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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

2.1 Requirement Description

The Correctional Service of Canada (CSC) requires an external roster of experts with clinical, pharmaceutical and therapeutic expertise for the following two advisory committees:

Stream 1: National Advisory Committee on Essential Health Services (NACEHS)

The committee is composed of health professionals and CSC staff representatives, and acts as an advisory body with the necessary clinical and administrative expertise to advise on the provision of essential health services to inmates.

A roster of up to two (2) Offerors (physicians) will perform the required services at one (1) in-person meeting per year and up to one (1) half day video/teleconference per year to support CSC's National Advisory Committee on Essential Health Services (NACEHS)

Stream 2: National Pharmacy and Therapeutics (NP&T) Committee

This committee is composed of health professionals and CSC healthcare staff and acts as an advisory body with the necessary clinical expertise to advise on the provision of efficacious, safe, and cost-effective pharmaceutical agents to inmates. Specifically, the committee will provide advice to CSC on pharmaceutical care matters affecting the health and well-being of inmates, and support the provision of optimal pharmaceutical care.

A roster of up to three (3) Offerors (two (2) physicians and one (1) psychiatrist) will perform the required services at up to two (2) in-person meeting per year and up to two (2) half day video/teleconference per year to support CSC's National Pharmacy and Therapeutics (NP&T) Committee.

2.2 Maximum Number of Standing Offers per Stream to be awarded

CSC may award up to the following number of Standing Offers for each stream:

STREAM	MAXIMUM NUMBER OF STANDING OFFERS TO BE AWARDED
Stream 1	Up to two (2)
Stream 2	Up to three (3)

2.3 Identified User

The identified user is CSC.

2.4 Period of the Standing Offer

The period of the Standing Offer is from 01-April-2016 to 31-March-2017.

2.5 For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offer (RFSO).

2.6 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada Chile Free Trade Agreement (CCFTA), the Canada Peru Free Trade Agreement (CPFTA), the Canada Columbia Free Trade Agreement (CCoIFTA) and the Agreement on Internal Trade (AIT).

3. Revision of Departmental Name

As this request for Standing Offer 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, shall be interpreted as a reference to CSC or its Minister.

4. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer 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. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsections 1.4 and 1.5 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements do not form part of and do not apply to the request for Standing Offer. All other subsections of '01 Integrity Provisions – Offer', form part of and apply to the request for Standing Offer.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2. Submission of Offers

Offers must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, transmission of offers by facsimile or e-mail to CSC will not be accepted.

3. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 questions or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

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

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

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

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offer.

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, offerors should:

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.2 Financial Evaluation

1.2.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection for each Stream

2.1 Mandatory Technical Criteria Only

For each Stream, an offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive.

Based on the maximum number of standing offers to be awarded per Stream (refer to section 2.2 *Maximum Number of Standing Offers per Stream to be awarded of Part 1 – General Information*), the responsive offers with the **lowest averaged firm per diem rates** will be recommended for issuance of a standing offer.

2.1 Calculation example of the averaged firm per diem rate for each Stream

The following example is applicable for both Streams and shows a situation where the **averaged firm per diem rate** is calculated for four (4) Offerors that have met all mandatory technical evaluation criteria:

Rank	Offeror	A Per Diem Rate Contract Period	B Per Diem Rate Option Period # 1	C Per Diem Rate Option Period # 2	D Per Diem Rate Option Period # 3	E Per Diem Rate Option Period # 4	F = (A+B+C+D+E) / 5 Averaged Firm Per Diem Rate*
1	Offeror #2	\$750.00	\$750.00	\$800.00	\$800.00	\$850.00	\$790.00
2	Offeror #3	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
3	Offeror #1	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00	\$900.00
4	Offeror #4	\$1,000.00	\$1,000.00	\$1,050.00	\$1,050.00	\$1,100.00	\$1,040.00

**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.

In the example above, Offeror #2 has obtained the **lowest averaged firm per diem rate** (\$790.00) and is therefore the highest ranked Offeror.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a Standing Offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a Standing Offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

1. Certifications Precedent to Standing Offer Award

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

1.1 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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

