

**A1. Health Canada Bid Receiving Unit
Federal Records Centre Building**

161 Goldenrod Driveway, Tunney's Pasture
Loading dock of building #18,
Ottawa, ON K1A 0K9 CANADA
Business hours: 7h30 to 16h30

Attention: Donna Pettit
Telephone: (613) 698-3684
Solicitation #: 1000177843

Request for Standing Offer (RFSO)

for

Performance of the Work described in
Annex A, Statement of Work.

A2. STANDING OFFER AUTHORITY

The Authority for this RFSO is:

Donna Pettit
Senior Contracting and Procurement Officer
Ottawa, Ontario

Telephone: (613) 698-3684
E-mail: Donna.pettit@hc-sc.gc.ca

**THIS DOCUMENT CONTAINS A
SECURITY REQUIREMENT.**

A3. TITLE Health Services Accreditation of primary care services in nursing stations where FNIHB is delivering clinical and client care across Canada.	
A4. SOLICITATION NUMBER 1000180167	A5. ISSUE DATE AUGUST 15, 2016
A6. TABLE OF CONTENTS The RFSO is divided into seven (7) parts as follows: <ul style="list-style-type: none"> 1. Part 1 – General Information 2. Part 2 – Offeror Instructions 3. Part 3 – Offeror Preparation Instructions 4. Part 4 – Evaluation Procedures and Basis of Selection 5. Part 5 – Certifications and Additional Information 6. Part 6 – Financial Evaluation 7. Part 7 – Standing Offer and Resulting Contract Clauses 8. Annexes <ul style="list-style-type: none"> Annex A – Statement of Work Annex B – Basis of Payment Annex C – Certifications Annex D – Security Requirements 	
A7. BID DELIVERY Bids must be received by no later than 14:00 (2 p.m) on September 26, 2016 at the bid receiving address indicated in A1. Bids received after the closing date and time (referred to as the “Closing Date”) will be considered non-responsive, and will be returned to the Offeror unopened. Bids sent by fax or email will not be accepted. All bids will be date and time stamped at the Bid Receiving Unit. Offerors should ensure that their name, address, the Closing Date, and the solicitation number is clearly marked on their envelopes or parcels. Bids and all supporting information may be submitted in either English or French.	
A9. BID VALIDITY Bids will remain valid for a period of one hundred and eighty (180) calendar days following the Closing Date.	
A13. INTELLECTUAL PROPERTY THE CONTRACTOR WILL OWN INTELLECTUAL PROPERTY RIGHTS	

PART 1 – GENERAL INFORMATION**1.1 Introduction**

The RFSO is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirements;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offeror Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Certifications, and Security Requirements

1.2 Summary

The objective of this RFSO is to establish a competitively-awarded Standing Offer (SO) with up to two (2) qualified suppliers.

The period of the SO will be from award of the Standing Offer to March 31, 2017.

Option Period

The SO Holder hereby grants to Health Canada the irrevocable option to extend the terms of the SO for up to three (3) additional one (1) year periods, under the same terms and conditions. Health Canada may exercise this option at any time by written notice to the SO holder at least 30 calendar days prior to the SO expiry date or any extension thereof.

The services are expected to be delivered within the Region (Alberta, Saskatchewan, Manitoba, Ontario and/or Quebec) in which accreditation services are required during the period of the SO.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

1.3 Security Requirements

Security requirements will be determined in the individual Call-Ups resulting from this Request for Standing Offer. These security requirements (set out in section 7.2 Security Requirements) will be fully defined in any resulting call-up. It is the Standing Offer holder's sole responsibility to have the necessary security clearances described in any resulting Call-Up.

Compliant bid responses will be eligible for sponsorship into the Industrial Security Program of PWGSC, as this Standing Offer is likely to result in one or more Call-Ups that contain a Government of Canada security requirement. Respondents **MUST** indicate if they desire this sponsorship in their cover letter, in order to initiate the sponsorship process.

See Annex D.

1.4 Debriefings

Offerors may request a debriefing on the results of the RFSO process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the RFSO process. The debriefing may be in writing, by telephone or in person.

