



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS A:**

Bid Receiving/Réception des soumissions  
Bid Receiving Unit  
Procurement & Contracting Services Branch  
VISITOR'S CENTRE-Main Entrance  
Royal Canadian Mounted Police  
73 Leikin Drive  
Ottawa, Ontario K1A 0R2  
Attention: Shannon Plunkett

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 therefor.

Proposition aux : Gendarmerie royale 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: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.

<b>Title – Sujet</b> Medical Consultation Services - Physician		<b>Date</b> September 15, 2016
<b>Solicitation No. – N° de l'invitation</b> 201606665		
<b>Client Reference No. - No. De Référence du Client</b> 201606665		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2:00pm	EDT(Eastern Daylight Time) HAE (heure avancée de l'Est)
<b>On / le :</b>	October 12, 2016	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Robyn Dagg – Procurement Officer/agent(e) d'approvisionnement		
<b>Telephone No. – No. de téléphone</b> 613-843-3872		<b>Facsimile No. – No. de télécopieur</b> 613-825-0082
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes		<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>		<b>Date</b>



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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
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.
3. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 1.2 Statement of Work

The contractor will be required to provide the services of a qualified medical physician to provide occupational health and travel medicine services per the Statement of Work attached at Annex A.

### 1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.4 Procurement Ombudsman

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.



Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (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: 180 days

## **2.2 Submission of Bids**

Bids must be submitted only to RCMP Bid Receiving Unit 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 by email to RCMP will not be accepted.

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar 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.

## **2.4 Applicable Laws**

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

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.

## **2.5 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP



Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

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

#### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) 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:

- 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 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.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation



### 3.1.2 SACC Manual Clauses

#### Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 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 Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Item	MANDATORY CRITERIA	MET/NOT MET	SUBSTANTIATION
<b>M1</b>	Bidders <b>MUST</b> include a detailed curriculum vitae (CV) for the proposed Physician named in their Proposal (only one resource for all deliverables). The information provided within the CV <b>MUST</b> be sufficient to clearly demonstrate that the proposed individual is fully qualified and capable of fulfilling the requirements of the Statement of Work.		
<b>M2</b>	Registration number with the College of Physicians and Surgeons of Ontario (CPSO) <b>MUST</b> be provided within the Bidder's Proposal  <b>The RCMP reserves the right to contact the College of Physicians and Surgeons of Ontario for the purpose of verifying that the resource is able to practice without any restrictions in the area of medical physician services.</b>		
<b>M3</b>	Proposed resource <b>MUST</b> have been able to practice without any restrictions (i.e., be in good standing) with the medical licensing bodies of the provinces or territories in which the Physician has provided services within the past ten (10) years.		
<b>M4</b>	Proposed resource, as a licensed Physician, <b>MUST</b> have at least five (5) years' experience practicing occupational health medicine or travel medicine.		
<b>M5</b>	For the proposed resource the Bidder <b>MUST</b> provide <b>three (3)</b> employment or client organization references with firsthand experience of the individual's work. At a minimum, the Bidder <b>MUST</b> include each reference's:		



	<ul style="list-style-type: none"> <li>➤ name;</li> <li>➤ professional title;</li> <li>➤ current contact information; and (telephone number and/or email);</li> <li>➤ description of professional relationship, including length of time for which the medical physician services were provided.</li> </ul> <p><b>The RCMP reserves the right to contact the named employment / client references for the purpose of verifying the accuracy of the information provided in the Bidder's Proposal.</b></p> <p><b>Should the RCMP choose to contact the employment / client references and should one (1) or more named employment / client references provide a negative reference regarding the accuracy of the Bidder's proposal, the Proposal will be deemed non-compliant and given no further consideration.</b></p>		
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**4.1.1.2 Point Rated Technical Criteria**

Each Technical Proposal that meets all Mandatory Requirement specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria.

