



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

RETURN BIDS TO :
Bid Receiving :
Correctional Service of Canada
Material Resources Division
250 Montée St-François
Laval (Quebec) H7C 1S5
Telephone: 450-661-9550, ext. 3223

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° — N° de Téléphone :

Fax N° — N° de télécopieur :

Email / Courriel : _____

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

Title — Sujet: Community Urine Collector Service	
Solicitation N° — N° de l'invitation 21301-17-2350626	Date: May 31, 2016
Client Reference No. — N°. de Référence du Client	
GETS Reference No. — N°. de Référence de SEAG	
Solicitation Closes — L'invitation prend fin at / à : 2 : 00 p.m., EDT on / le : June 16, 2016	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Manon Paulin Contracting and Procurement Regional Officer Manon.Paulin@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 450-661-9550, poste 3912	Fax No. – N° de télécopieur: 450-664-6626
Destination of Goods, Services and Construction: Destination des biens, services et construction: Various regions of Quebec	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
_____ 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.

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 Annex A – Statement of Work – of the resulting contract clauses.

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. You can also obtain more information on the OPO services available to you at their website at 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, 2016-04-04 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 90 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 the province of Quebec.

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



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: **three (3) hard copies**

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

Section III: Certifications: **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

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex B - Proposed Bidding Costs. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Bidding Costs for the Pricing Schedule format.

4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. 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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.2 Financial Evaluation

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

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.

In the event of an error in extension or addition of prices, the unit price will prevail.

2. Basis of Selection

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – 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. The responsive bid with the lowest evaluated price **per area** will be recommended for award of a contract.



PART 5 – CERTIFICATIONS REQUIRED WITH THE BID

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_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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



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

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

1.5 Language Requirements - Bilingual

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 both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

1.6 Education and Experience

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

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

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

2. Statement of Work

The Work to be performed is detailed under **Annex A** of the resulting contract clauses.

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 (2016-04-04), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

3.2 Replacement of Specific Individuals

SACC Manual clause A7017C (2008-05-12), 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 the Contract award date to July 31, 2018 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional two (2) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Manon Paulin
Title: Contracting and Procurement Regional Center
Correctional Service Canada
Branch/Directorate: Regional Services Center, Material Management
Telephone: 450-661-9550, ext.: 3912
Facsimile: 450-664-6626
E-mail address: Manon.Paulin@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 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 have 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

6.2 Limitation of Expenditure

SACC Manual clause C6001C (2013-04-25), Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded 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 Monthly Payment

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

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

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



- b. the Work performed has been accepted by Canada.

6.3 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

6.5 Travel and Living Expenses

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

7. 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.
2. Each invoice must be supported by the information stipulated in Annex A – Statement of Work, D) Contractor's undertakings, Article 1.
3. Invoices must be distributed as follow :
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

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 General Conditions 2010B (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Proposed Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (to be inserted at contract award)

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 – Specific Requirements

The Contractor must comply with the insurance requirements specified below. 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.

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.

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 (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.

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 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 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.

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 contractor 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.

21. Privacy

21.1 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.

21.2 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.

22. Proactive Disclosure of Contracts with Former Public Servants

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

23. Information Guide for Contractors



Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: <http://www.csc-scc.gc.ca/text/pblct/ctrctr-modules/mod-intro-eng.shtml>.



ANNEX A – Statement of Work

1. Background

The Correctional Service of Canada is responsible for the supervision of offenders on parole in the community. Some offenders have a special condition prohibiting them from using drugs and/or drinking alcohol. This special condition is sometimes monitored through the Community Urinalysis Program. For that purpose, we need properly trained urine collectors to collect the samples and send them to the laboratory.

2. Objective

The Contractor shall provide the services of urine collectors who are of the same sex as the person who has to provide the urine sample, 24 hours a day, 365 days a year.

3. Scope of Work

The services will be provided at locations identified by CSC (parole offices, community correctional centres, community residential facilities, police stations, etc.). On an exceptional basis, the services may, with the approval of the Area Director, be provided at the home of the paroled offender, if the latter gives consent for the collector to enter the premises.