PART 2 – OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

- In the *complete text content* (except subsection 3.0): **Delete** “Public Works and Government Services Canada” and **Insert** “Health Canada”. **Delete** “PWGSC” and **Insert** “Health Canada/Public Health Agency of Canada”.
- At subsection 05 “Submission of Offerors”:
 - at 2 (d): **Delete** “(d) send the arrangement only to PWGSC Bid Receiving Unit specified on page 1 of the RFSO or to the address specified in the RFSO” **Insert** “send the arrangement according to the instructions specified in the RFSO”
 - At 4: **Delete** “60 days” **Insert** 180 days”
- At subsection 08: **delete** in its entirety
- At subsection 20.2: **delete** in its entirety

2.2 Submission of Offers

Offers must be submitted only to Health Canada Bid Receiving Unit by the date, time and place indicated on page 1-A1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile and email to Health Canada will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada’s request and meet the requirement within the prescribed time frame will render the offer non-responsive.

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? YES () NO ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the RFSO closing date and time. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

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

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

PART 3 – OFFEROR PREPARATION INSTRUCTIONS**1.1 Offer Preparation Instructions**

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

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

Section II: Financial Offer (one (1) hard copies)

Section III: Certifications (one (1) hard copies)

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

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

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

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>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Criterion ID	Attention Offerors: Write beside each of the criteria the relevant page number(s) from your proposal which addressed the requirement identified in the criteria	Proposal Page #	Met / Not Met
M1	<p>The Offeror must provide a resource for each of the following categories:</p> <ul style="list-style-type: none"> 1.1. Project Manager 1.2. Expert Support/Specialist 1.3. Support Assistant 1.4. Technical/IT 1.5. Educator/Trainer 1.6. On-Site Surveyor/Reviewer <p>Each of the above resources must demonstrate that they have a minimum of two (2) years experience working for an accreditation body providing accreditation services relevant to the Canadian First Nations context; and that the service has been provided in First Nations/Inuit communities.</p> <p>Experience must be in month and years and cannot overlap.</p>		
M2	<p>The Offeror must demonstrate that they offer a health services accreditation program that has cultural relevance to the Canadian First Nations context; and that the program has been provided in First Nations/Inuit communities.</p> <p>The Offeror must provide examples demonstrating cultural relevance in their accreditation program such as culturally adapted language within their standards, a focus on community needs, the inclusion of traditional health services as part of the accreditation process, the involvement of Band/Council, etc.</p> <p>The Offeror must also provide the following information for two (2) separate organizations where their accreditation program has been/is currently being provided:</p> <ul style="list-style-type: none"> 1) Name of the community and/or organization in which the service was/is being provided; 2) Name, address, e-mail and phone number for a reference within the organization; 3) Brief description of the accreditation program that was/is being provided; 4) Start date of the delivery of the accreditation program within the organization. <p>Please note – references for accreditation programs must be entities other than Health Canada/PHAC.</p> <p><i>Note: Health Canada reserves the right to check references by contacting one or all of the</i></p>		

Criterion ID	Attention Offerors: Write beside each of the criteria the relevant page number(s) from your proposal which addressed the requirement identified in the criteria	Proposal Page #	Met / Not Met
	<i>references provided. Health Canada also reserves the right to reject a bidder should one or more of the references provided not be available within one week from completion of bid evaluation and if in checking references they do not confirm the resources work experience and information provided by the bidder.</i>		
M3	<p>The Offeror must offer a health services accreditation program that includes standards that are relevant to clinical and client care services in remote nursing stations.</p> <p>The Offeror must provide examples of actual standards documents from their accreditation program that could relate specifically to clinical and client care services in remote nursing stations.</p>		
M4	The Offeror must provide documentation demonstrating that they are accredited by ISQua (the International Society for Quality in Healthcare).		
M5	The Offeror must provide demonstrated evidence that their Standards are evidence based, reflective of current best practices, and are developed with opportunity for input from stakeholders. Examples that would demonstrate compliance include Terms of Reference documents for standards development/advisory groups, consultation and implementation planning documents, evidence of research into best practices within the field, etc.		

