



**RETURN BIDS TO :**  
**RETOURNER LES SOUMISSIONS À :**  
Bid Receiving - Réception des soumissions:

Correctional Service Canada  
Mailroom, 1<sup>st</sup> floor  
340 Laurier Avenue West  
Ottawa, ON  
K1A 0P9  
ATTN: Guillaume Gagnon

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal to: Correctional Service 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 thereof.

**Proposition à: Service Correctionnel du Canada**

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

**Comments — Commentaires :**

“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT” « LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »

**Vendor/Firm Name and Address —**  
**Raison sociale et adresse du fournisseur/de**  
**l'entrepreneur :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone # — N° de Téléphone :

\_\_\_\_\_

Fax # — No de télécopieur :

\_\_\_\_\_

Email / Courriel : \_\_\_\_\_

GST # or SIN or Business # — N° de TPS  
ou NAS ou N° d'entreprise :

\_\_\_\_\_

<b>Title — Sujet:</b> <b>Psychiatric Services</b>	
<b>Solicitation No. — N° de l'invitation</b>	<b>Date:</b>
<b>21120-16-2228628</b>	<b>02-November-2015</b>
<b>Client Reference No. — N° de Référence du Client</b>	
<b>21120-16-2228628</b>	
<b>GETS Reference No. — N° de Référence de SEAG</b>	
<b>Solicitation Closes — L'invitation prend fin</b>	
<b>at /à : 02:00 pm (EST)</b>	
<b>on / le : 27-November-2015</b>	
<b>F.O.B. — F.A.B.</b>	
Plant – Usine:	Destination: Other-Autre:
See herein	
<b>Address Enquiries to — Soumettre toutes questions à:</b>	
Guillaume Gagnon / guillaume.gagnon@csc-scc.gc.ca	
<b>Telephone No. – N° de téléphone:</b>	<b>Fax No. – N° de télécopieur:</b>
<b>613-992-7988</b>	<b>613-992-1217</b>
<b>Destination of Goods, Services and Construction:</b>	
<b>Destination des biens, services et construction:</b>	
See herein	
<b>Instructions: See Herein</b>	
<b>Instructions : Voir aux présentes</b>	
<b>Delivery Required — Livraison exigée : See herein</b>	<b>Delivery Offered – Livraison proposée : Voir aux présentes</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b>	
<b>Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
_____	
Name / Nom	Title / Titre
_____	
Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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**PART 1 - GENERAL INFORMATION**

**1. Security Requirement**

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 6 - 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 6 - 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 6 – Resulting Contract Clauses;
- (e) the Bidder must provide the address(es) of the proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.

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.

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

**2. Statement of Work**

The Work to be performed is detailed under Article 2. of the resulting contract clauses.

**2.1 Multiple Contract(s) per LOCATION**

Correctional Service Canada (CSC) may award multiple contracts per LOCATION as a result of this bid solicitation, as per the following:

<b>LOCATIONS</b>	<b>MAXIMUM # OF CONTRACT(S) THAT MAY BE AWARDED</b>
<u>LOCATION 1:</u> Regional Treatment Centre and Pacific Institution.	1
<u>LOCATION 2:</u> Regional Treatment Centre and Fraser Valley Institution for Women.	1
<u>LOCATION 3:</u> Regional Treatment Centre and Mission and Matsqui institutions.	1
<u>LOCATION 4:</u> Kent and Mountain institutions.	2



### **3. Revision of Departmental Name**

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

### **4. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **5. Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) 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, certifications, 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 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, do not form part of and not apply to the bid solicitation. All other subsections of '01 Integrity Provisions – Bid', form part of and apply to the bid solicitation.**

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

Delete: sixty (60) days  
Insert: one hundred twenty (120) days

### **2. Submission of Bids**

Bids must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

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

### **3. Enquiries – Bid Solicitation**

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

### **4. Applicable Laws**

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

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



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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.



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

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid: **four (4) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

Section IV: Additional Information: **one (1) hard copy**

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

**Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.**

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

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

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

- i. use 8.5 x 11 inch (206 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

### **2. Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

### **3. Section II: Financial Bid**

- 3.1 **Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Annex B - Proposed Basis of Payment.** The total amount of Applicable Taxes must be shown separately.
- 3.2 Bidders must submit their rates, FOB destination; Canadian customs duties and excise taxes included, as applicable; and applicable taxes are excluded.
- 3.3 The rates specified in the financial proposal, when quoted by the Bidder, must include provision of all of the services described in Annex A - Statement of Work, including the total estimated cost of all travel and living expenses that may need to be incurred for:





- a. work described in Annex A, Statement of Work, of the bid solicitation required to be performed at the Institution indicated under 3. Objective.
  - b. travel between the successful bidder's place of business and the Institution; and
  - c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
- 3.4 The rates specified in the financial proposal, when quoted by the bidder, must not include the cost of the supplies and equipment required to provide health services to CSC offenders (see Annex A, statement of work, article 15. Support to Contractor).
- 3.5 When preparing their financial bid, bidders should review clause 1.2, Financial Evaluation, of Part 4.
- 3.6 The Bidder's all-inclusive hourly rates in response to the RFP and resulting contract(s) will apply to where the Work is to be performed as specified in the RFP and the resulting contract(s).

### 3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06), Exchange Rate Fluctuation

## 4. Section III: Certifications

Bidders must submit the certifications required under **Part 5 - Certifications**.

## 5. Section IV: Additional Information

### 5.1 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures

- (a) As indicated in Part 1 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s) site(s) or premises for which safeguarding measures are required for Work Performance:

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

- (b) The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1. Security Requirements.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Multiple LOCATIONS

Bidders may propose a bid for one (1) or more of the following LOCATIONS:

- 1) **LOCATION 1:** Regional Treatment Centre and Pacific Institution.
- 2) **LOCATION 2:** Regional Treatment Centre and Fraser Valley Institution for Women.
- 3) **LOCATION 3:** Regional Treatment Centre and Mission and Matsqui institutions.
- 4) **LOCATION 4:** Kent and Mountain institutions.

