



National Defence Défense nationale

National Defence  
Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

Bid Receiving – PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St. / 11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5

**Proposal To: National Defence Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale 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 annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

<b>Title/Titre</b> Veterinary Supplies and Services	<b>Solicitation No – N° de l'invitation</b> W6399-17JA18FD
<b>Date of Solicitation – Date de l'invitation</b> 27 September 2016	
<b>Address Enquiries to – Adresser toutes questions à</b>  Stephanie Way, DLP 6-2-1-1 <a href="mailto:Stephanie.Way@forces.gc.ca">Stephanie.Way@forces.gc.ca</a>	
<b>Telephone No. – N° de téléphone</b> 613-945-2788	<b>FAX No – N° de fax</b> 613-990-5005
<b>Destination</b>  Ottawa and Petawawa Ontario Canada	

**Instructions:**

**Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

**Solicitation Closes –  
L'invitation prend fin**

At – à : 1400hrs Eastern Daylight Time

On - le : 7 November 2016

<b>Delivery required - Livraison exigée</b>	<b>Delivery offered - Livraison proposée</b>
31 December 2016	
<b>Vendor Name and Address - Raison sociale et adresse du fournisseur</b>	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. There is no security requirement applicable to this Contract.

### **1.2 Statement of Work**

B4007T 2014-06-26 Statement of Work – Bid

The requirement is detailed in Annex "A", Statement of Work.

### **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 Trade Agreements**

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

## **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.

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 and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### **2.1.1 SACC Manual Clauses**

B3000T 2006-06-16 Equivalent Products

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) 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 to PWGSC 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 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.

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"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](#).

### 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

## **2.4 Enquiries - Bid Solicitation**

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

2.4.1 It is the responsibility of the Bidder to obtain clarification of any terms, conditions or technical requirements contained in the RFP. During the RFP posting period, potential Bidders are encouraged to submit questions or requests for clarification regarding the content of the RFP. This is the only opportunity prior to bid closing for Bidders to address issues or raise any concerns related to the RFP content.

2.4.2 To ensure consistency and quality of information provided to Bidders, relevant enquiries received and the replies to such enquiries will be provided simultaneously to all Bidders, to whom this solicitation has been sent, without revealing the source(s) of the enquiries.

## **2.5 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.

## **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 Two (2) hard copies and one (1) soft copy on CD,

Section II: Financial Bid Two (2) hard copies and one (1) soft copy on CD

Section III: Certifications Two (2) hard copies

Section IV: Additional Information Two (2) hard copies

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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.

### **3.2 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**

Refer to Annex B Evaluation Criteria

##### **4.1.1.2 Point Rated Technical Criteria**

Refer to Annex B Evaluation Criteria

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [A0220T](#) 2014-06-26, Evaluation of Price

### **4.2 Basis of Selection**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. meet the point rated criteria as per Annex B Evaluation Criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless otherwise specified, 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 will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

#### **5.1.2 Additional Certifications Required with the Bid**

### **5.2 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 provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

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.

#### **5.2.2 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 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](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.

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

[A3005T](#) 2010-08-16 Status and Availability of Resources

#### **5.2.3.2 Education and Experience**

[A3015C](#) 2014-06-26 Certifications – Contract

**5.2.3.2.1** *SACC Manual* clause [A3010T](#) 2010-08-16 Education and Experience

#### **5.2.3.3 Certificate of Acknowledgment and Availability**

Bidders are required to provide with the proposal at bid closing in accordance with Annex D to this RFP.

#### **5.2.3.4 Non-Disclosure Agreements**

For any contract awarded and at the request of the Contracting Officer, the Bidder shall provide Non-disclosure Agreement forms, signed by each proposed resource, prior to the commencement of any work (see Annex C for further information).

## **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**

**6.1.1** There is no security requirement applicable to this Contract.

### **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.

#### **6.3.1 General Conditions**

**2010A** 2016-04-04, General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

AND

**2010C** 2016-04-04, General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

### **6.4 Term of Contract**

Twelve (12) months from contract award.

#### 6.4.1 Period of the Contract

The Work is to be performed during the period of \_\_\_\_\_ (fill in start date of the work) to \_\_\_\_\_ (fill in end date of the work).

#### 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 Three (3) additional one (1) 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" Statement of Work.

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department of National Defence  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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:

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

Name: \_\_\_\_\_ (To be completed by the bidder)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Telephone : \_\_\_\_\_ (To be completed by the bidder)

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

**6.7.1.1** Basis of Payment: The Basis of Payment for the resulting contract will be based on Firm Fixed All Inclusive Rates for the delivery of Veterinarian Services and Supplies based on the successful Bidder's Financial Proposal. All other Veterinarian Services and Supplies that are not listed in the pricing grid located at Annex B are not to exceed the guideline rates listed in the current year's Ontario Veterinarian Price Guide.

**6.7.1.2** Canada will pay the Contractor upon completion and delivery of the Work 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.