4.2 Financial Evaluation

4.2.1 The price of the offer will be evaluated, based on the grid included as Part 6, Financial Evaluation, in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.3 Basis of Selection

4.3.1 To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation; and
- b) meet all mandatory criteria;

Bids not meeting a) or b) will be declared non-responsive.

The responsive bids will be ranked in descending order based on lowest cost.

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest Total Bid Price (TBP) will be recommended for award of a Standing Offer Agreement.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications attached at Annex “D” and additional information below to be issued a standing offer.

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

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror’s certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Additional Certifications Required with the Offer

Offerors must submit the certifications as per PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION as follows:

5.3 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

5.3.1 Integrity Provisions – List of Names

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.3.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list

(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the “FCP Limited Eligibility to Bid” list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - FINANCIAL EVALUATION

Up to two (2) Standing Offer Agreements will be awarded under this RFSO.

The data included in this pricing schedule is provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data. For clarification purposes a day consists of seven and one half hours (7.5).

The Financial Evaluation will be based on the sum of the firm per diem rates rates for the Standing Offer Agreement Period and all Option Periods under Columns D and E. This is for evaluation purposes only.

PROFESSIONAL FEES

TABLE “A”
From contract award to March 31, 2017

	<u>COLUMN « A »</u>	<u>COLUMN « B »</u>	<u>COLUMN “C”</u>
	<u>CATEGORY OF RESOURCE</u>	<u>PROPOSED RESOURCE(S) NAME</u>	<u>FIRM PER DIEM RATE(S) IN CANADIAN FUNDS</u>
1	Project Manager		\$
2	Expert Support/Specialist		\$
3	Support Assistant		\$
4	Technical/IT		\$
5	Educator/Trainer		\$
6	On-Site Surveyor/Reviewer		\$
TOTAL OF COLUMN “C”			

TABLE “A1”
OPTION PERIOD 1
April 1 2017 to March 31st 2018

	<u>COLUMN « A »</u>	<u>COLUMN « B »</u>	<u>COLUMN “C”</u>
	<u>CATEGORY OF RESOURCE</u>	<u>PROPOSED RESOURCE(S) NAME</u>	<u>FIRM PER DIEM RATE(S) IN CANADIAN FUNDS</u>
1	Project Manager		\$
2	Expert Support/Specialist		\$
3	Support Assistant		\$
4	Technical/IT		\$
5	Educator/Trainer		\$
6	On-Site Surveyor/Reviewer		\$
TOTAL OF COLUMN “C”			

TABLE "A2"
OPTION PERIOD 2
 April 1st 2018 to March 31st 2019

	<u>COLUMN « A »</u>	<u>COLUMN « B »</u>	<u>COLUMN "C"</u>
	<u>CATEGORY OF RESOURCE</u>	<u>PROPOSED RESOURCE(S) NAME</u>	<u>FIRM PER DIEM RATE(S) IN CANADIAN FUNDS</u>
1	Project Manager		\$
2	Expert Support/Specialist		\$
3	Support Assistant		\$
4	Technical/IT		\$
5	Educator/Trainer		\$
6	On-Site Surveyor/Reviewer		\$
TOTAL OF COLUMN "C"			

TABLE "A3"
OPTION PERIOD 3
 April 1st 2019 to March 31st 2020

	<u>COLUMN « A »</u>	<u>COLUMN « B »</u>	<u>COLUMN "C"</u>
	<u>CATEGORY OF RESOURCE</u>	<u>PROPOSED RESOURCE(S) NAME</u>	<u>FIRM PER DIEM RATE(S) IN CANADIAN FUNDS</u>
1	Project Manager		\$
2	Expert Support/Specialist		\$
3	Support Assistant		\$
4	Technical/IT		\$
5	Educator/Trainer		\$
6	On-Site Surveyor/Reviewer		\$
TOTAL OF COLUMN "C"			

TABLE "B"

BIDDER TOTAL = TOTAL SUM OF THE PER DIEM RATES FOR CATEGORIES 1 TO 6 FOR TABLES "A, A1, A2 AND A3 TAXES NOT INCLUDED (FOR EVALUATION PURPOSES ONLY)	\$
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PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

7 Standing Offer

7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work attached at Annex “A”