In their bids, bidders must clearly identify which LOCATION(S) they bid on.

### 2. Multiples Resources

Bidders may propose more than one (1) resource per LOCATION as per the following table:

LOCATIONS	MAXIMUM # OF PROPOSED RESOURCES
<u>LOCATION 1:</u> Regional Treatment Centre and Pacific Institution.	1
<u>LOCATION 2:</u> Regional Treatment Centre and Fraser Valley Institution for Women.	1
<u>LOCATION 3:</u> Regional Treatment Centre and Mission and Matsqui institutions.	1
<u>LOCATION 4:</u> Kent and Mountain institutions.	2

### 3. Evaluation Procedures

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

#### 3.1 Technical Evaluation

**A separate technical evaluation will be conducted for each LOCATION; and**

**Where bidders propose more than one (1) resource for LOCATION 4, each resource will be evaluated separately.**

##### 3.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex E – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.



### 3.2 Financial Evaluation

**A separate technical evaluation will be conducted for each LOCATION; and**

**Where bidders propose more than one resource for LOCATION 4, each resource will be evaluated separately.**

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

#### 4. Basis of Selection per LOCATION - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. For each LOCATION, the responsive bid with the **lowest averaged evaluated price** will be recommended for award of a contract.

For each LOCATION, should there be multiple compliant bids from companies with the same lowest averaged evaluated price; the contract will be awarded according to the following methodology:

the responsive bid received and stamped first by the date and time will be recommended for award of a contract.

#### 5. Insurance Requirements

- 5.1 The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D – Insurance Requirements.
- 5.2 If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### 6. Calculation example of the averaged evaluated price per LOCATION

##### 6.1 Calculation example for LOCATION 1, LOCATION 2 and LOCATION 3:

The following example shows a situation where the averaged evaluated price (**\$267.33**) is calculated for a proposed resource having met all mandatory technical evaluation criteria:



LOCATION 1, LOCATION 2 AND LOCATION 3 CALCULATION EXAMPLE						
	A	B	C	$D = (A+B+C) / 3$	E	$F = D \times E$
	Contract Period	Option Period #1	Option Period #2	Averaged Rate*	Weight	Weighted evaluated price*
Psychiatric Services (clinical services)	\$300/hr	\$325/hr	\$350/hr	\$325/hr	70%	\$227.50
On-call Services	\$40/hr	\$45/hr	\$50/hr	\$45/hr	20%	\$9.00
Psychiatric Services (telepsychiatric services)	\$200/hr	\$225/hr	\$225/hr	\$216.67/hr	5%	\$10.83
Psychiatric Assessment	\$400	\$400	\$400	\$400	5%	\$20.00
<b>AVERAGED EVALUATED PRICE</b>						<b>\$267.33</b>

*\*Figures are rounded up to the second decimal when necessary.*

The prices shown in the table above are fictitious and used for the sole purpose of providing a calculation example.

#### 6.2 Calculation example for LOCATION 4:

The following example shows a situation where the averaged evaluated price (**\$326.67**) is calculated for a proposed resource having met all mandatory technical evaluation criteria:

LOCATION 4 CALCULATION EXAMPLE						
	A	B	C	$D = (A+B+C) / 3$	E	$F = D \times E$
	Contract Period	Option Period #1	Option Period #2	Averaged Hourly Rate*	Weight	Weighted evaluated price*
Psychiatric Services (clinical services)	\$300/hr	\$325/hr	\$350/hr	\$325/hr	90%	\$292.50
Psychiatric Services (telepsychiatric services)	\$225/hr	\$225/hr	\$250/hr	\$233.33/hr	5%	\$11.67
Psychiatric Assessment	\$400	\$450	\$500	\$450	5%	\$22.50
<b>AVERAGED EVALUATED PRICE</b>						<b>\$326.67</b>

*\*Figures are rounded up to the second decimal when necessary.*

The prices shown in the table above are fictitious and used for the sole purpose of providing a calculation example.



## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive or will declare a contractor in default of carrying out any of its obligations under the Contract if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

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

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

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

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

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

#### 1.2 Former Public Servant Certification

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 with FPS, bidders must provide the information required below before contract award. If the answers to the questions and, as applicable, the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.



## Definitions

For the purposes of this clause,

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

**YES** ( ) **NO** ( )

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

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012 – 2 and the Guidelines on the Proactive Disclosure of Contracts.

## Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force adjustment directive? **YES** ( ) **NO** ( ).

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;



- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

### 1.3 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

### 1.4 Language Requirements - English Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

### 1.5 Education and Experience

SACC Manual clause A3010T (2010-08-16), Education and Experience

### 1.6 Rate Certification

The Bidder certifies that the rates proposed:

- a. are not in excess of the lowest rate charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the service;
- b. do not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of services of like quality and quantity, and
- c. do not include any provision for discounts to selling agents.

### 1.7 Licensing Certification

#### a) Medical Licence:

The Bidder must hold a current medical license in good standing with the provincial licensing body for physicians and surgeons.

#### b) Speciality Designation:

##### i. Psychiatry:

The Bidder must be a current member in good standing with the Royal College of Physicians and Surgeons of Canada with a speciality in psychiatry.

##### ii. Forensic Psychiatry:

The Bidder must indicate whether he/she possesses a specialty in Forensic Psychiatry from the Royal College of Physicians and Surgeons of Canada: **YES ( ) NO ( )**

The Contractor must provide a copy of their licenses to the Contracting Authority annually for the duration of the contract and when requested to do so.



**1.8 Certification:**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.





**PART 6 - RESULTING CONTRACT CLAUSES**

**1. Security Requirement**

1.1 The following security requirements (SRCL and related clauses provided by PWGSC CISD) apply to and form part of the Contract.