In addition, as long as the Contractor complies with the personnel security procedures, it may use its own offices if there is a urine collection area that meets the standards set out in the specified documents.

4. Tasks

The Contractor shall engage the services of urine collectors to meet the needs of the various areas for which it is submitting a bid. The description of these services is as follows.

A) Framework

1. In accordance with Commissioner's Directive 566-11 - Urinalysis Testing in the Community, the Contractor will provide services for collecting urine samples from offenders on parole as and when required.

Sample collection must be performed only by an employee who is of the same sex as the parolee, is duly authorized by the Contractor, has received the necessary training and holds a valid reliability status, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor shall ship the urine samples to the designated laboratory as prescribed and forward a copy of the Urinalysis Testing Chain of Custody form (CSC/SCC 1065), or any other form required in the event of changes in the Commissioner's directives, to the manager of the operational unit that made the referral, at the earliest possible opportunity.
3. The collector shall testify on an "as and when required" basis regarding the collection of samples.

B) Responsibilities

The person designated by the District Director acts as Urinalysis Program (UP) coordinator or designate. Normally, this is the Parole Officer Supervisor (POS).



The UP Coordinator or designate is responsible for the technical requirements, training the Contractor and supplying materials provided by the government. Any questions concerning these points are to be forwarded to the UP Coordinator.

The UP Coordinator or designate is responsible for approving the taking of the necessary samples as indicated in form CSC/SCC 1064-01. The Area Director is responsible for accepting and approving the work.

The UP Coordinator or designate is responsible for forwarding all necessary information about a parolee's profile with respect to personnel security standards, for all parolees whose samples are to be taken at home or in locations identified by CSC.

The urine collector's responsibilities are as follows:

- Obtain a copy of the Notification to Provide a Urine Sample – Community (CSC/SCC 1064-01) authorized by the coordinator and/or the unit manager;
- Make sure to obtain sterile collection equipment (supplied by CSC);
- Search the search area (collection area);
- Positively identify the offender;
- Have outer garments removed for the sampling process;
- Always wear protective gloves when frisk-searching the offender;
- Make sure the offender washes his or her hands;
- Complete the Urinalysis Testing Chain of Custody form (CSC/SCC 1065);
- Make note of any refusal to provide a urine sample;
- Attempt to reach an informal arrangement with the offender in the event of a refusal;
- Make sure that it is actually the offender's urine by maintaining eye contact with the offender during the sampling process;
- Make sure that the container is at least half full (30 ml required for drugs, 4 ml for alcohol);
- Make sure the container is properly sealed;
- Check the temperature within 4 minutes;
- Enter the temperature on the Urinalysis Testing Chain of Custody form;
- Make sure that the seal is initialled by the collector and the inmate/offender;
- Place the container and associated documents in the bag provided;
- Place the bag in the specially identified box;
- Place the box intended for the laboratory in a refrigerator until it can be shipped to its destination (the package must be delivered to the laboratory within six days);
- Inform the UP Coordinator or designate of any irregularities or disruptive behaviour.

C) Undertakings of the Correctional Service of Canada

CSC shall

1. Provide the Contractor, free of charge, with all containers, labels, forms and shipping materials by Priority Post.
2. Keep the Contractor informed of



- all amendments to the Corrections and Conditional Release Act and Regulations and to any directives concerning the UP;
- all changes in the procedures and/or other information pertinent to the sound management of the UP.