1. In addressing the point rated evaluation criteria, the candidate should supplement the information supplied in response to the mandatory requirements with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the point rated evaluation.
2. The Bidder's Score will be based on the Evaluation Scale provided below unless stated otherwise.
3. An overall pass mark (minimum required score) of 36 points out of 60 points. Proposals, for which evaluated scores fail to achieve this minimum pass mark, will be deemed non-responsive.
4. For the purposes of this evaluation a "**high risk / hardship environment**" is defined as a location that has been identified as a high-risk country or area by the Global Affairs Canada (GAC) [www.voyage.gc.ca](http://www.voyage.gc.ca) , or northern/isolated postings in parts of countries when hardship conditions are significant (e.g., has limited infrastructure in terms of health services, has rudimentary living and working conditions).
5. For the purposes of this evaluation a "**high risk occupation**" is defined as an occupation that poses specific risks to the health and safety of employees: e.g., law enforcement officers, military, emergency first responders, mining.



Item	Criteria	Maximum Score	Score	Reference to proposal page #
R1	<p>Demonstrated experience within the last 10 years <b>in the development of health policies and/or protocols</b> in the context of high-risk occupations or high-risk/hardship environment.</p> <p>A written summary should be provided which details the experience with specific reference to: 1) jobs, 2) duration and frequency of activity identified in R1, 3) cross reference to resume and 4) how the experience meets the criteria.</p> <p>&lt; 1 month = 0 points ≥ 1 month up to &lt; 12 months = 5 points ≥ 12 months up to &lt; 24 months = 7 points ≥ 24 months = 10 points</p>	10		
R2	<p>Demonstrated experience within the last 10 years <b>providing occupational health assessments/fitness for duty assessments for adults.</b></p> <p>A written summary should be provided which details the experience with specific reference to: 1) jobs, 2) duration and frequency of activity identified in R2, 3) cross reference to resume and 4) how the experience meets the criteria.</p> <p>&lt; 1 month = 0 points ≥ 1 month up to &lt; 12 months = 5 points ≥ 12 months up to &lt; 24 months = 7 points ≥ 24 months = 10 points</p>	10		
R3	<p>Demonstrated experience within the last 10 years <b>providing pre-travel and consultations to adults or medical advice to individuals abroad.</b></p> <p>A written summary should be provided which details the experience with specific reference to: 1) jobs, 2) duration and frequency of activity identified in R3, 3) cross reference to resume and 4) how the experience meets the criteria.</p> <p>&lt; 1 month = 0 points ≥ 1 month up to &lt; 12 months = 5 points ≥ 12 months up to &lt; 24 months = 7 points ≥ 24 months = 10 points</p>	10		





Item	Criteria	Maximum Score	Score	Reference to proposal page #
R4	<p>Demonstrated experience in <b>producing reports or presentations</b> in the areas of:</p> <p>i) occupational health and safety; or, ii) duty-of-care; or, iii) crisis/medical emergency response plans; or, iv) medicine and infectious diseases; or, travel medicine / infectious diseases. v) medico-legal assessments.</p> <p>0 Reports or Presentations = 0 points 1-5 Reports or Presentations = 5 points 6 or more Reports or Presentations = 10 points</p>	10		
R5	<p>Demonstrated experience within the last 10 years as a <b>physician in a multidisciplinary health team environment</b> (i.e. psychologist, nurses, technicians, administrative support).</p> <p>A written summary should be provided which details the project with specific reference to: 1) jobs, 2) duration and frequency of activity in R5, 3) cross reference to resume and 4) how the project meets the criteria.</p> <p>&lt; 1 month = 0 points ≥ 1 month up to &lt; 12 months = 5 points ≥ 12 months up to &lt; 24 months = 7 points ≥ 24 months = 10 points</p>	10		
R6	<p>Proof of completion of a 1) Master's Degree or Diploma in Occupational Medicine should be provided with proposal.</p> <p>Not provided = 0 points Degree or Diploma provided = 5 points</p>	5		
R7	<p>Proof of Certification in Travel Medicine by The International Society of Travel Medicine (ISTM) should be provided with proposal.</p> <p>Not provided = 0 points Certification provided = 5 points</p>	5		
Maximum Points Available		<b>60</b>		
Minimum Pass Score (60%)		<b>36</b>		