- 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS) 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 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. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
- 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)

**1.2 Contractor's Site(s) or Premises Requiring Safeguarding Measures / IT Authorization for Storage or Processing**

1.2.1 The Contractor must diligently maintain up-to-date, the information related to the Contractor's site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

1.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program that the contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

**2. Statement of Work**

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



### 3. 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

#### 3.1 General Conditions

2010B (2015-09-03), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

**Subsection 31.4 of 2010B, General Conditions – Professional Services (Medium Complexity), will not form part of the Contract. All other subsections of '2010B 31 Integrity Provisions – Contract', will form part of the Contract.**

#### 3.2 Supplemental General Conditions

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

#### 3.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. The name, qualifications and experience of the proposed replacement; and
  - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from 01-January-2016 to 31-December-2017 inclusive.



#### 4.2 Option to Extend the Contract

Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional two-year periods 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 4.3 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 60 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 of 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.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Guillaume Gagnon  
Title: Senior Procurement Officer  
Correctional Service Canada  
Branch/Directorate: Comptroller’s Branch  
Telephone: 613-992-7988  
Facsimile: 613-992-1217  
E-mail address: guillaume.gagnon@csc-scc.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.

#### 5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Correctional Service Canada  
Branch/Directorate: \_\_\_\_\_  
Telephone: \_\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_



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

**5.3 Contractor's Representative**

The Authorized Contractor's Representative is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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

**6. Payment**

**6.1 Basis of Payment –Firm unit price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) as specified in **Annex B – Basis of Payment**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**6.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_  
Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.



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

### **6.3 Method of Payment**

SACC Manual clause H1008C (2008-05-12), Monthly Payment

### **6.4 SACC Manual Clauses**

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual clause C0705C (2010-01-11), Discretionary Audit  
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

### **6.5 Travel and Living Expenses**

There are no travel and living expenses associated with the Contract.

## **7. Invoicing Instructions**

The Contractor must submit invoices on a monthly basis.

### **(a) Psychiatric Services Invoice Format**

All invoices must include the following as a minimum:

- Name of Contractor
- Contract Number
- Date(s) of Service
- Date of Invoice
- Total billable hours
- Total fees

- (b) Contract Service Tracking and Invoicing Spreadsheet (institutions and community sites): Invoices for Psychiatric Services provided in an institution or community site must be accompanied by the Contract Service Tracking and Invoicing Spreadsheet. Invoices and Contract Service Tracking and Invoicing Spreadsheets must be submitted as two separate documents as the Contract Service Tracking and Invoicing Spreadsheet contains offender names and must be treated as confidential. Both documents must be signed by the Contractor before invoices can be processed.
- (c) For services provided in a Treatment Centre, the Contractor is not required to submit the Contract Service Tracking and Invoicing Spreadsheet with Invoices.

## **8. Certifications**

### **8.1 Certification of 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 it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



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

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC) - Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 9. Applicable Laws

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions 4008 (2008-12-12) Personal Information;
- (c) the General Conditions 2010B (2015-09-03), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A - Statement of Work;
- (e) Annex B - Basis of Payment;
- (f) Annex C - Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_

## 11. Termination on Thirty Days Notice

11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## 12. Insurance Requirements

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

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

12.3 The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor



must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **13. Ownership Control**

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

### **14. Closure of Government Facilities**

14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

### **15. Tuberculosis Testing**

15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

15.3 All costs related to such testing will be at the sole expense of the Contractor.



## **16. Compliance with CSC Policies**

- 16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 16.3 Details on existing CSC policies can be found at: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

## **17. Health and Labour Conditions**

- 17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## **18. Identification Protocol Responsibilities**

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.





## 19. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicability of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

## 20. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the supplier respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

## 21. Proactive Disclosure of Contracts with Former Public Servants (will be inserted if applicable)

## 22. Specific Person(s)

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



## Annex A – Statement of Work

### 1. Introduction:

The Correctional Service of Canada (CSC) Health Services requires the services of psychiatrists as per the following:

#### 1.1 - Regular clinical services and on-call services at the following site:

- a) the Regional Treatment Centre, 33344 King Road, Abbotsford B.C.; and/or

#### 1.2 - Ambulatory clinics at the following sites:

- b) Pacific Institution, 33344 King Road, Abbotsford B.C.;
- c) Fraser Valley Institution for Women, 33344 King Road Abbotsford B.C.;
- d) Matsqui Institution, 33344 King Road, Abbotsford B.C.
- e) Mission Institution, 8751 Slave Lake Road, Mission B.C.
- f) Mountain Institution, 4732 Cemetery Road, Agassiz B.C.; and
- g) Kent Institution, 4732 Cemetery Road, Agassiz B.C.

#### 1.3 - The sites mentioned above are regrouped into the following four (4) LOCATIONS:

- 1) **LOCATION 1:** Regional Treatment Centre and Pacific Institution.
- 2) **LOCATION 2:** Regional Treatment Centre and Fraser Valley Institution for Women.
- 3) **LOCATION 3:** Regional Treatment Centre and Mission and Matsqui institutions.
- 4) **LOCATION 4:** Kent and Mountain institutions.

The psychiatrists will provide psychiatric care services to offenders and collaborate with the interdisciplinary health services team that includes, but is not limited to nursing, psychology, social work, occupational therapy and other allied healthcare professionals.

### 2. Background:

- 2.1 CSC has a legal obligation, under the Corrections and Conditional Release Act (CCRA), to “provide every offender with essential health care and reasonable access to non essential mental health care”.
- 2.2 Commissioner’s Directive 800 – Health Services is the key reference on essential health services covering Clinical services, mental health and public health services.
- 2.3 The mission of Health Services is to provide offenders with efficient and effective health services that encourage individual responsibility, promote healthy reintegration and contribute to safe communities.
- 2.4 Consistent with its transformation agenda, CSC recognizes that health outcomes are a shared responsibility between service providers and offenders. Offenders must be involved in taking responsibility and proactive measures to safeguard their health, which includes mental health.