3. Make available to the Contractor office space required for the collection of urine.

D) Contractor's undertakings

1. On a monthly basis, when submitting its invoice, the Contractor shall provide the Coordinator designated by CSC with the following information:
 - a) the name and Finger Print System (FPS) identifier of each parolee who provided a urine sample;
 - b) the date and location the samples were taken;
 - c) the corresponding identification number of the sample collected.
2. Notify the area manager or parole officer responsible for supervising a parolee within 24 hours if the latter fails to show up for a urine test.
3. Transmit by facsimile to the unit responsible, no later than the day after the sample is taken, a copy of the Urinalysis Testing Chain of Custody form (CSC/SCC 1065), or any other form required in the event of changes in the Commissioner's directives.
4. At CSC's request, the Contractor shall collect a urine sample at a parolee's residence, if the latter agrees to allow the collector to enter his or her residence.
5. In addition to collection in the office space provided by CSC, the Contractor may also be required to perform collection in other CSC locations, such as police stations, in keeping with the associated standards.
6. The Contractor shall comply at all times with CSC's personnel security requirements.
7. The Contractor must be able to provide urine collection services 24 hours a day, 365 days a year, including the eleven (11) annual statutory holidays:

January 1, Good Friday, Easter Monday, Victoria Day, June 24, Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and Boxing Day.
8. The Contractor shall include in its price structure
 - a) A flat fee per block of 8 to 12 urine tests performed in a 2 to 3 hour period at the same location, to include the costs of going to the collection site and the costs of transporting, handling and shipping the urine samples to the laboratory identified by CSC;
 - b) A flat fee for each sample collection at a residence, to include travel and meal expenses for going to the collection site and the costs of transporting, handling and shipping the urine samples to the laboratory identified by CSC.
9. The Contractor is responsible for all costs (fees, travel expenses, etc.) when the collector is summoned by a court to testify, even if the testimony takes place outside the term of this contract.



10. The Contractor is responsible for obtaining and updating all permits, licences and certificates of approval as well as the liability insurance required to perform the work under the relevant federal, provincial and municipal statutes.

All fees and charges payable under those laws, by-laws and regulations are the contractor's responsibility.

Replacement of Contractor's personnel

When a member of the proposed personnel is absent, the Contractor shall, to CSC's satisfaction, designate a replacement to ensure continuity of services. The replacement must have skills and experience similar to those of the person being replaced, be bilingual (French/English) and demonstrate the capacity to provide services in accordance with the terms and conditions set out herein. The replacement must meet all security requirements.

Replacement expenses are the exclusive responsibility of the Contractor.

5 Guidance

The CSC Project Authority will provide orientation to the Contractor in any areas deemed applicable to the delivery of this contract (i.e., the Offender Management System (OMS) and security procedures).

6 Restrictions

6.1 Security:

- a) The Contractor shall comply with all security requirements.

6.2 Compliance with CSC policies:

- a) The Contractor shall follow applicable CSC policies.
- b) The Contractor shall maintain records in accordance with Government of Canada policies and directives on information management and recordkeeping, as well as CSC guides and directives, which can be found on the CSC website:

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=16552>

7 Language of Work

The Contractor shall provide all services in the offender's preferred official language, English or French.

8 Travel

All travel expenses incurred by the Contractor in performing the activities described in this Statement of Work will be the Contractor's responsibility.

9 Scheduled meetings

- 9.1 Start-up training will be arranged by the Project Authority to ensure that the Contractor understands the scope of the work and to answer any questions the Contractor may have.
- 9.2 The UP Coordinator or designate reserves the right to schedule additional face-to-face meetings, as deemed necessary, based on how the project is progressing.



- 9.3 The Contractor shall immediately report to the UP Coordinator or designate, by telephone, with a follow-up email, any urgent issues that arise in the course of the work and may have an impact on its progress.

10. Deliverables

The Contractor shall perform the collection of urine samples as instructed by the UP Coordinator or designate, following established procedures.

11. List of Areas in which Services are to be Provided

For all the areas listed below, the points of service will be the area parole office or another secure location identified by the parole office.

At the request of the UP Coordinator, with the approval of the Area Director, urine sample collection may take place at the offender's residence.

1) VILLE-MARIE AREA

The area served by the Ville-Marie Area Office. For reference purposes and without restriction, the area covers the western part of the island of Montréal. It extends westward along the north shore of the St. Lawrence River as far as the border of the province of Quebec. It runs along this border as far as Pointe-Fortune and then eastward south of Lac des Deux Montagnes as far as the western end of the island of Montréal. The Martineau and Ogilvy CCCs are included.