#### 4.1.2 Financial Evaluation

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

#### 4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 60 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 60 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bids with the highest combined rating of technical merit and price in each region will be recommended for award of a contract. Up to two (2) contracts will be awarded.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

#### Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd



## PART 5 – CERTIFICATIONS

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default 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 Bidder's 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.

### 5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.1.1 Integrity Provisions

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

#### 5.1.2 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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

#### 5.1.3 Additional Certifications Precedent to Contract Award

##### 5.1.3.1 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 FPSs, bidders must provide the information required below before contract award. If the answer 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 FPSs 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](#).



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### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the 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.

#### **5.1.3.2 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.

### **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

#### **6.1 Security Requirements**

The resource is required to be security cleared at the level of RCMP Reliability status (RRS) as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The resources SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

See Annex "D", Security Requirements Check List.

#### **6.2 Statement of Work**

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



### 6.3 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 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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to \_\_\_\_ inclusive (*to be entered at contract award*)

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 (two) additional 1 (one) 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Robyn Dagg  
Title: Procurement Officer  
Royal Canadian Mounted Police  
Directorate: Procurement and Contracting  
Address: 73 Leikin Drive, M1, Mailstop #15, Ottawa, Ontario K1A 0R2

Telephone: 613-843-3872  
Facsimile: 613-825-0082  
E-mail address: [robyn.dagg@rcmp-grc.gc.ca](mailto:robyn.dagg@rcmp-grc.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.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

*(To be provided at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

### 6.5.3 Contractor's Representative

*(To be provided at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

### 6.6 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.

### 6.7 Payment

#### 6.7.1 Basis of Payment - Firm All-inclusive Per Diem Rate

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, to a firm all-inclusive per diem rate indicated at Annex "B", Basis of Payment. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.



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### 6.7.2 Limitation of Expenditure

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

### 6.7.3 Method of Payment – Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. 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;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;





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- d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy of the invoice shall be forwarded to the Project Authority for certification and payment. One copy shall be forwarded to the Contracting Authority.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **6.10 Applicable Laws**

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

### **6.11 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 2010C (2016-04-04) - Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_. (to be entered at contract award)

### **6.12. Procurement Ombudsman**

#### **6.12.1 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, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

#### **6.12.2 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this



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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 application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

### **6.13 Delivery Requirements Outside a Comprehensive Land Claims Settlements Area**

The resulting contract is not to be used for deliveries within Comprehensive Land Claims Settlement Area (CLCA). CLCA requirements are to be submitted to the Royal Canadian Mounted Police for individual processing.



## **ANNEX "A" - STATEMENT OF WORK**

### **1. Introduction**

The Royal Canadian Mounted Police's (RCMP), International Liaison Deployment Centre (ILDC) manages the deployment of Canadian police personnel to countries experiencing conflict, and are in need of capacity building and security sector reform. Specifically, where Canada is a participant in a Bilateral or Multilateral agreement, ILDC is responsible for the selection of candidates, including pre-mission health assessments, missions training; ongoing medical, psychological and logistical support to deployed personnel and their families during mission, and post-mission re-integration. In addition, as a result of organizational change, ILDC may expand its role to also provide deployment support and duty-of-care to other RCMP programs deploying police officers internationally, short-term or on multi-year postings.

The participation of RCMP Regular Members (RM's) and Civilian Members (CM's) as well as approximately 25 Canadian partner police organizations has enhanced Canada's ability to provide leadership within these challenging international environments.