- 2.5 In institutional settings, health services are provided in ambulatory Health Service Centres in institutions, regional hospitals and regional treatment / psychiatric centres. Incarcerated offenders may have to go to the community for emergency services, specialized health care services and for hospitalization that cannot be accommodated in CSC's regional hospitals. In CSC, health care is provided by a wide range of regulated and non-regulated health professionals.
- 2.6 In broad terms health care means medical, dental, mental health care and public health services. During the period of incarceration, offenders are provided with a range of coordinated health services that are accessible, affordable, and appropriate to the correctional environment.

### 3. Objective:

- 3.1 Provide essential mental health services to offenders at one (1) or more of the following LOCATION as a psychiatrist:
- 1) **LOCATION 1:** Regional Treatment Centre and Pacific Institution.
  - 2) **LOCATION 2:** Regional Treatment Centre and Fraser Valley Institution for Women.
  - 3) **LOCATION 3:** Regional Treatment Centre and Mission and Matsqui institutions.
  - 4) **LOCATION 4:** Kent and Mountain institutions.

### 4. Performance standards:

- 4.1 The Contractor must take into account gender, cultural, religious and linguistic differences and be responsive to the special needs of women and Aboriginal People.
- 4.2 The Contractor must provide services in accordance with the ethical and professional practice standards of the applicable college of Physicians and Surgeons as well as the Royal College of Physicians and Surgeons of Canada.
- 4.3 Compliance with provincial/national guidelines  
The Contractor must provide all services in compliance with federal and provincial legislation and standards, provincial and national guidelines, practice standards and CSC Policy/Guidelines and including the CSC Mental Health Policy and guidelines.

The Contractor is expected to consult with the Project Authority (PA) to ensure that all medical practices are consistent with the relevant and most current legislation, practice standards and policies.

- 4.4 The following is a list of key relevant legislation and CSC Policy/Guidelines but should not be considered an exhaustive list. CSC's policies and guidelines can be found on the CSC internet website at [www.CSC-SCC.GC.ca](http://www.CSC-SCC.GC.ca) or available in hard copy.

- Corrections and Conditional Release Act - Section 85 Health Care
- Corrections and Conditional Release Regulations – Section 3
- Commissioner's Directive 800, Health Services
- Commissioner's Directive 843, Management of Inmate Self-Injurious and Suicidal Behaviour
- National Essential Health Services Framework
- National Formulary
- Documentation for Health Services Professionals
- Guidelines for Sharing Personal Health Information
- Discharge Planning Guidelines: A Client Centred Approach
- Clinical Discharge Planning and Community Integration Service Guidelines
- Institutional Mental Health Services (Primary Care) Guidelines



- Service Delivery Guidelines: Psychiatric Hospital and Intermediate Mental Health Care

#### 4.5 Documentation on CSC health care records:

- a) The Contractor must document all information relevant to the mental health services provided in the offenders' health care records in compliance with relevant legislation, professional standards of practice and CSC's Documentation for Health Services Professionals guidelines.
- b) As an accountability and quality assurance measure, the PA will periodically review the Contractor's documentation for compliance with contract requirements, consistency and completeness.
- c) All of the offenders' health care records, as well as all CSC protected or sensitive information, should remain at the designated LOCATIONS.
- d) At the discretion of the PA, the Contractor may be allowed to remove CSC protected or sensitive information, including offenders' health care records, from the designated LOCATIONS. The Contractor must obtain prior approval from the PA before removing CSC protected or sensitive information. The Contractor must also ensure that any CSC information and/or documents in his/her keeping are handled, transported and stored in accordance with the security and protection of personal information requirements of the contract.

#### 5. Tasks:

- 5.1 The Contractor must provide mental health services to offender with serious mental illness, as requested by the PA, in accordance with the National Essential Health Services Framework including any amendment to this Framework issued by CSC.

These services include, but are not limited to the following:

- a) Assess and treat individual offenders;
- b) Participate in discharge and release planning as requested;
- c) Prepare and submit treatment plans and discharge summaries in accordance with CSC Treatment Centre guidelines;
- d) Provide consultation to other health care providers to ensure continuity of care. This includes providing consultation to community mental health service providers and the prescribing physician if the offender is residing in the community;
- e) Provide consultation and advice on mental health services to the mental health team and/or institutional management as requested;
- f) Participate in meetings including Medical Advisory Committees, case conferences and other related activities as requested;
- g) Participate in CSC training, including orientation to CSC and risk assessment training as requested;
- h) Participate in the evaluation of the efficiency, quality and delivery of services, including, but not limited to, participation in medical audits, peer and interdisciplinary reviews, chart reviews and incident report reviews as well as the Accreditation process;
- i) Provide consultation services for the resolution of CSC internal offender grievance and investigative processes as requested; and
- j) Provide telepsychiatry sessions (psychiatric services by videoconference) to offenders as requested and approved by the PA.

#### 5.2 Psychiatric Assessment Services:

- a) The Contractor must conduct assessments and submit reports for sharing with third parties including the Parole Board of Canada as requested by the PA.



- b) The focus of the report will be evaluation of risks associated with the offender's mental health profile and means whereby identified risks can be managed.
- c) The report will include at a minimum the following:
  - i. Case formulation addressing criminogenic risk / relevant information associated with mental health profile and interview impressions;
  - ii. Clinical opinion; and
  - iii. Recommendations (treatment/ risk management focused).
- d) The Contractor must prepare and submit assessment reports within 10 days of the interview or at the date agreed upon with the PA or his/her delegate.
- e) The Contractor must submit all reports in a typewritten format. The report will not normally exceed five pages in length.
- f) The Contractor must explain to inmates the limits to confidentiality and obligations of the Contractor to CSC prior to providing any services and ensure that all reports are shareable with the inmate.

5.3 The Contractor must visit incarcerated offenders in segregation areas or cell ranges as requested by the PA.

5.4 Recommendations for non-formulary medication and Special Authorization items applicable to incarcerated offenders, only:

- a) The Contractor must:
  - i. Prescribe, administer and monitor medications according to the National Formulary;
  - ii. Request non-formulary medications in accordance with CSC's National Formulary; and
  - iii. Request Special Authorization items in accordance with CSC's Essential Health Services Framework.