#### 6.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are \_\_\_\_\_ (insert "included", "excluded" or "subject to exemption") and Applicable Taxes are extra. 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

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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.

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 Payments**

H1008C 2008-05-12 Monthly Payments

### **6.8 Invoicing Instructions**

**6.8.1** 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;
- d. a copy of the monthly progress report.

**6.8.2** Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment

### **6.9 Certifications**

#### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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

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

### 6.9.3 Replacement of Personnel

In exceptional circumstances where it becomes necessary to replace a proposed resource with a substitute resource:

- a. requests to replace a proposed resource shall be submitted to the Contracting Authority, and
- b. the qualifications of the proposed substitute shall meet/exceed the qualifications of the resource being replaced.

Information to Bidders: The Department of National Defence reserves the right to terminate any resulting contract for default if knowledge is gained that the proposed substitute resource does not meet/exceed the qualifications of the originally proposed resource.

### 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 Resulting Contract;
- (b) the supplemental general conditions: [2010A](#) 2016-04-04, General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modifications;
- (c) the general conditions [2010C](#) 2016-04-04, General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modifications;
- (d) Annex A, Statement of Work;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

### 6.12 Defence Contract

SACC *Manual* clause A9006C 2012-07-16 Defence Contract

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**ANNEX "A" STATEMENT OF WORK  
FOR THE PROVISION OF CANINE VETERINARY SERVICES FOR THE DEPARTMENT OF  
NATIONAL DEFENCE**

**1. Scope**

**1.1 Purpose**

The Department of National Defence (DND) has a requirement for the provision of veterinarian services and support as and when requested, including but not limited to mobile veterinarian services, needed to support the conduct of specialized canine operations.

**1.2 Background**

The Unit supports up to 14 canines (working dogs) that work in many environments under varying conditions. It is essential that the canines receive routine, urgent and emergency veterinarian care, in a timely manner as required. In addition, services will include the provision of high quality dog food on a monthly basis or as needed.

**1.3 Terminology**

**1.3.1 Canine:** any working breed ranging from 12 weeks to 13 years in age.

**1.3.2 Routine care:** yearly vaccinations, and at a minimum two (2) health checks per year.

**1.3.3 Urgent care:** non-life threatening situation (eg. dog in pain or suffering) that requires immediate attention.

**1.3.4 Emergency care:** life threatening situation that requires immediate attention.

**1.3.5 Veterinarian care:** to provide a licensed all inclusive mobile service on a pre-arranged care schedule within the National Capital Region (NCR) with only 24-48 hours notice. This shall include but not limited to regular vaccinations, examinations, minor surgeries, re-examination, and consults.

**1.3.6 Dog Handler:** an individual assigned to work and provide training to their assigned dog.

**1.3.7 The College of Veterinarians of Ontario (CVO):** regulates the practice of veterinary medicine in Ontario to protect the public interest. The CVO is not a school or university. The CVO licenses veterinarians, inspects and accredits veterinary facilities and investigates complaints against veterinarians.

**1.3.8 Ontario Veterinarian Price Guide (OVPG):** a list of veterinarian fees considered fair and just, prepared for the Ontario Veterinary Medical Association in partnership with the Canadian Veterinary Medical Association.

**1.3.9 Ontario Veterinary Medical Association (OVMA):** association that represents Ontario veterinarians in private practice, government, academia, industry and public service. Its mandate includes the provision of economic research, continuing education and professional development, increasing public awareness, government relations, and member services.



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- 1.3.10 **Ontario Veterinary College (OVC):** veterinary school in Canada located at the University of Guelph in Guelph, Ontario, one of five veterinary schools that offers the Doctor of Veterinary Medicine, DVM program in Canada.

## 2. Applicable Documents

- 2.1. The most recent version of the Ontario Veterinarians Price Guide (OVPG).

## 3. Tasks and Deliverables

### 3.1. Veterinarian Services

DND requires veterinarian services care for up to 14 canines that work in many environments and under varying conditions. It is essential that the canines receive routine, emergency, urgent and preventative veterinarian care in a timely manner as required. All veterinarian services provided by the Contractor are to be done in accordance with the Ontario Veterinarian College (OVC) standards. The Contractor shall:

- 3.1.1. Provide veterinarian support/guidance for the dog handler(s) by phone or in-person, on a 24 hour/7 day a week basis;
- 3.1.2. Provide a licensed all-inclusive mobile service within the National Capital Region (NCR) with 24 - 48 hour notice. This will include but is not be limited to regular vaccinations, examinations, minor surgeries, re-examination and consults;
- 3.1.3. Provide access to and be employed and/or partnered with a 24-hour animal hospital offering urgent and emergency medical support within the NCR. The Contractor will be notified, time permitting, of the situation during an emergency. As the Point of Contact (POC), the Contractor will provide any documentation needed to facilitate care of the dog if needed. In addition, the Contractor will be responsible for all expenses incurred during the provision of services at the 24-hour animal hospital and will respond to all billing inquiries. The Contractor will invoice DND in accordance with the terms of the contract;
- 3.1.4. Provide vaccinations including but not limited to: Distemper, Hepatitis, Parvovirus, Para Influenza, Rabies Leptospirosos (C,I,G,P), Bordetella, Lyme;
- 3.1.5. Provide services including but not limited to: canine x-ray, dental, laboratorial and surgical services when required at the Contractor's location of choice within the NCR;
- 3.1.6. Provide or arrange to provide specialty care services, including but not limited to: internal medicine, surgery, dentistry, cardiology, ophthalmology, euthanasia and disposal of remains. The Contractor will be responsible for all expenses incurred during the provision of specialty care services. The Contractor will invoice DND in accordance with the terms of the contract;
- 3.1.7. Provide or arrange to provide emergency/urgent care facilities;
- 3.1.8. Provide localized *stand-by* veterinarian mobile services approximately 8 times per year, in response to potential emergency situations that may occur during canine field exercises;
- 3.1.9. Provide up-to-date written and/or digital copy (ies) of each dog record(s) to the Crown upon request and on completion/termination of the contract. All paper and digital

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records shall be treated in a confidential/need to know manner and stored separately from other animal care databases;

- 3.1.10. Ensure that every Veterinarian Assistant or Technician involved, including sub-Contractors, in clinical practice, shall work under the **supervision** of a licensed Veterinarian;
- 3.1.11. Provide first and last name, driver's license, date of birth and S.I.N. after contract award, for every Veterinarian, Assistant, Technician and for all support resources, in order to gain on-site access to the facility;
- 3.1.12. Provide a current Criminal Record Check for all resources assigned to mobile clinic and ensure they do not have a criminal record (i.e. the lead Veterinarian and substitute, and support resources);
- 3.1.13. Ensure that a valid Criminal Record Check is provided prior to any work being performed if an option period were to be exercised; and
- 3.1.14. Provide a current Criminal Record Check and all of the requirements listed in 3.1.11 above for any newly hired employees prior to that new employee performing any work related to this contract.

### 3.2. Veterinarian Supplies and Dog Food

DND has a requirement for prescription and/or high quality dog food in the amount of minimum of 4400 Kilograms and other veterinarian supplies in which the Contractor shall:

- 3.2.1. Deliver prescription medication and veterinarian supplies and supplements;
- 3.2.2. Ensure that pricing for all other veterinarian services and supplies not listed in the price grid as shown in Annex B, shall not exceed the guideline rates listed in the current year's Ontario Veterinarian Price Guide; and
- 3.2.3. Provide and deliver prescription and/or high quality dog food (Purina Joint Management dog food or equivalent as agreed upon by the TA (Technical Authority) and the Veterinarian) on a monthly basis or as needed.

## 4. DND Support:

- 4.1.1. DND to assist the Contractor with visit clearances.

## 5. Location of Work

- 5.1.1. The location of work for this requirement will occur in the Contractor's licensed mobile within the National Capital Region (NCR), Richmond, Ontario, as well as at Canadian Forces Base (CFB) Petawawa. The Contractor will be required to perform localized stand-by services approximately 8 times per year.
- 5.1.2. The work will take place on-site through the Contractor's licensed all-inclusive mobile service, and at emergency/urgent care facilities within the NCR when needed. Specific information is as follows:
  - 5.1.2.1 **On site:** the Contractor shall provide first and last name, drivers license, and date of birth for the lead Veterinarian and substitute(s), and support

resources, after contract award to gain on-site access to the facility. The site is located in Richmond, Ontario;

- 5.1.2.2 **Contractor's all-inclusive mobile service:** mobile service to be capable of administering vaccinations, minor surgery (i.e. putting stitches in to close a cut), examinations and issuing health certificates. These services are to be done in accordance with the Ontario Veterinarian College (OVC) standards; and
- 5.1.2.3 **Emergency/Urgent care facilities:** the Contractor shall arrange medical care at the Alta Vista Animal Hospital and/or the Ottawa Veterinarian Hospital (the only two 24-hour animal hospitals in Ottawa) as required.
- 5.1.2.4 **Localized stand-by services:** The Contractor shall provide stand-by veterinarian mobile services approximately 8 times per year, in response to potential emergency situations that may occur during canine field exercises in the NCR, Richmond, Ontario, as well as CFB Petawawa.

## ANNEX "B" Evaluation Criteria & Selection Methodology

### B1 Acceptance of Request For Proposal Terms and Conditions

- 1.1 In submitting a proposal in reference to this Request for Proposal, it is considered that the Bidder has read, understood and accepted all of the terms and conditions of the Request for Standing Offer, including the Statement of Work, Evaluation Criteria and Selection Methodology and any appendices and attachments.