### **2. Background**

The health and safety of police personnel serving on international deployments is of paramount importance to the RCMP. Within ILDC, the International Health Protection & Wellness (IHPW) Unit is comprised of a central unit located in Ottawa, and liaises with RCMP Divisional Occupational Health Services, partner police Occupational Health Services and external contractors. IHPW is responsible for ensuring that police personnel are physically and psychologically healthy before they are deployed, during their deployment and when they return to Canada.

IHPW (located in Ottawa) is comprised of a multi-disciplinary team consisting of a clinical manager, psychologist, physician, nurses and related support personnel. The IHPW team maintains on-going contact and consultation with RCMP divisional Occupational Health Services and other designated health professionals to keep them informed of all pre and post deployment requirements, and to discuss complex cases. The IHPW team also provides health care support and coordination to Canadian police personnel deployed internationally and also conducts occasional visits to the various deployment locations. IHPW also liaises with police personnel's own health providers if follow-up post deployment is required.

### **3. Requirement**

IHPW requires the services of a qualified medical physician to provide occupational health and travel medicine services on an as and when requested basis. These services shall provide both indirect support through case consultations related to Canadian police personnel's pre and post deployment fitness assessments, and related to the health of police personnel while deployed. The consultant physician will contribute to the development of policies and procedures related to travel medicine and infectious disease as they pertain to occupational health and safety. As required, the physician may perform direct occupational health and physical fitness assessments of Canadian police personnel. Estimated time: up to 2 days per week depending on deployment schedules and operational tempo, and as when required.



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#### 4. Tasks:

In support of the RCMP's requirement for Medical Consultative Services, the physician shall, provide any combination of the following services as a member of the IHPW team:

- i. Must provide services in both official languages of Canada (English and French).
- ii. Develop protocols and procedures associated with fitness assessments for policing operations and post-deployment fitness evaluations for Canadian police personnel participating in international deployments;
- iii. Review the medical files of Canadian police personnel who have been assessed from a medical perspective and provide medical opinions and determinations on the individuals' medical profiles and fitness-for-duty status for high-risk international policing deployments;
- iv. Act as travel medicine and infectious diseases expert, whom other physicians and nurses working within RCMP Occupational Health Services and contractual clinics across Canada may consult on a needs basis, in the pre-deployment phase and in the reintegration phase;
- v. Review post-deployment medical assessment results to provide medical opinions and determinations of individuals' fitness to return to work, and recommend follow-up treatment plans or alternative arrangements. In so doing, the physician shall liaise with RCMP regional Occupational Health Services and the health services associated with the partner police agency and the police personnel family physician;
- vi. Provide medical case consultation by phone and in person to IHPW nurses regarding the deployment assessment process in general and in relation to health issues in specific cases. In so doing, the Physician shall recommend additional medical/travel medicine specialist consultations as needed by the individual case;
- vii. Develop and, as required, deliver travel medicine preparation sessions (this may include formal training, briefings, or other informational/educational sessions) during the pre-deployment to deployment phase, to Canadian police personnel;
- viii. Review currently established medical profiles that are required by the RCMP for deployment of individuals to various international locations, and provide recommendations to the RCMP to maintain the currency of these medical profiles in accordance with emerging and established medical best practices in the areas of occupational health, travel medicine and infectious diseases, and the constantly evolving nature of deployments available;
- ix. Establish the minimum medical profile(s) required for fitness of Canadian police personnel for deployment to new international locations;
- x. Review medical files and provide health travel recommendations and prevention measures for Canadian police personnel and civilians tasked to do short-term international visits;
- xi. Provide medical recommendations to the IHPW Manager, regarding the effective health care of Canadian police personnel deployed internationally for preventative, treatment and crisis situations. This may include, as required, making medical decisions regarding repatriation of deployed Canadian police personnel back to Canada, providing medical recommendations regarding further assessment and treatment required, and/or determining the fitness of individuals to return to deployment, whether from temporary hospitalization or medical care;