5.5 Continuity of services – Backup Resource:

The Contractor must provide a backup resource to ensure continuity of services if the Contractor is unable to provide services in person due to, but not limited to, vacation or prolonged illness (illness of more than 5 days). The backup resource must be approved by the PA and be in place prior to the absence of the Contractor. Any backup resource must have the qualifications and experience needed to meet the criteria used to select the Contractor and must be acceptable to CSC. The backup resource must also possess a valid security clearance in accordance with the contract's security requirements.

5.6 On Call and Call Back Services (for the Regional Treatment Centre only)

a) On Call Services:

The Contractor must be available for work related calls as specified below.

- i. The Contractor must provide on-call services, 24 hours per day, seven (7) days per week to the Regional Treatment Centre.

b) Call-Back Services:

The Contractor may be recalled (called-back) to the Regional Treatment Centre to provide psychiatric services outside regular weekly hours of service (Monday to Friday). The Contractor must provide call-back services at the request of the PA or his/her designate.



5.7 Estimated level of effort for each location on an annual basis (12 months)

<b>LOCATION</b>	<b>Psychiatrist Services estimated</b>  <b>Regular clinical and/or Telepsychiatric*</b>	<b>On-call hours estimated</b>	<b>Call Back Services hours estimated</b>	<b>Psychiatric Assessments</b>
<b>LOCATION 1:</b> <b>Regional Treatment Centre and Pacific Institution.</b>	Up to 1 336 hours	Up to 2 920 hours	Up to 120 hours	Up to 50 psychiatric assessments for all LOCATIONS
<b>LOCATION 2:</b> <b>Regional Treatment Centre and Fraser Valley Institution for Women.</b>	Up to a total of 1 336 hours	Up to 2 920 hours	Up to 120 hours	
<b>LOCATION 3:</b> <b>Regional Treatment Centre and Mission and Matsqui institutions.</b>	Up to a total of 1 084 hours	Up to 2 920 hours	Up to 120 hours	
<b>LOCATION 4:</b> <b>Kent and Mountain institutions.</b>	Up to a total of 504 hrs for both sites	N/A	N/A	

*\*If telepsychiatry services are required, CSC estimates they will represent a minority of the required Psychiatrist Services.*

The estimated level of effort above are estimations made in good faith and are not to be considered in any way as a commitment from CSC.

5.8 Location of Work

The Contractor must provide psychiatric care to offenders on-site at the LOCATIONS mentioned under section 3, Objective.

As requested by the PA, the Contractor must provide psychiatric care by telepsychiatry to offenders at Institutions and/or at community site.

**6. Grievance and Investigation Processes, Review Panels, CSC Boards of Investigations:**

6.1 The Contractor must participate in various CSC internal offender grievance/investigation processes which may include a review of the Contractor's documentation on the Health Care Records. Upon request from the PA, the Contractor may have to undergo interviews as a result of an offender grievance/investigation process.

6.2 At the request of the PA, the Contractor must participate in provincial review boards and panels as well as CSC Boards of Investigation.

**7. Services related to the provision of Health Services in CSC:**

7.1 At the request of the PA, the Contractor must provide the following services:



- a) participate in the review of policies and guidelines related to the provision of Health Services in CSC; and
- b) assume a role as part of a Professional Advisory Committee, participate in credentialing, and review professional practice issues.

#### **8. Notification Requirements:**

- 8.1 The Contractor must notify the PA of any issues that may call into question the Contractor's competency and any restrictions imposed by the licensing body affecting the Contractor's ability to provide medical services to offenders.
- 8.2 The Contractor must notify the PA immediately of any significant complaints lodged against the Contractor.

#### **9. Security:**

- 9.1 All equipment or articles, including communication devices, the Contractor wishes to bring into the Institution must be approved by the PA and CSC Security in advance.
- 9.2 **Contraband:** The Contractor shall ensure that all resources (including the Contractor and any backups) directly or indirectly providing services under this contract are familiar with Corrections and Conditional Release Regulations, Section 3, as well as Commissioner's Directive's 060 Code of Discipline.

The Contractor, and any backup resources provided by the Contractor, must not enter into any personal or work relationship with an offender. The Contractor, and or any backup resources provided by the Contractor must not give or receive any items to/from an offender. Such items may include, but are not restricted to the following: cigarettes, toiletry items, hobby items, drugs, alcohol, letters to or from offenders, money, weapons or items which could be used as weapons. Any person(s) found responsible for providing prohibited objects and/or contraband materials to offenders will be subject to immediate removal from the Institution or the Community Site and/or possible criminal charges. Such violations may lead to Canada terminating the Contract for default pursuant to the default provisions of the Contract.

- 9.3 As a visitor to a CSC correctional institution, the Contractor will be subject to local security requirements that can vary from moment to moment depending on offender activities. The Contractor may be faced with delay or refusal of entry to certain areas at certain times although prior arrangements for access may have been made.

#### **10. Language of work:**

- 10.1 The work will be performed and delivered in English.

#### **11. Hours of Service Provision/Timely Access to Care:**

- 11.1 The Contractor must provide assessment and treatment within 15 days of receipt of an offender referral.
- 11.2 The PA may, at his/her discretion, change the hours of service provision during the course of the contract, including any options if and when exercised by CSC.
- 11.3 The PA will notify the Contractor of any changes to the hours of service provision a minimum of two (2) weeks prior to implementation of the change.



11.4 FOR THE REGIONAL TREATMENT CENTRE ONLY (LOCATION 1, LOCATION 2 AND LOCATION 3):

The Contractor must provide an average of 20 hours of service per week (Monday to Friday) for offenders, as determined between the Contractor and the PA at the beginning of the contract. The Contractor must provide the services according to the operational requirements of the Regional Treatment Centre. Operational requirements may include varied hours of work.