2) MAISONNEUVE AREA

The area served by the Maisonneuve Area Office. For reference purposes and without restriction, the area covers the eastern part of the island of Montréal. The Sherbrooke and Hochelaga Community Correctional Centres (CCCs) are included.

3) ESTRIE AREA

The area served by the Estrie Area Office. For reference purposes and without restriction, the area is located in the eastern part of the Quebec region, commonly known as the Eastern Townships. The area is delimited to the south and southeast by the American border. From the south to the northeast, the area is delimited by the towns of Beebe Plan, Stanstead, Georgeville, Fitchbay, Ayer's Cliff, Omerville, Orford, St-Denis de Brompton, St-François-Xavier-de Brompton, Windsor, Melbourne and Richmond. The portion of the area that runs from further east to the northwest is delimited by the towns of Danville, Asbestos, Trois-Lacs, St-Adrien de Ham, Ham-Sud, Weedon, St-Gérard, Stratford, Stornoway, St-Romain, Sainte-Cécile, Nante, Audet, Frontenac, Lac Mégantic, Piopolis and Woburn.

4) GRANBY AREA

The area served by the Granby Area Office. For reference purposes and without restriction, the area is delimited to the south by the American border. It runs northwest near the towns of Venise en Québec, St-Sébastien, Pike River, Bedford, Notre-Dame-de-Stranbridge, Ste-Sabine, Farnham, Ste-Brigide, L'Ange-Gardien, St-Césaire, St-Paul-d'Abbotsford, Ste-Pie, Ste-Cécile-de-Milton, St-Valérien, Acton Vale, St-Théodore-d'Acton, St-Nazaire-d'Acton, Upton, St-Liboire and Ste-Hélène-de-Bagot. To the east, the area's boundaries are defined from north to south by the towns of Maricourt, Racine, Valcourt, Lawrenceville, Bonsecours, Eastman, Stukley, St-Étienne-de-Bolton, Bolton Centre, South Bolton, Vale Perkins, Mansonville and Highwater.

5) LONGUEUIL AREA



The area served by the Longueuil Area Office. For reference purposes and without restriction, the area is delimited by the St. Lawrence River as far as Dundee, running from north to south through Contrecoeur, Boucherville, Longueuil, Brossard, Kahnawake, Châteauguay, Valleyfield and St-Anicet. To the east, it is delimited from the north to the south by the towns of Massueville, St-Hugues, St-Simon-de-Bagot, Ste-Rosalie, St-Hyacinthe, Rougemont, Ste-Angèle-de-Monnoir, Mont St-Grégoire and Henryville. To the south, it is delimited by the American border.

6) TROIS-RIVIÈRES AREA

The parole office is located in the city of Trois-Rivières.

The main localities are Trois-Rivières (including the former municipalities of Trois-Rivières Ouest and Cap-de-la-Madeleine), Shawinigan Grand-Mère and La Tuque. The RCMs are Arthabaska, Érable, Nicolet-Yamaska, Bécancour and Drummond. The main localities are Drummondville, Victoriaville and Bécancour.

7) ROUYN-NORANDA AREA

The parole office is located in the town of Rouyn-Noranda.

Abitibi including towns such as Rouyn-Noranda, Val-D'Or and Amos. Témiscamingue as far as the border with Ontario, including Ville-Marie. James Bay from Matagami to Waswanipi.

8 and 9) RIMOUSKI (North Shore and Lower St. Lawrence/Gaspé) AREA

The parole office is located in Rimouski.

East to west from Baie-Comeau, Sept-Îles and Port-Cartier as far as the border with Newfoundland. From Grand Nord, including Schefferville, about 600 km north of Sept-Îles, as far as the Gulf of St. Lawrence. Lower St. Lawrence, Gaspé and Magdalen Islands. From south to north, the area extends from the borders with Maine and New Brunswick to the St. Lawrence River. From east to west, from La Pocatière through Rivière-du-Loup, Rimouski, Matane, Gaspé and the Magdalen Islands.