### B2 Evaluation of Proposals

- 2.1 Proposals submitted for this requirement shall clearly demonstrate that the Bidder meets all of the mandatory criteria to be deemed compliant. Failure to demonstrate this will result in the proposal being declared NON-COMPLIANT and given no further consideration.
- 2.2 The Bidder must clearly demonstrate the relevant experience and qualifications of the proposed resource. Bidders are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation. Supporting data may include resumes and any necessary documentation to demonstrate the experience and knowledge attained. Simply repeating the statements contained in the Statement of Work is not sufficient.
- 2.3 In order to evaluate the number of years of experience attained, the proposal shall, as a minimum, identify the **month and year** when the experience commenced and the **month and year** when the experience was completed. Failure to provide this information will be to the disadvantage of the Bidder. Failure to provide this information in response to a Mandatory Criteria whereby number of years of experience is evaluated will result in the proposal being declared NON-COMPLIANT.
- 2.4 In the case where the timelines of experience gained in two or more projects overlap, the duration of time common to each project/experience will not be counted more than once. Experience and knowledge shall be relevant to the requirement.
- 2.5 The Proposal will be evaluated solely on its content and the documentation provided as part of the Bidder's proposal, except as otherwise specifically provided in this solicitation. Any information or personnel proposed as options or additions to the work will NOT be evaluated.
- 2.6 **It is recommended that Bidders include a grid in their proposals**, cross-referring the items of the Statement of Work and Evaluation Criteria to statements of compliance with reference to supporting data and/or resume evidence contained in their proposals. Any misrepresentation discovered during the assessment will disqualify the entire proposal from further evaluation.  
Information to Bidders: The compliance grid and templates, by and of itself, DOES NOT constitute demonstrated evidence. As stated in the paragraphs above, the resumes and/or any supporting documentation will be accepted as evidence.
- 2.7 An evaluation team composed of government officials from the DND TA client department will evaluate the Technical Proposals on behalf of Canada. In addition, Canada reserves the

right to include as evaluation members, non-government employees that are not in conflict of interest by performing this task.

**B3 Mandatory Criteria**

- 3.1 Responses that clearly demonstrate that all of the mandatory criteria have been met will be evaluated further. It is the Bidder's responsibility to clearly demonstrate that all of the mandatory criteria are met. Responses failing to do so will be ruled non-compliant and will not be considered further.
- 3.2 Bidders are encouraged to supply as much information as necessary to demonstrate clearly that the mandatory requirements are met and to ensure evaluated criteria can be properly assessed.
- 3.3 As a mandatory part of the bid submission, the Bidder must clearly demonstrate that each of the following mandatory criteria are met:

	<b>Mandatory Requirements</b>	<b>Instructions to Bidder</b>	<b>Proposal Reference</b>
<b>M1</b>	Bidders must identify a minimum of 2 Veterinarians who would be capable of providing services on-site through the Contractor's all-inclusive licensed mobile service. Bidders must also clearly demonstrate that these Veterinarians are in possession of a valid license issued by the College of Veterinarians of Ontario (CVO). The proposed Veterinarians must maintain their licence for the duration of the contract.	Provide the names of a minimum of two (2) Veterinarians who would be capable of providing services on-site; and  Provide copies of the valid Veterinarian licenses issued by the CVO.	
<b>M2</b>	Bidder must certify that all proposed Veterinarian resources meet regulatory requirements in accordance with the Ontario Veterinary Medical Association (OVMA).	Provide a written attestation statement that all proposed Veterinarian resources meet regulatory requirements in accordance with the OVMA.	
<b>M3</b>	Experience in providing a licensed mobile clinic for routine, urgent and emergency care. All facilities used to provide veterinary medicine, including mobile facilities, must meet accreditation standards established by the CVO.	Provide a summary of experience in the provision of routine, urgent and emergency care in a mobile environment; and  Provide a copy of the valid licences and/or certificates issued by CVO on the clinic and mobile facilities.	

<b>M4</b>	The Contractor shall ensure that each proposed Veterinarian and support resource(s) assigned to the mobile clinic have a criminal records check and do not have a criminal record.	Provide proof of criminal records checks for all proposed Veterinarian and support resources to be submitted with proposal.	
<b>M5</b>	Bidders must demonstrate that they are capable of providing access to and are employed/partnered with a 24-hour animal hospital offering medical support within the NCR.	Provide written confirmation from the facility clearly defining the affiliation.	

**B4 Rated Criteria**

- 4.1 Proposals meeting all Mandatory Criteria will be further evaluated against the Rated Criteria shown below. It is the Bidder's responsibility to ensure that sufficient information is provided to properly evaluate these criteria. Such information could include, but is not limited to resumes, company profile, company history, proposed work plan, breakdown of level of effort, description of methodology and references. See Section B2 Evaluation of Proposals.
- 4.2 The RATED CRITERIA is seen below. Points (whole numbers, not partial points) will be allocated for each Rated Criteria as shown.