**12. Meetings:**

12.1 At the discretion of the PA, there will be an initial meeting at the beginning of the contract to finalize the scope of services to be provided under the contract.

12.2 At the request of the PA, the Contractor must attend meetings at Pacific Regional Headquarters.

12.3 The Contractor must attend Institutional and Community Health Services team meetings when requested by the PA.

**13. Reporting Requirements:**

13.1 At the request of the PA, the Contractor must produce or contribute to regional reporting and any other tracking and reporting processes.

**14. Constraints:**

14.1 Working within a correctional institutional environment:

- a) In a Correctional Environment there is the possibility of diversion of high abuse potential medications and for security reasons there are restrictions with respect to prescribing that may not exist in the community. Issues surrounding potential diversion, high abuse potential of narcotics and other security issues may occur in CSC Institutions. For this reason, the Contractor must adhere to the CSC National Formulary.

14.2 Confidentiality:

In accordance with the confidentiality provisions of the contract, the Contractor must not have contact with the media with regards to the mental health services provided to CSC. The Contractor must advise the PA immediately if he/she has been contacted by the media concerning mental health services provided to CSC.

**15. Support to the Contractor:**

15.1 CSC will provide the supplies and equipment required for health services to offenders, as determined and approved by the PA and as applicable to the location(s) where services are provided.





### Annex B – Proposed Basis of Payment

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

#### 1.0 Contract Period - 01-January-2016 to 31-December-2017

#### 1.1 Professional Fees

##### (a) Psychiatric Services:

- i. For the provision of psychiatric services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm hourly rate in Table (a) i. in the performance of this Contract, Applicable Taxes extra.

Table (a) i. – PSYCHIATRIC SERVICES – CONTRACT PERIOD				
LOCATION	RESOURCE(S) NAME	PROVINCIAL HEALTH INSURANCE (NON FEE for SERVICE) HOURLY RATES FOR PSYCHIATRISTS	MARKUP, QUOTED AS A PERCENTAGE	ALL-INCLUSIVE FIRM HOURLY RATE FOR SERVICE PROVISION (excluding on-call and call-back services)
<b>LOCATION 1:</b> Regional Treatment Centre and Pacific Institution.		[Insert the applicable provincial rate.]		_____ \$/hr
<b>LOCATION 2:</b> Regional Treatment Centre and Fraser Valley Institution for Women.		[Insert the applicable provincial rate.]		_____ \$/hr
<b>LOCATION 3:</b> Regional Treatment Centre and Mission and Matsqui institutions.		[Insert the applicable provincial rate.]		_____ \$/hr
<b>LOCATION 4:</b> Kent and Mountain institutions.		[Insert the applicable provincial rate.]		_____ \$/hr

- ii. For the provision of telepsychiatric services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm hourly rate in Table (a) ii. in the performance of this Contract, Applicable Taxes extra.

Table (a) ii. – TELEPSYCHIATRIC SERVICES – CONTRACT PERIOD		
LOCATION	RESOURCE NAME	ALL-INCLUSIVE FIRM HOURLY RATE FOR TELEPSYCHIATRY SERVICES
<b>FOR ALL LOCATIONS</b>		_____ \$/hr



**(b) On-Call Services (only for the Regional Treatment Centre):**

- i. For the provision of on-call services during the hours stated in Annex A - Statement of Work, the Contractor will be paid the all inclusive minimum nominal hourly rate in Table (b) in the performance of this Contract, Applicable Taxes extra.
- ii. Limitation of Expenditure, On-Call Services:

The total limitation of expenditure for on-call services must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

Table (b) - ON-CALL SERVICES (RTC ONLY) – CONTRACT PERIOD		
LOCATION	RESOURCE NAME	MINIMAL NOMINAL ALL-INCLUSIVE HOURLY RATE
Regional Treatment Centre		_____ \$/hr

**(c) Call-Back Services (only for the Regional Treatment Centre):**

For the provision of call-back services at the Regional Treatment Centre, CSC will pay the Contractor an amount equal to two (2) times the All-Inclusive Firm Hourly Rate for Service Provision listed in Table (a) i. for the first hour of work at the institution. For every subsequent hour of work performed at the institution, CSC will pay the Contractor an amount equal to one (1) time the All-Inclusive Firm Hourly Rate for Service Provision listed in Table (a) i.

**(d) Psychiatric Assessment Services:**

For the provision of psychiatric assessment services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm rate per assessment in Table (c), Applicable Taxes extra.

Table (c) – PSYCHIATRIC ASSESSMENT SERVICES – CONTRACT PERIOD		
LOCATION	RESOURCE NAME	ALL-INCLUSIVE FIRM RATE PER ASSESSMENT
FOR ALL LOCATIONS		_____ \$



**2.0 Option Period - 01-January-2018 to 31-December-2021**

**2.1 Professional Fees**

**(a) Psychiatric Services:**

- i. For the provision of psychiatric services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm hourly rate in Table (d) i. in the performance of this Contract, Applicable Taxes extra.

**Table (d) i. - PSYCHIATRIC SERVICES – OPTION PERIOD**

LOCATION	OPTION PERIOD	RESOURCE(S) NAME	PROVINCIAL HEALTH INSURANCE (NON FEE for SERVICE) HOURLY RATES FOR PSYCHIATRISTS	MARKUP, QUOTED AS A PERCENTAGE	ALL-INCLUSIVE FIRM HOURLY RATE FOR SERVICE PROVISION (excluding on- call and call-back services)
<b>LOCATION 1:</b> Regional Treatment Centre and Pacific Institution.	OPTION PERIOD #1  01-January-2018 to 31-December- 2019		[Insert the applicable provincial rate.]		_____\$/hr
	OPTION PERIOD #2  01-January-2020 to 31-December- 2021		[Insert the applicable provincial rate.]		_____\$/hr
<b>LOCATION 2:</b> Regional Treatment Centre and Fraser Valley Institution for Women.	OPTION PERIOD #1  01-January-2018 to 31-December- 2019		[Insert the applicable provincial rate.]		_____\$/hr
	OPTION PERIOD #2  01-January-2020 to 31-December- 2021		Insert the applicable provincial rate.]		_____\$/hr
<b>LOCATION 3:</b> Regional Treatment Centre and Mission and Matsqui institutions.	OPTION PERIOD #1  01-January-2018 to 31-December- 2019		[Insert the applicable provincial rate.]		_____\$/hr
	OPTION PERIOD #2  01-January-2020 to 31-December- 2021		Insert the applicable provincial rate.]		_____\$/hr