1.2 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below before the issuance of a Standing Offer. If the answers to the questions and, as applicable, the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirements within the prescribed time frame will render the offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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 M3020T (2010-01-11), Status and Availability of Resources

1.4 Language Requirements - English Essential

By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer 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 M3021T (2012-07-16), Education and Experience

1.6 Licensing Certification

a) General Practitioner Licence:

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

b) Speciality Designation (for the Psychiatrist only):

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

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

1.7 Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of 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

2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Subsection 11.4 of 2005, General Conditions - Standing Offers - Goods or Services, will not form part of the Standing Offer. All other subsections of '2005 11 Integrity Provisions – Standing Offer', will form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 01-April-2016 to 31-March-2017.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) one-year period(s) under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Guillaume Gagnon
Title: Senior Contracting Officer
Correctional Service of Canada
Branch or Directorate: Comptroller's Branch
Address: 340 Laurier Ave West
Ottawa, ON
K1A 0P9
Telephone: 613-992-7988
Facsimile: 613-992-1217
E-mail address: guillaume.gagnon@csc-scc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

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

7. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

NAME: _____, Correctional Service of Canada – NHQ

NAME: _____, Correctional Service of Canada – NHQ

NAME: _____, Correctional Service of Canada – NHQ

8. Call-up Procedures for both Streams

- a) The Offeror agrees only to perform individual call-ups made by an Identified User pursuant to this Standing Offer that does not exceed the applicable Limitation of Call-up, outlined below;
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed call-up can be charged to this Standing Offer or any call-ups made against it;
- c) The Offeror acknowledges that the terms and conditions set out in the resulting contract clauses that form part of this Standing Offer apply to every call-up made under this Standing Offer.

8.1 Right of First Refusal: For each Stream, the following call-up process must be followed:

Step 1 – Request: The identified user(s) will contact by email the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. The request will contain the following information:

- i) The stream (Stream 1 or Stream 2) for which the request is issued;
- ii) Location of the work; and
- iii) Level of Effort.

Step 2 – Response to Request: The Offeror must respond within five (5) working days of the request, with the following information:

- i) The Offeror's confirmation (or not) that he/she will perform the services;
- ii) Estimated Travel and Living expenses, if applicable; and
- iii) The total estimated cost.

Step 3 - Call-up issuance: Following Step 2, if the Offeror is able to meet the requirement, a call-up is made against its standing offer. The call-up will be sent by e-mail as an attachment in PDF format.

If the highest ranked Offeror is unable to meet the requirement, the identified user(s) will contact the next ranked Offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up.

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the

Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

12. Travel and Living Expenses

Estimated Cost for Stream 1 and Stream 2: up to \$20,000.00 per year.

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

All payments are subject to government audit.

13. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010B (2015-09-03), General Conditions - Professional Services (Medium Complexity);
- e) Annex A - Statement of Work;
- f) Annex B - Basis of Payment;
- g) the Offeror's offer dated _____.

14. Certifications

14.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

14.2 SACC Manual Clauses

SACC Manual clause M3020C (2010-01-11), Status and Availability of Resources

SACC Manual clause M3800C (2006-08-15), Estimates

15. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

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

As this Contract is issued by Correctional Service of 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.

2.1 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.

2.2 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.

3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

4.2 Limitation of Expenditure (to be specified in each resulting call-up)

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.

4.3 Method of Payment – Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

4.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

4.5 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

5. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract; and
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract

6. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7. 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 (i.e. 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.

8. Closure of Government Facilities

- 8.1 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.

- 8.2 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.

9. Tuberculosis Testing

- 9.1 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.
- 9.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 9.3 All costs related to such testing will be at the sole expense of the Contractor.

10. Compliance with CSC Policies

- 10.1 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.
- 10.2 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.
- 10.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

11. Health and Labour Conditions

- 11.1 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.
- 11.2 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.
- 11.3 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.
- 11.4 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."

12. 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:

- 12.1 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;
- 12.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 12.3 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
- 12.4 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.

13. 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 applicable 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.

14. 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.