10) QUÉBEC AND BEAUCE AREA

The parole office and the Community Correctional Centre are located in Québec City.

Québec City and its suburbs, Lotbinière, Bellechasse, Montmagny, L'Islet as far as St-Pascal, Charlevoix as far as Tadoussac, Portneuf, Côte-de-Beaupré, Thetford-Mines, the northern part of Québec as far as L'Étape. The Beauce-Appalachian area, including the towns of St-Georges, Beauceville and Ste-Marie-de-Beauce, as far as the American border.

11) OUTAOUAIS AREA

The parole office is located in the city of Gatineau.

Outaouais and National Capital regions whose main districts and cities and towns bordering Ontario are Hull, Aylmer, Gatineau and Buckingham. Region of Petite-Nation, Haute-Gatineau and Pontiac; Maniwaki to 130 km north of Gatineau.

12) LAVAL AREA

The parole office is located in the city of Laval.

The territory served by the Laval area covers the entire area of Ile Jésus (Laval).

13) LAURENTIDES AREA



The parole office is located in the town of Blainville, and the Community Correctional Centre is located in the town of St-Jérôme.

The territory served by the Laurentides area includes the Laurentides administrative region (Lower and Upper Laurentians). The main towns served are St-Jérôme, Lachute, St-Sauveur, Ste-Agathe, St-Jovite, Mont-Laurier, St-Eustache, Ste-Thérèse, Blainville, Boisbriand, Lorraine and Rosemère.

14) LANAUDIÈRE AREA

The parole office is located in the town of Terrebonne, Secteur Lachenaie.

The territory served by the Lanaudière includes the Lanaudière administrative region and is delimited to the west by the Laurentian Autoroute, to the north by St-Michel-des-Saints and to the east by Berthierville. The main towns served are Joliette, Repentigny, Terrebonne and Bois-des-Filion.

15) CHICOUTIMI AREA

The parole office is located in the town of Chicoutimi.

Saguenay, Lac-Saint-Jean (some 39 municipalities) and part of the Northern Quebec region (Chibougamau and Chapais). The main towns are Chicoutimi, Jonquièrre, La Baie, Alma, Roberval, Chibougamau and St-Honoré. This area also covers part of the North Shore, from Sacré-Cœur to Forestville.



ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor shall provide a firm price for each of the services specified below for each of the periods specified in this RFP **(two (2) years firm with two (2) additional optional renewal years of 12 months each)**. (Note: Do not include GST or HST.)

N.B.: Regulations on the application of federal taxes on goods and services state that GST and HST apply to community-based employment services provided to individuals.

This bid may result in the award of more than one contract. Contracts will be awarded by area.

NOTE THAT INTERESTED BIDDERS MAY SUBMIT PROPOSALS FOR ONE OR MORE AREAS. THE EVALUATION WILL BE PERFORMED BY AREA.

The responsive bid with the lowest evaluated price **per area** will be recommended for award of a contract

1. Ville-Marie Area

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	1 410	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	60	urine sample	\$ _____	\$ _____
TOTAL – VILLE-MARIE AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

2. Maisonneuve Area

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	1 820	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	0	urine sample	\$ _____	\$ _____
TOTAL – MAISONNEUVE AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

3. Estrie Area

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place	328	time block	\$ _____	\$ _____



identified by CSC				
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	20	urine sample	\$ _____	\$ _____
TOTAL – ESTRIE AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

4. Granby Area

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	202	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	20	urine sample	\$ _____	\$ _____
TOTAL – GRANBY AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

5. Longueuil Area

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	412	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	20	urine sample	\$ _____	\$ _____
TOTAL – LONGUEUIL AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

6. Trois-Rivières Area

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	352	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	176	urine sample	\$ _____	\$ _____
TOTAL – TROIS-RIVIÈRES AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____



