 9

Referencing Annex B, will a backup indicating the actual cost of the service (before markup) be required to support each invoice or can we invoice a pre-approved amount?

Answer # 9

Each submitted invoice which includes Other Direct Expenses must be supported by itemized statement(s) supported by receipt vouchers (actual cost of service before the markup is applied).

Question # 10

Can Parks Canada confirm that there are no rated criteria for this RFP.

Answer # 10

This bid solicitation does not have any point rated technical evaluation criteria.

Question # 11

How will the technical portion be scored? What is the weighting of the technical portion compared to the bid price?

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

Amd. No. - N° de la modif.
001
File No. - N° du dossier
121zh.5P015-140714

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

Answer # 11

The Bidder must meet ALL the mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. Refer to Part 4 – Evaluation Procedures and Basis of Selection for more details.

Question # 12

Will the determination for a successful vendor be solely based on price (markup) given the successful compliance with the MT criteria?

Answer # 12

Yes. Please refer to Question and Answer # 11

Question # 13

If we provide a service of our Medical Director (i.e. Review of personal health declaration) and do not generate “internal” invoice for this time, what backup for the charges will be required to be provided? Will the hourly rate of the Medical Director be used?

Answer # 13

Advice and consultation by the Medical Director are subject to hourly rate only when the Advice and consultation are requested through a Task Authorisation. Reviews and reports are part of Health Evaluation direct expense mark up.

Question # 14

Do we add the cost of the Medical Director to complete the Certificate of Fitness to the cost of the exam or bill separately for his/her time to review and sign off on test and exam results?

Answer # 14

Certificate of Fitness review and signature by the Medical Director is part of the Health Evaluation mark up and the hourly rate of the Medical Director is not to be billed separately.