15. Privacy

- 15.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- 15.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

16. 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. Background

The Correctional Service of Canada (CSC) has a requirement to provide every inmate with essential health care, and reasonable access to non-essential mental health care that will contribute to the inmate's rehabilitation and successful reintegration into the community, in accordance with the Corrections and Conditional Release Act (CCRA), Section 86. The following two expert advisory committees were created to promote high quality and consistency in health services across the country, allowing CSC to make decisions based on monitoring and analyzing the effectiveness and efficiency of essential health services:

1.1 - Stream 1: National Advisory Committee on Essential Health Services (NACEHS)

In 2009, Health Services Sector developed the National Essential Health Services Framework and established a National Advisory Committee on Essential Health Services to provide an effective ongoing oversight mechanism to ensure accountability, consistency, cost effectiveness and best practices specific to the needs of CSC's population. The committee is composed of health professionals and CSC staff representatives, and acts as an advisory body with the necessary clinical and administrative expertise to advise on the provision of essential health services to inmates.

1.2 - Stream 2: National Pharmacy and Therapeutics (NP&T) Committee

This committee, created in 2007, is composed of health professionals and CSC healthcare staff and acts as an advisory body with the necessary clinical expertise to advise on the provision of efficacious, safe, and cost-effective pharmaceutical agents to inmates. Specifically, the committee will provide advice to CSC on pharmaceutical care matters affecting the health and well-being of inmates, and support the provision of optimal pharmaceutical care.

2. Objective

CSC requires an external roster of experts with clinical, pharmaceutical and therapeutic expertise.

2.1 - Stream 1

A roster of up to two (2) Offerors (physicians) will perform the required services at one (1) in-person meeting per year and up to one (1) half day video/teleconference per year to support CSC's National Advisory Committee on Essential Health Services (NACEHS)

The objectives of this committee are:

- a. Provide clinical expertise and advice to support the provision of essential health services to inmates;
- b. Contribute to improving the overall health status of inmates recognizing their unique health needs and the context of health service delivery;
- c. Provide advice based on professional judgment, consistent with the current best practices of health services delivery and evidence-based standards of care;
- d. To recommend the listing of essential health services provided by CSC. Recommendations will be based on objective evaluation of effectiveness, safety, cost of service and the guiding principles found in the National Essential Health Services Framework; and
- e. To review utilization trends and make recommendations when necessary.

2.2 - Stream 2

A roster of up to three (3) Offerors (two (2) physicians and one (1) psychiatrist) will perform the required services at up to two (2) in-person meeting per year and up to two (2) half day

video/teleconference per year to support CSC's National Pharmacy and Therapeutics (NP&T) Committee.

The objectives of this committee are:

- a. To recommend the listing status of drug products on the CSC national drug formulary. Recommendations will be based on objective evaluation of therapeutic efficacy, safety and cost of the drug product;
- b. To advise on whether or not CSC should accept or reject recommendations made by CDEC (the Canadian Drug Expert Committee) of the Common Drug Review;
- c. To formulate and recommend adoption of policies related to selection, distribution, and therapeutic use of drug products for CSC facilities. This also includes recommendation of drug use evaluation studies and activities; and
- d. To identify and review CSC's Medication Management Process, which includes the maintenance, distribution, utilization and administration of medications and to recommend corrective measures.

3. Tasks and Deliverables

3.1 - Stream 1 - National Advisory Committee on Essential Health Services (NACEHS)

As a member of the Committee, the Offeror must:

- a. Prepare for, and participate in meetings convened by the Chair;
- b. Provide written and/or verbal input to Committee recommendations with respect to essential health services taking into consideration that health care procedures/equipment must be therapeutically effective, safe, cost effective and appropriate within the CSC environment;
- c. Identify emerging issues to the committee for consideration;
- d. Participate in teleconferences and/or videoconferences between meetings when requested by the Committee Chair; and
- e. Provide verbal and/or written comments and feedback from stakeholders (other physicians and practitioners) within CSC at the request of the Committee Chair.