7. Rouyn-Noranda Area

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	74	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	146	urine sample	\$ _____	\$ _____
TOTAL – ROUYN-NORANDA AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

8. Côte-Nord Area

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	30	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	40	urine sample	\$ _____	\$ _____
TOTAL – CÔTE-NORD AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

9. Rimouski Area

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	42	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	84	urine sample	\$ _____	\$ _____
TOTAL – RIMOUSKI AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

10. Quebec and Beauce Areas

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	512	time block	\$ _____	\$ _____



Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	256	urine sample	\$ _____	\$ _____
TOTAL – QUEBEC AND BEAUCE AREAS – Two (2) years firm - Only the services rendered will be paid				\$ _____

11. Outaouais Area

Two (2) years firm – To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	176	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	88	urine sample	\$ _____	\$ _____
TOTAL – OUTAOUAIS AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

12. Laval Area

Two (2) years firm - To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	384	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	126	urine sample	\$ _____	\$ _____
TOTAL – LAVAL AREA – Two (2) years firm				\$ _____

13. Laurentides Area

Two (2) years firm - To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	624	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	312	urine sample	\$ _____	\$ _____
TOTAL – LAURENTIDES AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____



14. Lanaudière Area

Two (2) years firm - To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	156	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	78	urine sample	\$ _____	\$ _____
TOTAL – LANAUDIÈRE AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

15. Chicoutimi Area

Two (2) years firm - To contract award to July 31, 2018

Description	Maximum number (FOR 24 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	92	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	184	urine sample	\$ _____	\$ _____
TOTAL – CHICOUTIMI AREA – Two (2) years firm - Only the services rendered will be paid				\$ _____

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive firm rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

1. Ville-Marie Area

First option year - From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	705	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	30	urine sample	\$ _____	\$ _____
TOTAL – VILLE-MARIE AREA – First option year - Only the services rendered will be paid				\$ _____



Second option year - From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	705	time block	\$ _____	\$ _____
Description	Maximum number (FOR 24 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	30	urine sample	\$ _____	\$ _____
TOTAL – VILLE-MARIE AREA – Second option year				\$ _____
TOTAL OPTIONS – VILLE-MARIE AREA - Only the services rendered will be paid				\$ _____

2. Maisonneuve Area

First option year – From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	910	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	0	urine sample	\$ _____	\$ _____
TOTAL – MAISONNEUVE AREA – First option year				\$ _____

Second option year - From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	910	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	0	urine sample	\$ _____	\$ _____
TOTAL – MAISONNEUVE AREA – Second option year				\$ _____
TOTAL OPTIONS – MAISONNEUVE AREA - Only the services rendered will be paid				\$ _____

3. Estrie Area

First option year - From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	164	time block	\$ _____	\$ _____



Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	10	urine sample	\$ _____	\$ _____
TOTAL – ESTRIE AREA – First option year				\$ _____

Second option year - From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8- 12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	164	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	10	urine sample	\$ _____	\$ _____
TOTAL – ESTRIE AREA – Second option year				\$ _____
TOTAL OPTIONS – ESTRIE AREA - Only the services rendered will be paid				\$ _____

4. Granby Area

First option year - From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8- 12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	101	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	10	urine sample	\$ _____	\$ _____
TOTAL – GRANBY AREA – First option year				\$ _____

Second option year – From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8- 12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	101	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	10	urine sample	\$ _____	\$ _____
TOTAL – GRANBY AREA – Second option year				\$ _____
TOTAL OPTIONS – GRANBY AREA - Only the services rendered will be paid				\$ _____



5. Longueuil Area

First option year – From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	206	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	10	urine sample	\$ _____	\$ _____
TOTAL – LONGUEUIL AREA – First option year				\$ _____

Second option year - From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	206	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	10	urine sample	\$ _____	\$ _____
TOTAL – LONGUEUIL AREA – Second option year				\$ _____
TOTAL OPTIONS – LONGUEUIL AREA - Only the services rendered will be paid				\$ _____