7.2 Security Requirements

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PSPC FILE # 1000180167

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
 2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PSPC.
 3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PSPC.
 4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - b) Industrial Security Manual (Latest Edition).
- 7.2.1 Security requirements will be determined in the individual Call-Ups resulting from this Request for Standing Offer. These security requirements (set out in section 7.2 Security Requirements) will be fully defined in any resulting call-up. It is the Standing Offer holder’s sole responsibility to have the necessary security clearances described in any resulting Call-Up.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Term of Standing Offer - Period of the Standing Offer

The period of the Standing Offer Agreement will be from award of the SOA to March 31, 2017

Option Period

The SO Holder hereby grants to Health Canada the irrevocable option to extend the terms of the SO for up to three (3) additional one (1) year periods, under the same terms and conditions. Health Canada may exercise this option at any time by written notice to the SO holder at least 30 calendar days prior to the SO expiry date or any extension thereof.

7.4 Authorities

7.5 Standing Offer Authority

The Standing Offer Authority is:

Name: Donna Pettit
Senior Contracting and Procurement Officer
Health Canada - Santé Canada
200 Eglantine Driveway
Ottawa, ON K1A 0K9
Telephone: 613-698-3684
E-mail address: donna.pettit@hc-sc.gc.ca

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

7.6 Project/Technical Authority

To be determined at Standing Offer award.

7.7 Offeror's Representative

To be determined at Standing Offer award.

7.8 Proactive Disclosure of Contract 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.

7.9 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Health Canada.

7.10 Call-Up Procedures

Call-Ups against the Standing Offer will be issued on a “best fit” basis such that the Identified user will choose the Supplier that best meets their needs.

The SO Holder of best fit will be selected for any resultant Call-up. The Standing Offer Holder of best fit will be determined based upon factors such as, but not necessarily limited to:

- Operational requirements
- Availability of the Standing Offer Holder and its resources to conduct the work and meet any and all required timelines;
- Geographical area

The Identified user reserves the right to determine which accrediting body will provide their services under the Standing Offer Agreement(s).

A firm/fixed price for any request shall be established and agreed upon by the Project Authority and the selected Standing Offer Holder using the firm per diem rate and estimated level of effort (7.5 hours per day);

It is understood and agreed to that the Standing Offer Holder(s) shall not commence any work until authorized in writing by a Call-Up issued by the Contracting Authority.

7.10.1 Regular Work Periods

For each work request respective of the regular work periods the Project Authority or designate shall contact the Standing Offer Holder of best fit and provide him/her with a description of the services required and the delivery schedule to be respected.

Should the selected Standing Offer Holder be unable to perform the work requirement, the Standing Offer Holder must notify the Project Authority in writing within forty-eight (48) hours of being contacted.

This step would be repeated until one is able to perform the work as requested.

Failure to provide written notification of availability within forty-eight (48) hours of being contacted shall be interpreted as being unable to perform the service(s) and shall result in the Project Authority going to the next selected Standing Offer Holder with the work request in question.

7.11 Allocation of Work

The Standing Offer Authority will monitor Call-up activities to ensure work is allocated in accordance with the Call-Up procedures.

7.12 Call-Up Instrument

The work will be authorized or confirmed by the Identified User using a Call-Up against Standing Offer form 942.

7.13 Limitation of Call-ups

Individual Call-Ups against the Standing Offer must not exceed \$30,000.00.

7.14 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$90,000.00 (\$30,000 per nursing station) from the award of the Standing Offer up to March 31, 2017 inclusive (Applicable Taxes and travel included) and \$180,000.00 in each of the three one year option periods should they be exercised.** The Offeror must not perform

any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

7.15 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the 2005 2016-04-04, General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C 2016-04-04, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.
- e) SACC Manual clause C6000C 2011-05-16 Limitation of Price
- f) Annex “A”, Statement of Work;
- g) Annex “B”, Basis of Payment
- h) Annex “C”, Non-Disclosure Agreement
- i) Annex “D”, Certifications
- j) Annex “E”, Conflict of Interest
- k) the Offeror's offer dated _____ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: “as clarified on _____” or “as amended on _____” and insert date(s) of clarification(s) or amendment(s) if applicable).