	<b>Point Rated Criteria</b>	<b>Point Breakdown</b>	<b>Max/Minimum Points</b>	<b>Proposal Reference</b>
<b>R1</b>	The proposed Lead Veterinarian's experience working with Police and/or Military canines.  Provide a written reference from agencies confirming past experience.	1 - < 2 years = 2 point 2 - < 3 years = 4 points 3 - < 4 years = 6 points 4+ years = 8 points	8/2	
<b>R2</b>	Most recent combined demonstrated Veterinary Experience working with Police or Military canines within the last 2 years.	>Within the last 6 months = 2 points > 6 - 12 months ago = 4 points > 12 - 20 months ago = 6 points > 20 or more months ago = 8 points	8/2	
<b>Total Points:</b>			<b>16/4</b>	

**B5 Financial Proposal**

- 5.1 Financial Proposals are to be submitted in a document separate from the Technical Proposal.
- 5.2 For evaluation purposes, to ensure consistency of the evaluations, all foreign currency proposals will be converted to Canadian dollars, GST/HST excluded.
- 5.3 In the Financial Proposal, the Bidder/Firm shall include **Firm Fixed All-inclusive Rates for the delivery of Veterinarian Services, Supplies and Dog Food** as described in point 1.3.8 of the Statement of Work (SOW).
- 5.4 The aggregate of these prices will be for "evaluation purposes only" for the Delivery of Veterinarian Services for Canines, calculated as follows:

Initial Contract Period: From Contract Award Date to 31 December 2017.	<b><u>Firm Fixed All-inclusive Price</u></b>
<b>Mobile Visit:</b>	<b>\$\$\$</b>
<b>Doctor of Veterinary Medicine (DVM) fee</b> (time, mileage, medical supplies, examination and service fees extra)	
<b>Mileage rate</b> (per km)	
<b>Veterinarian Mobile Services Fee</b> (to include stand-by hourly rate and routine care for services)	
<b>Mobile Visit Total</b> <b>Add from above:</b>	<b>\$ _____</b> <b>Sub-total (a)</b>
Canine Veterinarian Services - General Fees: (equipment and consumables included in Firm Fixed All-inclusive Price)	<b>\$\$\$</b>
Examination / consultation fee general practise	
Consultation - telephone (client)	
Emergency service premium (exam fee extra)	
After hours fee: (outside normal business hours and if different from emergency service premium)	
Dispensing fee per prescription	
Health certificate fee	
Recheck/ re-evaluation fee	
Fecal test	
Urinalysis complete	
Blood sample collection	
Complete blood count	

Radiograph - set-up			
Radiograph – split/2views			
Dental x-ray (full mouth)			
Root planing (10 minute unit)			
<b>Canine Veterinarian Services - General Fees Total</b>			<b>\$ _____</b>
<b>Add from above:</b>			<b>Sub-total (b)</b>
<b>Canine Vaccinations</b> (examination fee extra)	<b><u>Firm Fixed All-inclusive Price</u></b>	<b><u>Estimated # of dogs</u></b>	<b>\$\$\$ x 14</b>
Bordetella SQ	\$\$\$	14	
Bordetella bronchiseptica	\$\$\$	14	
DA2 Parvo 1	\$\$\$	14	
Rabies 1	\$\$\$	14	
DA2 Parvo 3	\$\$\$	14	
Rabies 1	\$\$\$	14	
Canine Distemper-adenovirus Type 2-Para influenza	\$\$\$	14	
Bordetella Annual	\$\$\$	14	
Rabies 3 year vaccine	\$\$\$	14	
Lepto Annual vaccine	\$\$\$	14	
Lyme Disease annual vaccine	\$\$\$	14	
<b>Canine Vaccinations Total</b>			<b>\$ _____</b>
<b>Add from above:</b>			<b>Sub-total (c)</b>
<b>Specialist Examination Fees per visit:</b>			<b>\$\$\$</b>
available specialist services include, but are not limited to:			
Board certified internist			
Board certified oncologist			
Board certified cardiologist			
Board certified dentist			
Board certified radiologist			
Specialty surgery: tooth extraction (surgical fee - 10 minute unit cost)			
Specialty surgery: root canal (surgical fee - 10 minute unit cost)			
Ophthalmology			
Dermatology			



<b>Specialist Examination Fees per visit Total</b>			\$ _____
<b>Add from above</b>			<b>Sub-total (d)</b>
<b>Total Estimated Cost for Veterinarian Services:</b> <b>(Includes: Mobile, General Fees, Vaccinations &amp; Specialist Exam Fees)</b>			\$ _____ <b>Sub-total (e)</b> <b>(a+b+c+d)</b>
<b>Veterinarian Dog Food</b> as described in Section 3.2.3 of the SOW.	<b><u>Firm Fixed Price</u></b> <b>(all-inclusive)</b>	<b><u>Estimated # kgs of dog food / year</u></b>	<b>\$\$\$ x 3500</b>
Provision and Delivery of High Quality Dog Food on a monthly basis.	<b>\$\$\$ per kg</b>	<b>3500 kg per yr</b>	\$ _____ <b>Sub-total (f)</b>
<b>A. Total Estimated Cost for the Initial 1-Year Contract Period:</b> <b>(For Evaluation Purposes Only)</b>			\$ _____ <b>Sub-total (A)</b> <b>[(e+f)]</b>