<b>LOCATION 4: Kent and Mountain institutions.</b>	OPTION PERIOD #1  01-January-2018 to 31-December- 2019		[Insert the applicable provincial rate.]		_____\$/hr
	OPTION PERIOD #2  01-January-2020 to 31-December- 2021		Insert the applicable provincial rate.]		_____\$/hr

ii. For the provision of telepsychiatric services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm hourly rate in Table (d) ii. in the performance of this Contract, Applicable Taxes extra.

<b>Table (d) ii. – TELEPSYCHIATRIC SERVICES – OPTION PERIOD</b>			
<b>LOCATION</b>	<b>OPTION PERIOD</b>	<b>RESOURCE NAME</b>	<b>ALL-INCLUSIVE FIRM HOURLY RATE FOR TELEPSYCHIATRY SERVICES</b>
<b>FOR ALL LOCATIONS</b>	OPTION PERIOD #1  01-January-2018 to 31- December-2019		_____\$/hr
	OPTION PERIOD #2  01-January-2020 to 31- December-2021		_____\$/hr

**(b) On-Call Services (only for the Regional Treatment Centre):**

i. For the provision of on-call services during the hours stated in Annex A - Statement of Work, the Contractor will be paid the all inclusive minimum nominal hourly rate in Table (e) in the performance of this Contract, Applicable Taxes extra.

ii. Limitation of Expenditure, On-Call Services:

The total limitation of expenditure for on-call services must not exceed \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

<b>Table (e) – ON-CALL SERVICES (RTC ONLY) – OPTION PERIODS</b>			
<b>LOCATION</b>	<b>RESOURCE NAME</b>	<b>OPTION PERIOD</b>	<b>MINIMAL NOMINAL ALL-INCLUSIVE HOURLY RATE</b>
<b>Regional Treatment Centre</b>		OPTION PERIOD #1  01-January-2018 to 31-December- 2019	_____\$/hr



		OPTION PERIOD #2 01-January-2020 to 31-December-2021	_____ \$/hr
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**(c) Call-Back Services (only for the Regional Treatment Centre):**

For the provision of call-back services at the Regional Treatment Centre, CSC will pay the Contractor an amount equal to two (2) times the All-Inclusive Firm Hourly Rate for Service Provision listed in Table (d) i. for the first hour of work at the institution. For every subsequent hour of work performed at the institution, CSC will pay the Contractor an amount equal to one (1) time the All-Inclusive Firm Hourly Rate for Service Provision listed in Table (d) i.

**(d) Psychiatric Assessment Services:**

For the provision of assessment services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm rate per assessment in Table (f), Applicable Taxes extra.

Table (f) – PSYCHIATRIC ASSESSMENT SERVICES – OPTION PERIOD			
LOCATION	OPTION PERIOD	RESOURCE(S) NAME	ALL-INCLUSIVE FIRM RATE PER ASSESSMENT
FOR ALL LOCATIONS	OPTION PERIOD #1 01-January-2018 to 31-December-2019		_____ \$
	OPTION PERIOD #2 01-January-2020 to 31-December-2021		_____ \$

**3.0 Cost Reimbursable Expenses**

**3.1** Canada will not accept any travel and living expenses for:

- (a) Work performed at the Institution indicated under Annex A, Statement of Work, 3. Objective;
- (b) Any travel between the Contractor’s place of business and the Institution; and
- (c) Any relocation of resources required to satisfy the terms of the Contract. These expenses are included in the all inclusive hourly rates specified in this annex.

**4.0 Applicable Taxes**

- (a) All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$ To Be Inserted at Contract Award are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.



Annex C – Security Requirement Check List

RECEIVED OCT 26 2015

Government of Canada / Gouvernement du Canada. Contract Number / Numéro du contrat: 21128-16 - 222 86 28. Security Classification / Classification de sécurité: UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) / LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS). Includes sections for Contracting Organization, Supplier Information, Access to Information, and Security Classification levels.

TS890CT 258-100(2004/1)

Security Classification / Classification de sécurité: UNCLASSIFIED





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21130-16-2002 623
Security Classification / Classification de sécurité UNCLASSIFIED

**Part 1: Access to Information / Partie 1: Accès à l'information**

10. Will the supplier require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Si Oui, indiquez le niveau de sensibilité.

11. Will the supplier require access to classified sensitive INFORMATION or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens PROTEGÉS de nature extrêmement délicate?

12. Personal security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<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:		

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

13. May unprocessed personnel be used for production of the work?  
Du personnel non traité peut-il se voir utiliser pour la production?  
If Yes, will unprocessed personnel be screened?  
Dans l'affirmative, le personnel ne qualifié aura-t-il accès?

**Part 2: Information Assets / Partie 2: Renseignements**

14. Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur aura-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

15. Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur aura-t-il tenu de protéger des renseignements ou des biens COMSEC?