7.16 Applicable Laws

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

8.0 Resulting Contract Clauses

The following clauses and conditions apply to and form part of any contract resulting from a Call-up against the standing offer.

8.1 Statement of Work

The contractor must provide the necessary items and perform the Work described in the Call-Up against the Standing Offer.

8.2 General Conditions

2010C 2016-04-04, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

8.3 Term of the Contract

8.3.1 Period of the Contract

The work must be completed in accordance with the Call-Up against the standing offer.

8.4 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.

8.5 Payment

8.5.1 Basis of Payment

Canada will pay the Standing Offer holder for all work performed pursuant to the Call-up and subject for acceptance by the Project Authority.

8.5.1.1 Ceiling Price

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work under the call-up, to the ceiling price specified in the call-up, which will be established in accordance with Annex “B”, Basis of Payment. Customs duties are included, and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual charges and costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment specified in the call-up.

8.5.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Canada. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

8.5.1.3 No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications made by the Contractor will be authorized or paid to the Contractor unless such changes, modifications or interpretations have been approved in writing by the Standing Offer Authority prior to their incorporation into the Work. The Contractor is not obliged to perform any Work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Standing Offer Authority. The Contractor will notify the Project Authority in writing as to the adequacy of this sum:

- a. when it is seventy five percent (75%) committed, or
- b. four (4) months prior to the Contract expiry date, or
- c. if the Contractor considers the funds provided to be inadequate for the completion of the Work, whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor will provide to the Project Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional fund does not increase the liability of Canada.

8.5.2 Limitation of Price

SACC Manual clause C6000C 2011-05-16 Limitation of Price

8.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
Each invoice must include the following:
 - a) the Contract title, number and financial code;
 - b) the date;
 - c) a description of the Work performed;
 - d) timesheets (if payment is based on hourly/firm per diem rates);
 - e) evidences of actual Cost (Cost Reimbursable Elements);
 - f) the amount of the progress payment being claimed; and
 - g) the amount for any tax (including GST/HST).
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the address shown on page 1 of the Call-Up for certification and payment.

8.7 Insurance Requirements

It shall be the sole responsibility of the Standing Offer Holder to decide whether or not any insurance coverage is necessary for its own protection or to fulfil its obligations under the SOA and to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Standing Offer Holder at its own expense.

ANNEX “A”**STATEMENT OF WORK****1.0 Scope****1.1 Title**

Health Services Accreditation of primary care services in nursing stations where FNIHB is delivering clinical and client care across Canada.

1.2 Introduction

The delivery of quality health services is a branch-wide priority for FNIHB; the Branch acknowledges the benefits of health services accreditation as a means to ensure the delivery of quality health services for First Nations and Inuit.

An accrediting body will be required to build capacity and readiness within these nursing stations, the Regional Offices and the National Office to prepare and register for the accreditation process. Once the nursing stations have registered in the process, the accrediting body will provide ongoing support (eg training, tools) throughout the accreditation process to promote success in achieving accredited status.

1.3 Background

Accreditation is a nationally and internationally recognized process to ensure a standardized level of quality in health planning, management and delivery of health services.

Health Canada has an important role to play in supporting quality improvement and safer healthcare across the continuum of services.

Branch accreditation funding over 5 years (2013-2018) supports all existing First Nations and Inuit community health centres (CHCs) currently in the accreditation process plus nine new CHCs each year, for a total of 45 new CHCs. In addition, funding was allocated to support 18 nursing stations (which can include both transferred nursing stations, as well as those where FNIHB is delivering services) to enter the accreditation process.

1.4 Objectives of the Requirement

The objective of this contract is to support nursing stations (and the respective Regional Office) where FNIHB is delivering clinical and client care in remote and isolated settings across Canada to improve the quality of the health services being delivered, by registering them in an accreditation process.

It is anticipated that the first of these nursing stations to begin accreditation will be up to three (3) non-transferred (i.e. where FNIHB is responsible for the delivery of clinical client care services) nursing stations located in Little Red River Cree Nation, Alberta (Fox Lake, Garden River, and John D’Or).