Option Period 1: 01 January 2018 to 31 December 2018.	<b><u>Firm Fixed All-inclusive Price</u></b>
<b>Mobile Visit:</b>	<b>\$\$\$</b>
<b>Doctor of Veterinary Medicine (DVM) fee</b> (time, mileage, medical supplies, examination and service fees extra)	
<b>Mileage rate (per km)</b>	
<b>Veterinarian Mobile Services Fee</b> <b>(to include stand-by hourly rate and routine care for services)</b>	
<b>Mobile Visit Total</b> <b>Add from above:</b>	\$ _____ <b>Sub-total (g)</b>
Canine Veterinarian Services - General Fees: (equipment and consumables included in Firm Fixed All-inclusive Price)	<b>\$\$\$</b>
Examination / consultation fee general practise	
Consultation - telephone (client)	
Emergency service premium (exam fee extra)	
After hours fee:(outside normal business hours and if different from emergency service premium)	

Dispensing fee per prescription			
Health certificate fee			
Recheck/ re-evaluation fee			
Fecal test			
Urinalysis complete			
Blood sample collection			
Complete blood count			
Radiograph - set-up			
Radiograph – split/2views			
Dental x-ray (full mouth)			
Root planing (10 minute unit)			
<b>Canine Veterinarian Services - General Fees Total</b>			<b>\$ _____</b>
<b>Add from above:</b>			<b>Sub-total (h)</b>
<b>Canine Vaccinations</b> (examination fee extra)	<b><u>Firm Fixed All-inclusive Price</u></b>	<b><u>Estimated # of dogs</u></b>	<b>\$\$\$ x 14</b>
Bordetella SQ	\$\$\$	14	
Bordetella bronchiseptica	\$\$\$	14	
DA2 Parvo 1	\$\$\$	14	
Rabies 1	\$\$\$	14	
DA2 Parvo 3	\$\$\$	14	
Rabies 1	\$\$\$	14	
Canine Distemper-adenovirus Type 2-Para influenza	\$\$\$	14	
Bordetella Annual	\$\$\$	14	
Rabies 3 year vaccine	\$\$\$	14	
Lepto Annual vaccine	\$\$\$	14	
Lyme Disease annual vaccine	\$\$\$	14	
<b>Canine Vaccinations Total</b>			<b>\$ _____</b>
<b>Add from above:</b>			<b>Sub-total (i)</b>
<b>Specialist Examination Fees per visit:</b> available specialist services include but are not limited to:			<b>\$\$\$</b>
Board certified internist			
Board certified oncologist			

Board certified cardiologist			
Board certified dentist			
Board certified radiologist			
Specialty surgery: tooth extraction (surgical fee - 10 minute unit cost)			
Specialty surgery: root canal (surgical fee - 10 minute unit cost)			
Ophthalmology			
Dermatology			
<b>Specialist Examination Fees per visit Total Add from above</b>			<b>\$ _____ Sub-total (j)</b>
<b>Total Estimated Cost for Veterinarian Services: (Includes: Mobile, General Fees, Vaccinations &amp; Specialist Exam Fees)</b>			<b>\$ _____ Sub-total (k) (g+h+i+j)</b>
<b>Veterinarian Dog Food</b> as described in Section 3.2.3 of the SOW.	<b><u>Firm Fixed Price</u> (all-inclusive)</b>	<b><u>Estimated # kgs of dog food / year</u></b>	<b>\$\$\$ x 3500</b>
Provision and Delivery of High Quality Dog Food on a monthly basis.	<b>\$\$\$ per kg</b>	<b>3500 kg per yr</b>	<b>\$ _____ Sub-total (l)</b>
<b>B. Total Estimated Cost for Option Period 1: (For Evaluation Purposes Only)</b>			<b>\$ _____ Sub-total (B) [(k+l)]</b>

Option Period 2: 01 January 2019 to 31 December 2019.	<b><u>Firm Fixed All-inclusive Price</u></b>
<b>Mobile Visit:</b>	<b>\$\$\$</b>
<b>Doctor of Veterinary Medicine (DVM) fee</b> (time, mileage, medical supplies, examination and service fees extra)	