3.2 - Stream 2 - National Pharmacy and Therapeutics (NP&T) Committee

As a member of the Committee, the Offeror must:

- a. Bring forward any perspectives/concerns raised by other physicians regarding pharmaceuticals, as well as identifying any circumstances unique to institutions that would affect medication recommendations;
- b. Prepare for, and participating in meetings convened by the Chair;
- c. Provide input to the work of the committee;
- d. Identify emerging issues to the committee for consideration;
- e. Consult with other NP&T members to achieve consensus in decision-making, where possible; and
- f. Update other physicians regarding committee meetings decisions and work.

4. Deliverables – format

- 4.1 All Deliverable documents must be produced with Microsoft Suite 2007 products;
- 4.2 The Offeror must provide one (1) soft copy of all deliverables;
- 4.3 All deliverables must be provided in English, CSC is responsible for the translation.

5. Location of Work

The Offeror must perform the work at the Offeror's place of business except for committee meetings which must be attended in person. Absence from in person meetings must be discussed with the Chair prior to the meeting date.

Meetings will take place in Ottawa located at 234 Laurier Avenue West, Ottawa, Ontario.

6. Meetings

6.1 - Stream 1: National Advisory Committee on Essential Health Services (NACEHS)

The Offeror must travel to participate in one (1) committee meeting per year as per Article 5. Location of Work and must be available to participate in up to one (1) video/teleconference per year. The committee meeting will be a full day of work and the video/teleconference will be up to a half a day of work.

6.2 - Stream 2: National Pharmacy and Therapeutics (NP&T) Committee

The Offeror must travel to participate in up to two (2) committee meetings per year as per Article 5. Location of Work and must be available to participate in up to two (2) video/teleconferences per year. The committee meeting will be a full day of work and the video/teleconference will be up to half a day of work.

7. Language of Work

The Offeror must perform all work and deliverables in English for both streams.

8. CSC Policy/Guidelines – Health Services

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 or available in hard copy.

- Corrections and Conditional Release Act - Section 86 Health Care
- Commissioner's Directive 800, Health Services

9. Estimated Volume for Health Committee Meetings

Health Committee	Number of in person meetings per year	Number of meetings by video/teleconference per year	Estimated timelines for meetings during Standing Offer period	Estimated timelines for meetings during optional period
<u>Stream 1</u> - National Advisory Committee on Essential Health Services (NACEHS)	1	1	April – May 2016	April – May 2017, 2018, 2019 and 2020
<u>Stream 2</u> - National Pharmacy and Therapeutics (NP&T) Committee	2	2	April – May 2016 September – October 2016	April – May 2017, 2018, 2019 and 2020 September – October 2017, 2018, 2019 and 2020

The volumetric data in Article 9. above are estimations made in good faith and are not to be considered in any way as a commitment from Canada.

Annex B – Proposed Basis of Payment

In consideration of the Offeror satisfactorily completing all of its obligations under the Call-up, the Offeror will be paid firm unit price(s) as specified in the tables below. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Offeror 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.

The following basis of payment will apply to any call-up issued against this Standing Offer.

1.0 Professional Services provided with a Firm Unit Price:

For professional services requested by Canada, Canada will pay the Offeror the firm, all-inclusive per diem rate(s) set out in this Annex, applicable Taxes extra

Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

2.0 Rates

Standing Offer Period : From 01-April-2016 to 31-March-2017			
Resource Name	Stream	All-inclusive firm per diem rate(s)	Total (in CAD \$) Estimated Cost
TOTAL:			

3.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article 4.2 of the original Standing Offer, Extension of Standing Offer, the Offeror will be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

Standing Offer Option Period #1 : From 01-April-2017 to 31-March-2018			
Resource Name	Stream	All-inclusive firm per diem rate(s)	Total (in CAD \$) Estimated Cost
TOTAL:			

Standing Offer Option Period #2 : From 01-April-2018 to 31-March-2019			
Resource Name	Stream	All-inclusive firm per diem rate(s)	Total (in CAD \$) Estimated Cost
TOTAL:			

Standing Offer Option Period #3 : From 01-April-2019 to 31-March-2020			
Resource Name	Stream	All-inclusive firm per diem rate(s)	Total (in CAD \$) Estimated Cost
TOTAL:			