The focus of accreditation will first be on the Alberta region, up to three (3) nursing stations, with other regions to follow into the accreditation process where FNIHB is providing clinical and client care services.

The FNIHB-delivered, clinical and client care services that will require accreditation are considered **essential** services for remote and isolated First Nations communities and are identified by service level. These levels are used to prioritize patient care requirements and patient care processes, workload and resources.

Triage Services

- determines if the client requires urgent or emergent care, or if they can wait to be scheduled within the facility's operating hours

Level 1 – Emergency Resuscitation and Stabilization with Coordination for Evacuation

- services required to address urgent conditions that go beyond competencies and resources of the on-site team
- necessary to urgently stabilize the patient and make arrangements for rapid evacuation
- examples of conditions under this level – acute cardiac disorders, premature labour, major trauma, etc.

Level 2 – Emergency Ambulatory Care Services

- urgently required care for a condition-specific single visit, provided on an out-patient basis
- provision of service is based on stable vital signs and predictability of outcomes for conditions limited in duration, which do not require specialized tests to confirm diagnosis
- examples of conditions under this level – traumatic wound care with lacerations requiring suturing, dental emergencies, uncomplicated acute urinary tract infections, etc.

Level 3 – Outpatient - Non-urgent Services (scheduled or walk-in)

- episodic, non-urgent care provided on an outpatient basis to treat conditions that do not need to be managed urgently, but would be more reasonably treated on-site rather than transporting the patient to provincial service
- **minimum** services for communities over 4 hours driving distance from a provincial treatment facility include: health assessments; primary reproductive care; primary mental health; initial diagnosis and treatment of chronic psychiatric illness; communicable diseases outbreak management and treatment; management of minor and complex episodic illness and injuries; initial diagnosis and treatment of chronic disease; oral health prevention, promotion, diagnosis and treatment; treatment adjustment of unstable clients with chronic disease/monitoring of stable chronic conditions; coordination and referral to health services not offered in the community, with provincial services; coordination of access to diagnostics; coordination of return for patients who were hospitalized or treated outside the community

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The services required under the accreditation process will include but not be limited to the following:

- provide ongoing support and coaching to nursing station staff and Regional Office staff, from readiness assessment to survey/site visit, including follow up on recommendations.

- provide up to five (5) days of training (not necessarily consecutively), per year, per nursing station, necessary to prepare staff to engage in the accreditation process. Where appropriate, staff from nursing stations could attend training sessions together in order to maximize efficiency.
- be responsible for their own logistics and travel associated with training sessions and site/survey visits.
- organize regular (at least monthly) teleconferences with staff members involved in the accreditation process.
- oversees the overall process of engaging nursing stations and the Regional Offices into the accreditation process
- provides ongoing, personalized support directly to staff/accreditation team members, answers questions relating to the process, interprets standards, assists in the completion of required documents, etc
- provide administrative support to staff to facilitate the application and registration process, provide orientation, provide documents and resources, etc
- provides support for online/web-based components or tools related to the accreditation process
- provides education and training on the accreditation process, tools, forms, requirements

2.2 Required Resources or Types of Roles to be Performed

Project Manager – oversees the overall process of engaging nursing stations and the Regional Offices into the accreditation process

Expert Support/Specialist – provides ongoing, personalized support directly to staff/accreditation team members, answers questions relating to the process, interprets standards, assists in the completion of required documents, etc.

Support Assistant – provide administrative support to staff to facilitate the application and registration process, provide orientation, provide documents and resources, etc.

Technical/IT Support – provides support for online/web-based components or tools related to the accreditation process

Educator/Trainer - provides education and training on the accreditation process, tools, forms, requirements

On-Site Surveyor/Reviewer – evaluates evidence of standards compliance

2.3 Method and Source of Acceptance

The measurement used to determine completion, will be the confirmation letter/document that the nursing stations have registered with a recognized accrediting body and remain engaged in the accreditation process on an ongoing basis.

2.4 Reporting Requirements

The Contractor will provide reports to the Project Authority on a quarterly basis, that will include progress updates, successes, gaps, challenges, etc.