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- xii. As required, liaise with deployment area medical clinics physicians and IHPW contracted medical emergency assistance provider to ensure the delivery of effective travel health services to deployed Canadian police personnel;
  - xiii. As required, participate in the IHPW critical incident response team by providing medical consultation, on an urgent basis, liaise with senior management regarding the duty of care of Canadian police personnel in deployment. This may include services in support of specific individuals, or entire deployment groups, dependent on the situation;
  - xiv. As required, the Physician will, on occasion, be required to participate in health threat and risk assessment visits to international deployment areas and provide written recommendations to senior management aimed at reducing health threat and risk to Canadian police personnel;
  - xv. As required, liaise with various Government of Canada Federal Departments [e.g., Health Canada (HC), the Department of National Defence (DND)], as well as international organizations such as the United Nations on policies, protocols, procedures, best practices, and deployment-specific issues related to duty-of-care for Canadians deployed internationally;
  - xvi. As required, research, develop, and support dissemination and knowledge transfer related to policies, protocols, procedures and best practices regarding travel medicine and infectious diseases and the occupational health and safety of Canadian police personnel deployed internationally. Collaborate with the RCMP Occupational Health & Safety Policy Centre on out-of-Canada occupational health policy enhancement.
  - xvii. Liaison with Canadian partner police organizations, Canadian Federal Departments and international organizations relating to travel medicine and infectious diseases and occupational health requirements for international policing operations. This may include, but is not limited to; e-mails, briefing notes, memos, opinions, and related documentation and/or advice.

## 5. Deliverables

In the provision of services to the RCMP, the Contractor shall provide any combination of, without limitation, the following deliverables:

- Professional opinions on medical fitness status of Canadian police personnel in the pre-deployment, in-deployment and post-deployment phases;
- Medical case consultation related to occupational health and travel medicine of police personnels;
- Training, informational and/or briefing sessions, including development of presentation materials (e.g. decks, handouts, and related items), and/or delivery of such sessions to Canadian police personnel;
- Communication materials to support the effective implementation of appropriate travel health and infectious diseases and occupational Health standards for international deployment;
- Research and analysis documentation relating to emerging and best practices for travel/tropical and infectious disease medicine and Occupational Health for high risk operations such as international policing operations. This may include but is not limited to: discussion papers, options papers, informational briefings, presentation materials, and related documentation;
- Draft and finalize policies, protocols and procedures related to travel health and infectious diseases and occupational health and fitness to support service delivery by ILDC;



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- Time Sheet Reports
  - Ad hoc written or oral status updates

**6. Format of Deliverables**

All deliverables are to be provided in both hard copy and electronic format. Electronic format consists of Microsoft Office Suite products – Word, Excel, PowerPoint

**7. Location of Work**

The work is expected to take place at an RCMP facility approved by the Project Authority. Work will be completed using RCMP provided equipment. RCMP office space will be provided.

**8. Language Requirements**

The contractor must be able to communicate effectively in English and French, both orally and in writing.

**9. Travel**

The proposed resource will be required to travel. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority.



**ANNEX "B" – BASIS OF PAYMENT**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

**The financial proposal shall be a firm all-inclusive price, GST/HST extra.**

<b>Period</b>	<b>Bidder's Proposed Firm All-Inclusive Per Diem Rate</b>	<b>Estimated Number of Days per Year</b>	<b>Sub-Total for Evaluation</b>
	<b>(A)</b>	<b>(B)</b>	<b>(C) = (A) X (B)</b>
Year 1: Contract award to one year later.	\$	104	\$
Option Year 1: (Period to be entered at contract award)	\$	104	\$
Option Year 2: (Period to be entered at contract award)	\$	104	\$
<b>TOTAL ESTIMATED COST FOR EVALUATION:</b>			\$



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The Total Estimated Cost for Evaluation will be established as follows:

The "Bidder's Proposed Firm All-Inclusive Per Diem Rate" will be multiplied by the "Estimated Number of Days" to determine the "Sub-Total for Evaluation" for each contract period. The "Sub-Total for Evaluation" for each Contract Period will be added to yield the "Total Estimated Cost for Evaluation".