6. Trois-Rivières Area

First option year – From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	176	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	88	urine sample	\$ _____	\$ _____
TOTAL – TROIS-RIVIÈRES AREA – First option year				\$ _____

Second option year – From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	176	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)



Collection of urine samples – offender's residence	88	urine sample	\$ _____	\$ _____
TOTAL – TROIS-RIVIÈRES AREA – Second option year				\$ _____
TOTAL OPTIONS – TROIS-RIVIÈRES AREA - Only the services rendered will be paid				\$ _____

7. Rouyn-Noranda Area

First option year - From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	37	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	73	urine sample	\$ _____	\$ _____
TOTAL – ROUYN-NORANDA AREA – First option year				\$ _____

Second option year – From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	37	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	73	urine sample	\$ _____	\$ _____
TOTAL – ROUYN-NORANDA AREA – Second option year				\$ _____
TOTAL OPTIONS – ROUYN-NORANDA AREA - Only the services rendered will be paid				\$ _____

8. Côte-Nord Area

First option year – From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	15	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	20	urine sample	\$ _____	\$ _____
TOTAL – CÔTE-NORD AREA – First option year				\$ _____

Second option year – From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples –	15	time block	\$ _____	\$ _____



time block in a common place identified by CSC				
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	20	urine sample	\$ _____	\$ _____
TOTAL – CÔTE-NORD AREA – Second option year				\$ _____
TOTAL OPTIONS – CÔTE-NORD AREA - Only the services rendered will be paid				\$ _____

9. Rimouski Area

First option year - From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	21	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	42	urine sample	\$ _____	\$ _____
TOTAL – RIMOUSKI AREA – First option year				\$ _____

Second option year - From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	21	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	42	urine sample	\$ _____	\$ _____
TOTAL – RIMOUSKI AREA – Second option year				\$ _____
TOTAL OPTIONS – RIMOUSKI AREA - Only the services rendered will be paid				\$ _____

10. Québec and Beauce Areas

First option year - From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	256	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	128	urine sample	\$ _____	\$ _____



TOTAL – QUÉBEC AND BEAUCE AREAS– First option year	\$ _____
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Second option year – From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	256	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	128	urine sample	\$ _____	\$ _____
TOTAL – QUEBEC AND BEAUCE AREAS– Second option year				\$ _____
TOTAL OPTIONS – QUEBEC AND BEAUCE AREA - Only the services rendered will be paid				\$ _____

11. Outaouais Area

First option year – From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	88	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	44	urine sample	\$ _____	\$ _____
TOTAL – OUTAOUAIS AREA – First option year				\$ _____

Second option year - From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	88	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	44	urine sample	\$ _____	\$ _____
TOTAL – OUTAOUAIS AREA – Second option year				\$ _____
TOTAL OPTIONS – OUTAOUAIS AREA - Only the services rendered will be paid				\$ _____

12. Laval Area

First option year – From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	192	time block	\$ _____	\$ _____



Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	63	urine sample	\$ _____	\$ _____
TOTAL – LAVAL AREA – First option year				\$ _____

Second option year - From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	192	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	63	urine sample	\$ _____	\$ _____
TOTAL – LAVAL AREA – Second option year				\$ _____
TOTAL OPTIONS – LAVAL AREA - Only the services rendered will be paid				\$ _____

13. Laurentides Area

First option year - From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	312	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	156	urine sample	\$ _____	\$ _____
TOTAL – LAURENTIDES AREA – First option year				\$ _____

Second option year - From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	312	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	156	urine sample	\$ _____	\$ _____
TOTAL – LAURENTIDES AREA – Second option year				\$ _____
TOTAL OPTIONS – LAURENTIDES AREA - Only the services rendered will be paid				\$ _____



14. Lanaudière Area

First option year - From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	78	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	39	urine sample	\$ _____	\$ _____
TOTAL – LANAUDIÈRE AREA – First option year				\$ _____