2.5 Project Management Control Procedures

The individual identified in the proposal as the Project Authority will monitor the progress of the work and participate in quarterly teleconferences (or as needed) with the Contractor.

3.0 Additional Information

3.1 Health Canada's Obligations

Health Canada will provide to the Contractor:

- access to staff members who will be available via teleconference to discuss progress, concerns, requirements, feedback, etc. at both the Regional offices and the National FNIHB Offices;
- access to the Regional offices and National FNIHB Office spaces for the purpose of meetings and/or training sessions as necessary.

3.2 Contractor's Obligations

- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.
- Provide all services as indicated within this Statement of Work to the satisfaction of the Project/Technical Authority and comply with all terms and conditions set out in this contract.
- keep all documents and proprietary information confidential;

Health Canada reserves the right to request price support for services rendered under any resulting Call-Up.

3.3 Location of Work, Work Site and Delivery Point

The work of this contract will be conducted at the Contractor's place of work as well as on-site at the nursing stations undergoing accreditation, the Regional Offices and National Office.

Due to existing workload and deadlines, all personnel assigned to this contract must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.

3.4 Language of Work

Work will be conducted in English or French based on regional requirements.

3.5 Special Requirements

The Contractor is required to be accredited by the International Society for Quality in Healthcare (ISQua).

The Contractor is required to provide an accreditation program that has cultural relevance to the Canadian First Nations context, including standards that are relevant to the services being delivered (clinical and client care in remote nursing stations).

3.6 Security Requirements

See Annex "D"

3.7 Insurance Requirements

It is the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the contract and to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Contractor at its own expense.

3.8 Travel and Living Expenses

Payment for travel and living expenses related to site visits and in-person training sessions/meetings must be made in accordance to the terms of payment and the Treasury Board Travel Directive.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The SO Holder hereby grants to Health Canada the irrevocable option to extend the terms of the SO for up to three (3) additional one (1) year periods, under the same terms and conditions. Health Canada may exercise this option at any time by written notice to the SO holder at least 30 calendar days prior to the SO expiry date or any extension thereof.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Upon receipt of a duly authorized Call-Up from Health Canada, the Standing Offer Holder(s) shall provide the services in accordance with this Request for Standing Offer and the specific delivery requirements as described within the Call-Up.

5.0 Applicable Documents and Glossary

5.1 Relevant Terms, Acronyms and Glossaries

FNIHB – First Nations and Inuit Health Branch

Nursing Station - a field unit located in an isolated/remote community where there is no year round road access to other health care facilities.

Essential Services – the health services within clinical and client care that must be provided on site as a minimum in remote/isolated First Nations health care facilities.

Primary care: primary care, a coordinated system of health services needed to maintain health and treat disease, is the first single point of contact for First Nations and Inuit with the health system at the reserve or community .

ANNEX “B” BASIS OF PAYMENT
Professional Service

For professional services, the Contractor will be paid at the following firm, all-inclusive rates. These rates include overhead and profit but do not include GST and HST.

From Contract Award to March 31, 2017

	<u>COLUMN « A »</u>	<u>COLUMN « B »</u>	<u>COLUMN “C”</u>
	<u>CATEGORY OF RESOURCE</u>	<u>PROPOSED RESOURCE(S) NAME</u>	<u>FIRM PER DIEM RATE(S) IN CANADIAN FUNDS</u>
1	Project Manager		\$
2	Expert Support/Specialist		\$
3	Support Assistant		\$
4	Technical/IT		\$
5	Educator/Trainer		\$
6	On-Site Surveyor/Reviewer		\$

ANNEX “C”

CERTIFICATIONS

1.1 Legal name and Offeror’s information

(print clearly)

Offeror’s Legal Name

Offeror’s Complete Billing Address

Offeror’s Phone number

(_____)_____

Offeror’s Authorized Representative

Offeror’s Authorized Representative Phone number

(_____)_____

Offeror’s Authorized Representative e-mail

1.2 Certifications

Offerors must provide the required certifications at offer submission. Canada may declare an Offer non-responsive if the required certifications are not part of the offer content.