GST/HST:

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.





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**Annex C**

**Non-Disclosure Agreement**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

\_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_

Date



**ANNEX "D" - SECURITY REQUIREMENTS CHECK LIST**

*NAIRMS 20161122426*

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>201606665</b>
Security Classification / Classification de sécurité

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		RCMP		2. Branch or Directorate / Direction générale ou Direction Federal Policing, ILDC	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD			
4. Brief Description of Work / Brève description du travail ILDC is seeking the services of a Physician through the process of Request For Proposal (RFP). The successful candidate will provide medical consultation services related to Canadian police officers deployed internationally.					
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? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui (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)					
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"/> <i>SB</i>		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"/> <i>SB</i>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <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 :		Specify country(ies) / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information					
PROTECTED A / PROTÉGÉ A <input 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"/> <i>SB</i>	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 / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>			
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>			

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

NARS 2016/1122426

Contract Number / Numéro du contrat <b>201606665</b>
Security Classification / Classification de sécurité

<b>PART A - CONTINUED / PARTIE A - CONTINUÉ</b>													
<p>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 :</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<p>Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :</p>													
<b>PART B - PERSONNEL / PARTIE B - PERSONNEL FOURNISSEUR</b>													
<p>10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis</p> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ</td> <td><input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL</td> <td><input type="checkbox"/> SECRET / SECRET</td> <td><input type="checkbox"/> TOP SECRET / TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT</td> <td><input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL</td> <td><input type="checkbox"/> NATO SECRET / NATO SECRET</td> <td><input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS</td> <td colspan="3"></td> </tr> </table> <p>Special comments: / Commentaires spéciaux : _____</p> <p style="font-size: small;">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.</p>		<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			
<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													
<p>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?</p>		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <span style="font-size: large; color: blue;">BBT</span>											
<b>PART C - SAFEGUARDS INQUIRY / PARTIE C - MESURES DE PROTECTION FOURNISSEUR</b>													
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>													
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<b>PRODUCTION</b>													
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>													
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<p>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?</p>	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												

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Security Classification / Classification de sécurité



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**RECAPTULATIF / RÉCAPITULATIF**

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	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 Line / Ligne téléphonique																		

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 le 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 le case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government of Canada / Gouvernement du Canada

NAEMS 2016/1122426

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13 Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Dr. Sylvie Bourgeois	OIC, Int'l Health Protection & Wellness	<i>S Bourgeois</i>	
Telephone No. - N° de téléphone 613-843-3608	Facsimile No. - N° de télécopieur 613-825-7845	E-mail address - Adresse courriel sylvie.bourgeois@rcmp-grc.gc.ca	Date March 11/2016
<b>14 Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
<i>Sheila Nordstrom</i>	<i>Security Analyst</i>	<i>SN</i>	
Telephone No. - N° de téléphone <i>613-843-3677</i>	Facsimile No. - N° de télécopieur <i>613-825-0143</i>	E-mail address - Adresse courriel <i>sheila.nordstrom@rcmp-grc.gc.ca</i>	Date <i>2016-09-13</i>
<b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b> Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
		<input type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
<i>Robyn Dagg</i>	<i>Procurement Officer</i>	<i>Robyn Dagg</i>	
Telephone No. - N° de téléphone <i>613-843-3872</i>	Facsimile No. - N° de télécopieur -	E-mail address - Adresse courriel <i>robyn.dagg@rcmp-grc.gc.ca</i>	Date <i>April 22, 2016</i>
<b>17 Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
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

The RCMP may be required to do additional checks and verifications on individuals of the chosen supplier, including fingerprints.

La GRC peut être obligée de soumettre des individus de l'entreprise choisie à des vérifications supplémentaires, incluant les empreintes digitales.

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Security Classification / Classification de sécurité

Canada