<b>Mileage rate (per km)</b>			
<b>Veterinarian Mobile Services Fee (to include stand-by hourly rate and routine care for services)</b>			
<b>Mobile Visit Total Add from above:</b>		<b>\$ _____ Sub-total (m)</b>	
Canine Veterinarian Services - General Fees: (equipment and consumables included in Firm Fixed All-inclusive Price)		<b>\$\$\$</b>	
Examination / consultation fee general practise			
Consultation - telephone (client)			
Emergency service premium (exam fee extra)			
After hours fee:(outside normal business hours and if different from emergency service premium)			
Dispensing fee per prescription			
Health certificate fee			
Recheck/ re-evaluation fee			
Fecal test			
Urinalysis complete			
Blood sample collection			
Complete blood count			
Radiograph - set-up			
Radiograph – split/2views			
Dental x-ray (full mouth)			
Root planing (10 minute unit)			
<b>Canine Veterinarian Services - General Fees Total Add from above:</b>		<b>\$ _____ Sub-total (n)</b>	
<b>Canine Vaccinations (examination fee extra)</b>	<b><u>Firm Fixed All-inclusive Price</u></b>	<b><u>Estimated # of dogs</u></b>	<b>\$\$\$ x 14</b>
Bordetella SQ	<b>\$\$\$</b>	<b>14</b>	
Bordetella bronchiseptica	<b>\$\$\$</b>	<b>14</b>	
DA2 Parvo 1	<b>\$\$\$</b>	<b>14</b>	
Rabies 1	<b>\$\$\$</b>	<b>14</b>	
DA2 Parvo 3	<b>\$\$\$</b>	<b>14</b>	
Rabies 1	<b>\$\$\$</b>	<b>14</b>	

Canine Distemper-adenovirus Type 2-Para influenza	\$\$\$	14	
Bordetella Annual	\$\$\$	14	
Rabies 3 year vaccine	\$\$\$	14	
Lepto Annual vaccine	\$\$\$	14	
Lyme Disease annual vaccine	\$\$\$	14	
<b>Canine Vaccinations Total Add from above:</b>			\$ _____ <b>Sub-total (o)</b>
<b>Specialist Examination Fees per visit:</b> available specialist services include but are not limited to:			\$\$\$
Board certified internist			
Board certified oncologist			
Board certified cardiologist			
Board certified dentist			
Board certified radiologist			
Specialty surgery: tooth extraction (surgical fee - 10 minute unit cost)			
Specialty surgery: root canal (surgical fee - 10 minute unit cost)			
Ophthalmology			
Dermatology			
<b>Specialist Examination Fees per visit Total Add from above</b>			\$ _____ <b>Sub-total (p)</b>
<b>Total Estimated Cost for Veterinarian Services: (Includes: Mobile, General Fees, Vaccinations &amp; Specialist Exam Fees)</b>			\$ _____ <b>Sub-total (q) (m+n+o+p)</b>
<b>Veterinarian Dog Food</b> as described in Section 3.2.3 of the SOW.	<b>Firm Fixed Price (all-inclusive)</b>	<b>Estimated # kgs of dog food / year</b>	\$\$\$ x 3500
Provision and Delivery of High Quality Dog Food on a monthly basis.	\$\$\$ per kg	3500 kg per yr	\$ _____ <b>Sub-total (r)</b>
<b>C. Total Estimated Cost for Option Period 2: (For Evaluation Purposes Only)</b>			\$ _____ <b>Sub-total (C)</b>

	<b>[(q+r)]</b>
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Option Period 3: 01 January 2020 to 31 December 2020.		<b><u>Firm Fixed All-inclusive Price</u></b>
<b>Mobile Visit:</b>		<b>\$\$\$</b>
<b>Doctor of Veterinary Medicine (DVM) fee</b> (time, mileage, medical supplies, examination and service fees extra)		
<b>Mileage rate</b> (per km)		
<b>Veterinarian Mobile Services Fee</b> <b>(to include stand-by hourly rate and routine care for services)</b>		
<b>Mobile Visit Total</b> <b>Add from above:</b>		<b>\$ _____</b> <b>Sub-total (s)</b>
Canine Veterinarian Services - General Fees: (equipment and consumables included in Firm Fixed All-inclusive Price)		<b>\$\$\$</b>
Examination / consultation fee general practise		
Consultation - telephone (client)		
Emergency service premium (exam fee extra)		
After hours fee:(outside normal business hours and if different from emergency service premium)		
Dispensing fee per prescription		
Health certificate fee		
Recheck/ re-evaluation fee		
Fecal test		
Urinalysis complete		
Blood sample collection		
Complete blood count		
Radiograph - set-up		
Radiograph – split/2views		
Dental x-ray (full mouth)		
Root planing (10 minute unit)		
<b>Canine Veterinarian Services - General Fees Total</b> <b>Add from above:</b>		<b>\$ _____</b> <b>Sub-total (t)</b>
<b>Canine Vaccinations</b> (examination fee extra)	<b><u>Firm Fixed All-inclusive Price</u></b>	<b><u>Estimated # of dogs</u></b> <b>\$\$\$ x 14</b>