Compliance with the certifications Offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before and after issuance of a Standing Offer). The RFSO Authority will have the right to ask for additional information to verify Offerors' compliance with the certifications before issuance of a Standing Offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the RFSO Authority for additional information will also render the Offer non-responsive.

1.3 Certification of Education, Experience and Qualifications

The Offeror certifies that all statements made with respect to education and experience are true and that any person proposed by the Offeror to perform the Work or part of the Work is either an employee of the Offeror or under a written agreement to provide services to the Offeror.

Canada reserves the right to verify the above certification and to declare the offer non-responsive for any of the following reasons:

- an unverifiable or untrue statement; or
- unavailability of any person proposed whose statement of education and experience Canada has relied upon to evaluate the Offer and issuance of a Standing Offer.

1.4 Certification of Availability and Status of Personnel

1.4.1 Availability of Personnel and Facility

The Offeror certifies that, should it be authorized to provide services under any Standing Offer resulting from this RFSO, the persons and facility proposed in its offer will be available to commence performance of the Work within a reasonable time from Contract award and will remain available to perform the Work in relation to the fulfilment of this requirement.

1.5 Signature and Certification

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

Signature

Date

Print Name and Capacity

**ANNEX “D”
Security Requirements**

1. CONTRACT SECURITY CLAUSES

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PSPC FILE # 1000180167**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PSPC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PSPC.

2. SECURITY REQUIREMENTS CHECKLIST (SRCL) ATTACHED



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

1000180167

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: Health Canada
2. Branch or Directorate / Direction générale ou Direction: FNIHB / PHPCD

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: Health Services Accreditation in AB Nursing Stations.

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? [X] No / Non [] 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? [X] No / Non [] 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? [X] No / Non [] 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. [] No / Non [X] 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? [X] No / Non [] 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 [] NATO / OTAN [] Foreign / Étranger []

7. b) Release restrictions / Restrictions relatives à la diffusion
No release restrictions / Aucune restriction relative à la diffusion []
Not releasable / À ne pas diffuser []
Restricted to: / Limité à: []
Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information
PROTECTED A / PROTÉGÉ A []
PROTECTED B / PROTÉGÉ B []
PROTECTED C / PROTÉGÉ C []
CONFIDENTIAL / CONFIDENTIEL []
SECRET / SECRET []
TOP SECRET / TRÈS SECRET []
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) []
NATO UNCLASSIFIED / NATO NON CLASSIFIÉ []
NATO RESTRICTED / NATO DIFFUSION RESTREINTE []
NATO CONFIDENTIAL / NATO CONFIDENTIEL []
NATO SECRET / NATO SECRET []
COSMIC TOP SECRET / COSMIC TRÈS SECRET []
PROTECTED A / PROTÉGÉ A []
PROTECTED B / PROTÉGÉ B []
PROTECTED C / PROTÉGÉ C []
CONFIDENTIAL / CONFIDENTIEL []
SECRET / SECRET []
TOP SECRET / TRÈS SECRET []
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) []



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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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

No Yes
Non Oui

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 Yes
Non 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

- RELIABILITY STATUS COTE DE FIABILITÉ
TOP SECRET- SIGINT TRÈS SECRET - SIGINT
SITE ACCESS ACCÈS AUX EMPLACEMENTS
CONFIDENTIAL CONFIDENTIEL
NATO CONFIDENTIAL NATO CONFIDENTIEL
SECRET SECRET
NATO SECRET NATO SECRET
TOP SECRET TRÈS SECRET
COSMIC TOP SECRET COSMIC TRÈS SECRET

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?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No Yes
Non Oui
No Yes
Non 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?
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 Yes
Non Oui
No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui



Contract Number / Numéro du contrat 1000180167
Security Classification / Classification de sécurité

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 RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Jennifer Greene	Manager - GIAP	<i>J. Greene</i>

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-447-4356		Jennifer.Greene@C-SC.gc.ca	

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
CURTIS BLAIR	SR TRAINING OFFICER	<i>C.P. Blair</i>

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-946-7752	613-941-2396	curtis.blair@hc-sc.gc.ca	2016-02-29

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?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
DONNA PETTIT	SR PROC OFFICER	<i>Donna Pettit</i>

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date