Second option year - From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	78	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	39	urine sample	\$ _____	\$ _____
TOTAL– LANAUDIÈRE AREA – Second option year				\$ _____
TOTAL OPTIONS – LANAUDIÈRE AREA - Only the services rendered will be paid				\$ _____

15. Chicoutimi Area

First option year – From August 1, 2018, to July 31, 2019

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	46	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – offender's residence	92	urine sample	\$ _____	\$ _____
TOTAL– CHICOUTIMI AREA – First option year				\$ _____

Second option year - From August 1, 2019, to July 31, 2020

Description	Maximum number (FOR 12 MONTHS)	Unit of measure	LUMP SUM PER TIME BLOCK OF 2-3 HOURS (8-12 tests)	TOTAL AMOUNT (GST/HST not included)
Collection of urine samples – time block in a common place identified by CSC	46	time block	\$ _____	\$ _____
Description	Maximum number (FOR 12 MONTHS)		AMOUNT PER URINE SAMPLE (at offender's residence)	TOTAL AMOUNT (GST/HST not included)



Collection of urine samples – offender's residence	92	urine sample	\$ _____	\$ _____
TOTAL – CHICOUTIMI AREA – Second option year				\$ _____
TOTAL OPTIONS – CHICOUTIMI AREA - Only the services rendered will be paid				\$ _____

3.0 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.



ANNEX C – Security Requirement Check List



Government of Canada /
Gouvernement du Canada

MAY 03 2016

Contract Number / Numéro du contrat 21301-17-2350626
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine SERVICE CORRECTIONNEL DU CANADA	2. Branch or Directorate / Direction générale ou Direction DISTRICTS Montréal Métro et Est-Ouest du Québec	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail L'entreprise et/ou l'entrepreneur devra être en mesure de fournir les services de collecteurs/collectrices d'urine qui soient du même sexe que la personne devant fournir l'échantillon d'urine et ce, 24 heures sur 24, tous les jours de l'année. L'entrepreneur devra assurer la disponibilité de 4 collecteurs (2 femmes et 2 hommes) en tout temps, et ce, pour toute la durée du contrat.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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PART C - (continued) / PARTIE C - (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRIKTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support IT																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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



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PARTIE AUTHORIZANT LE TRAVAIL ASSOCIÉ			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
ANNE-MARIE LABALETTE et MARIE-ÈVE SOULIÈRE		DIRECTRICE DISTRICT ASSOCIÉE	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
514-283-1777/460-420-7807	514-283-1783/460-420-7800	anne-marie.labalette@csc-scc.gc.ca/mar	2016-04-07
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
		Robert Wattie - Contract Security Analyst	
Telephone No. - N°	(P) 613-944-6669 / Robert.Wattie@csc-scc.gc.ca	e courriel	Date
			2016-05-02
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
MARION PAULIN		ARAC	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
514-664-6617	514-664-6626	marion.paulin@csc-scc.gc.ca	2016-04-21
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Anna Kulych		Contract Security Officer, Contract Security Division	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-954-4121	613-954-4171		May 24, 2016

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Canada



ANNEX D - 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 must 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 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

Bidders must also propose at least one replacement resource. The replacement resource must meet the mandatory requirements below.

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>Project Manager / Contract Performance Officer</p> <p>At least one (1) year of experience in the collection of urine samples.</p> <p>Bidders must clearly indicate, at a minimum, as required in the "Evaluation Criteria" section above.</p> <p><u>Present the information in a CV in bid submission.</u></p>		
M2	<p>Urine Collector</p> <p>Have at least a Secondary III diploma (recognized by the MEQ) or equivalent. Years of experience in the collection of urine samples may be considered in the analysis of equivalencies: two (2) years of experience = one (1) year of secondary school.</p> <p><u>Present the information in a CV in bid submission .</u></p>		



ANNEX E – INSURANCE REQUIREMENTS

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.
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 Public Works and Government Services 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.

(Contracting officers must insert the applicable options below and renumber accordingly.)

- 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.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: 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.
- o. **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*

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.