Standing Offer Option Period #4 : From 01-April-2020 to 31-March-2021			
Resource Name	Stream	All-inclusive firm per diem rate(s)	Total (in CAD \$) Estimated Cost
TOTAL:			

4.0 Applicable Taxes

- (a) All prices and amounts of money in the Standing Offer 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 \$_____ are included in the total estimated cost shown on page 1 of this Standing Offer. 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 Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

Annex C – Evaluation Criteria

1.0 Technical Evaluation:

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

- Mandatory Technical Criteria

It is **imperative** that the offer **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 within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References should 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 offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Offerors 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 offer 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

IF THE OFFEROR PROPOSES MORE THAN ONE RESOURCE (PHYSICIAN/PSYCHIATRIST), EACH RESOURCE WILL BE EVALUATED INDEPENDENTLY.

THE OFFEROR MUST CLEARLY IDENTIFY THE PROPOSED RESOURCE(S) NAME AND STREAM(S) THEY SUBMIT A PROPOSAL FOR EVALUATION PURPOSES. THE PROPOSED RESOURCE COULD QUALIFY IN MORE THAN ONE STREAM; HOWEVER, THE EXPERIENCE MUST BE CLEARLY IDENTIFIED FOR EACH STREAM.

THE OFFEROR’S PROPOSED RESOURCE IDENTIFIED FOR A STREAM MUST MEET ALL THE EXPERIENCE WITHIN THAT GIVEN STREAM.

STREAM 1: M1, M2 AND M3.

STREAM 2: M1, M2 AND M4.

Stream	Name of proposed resource	Specify Physician or Psychiatrist
Stream 1: National Advisory Committee on Essential Health Services (NACEHS) Committee;		
Stream 2: National Pharmacy and Therapeutics (NP&T) Committee.		

#	Mandatory Technical Criteria	Offeror Response Description (include location in bid)	Met/Not Met
M1	<p>The Offeror’s 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>For Psychiatrist only: The Offeror’s 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>Offerors must include a copy of the license in their bid.</p>		

#	Mandatory Technical Criteria	Offeror Response Description (include location in bid)	Met/Not Met
M2	<p>The Offeror's proposed resource (s) must have a minimum of twelve (12) months of cumulative experience as a member and/or advisor of at least one Regional or National expert committee which provides advice to a publicly-funded (Federal or Provincial) drug plan or health organization*:</p> <p>*An organization that provides health care and/or medication to patients.</p> <p>Offerors must provide the following details as to how the stated experience was obtained:</p> <ul style="list-style-type: none"> • The client name (s); • The start and end dates (MONTH AND YEAR) of the assignment (s); • Details about the work performed by the Offeror on the assignments (s) including tasks, deliverables, and the project team involved. <p>Experience must have been acquired within the sixty (60) months preceding bid closing.</p>		
M3	<p>The Offeror's proposed resource (s) for stream 1 must have a minimum of twelve (12) months of experience with evaluating existing health of patients in order to promote the optimal provision of essential health services within an institutional environment*.</p> <p>*institutional environment is defined as a Provincial or Federal correctional facility or hospital.</p> <p>Offerors must provide the following details as to how the stated experience was obtained:</p> <ul style="list-style-type: none"> • The client name (s); • The start and end dates (MONTH AND YEAR) of the assignment (s); • Details about the work performed by the Offeror on the assignments (s) including tasks, deliverables, and the project team involved. <p>Experience must have been acquired within the sixty (60) months preceding bid closing.</p>		

#	Mandatory Technical Criteria	Offeror Response Description (include location in bid)	Met/Not Met
M4	<p>The Offeror's proposed resource (s) for stream 2 must have a minimum of twelve (12) months of experience with critical appraisal techniques in the review of health literature evidence associated with optimal drug and/or non-drug therapy.</p> <p>Offerors must provide the following details as to how the stated experience was obtained:</p> <ul style="list-style-type: none"> • The client name (s); • The start and end dates (MONTH AND YEAR) of the assignment (s); • Details about the work performed by the Offeror on the assignments (s) including tasks, deliverables, and the project team involved. <p>Experience must have been acquired within the sixty (60) months preceding bid closing.</p>		