Bordetella SQ	\$\$\$	14	
Bordetella bronchiseptica	\$\$\$	14	
DA2 Parvo 1	\$\$\$	14	
Rabies 1	\$\$\$	14	
DA2 Parvo 3	\$\$\$	14	
Rabies 1	\$\$\$	14	
Canine Distemper-adenovirus Type 2-Para influenza	\$\$\$	14	
Bordetella Annual	\$\$\$	14	
Rabies 3 year vaccine	\$\$\$	14	
Lepto Annual vaccine	\$\$\$	14	
Lyme Disease annual vaccine	\$\$\$	14	
<b>Canine Vaccinations Total Add from above:</b>			\$ _____ <b>Sub-total (u)</b>
<b>Specialist Examination Fees per visit:</b> available specialist services include but are not limited to:			<b>\$\$\$</b>
Board certified internist			
Board certified oncologist			
Board certified cardiologist			
Board certified dentist			
Board certified radiologist			
Specialty surgery: tooth extraction (surgical fee - 10 minute unit cost)			
Specialty surgery: root canal (surgical fee - 10 minute unit cost)			
Ophthalmology			
Dermatology			
<b>Specialist Examination Fees per visit Total Add from above</b>			\$ _____ <b>Sub-total (v)</b>
<b>Total Estimated Cost for Veterinarian Services: (Includes: Mobile, General Fees, Vaccinations &amp; Specialist Exam Fees)</b>			\$ _____ <b>Sub-total (w) (s+t+u+v)</b>

<b>Veterinarian Dog Food</b> as described in Section 3.2.3 of the SOW.	<u>Firm Fixed Price</u> (all-inclusive)	<u>Estimated # kgs of dog food / year</u>	\$\$\$ x 3500
Provision and Delivery of High Quality Dog Food on a monthly basis.	\$\$\$ per kg	3500 kg per yr	\$ _____ <b>Sub-total (x)</b>
<b>D. Total Estimated Cost for Option Period 3:                      (For Evaluation Purposes Only)</b>			\$ _____ <b>Sub-total (D)                      [(w+x)]</b>

**B6 Selection Methodolgy**

- 5.1 Only one contract, if awarded, will be awarded to the compliant Bidder that offers quality services and experience at the Best Value to the Crown. Best Value is defined as the lowest cost per point compliant proposal. In the event of identical proposed cost, the compliant Bidder with the most experience in R1 will be declared the successful Bidder.
- 5.2 Cost of the proposal calculation: The Proposal offering Best Value will be the successful proposal and calculated as follows:

$$\text{COST-PER-POINT} = \frac{\text{The All-Inclusive Firm Fixed Price Proposed (D=A+B+C)}}{\text{Total Points scored in Rated Requirement}}$$



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### ANNEX C NON-DISCLOSURE AGREEMENT

**The Contractor shall not, without the prior written permission of the Contract Authority, disclose to anyone, other than an employee or a subcontractor with a need to know, the information or documentation it has access to during the performance of the Work under the Contract. Prior to commencing the Work under the Contract, the Contractor shall require its employees or subcontractors who will be performing Work under the Contract or who are provided access to the Work to sign a Statement of Non-Disclosure substantially in the form set out below (included as an appendix in this RFP for information purposes only) prior to being given access to any such information or documentation.**

#### Non-Disclosure Statement Agreement

I, \_\_\_\_\_, recognize that in the course of my work as an employee of \_\_\_\_\_ or subcontractor to \_\_\_\_\_, I may be given access to information and documentation which is proprietary to Canada or to third party contractor(s) as part of performing the Work pursuant to Contract Serial No. W6399-17JA18 between Her Majesty the Queen in right of Canada ("Canada") as represented by the Minister of National Defence and *[Name of the Contractor]*. For the purposes of this Agreement, information and documentation includes but is not limited to: any documents, instructions, guidelines, data, drawings, specifications, materials, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labelled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I hereby agree that I shall not reproduce, duplicate, use, divulge, release or disclose, in whole or in part, in whatever way or form any information or documentation to any person other than a person employed by Canada on a need to know basis, and hereby 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 or documentation in contravention of this Agreement. Without limiting the generality of the foregoing, I understand and agree that information and documentation disclosed to me while performing work under the Contract is not to be used for any purpose except to carry out the Contract.

I agree that the obligations of this Agreement shall survive the termination or completion of the Contract.

I, \_\_\_\_\_, having read and understood the terms of non-disclosure acknowledge by signing below that I agree with and shall abide by those terms.

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(Signature)

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(Date)

**ANNEX D CERTIFICATE OF ACKNOWLEDGEMENT AND AVAILABILITY**

I, \_\_\_\_\_ herein certify that I am aware and have given  
*Name of candidate*

**consent to \_\_\_\_\_ to submit my name and resume for**  
*Name of bidder*  
("Veterinarian Services for Canines", RFP W6399-17JA18).

**Furthermore, I, \_\_\_\_\_ herein certify that I am available to**  
**commence**

*Name of candidate*

working on or about the \_\_\_\_\_, 2016, if the contract is awarded to the  
aforementioned bidder.

\_\_\_\_\_  
*Name of resource*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*