**Part 3: Production / Partie 3: Production**

16. Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les opérations de fabrication, de réparation et/ou de modification de matériel PROTÉGÉ et/ou CLASSIFIÉ auront-elles lieu à la production (fabrication, réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

**Part 4: Information Technology (IT) / Partie 4: Support relatif à la technologie de l'information (TI)**

17. 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 aura-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

18. Will there be an electronic link between the supplier's IT systems and the government's department or agency?  
Existe-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

TS/BSCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Contract Number / Numéro du contrat  
21120-16 - 222 9629  
Security Classification / Classification de sécurité  
**UNCLASS**

**FOR USERS COMPLETING THE FORM MANUALLY USE THE SUMMARY CHART BELOW TO INDICATE THE CATEGORIES AND LEVELS OF SECURITY 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 sécurité requis aux installations de 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					OTHER / AUTRE			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO SECRET / SECRET	NATO CONFIDENTIAL / CONFIDENTIEL	NATO SECRET / SECRET	SECRET FOR COMINT / SECRET	PROTECTED / PROTÉGÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Informations / Documents / Documents														
Personnel / Personnel														
Facilities / Installations														
Other / Autres														

12. a) Is the classification of the work consistent with the UNCL, PROTECTED and/or CLASSIFIED?  
 La classification du travail visé par le présent LVERS est-elle de niveau PROTÉGÉ ou CLASSIFIÉ?  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 de la formule.

12. b) Will the documentation attached to this UNCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE ou CLASSIFIÉE?  No / Non  Yes / Oui

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





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

21130-10 - 222 9624

Security Classification / Classification de sécurité

UNCLASSIFIED

13. Organization Project Authority / Champ de projet de l'organisme Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
Mark Kestell		Regional Director, Health Services	<i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	
		285-09-46	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
ROBERT WATTS		Contract Security Analyst	<i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	
115-944-0685		Oct 23 15	
15. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
GUILLAUME GAGNON		Senior Contracting Officer	<i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	
442-7320		30/10/2015	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
SHARAI KELLY		Contract Security Officer	<i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	
613-946-1624		Oct 29 2015	

TBS/SCT 330-103(200412)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



## Annex D - Insurance Requirements

### 1. Commercial General Liability Insurance:

- 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2 The Commercial General Liability policy must include the following:
- a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Correctional Service of Canada.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

### 2. Litigation Rights:

- 2.1 Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

### **3. Medical Malpractice Liability Insurance:**

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



## Annex E - Evaluation Criteria

### 1.0 Technical Evaluation:

#### 1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References should be provided for each project/employment experience.

- I. Where the stated experience was acquired outside a Government Department or Agency, the reference must be the organization's employee who was identified as the Project Authority of the project for which the proposed resource acquired the experience.
- II. Where the stated experience was acquired with a Government Department or Agency, the reference must be the Public Servant who was identified as the Project Authority of the project for which the proposed resource acquired the experience.
- III. References must be presented in this format:
  - a. Name;
  - b. Organization;
  - c. Current Phone Number; and
  - d. Email address if available

### 1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



### MANDATORY TECHNICAL CRITERIA

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>The proposed resource must hold a current license in good standing from the provincial licensing body for physicians and surgeons in the province where services are to be provided.</p> <p>Bidders must include a copy of the license in their bid.</p>		
M2	<p>The proposed resource must be a current member in good standing with the Royal College of Physicians and Surgeons of Canada with a speciality in Psychiatry.</p> <p>Bidders must provide a copy of the membership with a specialty in psychiatry with their bid.</p>		
M3	<p>The proposed resource must have a minimum of six (6) months experience in providing psychiatric care in the last two (2) years.</p> <p><b>Bidders must provide the following details as to how the stated experience was obtained; and reference should be provided:</b></p> <ol style="list-style-type: none"><li>1. Name of the client and contact information;</li><li>2. The start and end dates of the assignment(s); and</li><li>3. Details about the work performed by the proposed resource on the assignment(s) including deliverables.</li></ol>		



## Annex F – Security Guide

### DOCUMENT HANDLING AND SAFEGUARDING OF PROTECTED INFORMATION

In accordance with Contract Section 1.0 **Security Requirements**, the Contractor may be permitted to remove PROTECTED information on a TEMPORARY basis during the performance of the contract and to store or to create PROTECTED documents at their facility subject to the following storage and safeguarding requirements:

- All documents or computer media (e.g. CD's, USB Flash Drives etc...) containing PROTECTED information MUST be stored in a locked filing cabinet at the Contractor's facility within an OPERATIONS ZONE and accessible only by authorized, appropriately security screened personnel with a need to know. An OPERATIONS ZONE is defined by the Operational Security Standard on Physical Security, as an area where access is limited to personnel who work there, appropriately screened and to properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored periodically;
- Contractor IT computer equipment used in the performance of the contract to create, produce or modify PROTECTED electronic information or data must be located within an OPERATIONS ZONE (as described above) and accessed only by authorized, appropriately security screened personnel with a need to know;
- No PROTECTED information may be stored on the computer hard drive or be processed on a computer belonging to the Contractor, unless the Contractors' IT computer equipment and systems, has been accredited by Correctional Service Canada IT Security personnel.
- The Contractor must remove any and all sensitive Correctional Service of Canada (CSC) electronic information that belongs to the Department or was processed in the completion of the contract, from any storage medium belonging to the Contractor or any of its agents. The sensitive CSC electronic information must be removed in a manner that complies with requirements of the Policy on Government Security and associated Standards documents, for the removal of information of the sensitivity involved.
- No information provided by the Department is to be copied or retained by the Contractor, following the conclusion of this contract;
- The Contractor will personally pick up and deliver all PROTECTED information from and to the Departmental Representative;
- All notes, working papers, electronic media storage devices etc..., that are or have been used in the completion of the contract requirement and contain PROTECTED information shall be returned to the Departmental Representative for proper disposal and destruction;
- The Contractor shall not share or release any PROTECTED information related to the completion of this contract with anyone, without the prior consultation and written authorization of the Departmental Representative;
- The Contractor shall ensure that all of its employees, that are involved in this contract, requiring access to any PROTECTED information or assets, are appropriately screened to RELIABILITY STATUS and are briefed on their security obligations related to the handling, storage, safeguarding, transmittal and disposal of CSC's PROTECTED information and assets, as outlined in this Appendix.



## Annex G – Federal Contractors Program for Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC) - [Labour's website](#).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)